

General Records Schedule GS1-SL for State and Local Government Agencies
ALPHABETICAL LISTING

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ACCESS CONTROL RECORDS	Item #189
ADDRESS REQUEST RECORDS	Item #415
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)	Item #244
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)	Item #331
ADMINISTRATIVE CONVENIENCE RECORDS	Item #2
ADMINISTRATIVE SUPPORT RECORDS	Item #3
ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER	Item #122
ADVERTISEMENTS: LEGAL	Item #25
AFFIRMATIVE ACTION RECORDS	Item #82
ANIMAL CONTROL RECORDS	Item #234
ANNEXATION RECORDS	Item #247
ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS	Item #380
ANNUAL REPORTS: COUNTY GOVERNMENT	Item #246
ANNUAL REPORTS: GOVERNING BODY	Item #245
ARCHITECTURAL/BUILDING PLANS: COMMERCIAL	Item #216
ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS	Item #204
ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL	Item #252
ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN	Item #332
ATTENDANCE AND LEAVE RECORDS	Item #116
ATTENDANCE RECORDS: COMMUNITY SERVICE	Item #249
AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS	Item #393
AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS	Item #394
AUDITS: AUDITOR GENERAL	Item #8
AUDITS: INDEPENDENT	Item #56
AUDITS: INTERNAL	Item #73
AUDITS: STATE/FEDERAL	Item #83
AUDITS: SUPPORTING DOCUMENTS	Item #57
AUTOMATED ACCOUNTING SYSTEM REPORTS	Item #50
BACKFLOW AND CROSS CONNECTION CONTROL PROGRAM RECORDS	Item #416
BACKUPS: ELECTRONIC/DIGITAL RECORDS	
BALLOTS	Item #397
BARGAINING RECORDS	Item #87
BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS	Item #70
BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS	Item #71
BID RECORDS: NON-CAPITAL IMPROVEMENT	Item #72
BOND FINANCING ADMINISTRATIVE RECORDS	Item #417
BOND RESOLUTIONS/ORDINANCES	Item #191
BONUS/AWARD RECORDS: EMPLOYEES	Item #333
BUDGET RECORDS: APPROVED ANNUAL BUDGET	Item #58
BUDGET RECORDS: SUPPORTING DOCUMENTS	Item #88
BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS	Item #169
BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT	Item #221
CABINET AFFAIRS FILES	Item #11
CALENDARS	Item #89
CEMETERY/DISPOSAL OF HUMAN REMAINS RECORDS	Item #235
CERTIFICATE OF OCCUPANCY: COMMERCIAL	Item #255
CERTIFICATE OF OCCUPANCY: RESIDENTIAL	Item #256
CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS	Item #207
CHILD CARE RECORDS	Item #257
CITIZEN SUPPORT ORGANIZATION/DIRECT SUPPORT ORGANIZATION REPORT FILES	Item #418
CLIENT CASE FILES: HUMAN/SOCIAL SERVICES	Item #275
CLIENT CASE FILES: VETERAN SERVICES	Item #310
CODE VIOLATION RECORDS: CITATION ISSUED	Item #398
CODE VIOLATION RECORDS: HEARING CASE FILES	Item #236

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CODE VIOLATION RECORDS: NO CITATION ISSUED	Item #237
COMMITTEE/BOARD APPOINTMENT RECORDS	Item #334
COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS	Item #379
COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS	Item #258
COMMUNICATIONS AUDIO RECORDINGS	Item #335
COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES	Item #94
COMPREHENSIVE MASTER PLANS: ADOPTED	Item #166
COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)	Item #174
COMPUTER LOGS	Item #391
CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY	Item #64
CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT	Item #65
COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION	Item #337
CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE	Item #17
CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT	Item #338
DEFERRED COMPENSATION SUMMARY REPORTS	Item #339
DIRECTIVES/POLICIES/PROCEDURES	Item #186
DISASTER PREPAREDNESS DRILL RECORDS	Item #259
DISASTER PREPAREDNESS PLANS	Item #210
DISASTER RELIEF RECORDS	Item #321
DISPATCH COMMUNICATIONS RECORDS	Item #434
DISPATCH RECORDS: LOGS	Item #377
DISCIPLINARY CASE FILES: EMPLOYEES	Item #98
DOMESTIC PARTNERSHIP REGISTRY RECORDS	Item #399
DONATION RECORDS	Item #342
DRAFTS AND WORKING PAPERS	Item #242
DRUG TEST CASE FILES	Item #260
DRUG TEST EQUIPMENT RECORDS	Item #261
DRUG TEST PROGRAM ADMINISTRATION RECORDS	Item #262
 <i>ELECTRONIC COMMUNICATIONS</i>	
ELECTRONIC FUNDS TRANSFER RECORDS	Item #264
ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION	Item #231
EMERGENCY MANAGEMENT PLAN REVIEW RECORDS	Item #419
EMERGENCY OPERATIONS RECORDS: FIVE YEAR STRATEGIC PLAN	Item #266
EMERGENCY OPERATIONS RECORDS: REGISTRY OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS	Item #267
EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS	Item #268
EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS	Item #265
EMPLOYEE ASSISTANCE PROGRAM RECORDS	Item #269
EMPLOYEE CONDUCT COUNSELING RECORDS	Item #206
EMPLOYMENT APPLICATION AND SELECTION RECORDS	Item #24
EMPLOYMENT APPLICATIONS: UNSOLICITED	Item #400
EMPLOYMENT ASSISTANCE PROGRAM NONEXPENDABLE PROPERTY RECORDS	Item #343
EMPLOYMENT ASSISTANCE PROGRAM RECORDS	Item #113
EMPLOYMENT ELIGIBILITY VERIFICATION FORMS	Item #420
ENCUMBRANCE/CERTIFICATION FORWARD RECORDS	Item #20
ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS	Item #211
ENERGY CONSUMPTION AND COST REPORTING RECORDS	Item #401
ENGINEERING RECORDS: INFRASTRUCTURE	Item #344
ENVIRONMENTAL REGULATION COMPLIANCE RECORDS	Item #167
EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS	Item #103
EQUIPMENT REFERENCE FILES	Item #223
EQUIPMENT/VEHICLE MAINTENANCE RECORDS	Item #104
EQUIPMENT/VEHICLE USAGE RECORDS	Item #224
EXPENDITURE PLANS: CAPITAL IMPROVEMENT	Item #208
EXPOSURE RECORDS	Item #227
FACILITY RESERVATION/RENTAL RECORDS	Item #270
FALSE ALARM RECORDS	Item #345

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FEASIBILITY STUDY RECORDS	Item #106
FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS	Item #157
FEES/SERVICE SCHEDULES	Item #271
FINAL ORDERS RECORDS: INDEXED OR LISTED	Item #67
FINAL ORDERS RECORDS: NOT INDEXED OR LISTED	Item #421
FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS	Item #396
FINANCIAL ACCOUNT AUTHORIZATION RECORDS	Item #84
FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)	Item #346
FINANCIAL HISTORY SUMMARY RECORDS	Item #347
FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS	Item #107
FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)	Item #108
FINANCIAL TRANSACTION RECORDS: DETAIL	Item #435
FINANCIAL TRANSACTION RECORDS: SUMMARY	Item #436
FOOD SERVICE ESTABLISHMENT LICENSE RECORDS	Item #402
FUEL TAX REPORTS	Item #213
GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS	Item #381
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE	Item #382
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL	Item #383
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA	Item #384
GRANT FILES	Item #422
GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)	Item #349
GRIEVANCE FILES	Item #110
HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE	Item #350
HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS	Item #324
HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS	Item #325
HISTORICAL DESIGNATION RECORDS	Item #423
HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE	Item #273
HOUSING FINANCE ASSISTANCE RECORDS	Item #274
INCIDENT REPORT FILES	Item #241
INFORMATION REQUEST RECORDS	Item #23
INJURY/ILLNESS RECORDS	Item #188
INSPECTION/MAINTENANCE RECORDS: BRIDGE	Item #276
INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH	Item #193
INSPECTOR REPORTS: EXISTING BUILDINGS/STRUCTURES	Item #438
INSPECTION REPORTS: FIRE EXTINGUISHER	Item #219
INSPECTOR'S ROUTE SHEETS: DAILY	Item #277
INSURANCE RECORDS: AGENCY	Item #111
INTELLECTUAL PROPERTY RECORDS	Item #437
INVENTORY: AGENCY PROPERTY	Item #40
INVENTORY: AGENCY RECORDS	Item #319
INVESTIGATIVE RECORDS: INSPECTOR GENERAL	Item #351
INVESTMENT RECORDS	Item #278
LAND DEVELOPMENT AND PLANNING PROJECT FILES	Item #352
LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS	Item #403
LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS	Item #404
LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS	Item #353
LEGISLATION RECORDS	Item #119
LICENSES: CERTIFICATE OF COMPETENCY RECORDS	Item #253
LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)	Item #254
LIEN DOCUMENTATION FILES	Item #405
LITIGATION CASE FILES	Item #27
LOBBYIST REGISTRATION RECORDS	Item #387
LOCAL GOVERNMENT ROAD REPORTS	Item #390
LOST AND FOUND RECORDS	Item #354
MAIL: REGISTERED AND CERTIFIED	Item #47
MAIL: UNDELIVERABLE/RETURNED	Item #1
MAILING/CONTACT LISTS	Item #29
MANAGEMENT SURVEYS/STUDIES: INTERNAL	Item #30
MAPS: ORIGINALS	Item #280

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MEDICAL RECORDS	Item #212
MEDICAL RECORDS: VETERAN SERVICES	Item #311
MICROGRAPHICS: QUALITY CONTROL RECORDS	Item #282
MINORITY APPOINTMENT REPORTING RECORDS	Item #406
MINUTES: OFFICIAL MEETINGS	Item #32
MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)	Item #4
MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/ NON-POLICY ADVISORY BOARDS)	Item #424
MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)	Item #123
MINUTES: OTHER MEETINGS	Item #33
MOSQUITO CONTROL RECORDS	Item #425
MUNICIPAL COURT DOCKET RECORDS	Item #323
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: COMMUNITY RATING SYSTEM	Item #355
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOOD MITIGATION ASSISTANCE PROGRAM RECORDS	Item #356
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS	Item #357
NEWS RELEASES	Item #34
NOISE EXPOSURE MEASUREMENT RECORDS	Item #283
OPERATIONAL AND STATISTICAL REPORT RECORDS	Item #124
OPINIONS: LEGAL	Item #26
OPINIONS: LEGAL (SUPPORTING DOCUMENTS)	Item #125
ORDINANCES	Item #228
ORDINANCES: SUPPORTING DOCUMENTS	Item #229
ORGANIZATION CHARTS	Item #126
PARKING DECAL/PERMIT RECORDS: EMPLOYEES	Item #127
PASSPORT RECORDS: DAILY	Item #407
PAYMENT CARD SENSITIVE AUTHENTICATION DATA	Item #395
PAYROLL RECORDS: COURT-ORDERED GARNISHMENT	Item #385
PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS	Item #129
PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS	Item #183
PAYROLL RECORDS: NOT POSTED	Item #214
PAYROLL RECORDS: POSTED	Item #35
PAYROLL RECORDS: SUPPORTING DOCUMENTS	Item #195
PENSION RECORDS: PLAN/FUND	Item #358
PENSION RECORDS: RETIREES	Item #359
PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS	Item #408
PERMITS: BUILDING	Item #286
PERMITS: CONFINED SPACE ENTRY	Item #284
PERMITS: MINING (LOCAL GOVERNMENT)	Item #287
PERMITS: SIGNS (LOCAL GOVERNMENT)	Item #288
PERSONNEL RECORDS: STATE-ADMINISTERED RETIREMENT SYSTEM	Item #19
PERSONNEL RECORDS: NON-STATE-ADMINISTERED RETIREMENT SYSTEM (LOCAL GOVERNMENT)	Item #162
PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT	Item #66
PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION	Item #378
PETTY CASH DOCUMENTATION RECORDS	Item #202
POSITION DESCRIPTION RECORDS	Item #38
POSTAGE/SHIPPING RECORDS	Item #133
PROBATION RECORDS	Item #320
PROCLAMATIONS	Item #142
PROJECT FILES: CAPITAL IMPROVEMENT	Item #136
PROJECT FILES: FEDERAL	Item #137
PROJECT FILES: NON-CAPITAL IMPROVEMENT	Item #138
PROJECT FILES: OPERATIONAL	Item #291
PROMOTION/TRANSFER REQUEST RECORDS	Item #139
PROPERTY CONTROL RECORDS	Item #222
PROPERTY TRANSFER RECORDS	Item #41
PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS	Item #426

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PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS	Item #328
PUBLIC DEPOSITOR ANNUAL REPORT RECORDS	Item #389
PUBLIC INFORMATION FILES	Item #128
PUBLIC PROGRAM/EVENT RECORDS	Item #238
PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS	Item #392
PUBLICATION PRODUCTION RECORDS	Item #198
PURCHASING RECORDS	Item #42
RADIO LOGS	Item #292
RAIN CHECKS	Item #293
REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION	Item #364
REAL PROPERTY RECORDS: PROPERTY ACQUIRED	Item #172
REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED	Item #164
RECORDS DISPOSITION DOCUMENTATION	Item #45
RECORDS MANAGEMENT COMPLIANCE STATEMENTS	Item #322
RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC	Item #68
RECORDS RETRIEVAL/REFERENCE RECORDS	Item #295
REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (NO PERMITTING FEE)	Item #427
REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (PERMITTING FEE)	Item #428
RESOLUTIONS	Item #297
RESOLUTIONS: SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS	Item #429
RESOLUTIONS: SUPPORTING DOCUMENTS	Item #143
RESPIRATOR FIT TESTING RECORDS	Item #298
REVENUE SHARING APPLICATIONS	Item #388
RIGHT-OF-WAY PERMIT RECORDS	Item #430
RULE DEVELOPMENT FILES	Item #367
RULE REPORTING FILES	Item #431
SALARY COMPARISON REPORTS	Item #49
SALARY SCHEDULES	Item #240
SALES/USE/LOCAL OPTION TAX RECORDS	Item #368
SECURITY BREACH NOTICE RECORDS	Item #432
SECURITY SCREENING RECORDS	Item #369
SIGNATURE AUTHORIZATION RECORDS	Item #300
SOCIAL MEDIA ACCOUNT AUTHORIZATION RECORDS	Item #411
SOCIAL SECURITY CONTROLLED SUMMARY RECORDS	Item #144
SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS	Item #370
STAFF ADMINISTRATION RECORDS	Item #371
STORAGE TANK RECORDS	Item #412
SUBDIVISION PLANS	Item #301
SUBDIVISION PLANS: PRELIMINARY PLANS/DRAWINGS	Item #433
SUBJECT/REFERENCE FILES	Item #373
SUBPOENAS	Item #374
SUNSHINE STATE ONE-CALL OF FLORIDA RECORDS	Item #386
SURVEILLANCE RECORDINGS	Item #302
SURVEYS: AERIAL	Item #303
TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)	Item #304
TELEPHONE CALL RECORDS	Item #28
TOURIST DEVELOPMENT TAX COLLECTION RECORDS	Item #305
TOURIST DEVELOPMENT TAX APPLICATION/REGISTRATION RECORDS	Item #413
TRAFFIC ACCIDENT REPORTS	Item #306
TRAINING MATERIAL RECORDS	Item #147
TRANSITORY MESSAGES	Item #146
TRAVEL RECORDS	Item #52
TRUTH-IN-MILLAGE (TRIM) COMPLIANCE FILES	Item #375
UNCLAIMED PROPERTY RECORDS	Item #309
UNEMPLOYMENT COMPENSATION/REEMPLOYMENT ASSISTANCE TAX RECORDS	Item #149

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VEHICLE ACCIDENT RECORDS	Item #78
VEHICLE LOCATOR RECORDS	Item #414
VEHICLE RECORDS	Item #154
VENDOR FILES	Item #97
VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT	Item #243
VISITOR/ENTRY RECORDS	Item #54
VOUCHERS: FEDERAL PROJECTS PAID	Item #156
WHISTLE BLOWER INVESTIGATIVE RECORDS	Item #376
WORK ORDERS	Item #141
WORK SCHEDULES	Item #289
WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS	Item #55
ZONING VARIANCE RECORDS	Item #312