

Data Types								
Data Type Category	Sub-Category	Data Type Name	Description	Vendor Responsibility	Retention Policy	In ODS	In EDW	In Content Store
Reference Data	Architectural/Building Plans	Commercial Plans	Consists of graphic and engineering records (blueprints, elevations, specification plans, as-builts, etc.) that depict conceptual as well as precise measure information for the planning and construction of, or additions to, commercial buildings. The record copy is held by the local government permitting authority but governmental departments may hold duplicates for reference use.	Yes	Retain for life of structure OR 10 anniversary years after issuance of certificate of occupancy or termination of contract with professional engineer, registered architect, or licensed contractor, whichever is later.	Y (Metadata only)	Y	Y
Reference Data	Architectural/Building Plans	Residential Plans	Consists of graphic and engineering records (blueprints, elevations, specification plans, as-builts, etc.) that depict conceptual as well as precise measure information for the planning and construction of, or additions to, residential buildings. The record copy is held by the local government permitting authority but governmental departments may hold duplicates for reference use.	Yes	10 anniversary years after issuance of certificate of occupancy.	Y (Metadata only)	Y	Y
Audit Data	Critical Systems	Information Systems Logs	Consists of system generated audit logs tracking events relating to records in critical information systems including, but not limited to, systems containing patient data, encounter data, provider data	Yes	Retain each audit trail entry as long as the record to which the entry relates.	Y	N	Y

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Administrative		Internal Activities	This record series consists of records relating to internal administrative activities rather than the functions for which the office exists. These records document day-to-day office management and do not serve as official documentation of office programs. Examples are an individual's daily activity tracking log used to compile periodic activity reports; sign-up sheets for staff use of office equipment or facilities (e.g., reserving a meeting room); and records documenting operating and use of an internal staff library. Do NOT use this item if records fall under a more appropriate retention schedule item or if the unique content/requirements of the records necessitate that an individual retention schedule be established. For instance, use Budget Records: Supporting Documents for budget work papers, or use Purchasing Records for records relating to purchase of office supplies; etc.	No	Retain until obsolete, superseded, or administrative value is lost.	N	N	N
Reference Data	Architectural/Building Plans	Preliminary Plans	Consists of preliminary graphic and engineering drawing records that depict conceptual as well as precise measured information for the planning and construction of facilities.	No	Retain until obsolete, superseded, or administrative value is lost.	N	N	N
Reference Data	Architectural/Building Plans	Abandoned/Withdrawn	Consists of building plans and permit applications that have been submitted for review but were abandoned or withdrawn by the applicant with no permit issued, or upon verification that no work was performed under the permit.	No	6 months after last action.	N	N	N

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Data Type Category	Sub-Category	Data Type Name	Description	Vendor Responsibility	Retention Policy	In ODS	In EDW	In Content Store
Administrative	Attendance	Leave Records	Consists of requests or applications for vacation, sick, family medical leave act (FMLA), and other types of leave including leaves of absences; time sheets or time cards along with any required documentation (medical statements or excuses from a physician, jury duty summons, or military orders, etc.) submitted by an employee to document authorized absences; reports of leave hours used and accrued during a pay period; and reports of leave balances for all agency employees.	No	3 fiscal years.	N	N	N
Administrative	Attendance	Community Service	Consists of, but is not limited to, time sheets, time cards, and sign-in logs for community service workers performing work in accordance with a court order or as part of a school or other community service program. These individuals do not receive any financial remuneration or retirement benefits for community service hours worked. Court-ordered community service workers must document their employment for the court or be subject to jail time, fine, or forfeiture.	No	1 calendar year after last date of service.	N	N	N
Audit Data	Non-critical Systems	Information System Logs	Consists of system-generated audit trails tracking events relating to records in information systems used for routine agency administrative activities. Audit trails link to specific records in a system and track such information as the user, date and time of event, and type of event (data added, modified, deleted, etc.). Since audit trails may play an integral part in prosecution, disciplinary actions, or audits or other reviews, agencies are responsible for ensuring that internal management policies are in place for retaining audit trails as long as necessary for these purposes.	Yes	Retain until obsolete, superseded, or administrative value is lost.	Y	N	Y

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Data Type Category	Sub-Category	Data Type Name	Description	Vendor Responsibility	Retention Policy	In ODS	In EDW	In Content Store
Audit Data	Compliance	Auditor General Reporting	Consists of an annual report issued by the Auditor General to establish the position of the agency being audited against its standard of performance.	No	10 fiscal years. State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.	N	N	N
Audit Data	Compliance	Independent Audits	Consists of a report, including any appropriate financial statements, issued by an independent auditor to establish the position of the agency being audited against its standard of performance. The audits may be instigated by any agency, organization, or internal management.	No	10 fiscal years.	N	N	N
Audit Data	Compliance	State/Federal	Consists of a report issued by a federal or state auditor to establish the position of the agency being audited against its standard of performance. The audits may be instigated by any agency, organization, or internal management.	No	10 fiscal years. State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.	N	N	N
Audit Data		Supporting Documents	Consists of the documentation and supporting documents used to develop the audit report with all bills, accounts, records, and transactions. The audit may be instigated by any agency, organization, or internal management.	No	3 fiscal years.	N	N	N
Financial Data	Reporting	Accounting Reports	Consists of reports generated by an agency's automated accounting system, such as SAMAS (State Automated Management Accounting System), FLAIR (Florida Accounting & Information Resource), Aspire, or other automated accounting system. Included are such reports as a log of all updated transactions entered into the system and a financial statement for each month for all divisions and/or bureaus of the agency.	Yes	3 fiscal years.	N	N	Y

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Data Type Category	Sub-Category	Data Type Name	Description	Vendor Responsibility	Retention Policy	In ODS	In EDW	In Content Store
Client Case	Services	Human/Social Services	Consists of the client case files for citizens receiving assistance from a state, county or city social services agency. The series may pertain to, but is not limited to, low cost energy assistance programs; emergency payments for electricity, medicine, Medicaid, medical care, food, or rent; and referrals to a doctor or social services organization. The series may also include claim documentation and copies of monthly, quarterly, and/or annual reports which are submitted by the local government agency to the Agency for Health Care Administration as provided by Sections 154.301-154.331, Florida Statutes, Health Care Responsibility For Indigents; and Chapter 59H-1, Florida Administrative Code, Florida Health Care Indigency Eligibility Certification Standards.	Yes	5 fiscal years.	Y	Y	Y
Client Case	Services	Veterans Services	Consists of case files relating to veterans receiving various types of assistance, including but not limited to, copies of the following documents: proof of military service; applications for various Veteran Administration (VA) benefits; marriage, death, divorce, and birth certificates; incoming and outgoing correspondence relating to the development and status of claims; change of address forms; and all other VA forms which are used in development of claims for VA benefits. The originals of all of these documents are forwarded to the Veterans Administration for processing. The series may also include a client case file index providing such information as name, social security number, employment data, other sources of income, death records, and additional notes on pending claims	Yes	5 fiscal years after case closed.	Y	Y	Y

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Legal Proceedings	Code Violations	Citation Issued	Documents code enforcement activities in response to code or ordinance violations in instances when citations were issued to medical facilities. Records may include, but are not limited to, evidence of verbal or written warnings, photographs, on-site inspection notes, copies of the first and second violation notices, and orders to appear. If the process continues to a Code Enforcement Board hearing or a Special Master proceeding, the records become part of the Code Enforcement Hearing Case Files. Refer to Chapter 162, Florida Statutes, County or Municipal Code Enforcement.	Yes	5 fiscal years after case is closed.	Y	Y	Y
Legal Proceedings	Code Violations	No Citation Issued	Documents code enforcement activities in response to code or ordinance violations in instances when no citation is issued to medical facilities. Records may include, but are not limited to, evidence of verbal or written warnings, photographs, on-site inspection notes, copies of the first and second violation notices, and orders to appear. If a citation is issued and the process continues to a Code Enforcement Board hearing or a Special Master proceeding, the records become part of the Code Enforcement Hearing Case Files.	Yes	3 anniversary years after case is closed.	Y	Y	Y

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Data Type Category	Sub-Category	Data Type Name	Description	Vendor Responsibility	Retention Policy	In ODS	In EDW	In Content Store
Communications	Audio/Video	Audio Recordings	Consists of audio recordings of radio and telephone communications and complaint calls. The series includes recordings of telephone calls to and from the police, sheriff department, or other dispatch office/agency, including 911 calls. The recordings are made for backup of activity reports, complaint records, and office operations, such as to verify times complaints are telephoned into the department or office/agency or for quality assurance reviews of customer service calls. Since these recordings may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which recordings should be retained for further investigation.	No	30 days	N	N	N
Communications	Services	Citizen/Consumer/Employee Complaints	Consists of individual complaints received from citizens, consumers, or employees. The records provide name, address, and telephone number of complainant, date of complaint, nature of complaint, to whom referred and date, action taken, and signature of person taking the action. This series does not include records documenting employee claims of harassment or discrimination.	No	1 anniversary year after resolved.	N	N	N

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Systems Processing	Operations	Computer Logs	Consists of firewall logs, system logs, network logs, or other logs used to maintain the integrity and security of the agency's computer systems. The logs may record such information as: source and destination Internet Protocol (IP) addresses; user identification information; files, directories, and data that have been accessed; user rights; and running applications and databases. Since these logs may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which logs or entries should be retained for further investigation.	Yes	30 days or until review of logs is complete, whichever occurs first.	N	N	Y
Administrative	Correspondence/Memoranda	Routine	Consists of routine correspondence and memoranda of a general nature that are associated with administrative practices but that do not create policy or procedure, document the business of a particular program, or act as a receipt	Yes	3 fiscal years. State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.	Y	Y	Y
Administrative	Correspondence/Memoranda	Program and Policy Development	Consists of correspondence and memoranda documenting policy development, decision-making, or substantive programmatic issues, procedures, or activities.	No	5 fiscal years. State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.			

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Administrative	Operations	Directives/Policies/Procedures	Consists of the official management statements of policy for the organization, supporting documents, and the operating procedures which outline the methods for accomplishing the functions and activities assigned to the agency. The series may include, but is not limited to, such materials as employee handbooks, standard operating procedures, and correspondence and memoranda stating the policies and procedures to be followed by employees.	Yes	2 anniversary years after superseded or becoming obsolete. State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.	Y	Y	Y
Administrative	Compliance	Disaster Preparedness Drills	Consists of the results of disaster preparedness exercises and supporting documents including scenarios, location of safety related drills, timetables, response times, probable outcomes, areas of difficulty, descriptions of how difficulties were resolved, and areas for improvement. The types of drills include, but are not limited to, fire, tornado, safety, hurricane, and SARA (Superfund Amendments and Reauthorization Act) chemical spills. Section 252.365(3)(b), Florida Statutes, requires state agencies to include in their disaster preparedness plans, "schedules and procedures for periodic tests, training, and exercises." Section 252.38, Florida Statutes, authorizes counties and municipalities to "develop an emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program."	No	2 calendar years provided reviews have been conducted.			

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Administrative	Compliance	Disaster Preparedness Plans	Consists of disaster preparedness and/or recovery plans adopted by an agency. Florida Statutes Section 252.365 requires state agencies to develop and maintain, “a disaster preparedness plan that is coordinated with the applicable local emergency-management agency...” Section 252.38, Florida Statutes, authorizes counties and municipalities to, “develop an emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program.”	No	5 fiscal years after superseded or becoming obsolete. State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.			
Financial Data	Compliance	Disaster Relief	Consists of all documentation related to the distribution, receipt, or expenditure of state or federal funds for natural or man-made disasters, including, but not limited to, major storms, floods, fires, tornadoes, and hurricanes. The records may include applicable disaster relief funding agreements, expenditure reports, and supporting documentation, including, but not limited to, copies of time sheets, payroll records, billing statements, receipts, purchases, executed contracts, invoices, canceled checks, and daily activity reports.	Yes	5 fiscal years after submission of final expenditure report or receipt of last payment, whichever is later.	Y	Y	Y

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Financial Data	Operations	Disbursements Details	Consists of records documenting specific expenditures or transfers of agency moneys for the procurement of commodities and services and other purposes. The series may include, but is not limited to, procurement records such as requisitions, requisition logs, purchase orders, contracts, purchasing card (p-card) receipts, vendor invoices, receiving reports, acceptances of contract deliverables, approvals, and related documentation; and expenditure records for disbursements made through checks, warrants, electronic fund transfers (EFT), purchasing cards, or other methods, such as payment vouchers, approvals, check registers, cancelled checks, check stubs, cancelled warrants, disbursement ledgers, journal transactions, expenditure detail reports, refund records, and other accounts payable and related documentation.	Yes	5 fiscal years.	Y	Y	Y
Financial Data	Operations	Disbursements Summary	Consists of records providing summary or aggregate documentation of expenditures or transfers of agency moneys for the procurement of commodities and services and other purposes. The series may include, but is not limited to, summary records such as trial balance reports, check logs and registers, summary expenditure reports, federal grant final closeout reports, summary journal transactions, and other accounts payable summary and related documentation	Yes	5 anniversary years after final action.	N	Y	Y

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Investigation Data	Compliance	Drug Test Case Files	Documents drug testing of individuals under Florida's Drug-Free Workplace Act, or as required for Commercial Drivers License (CDL) or other drivers under U.S. Department of Transportation regulations. The case file may include, but is not limited to, documentation of decisions to administer reasonable suspicion or post-accident testing, or verifying the existence of a medical explanation of the inability of the driver to provide adequate breath or a urine specimen for testing; the employer's copy of a drug or alcohol test form, including the results of the test; a copy of the controlled substances test chain of custody control form; documents sent by the Medical Review Officer (MRO) to the employer; notice to report for testing; affidavit signed by the employee stating any prescription drugs or over-the-counter medication currently being taken; and final clearance to resume working. This record series can also consist of documentation relating to an employee's refusal to take or submit samples for an alcohol and/or controlled substances test(s).	No	5 anniversary years after final action.	N	N	N
Investigation Data	Compliance	Drug Test Equipment Records	Consists of records documenting compliance with calibration and other requirements for the use of the evidential breath testing device (EBT). The series may include, but is not limited to, equipment testing, maintenance and repair records; equipment checklists; external calibration checks; and equipment readings	No	5 anniversary years.	N	N	N

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Administrative	Compliance	Drug Test Program Administration	Documents the administration of an alcohol and controlled substance testing program under Florida’s Drug-Free Workplace Act, or as required for Commercial Drivers License (CDL) or other drivers under U.S. Department of Transportation regulations. This series may include, but is not limited to, annual program summaries, logs, information on random selection processes, statistical information, test results, copies of materials on alcohol misuse and controlled substance use awareness, copies of employer’s policy, and copies of testing policies and procedures.	No	5 anniversary years.			
Reference Data	Services	Geographic Information Systems (GIS) Data Layers and Datasets	Consists of individual layers of data and/or datasets used to populate Geographic Information Systems (GIS). Data layers and datasets may include, but are not limited to, vector data, such as point, line, and polygon data; imagery data, such as satellite imagery and aerial imagery; topographic data, including elevation data and terrain contours; land use and planning data, including habitat data, road data, zoning, and parcel ownership; and jurisdictional boundary data, including political subdivisions, historic districts, school districts, and urban growth areas. Since GIS data layers and datasets are continuously updated, agencies should take periodic snapshots of data layers and datasets considered to have long-term or continuing informational or historical value to ensure proper retention of this data.	Yes	Retain until obsolete, superseded, or administrative value is lost.	Y	Y	Y

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Reference Data	Services	Geographic Information Systems (GIS) Snapshots	Consists of periodic snapshots of Geographic Information Systems (GIS) data considered by the agency to have only short-term administrative value. This series does not include GIS snapshots that document long-term community development and/or growth and are considered by the agency to have long-term informational and/or historical value. This series may include daily or monthly snapshots taken for general administrative or reference purposes. This series does not include snapshots taken by an agency for the sole purpose of back-up/disaster recovery	No	1 anniversary year.			
Reference Data	Services	Geographic Information Systems (GIS) Historical Snapshots	Consists of periodic snapshots of Geographic Information Systems (GIS) data considered by the agency to have long-term informational and/or historical value. This series may include, but is not limited to, snapshots documenting community development and/or growth such as geographic contour changes; infrastructure development, including transportation, utilities, and communications; environmental changes; demographic shifts; changes to jurisdictional boundaries; and changes in property values. This record series does not include GIS snapshots taken by an agency for the sole purpose of back-up/disaster or snapshots taken for general administrative or reference purposes such as documentation of routine infrastructure maintenance (e.g., road repairs, utility line repairs).	No	Permanent. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.			

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Reference Data	Operations	Geographic Information System (GIS) Source Data	Consists of documents and/or data used to update Geographic Information Systems (GIS). This record series may include, but is not limited to, address change forms, survey data, field notes, legal descriptions, and other documents and/or data submitted to or acquired by the agency for the sole purpose of updating the agency's Geographic Information Systems. Do NOT use this item if records fall under a more appropriate retention schedule item or if the unique content/requirements of the records necessitate that an individual retention schedule be established	Yes	Retain until obsolete, superseded, or administrative value is lost.	Y	Y	Y
Administrative	Operations	Grant Agency	Documents the administration of a grant program, including the application review process and expenditure of grant funds to an entity by a public agency. These files may include, but are not limited to, all grant applications (funded and unfunded); notifications to applicants of award or denial of grant funds; contracts; agreements; grant status, narrative, and financial reports submitted by recipient agencies; and supporting documentation. Grant cycle completion has not occurred until all reporting requirements are satisfied and final payments have been received for that grant cycle.	No	5 fiscal years after completion of grant cycle. State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.			
Administrative	Operations	Grant Recipient	Documents activities relating to grant-funded projects conducted by the grant recipient, including the application process and the receipt and expenditure of grant funds. These files may include, but are not limited to, grant applications; contracts; agreements; grant status, narrative, and financial reports; and supporting documentation. Project completion has not occurred until all reporting requirements are satisfied and final payments have been received. Check with applicable granting agency for any additional requirements	No	5 fiscal years after completion of project.			

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Administrative	Compliance	Grievance Files	Consists of records of agency proceedings in the settlement of disputes between the agency as employer and its employees. A grievance may be filed when an employee believes that a work related condition affecting the employee is unjust, inequitable, or a hindrance to effective operation. Section 110.227(4), Florida Statutes, outlines the grievance process for state agency career service employees.	No	3 fiscal years after settlement.			
Health Records	Exposure	Blood Borne Pathogen/Hazardous Materials	Consists of medical records of employees known or suspected to have come into contact with blood or other potentially hazardous materials. These records may include, but are not limited to, the employee's name; social security number; hepatitis B vaccination status including the dates of testing, results of examinations, medical testing, and follow-up procedures; a copy of the healthcare professional's written opinion; a list of complaints potentially related to the exposure; a copy of information provided to the healthcare professional; and records documenting the exposure or possible exposure of an employee to a blood borne pathogen, contagion, radiation, and chemicals above the acceptable limits or dosage, including statistical analyses, incident reports, material safety data sheets, copies of medical records or reports, risk management assessments, and other necessary data to support the possibility of exposure	No	30 years after termination, retirement, or separation from employment			
Administrative	Compliance	HIPAA Health Care Component Designation	Consists of records of a designation of a health care component of a covered hybrid entity under the Health Insurance Portability and Accountability Act (HIPAA). Under HIPAA, a hybrid entity is a covered entity whose business activities include both covered and non-covered functions	Yes	6 anniversary years from date of designation or from the date when it last was in effect, whichever is later.	Y	Y	Y

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Administrative	Compliance	HIPAA Security Standards Implementation	Consists of policies, procedures, and records of actions, activities, or assessments relating to the implementation of security measures for protected electronic health information required under the Health Insurance Portability and Accountability Act (HIPAA), Subpart C, Security Standards for the Protection of Electronic Protected Health Information.	Yes	6 anniversary years from date of creation or from the date when it last was in effect, whichever is later.	Y	Y	Y
Investigation Data	Incident	Incident Reports	Documents incidents or unusual occurrences at a public facility or on publicly owned property, including incident reports and documentation of any follow-up investigation. These incidents or occurrences may include: alarm or lock malfunctions, security breaches, hostile actions by employees or the public, suspicious persons, significant maintenance problems, or any other circumstance that should be noted for future reference or follow-up. The incident report may include, but is not limited to, the name of the reporting staff member, the date/time/location of the incident, names of persons involved or witnesses, description of the incident or occurrence, emergency response, names of supervisors notified and at what time, and the general outcome of the incident. This series does not include documentation of injuries requiring medical attention	No	4 anniversary years from date of incident.	N	N	N
Administrative	Reporting	Information Requests	Consists of correspondence accumulated in answering inquiries from the public. The series may include requests for: publications or services provided by the agency; inspection and/or copies of public records; confirmation of meeting or event times/dates/locations; information on outstanding liens; and general agency information (e.g., mission statement, telephone list, map/directions, employee directory, etc.).	Yes	1 fiscal year.	Y	N	Y

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Investigation Data	Incident	Injury Records	Consists of investigations, logs, and summary records regarding injury, diseases and illness, fatality and non-fatality. The series may include, but is not limited to, the report of an injury received on public property; records of an employee injury resulting in death; Occupational Safety and Health Administration (OSHA) Form 300 and 300A, Log and Summary of Work-Related Injuries and Illnesses; OSHA Form 301, Injury and Illness Incident Report; any equivalent or predecessor OSHA forms; and state form DFS-F2-DWC-1 or equivalent or predecessor state forms.	No	5 calendar years.	N	N	N
Administrative	Compliance	Inspection Records Fire/Security/Safety/ Health	Consists of inspection reports, logs, and summaries relating to employees, equipment, materials, and facilities safety, health, and security	Yes	4 calendar years after inspection.	Y	Y	Y
Communications	Operations	Undeliverable Returned Mail	Consists of outgoing agency mail returned by the post office for any reason, including insufficient postage, incorrect address, forwarding order expired, etc. It does NOT include returned registered or certified mailings. NOTE: In instances when there is a legal need to demonstrate that a mailing was sent to a particular address, agencies are responsible for ensuring that internal management policies are in place for retaining undeliverable/returned mail for as long as legally necessary.	Yes	Retain until obsolete, superseded, or administrative value is lost.	Y	Y	N
Communications	Operations	Mail/Contact Lists	Consists of lists of U.S. mail or electronic mail/messaging contacts used in agency mail outs or other communications.	Yes	Retain until obsolete, superseded, or administrative value is lost.	Y	Y	N
Health Records	Encounters/Claims	Health Examination Records	Consists of routine health examination records not required for insurance or employment. These may include stress, blood, and physical tests. Medical records required for insurance or employment should be part of the personnel file.	Yes	5 calendar years.	Y	Y	Y

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Health Records	Encounters/Claims	Veterans Services Medical Records	Consists of, but is not limited to, duplicate copies of medical records and a digest of medical information maintained by an agency in order to provide benefits or services to military veterans.	Yes	7 fiscal years after last discharge or last entry.	Y	Y	N
Administrative	Compliance	Protected Health Information Access Provider	Consists of records listing the title(s) of the person(s) or office(s) of the covered entity responsible for receiving and processing requests by individuals for access to protected health information.	Yes	6 anniversary years from date of creation or from the date when it was last in effect, whichever is later.	Y	Y	N
Administrative	Compliance	Protected Health Information Amendment Request Provider	Consists of records listing the title(s) of the person(s) or office(s) of the covered entity responsible for receiving and processing requests by individuals for amendment of protected health information.	Yes	6 anniversary years from date of creation or from the date when it was last in effect, whichever is later.	Y	Y	N
Administrative	Compliance	Protected Health Information Disclosure	Consists of records documenting the disclosure by a covered entity of protected electronic health information required under the Health Insurance Portability and Accountability Act (HIPAA), Subpart C, Security Standards for the Protection of Electronic Protected Health Information.	Yes	6 anniversary years from date of disclosure.	Y	Y	Y
Administrative	Compliance	Protected Health Information Privacy Practices	Consists of a covered entity's policies and procedures for safeguarding the privacy and security of protected electronic health information. The series can also include revisions to policies and procedures and any correspondence relating to the policies or their revision.	No	6 anniversary years from date of creation or from the date when it was last in effect, whichever is later.			
Administrative	Compliance	Protected Health Information Privacy Practices Violations	Consists of records of all complaints received concerning the covered entity's privacy policies and procedures and compliance thereto, the disposition of any of the complaints, and any sanctions applied by the covered entity against employees failing to comply with the policies and procedures.	No	6 anniversary years from date of creation or from the date when it was last in effect, whichever is later.			

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Administrative	Operations	Social Media Account Authorization	Documents employee administrative access rights to an official agency account on a social media site including, but not limited to, Facebook, Twitter, YouTube, or an agency blog. Social media account authorizations allow authorized employees to create and maintain a specified account and content for that account. The series may include, but is not limited to, social media account information, authorization records, access rights records, and other related records.	No	1 anniversary year after superseded or employee separates from employment.			
Financial Data	Reporting	Social Security Controlled Summary Records	Consists of an agency's copy of the State's Federal Insurance Contributions Act (FICA) report; Florida Retirement System agencies submit these reports to the Division of Retirement. The report indicates the total taxable wages plus the FICA amount withheld from employee wages and the employer's contribution.	No	4 calendar years after due date of tax.			
Reference Data	Operations	Vendor Files	Consists of records documenting services offered and/or provided by individual vendors. The series may include, but is not limited to, vendor background information; product/service and price lists; purchase/lease and payment histories; copies of invoices, purchase orders, and receiving reports; payment credit documentation; and other related records.	Yes	3 fiscal years.	Y	Y	Y

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Health Records	Encounters/Claims	Worker's Compensation Records	Documents employee injuries or illness where a Workers' Compensation claim is made. The series consists of the first report of injury forms and any other employer's reports including, but not limited to, Occupational Safety and Health Administration (OSHA) Form 300 and 300A, Log and Summary of Work-Related Injuries and Illnesses; OSHA Form 301, Injury and Illness Incident Report; any equivalent or predecessor OSHA forms; and state form DFS-F2DWC-1 (First Report of Injury or Illness) or equivalent or predecessor state forms.	No	5 calendar years.	N	N	N
Administrative	Audio/Video	Surveillance Recordings	Consists of surveillance recordings created to monitor activities occurring inside and/or outside of public buildings and/or on public property (including in public vehicles such as school buses and municipal buses, and in public roadways such as intersections monitored by red light cameras). Since these recordings may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which images should be retained for further investigation.	No	30 days.			
Administrative	Reporting	Telephone Calls	Consists of documentation of long distance telephone calls, cellular phone calls, or facsimiles (faxes), maintained in order to reconcile with telephone service bills/invoices. The series does not include telephone messages.	No	1 fiscal year.			
Health Records	Encounters/Claims	Claims	Fee for Service (FFS) claims data. Includes preauthorization requests and claim reimbursement requests.	Yes	7 years, unless it is lifetime claim record or a legal hold.	Y	Y	Y
Health Records	Encounters/Claims	Encounters	Records of services provided to a recipient by managed care providers.	Yes	7 years, unless it is lifetime claim record or a legal hold.	Y	Y	Y
Communications	Correspondence/Memoranda	Outbound Letters	Correspondence formatted as letters that are sent from the agencies, plans and provider systems	Yes	7 years, unless a legal hold.	Y	N	Y

Data Types								
Data Type Category	Sub-Category	Data Type Name	Description	Vendor Responsibility	Retention Policy	In ODS	In EDW	In Content Store
Investigation Data	Reporting	Court Records	Records of court filings, proceedings, and decisions.	Yes	7 years, unless a legal hold.	Y	Y	N
Communications	Correspondence/Memoranda	Agency Email	Agency email system information	Yes	7 years, unless a legal hold.	N	N	Y
Communications	Correspondence/Memoranda	Outbound SMS Data	Text messages sent from Agency systems to providers and recipients.	Future	Not applicable to the Agency	Y	Y	Y
Communications	Audio/Video	Contact Center Recordings	Audio, text or transcribed recordings of interactions with the Agency, Plan or provider contract centers	Yes	7 years, unless a legal hold.	Y	Y	Y
Communications	Correspondence/Memoranda	Chat Session Data	Log records chat session interactions with the Agency, Plan or provider contract centers	Future	Not applicable to the Agency	Y	Y	Y
Communications	Services	Web Published Content	Informational content that is published on Agency websites	No	Not applicable to the Agency	N	N	N
Communications	Services	Language Translations	Translated version of content from a different source language	Yes	7 years	Y	N	Y
Health Records	Encounters/Claims	Telemedicine Sessions	Session date/time, participants, session notes, transcripts, session recordings about telemedicine sessions between recipients and providers	Future	Not applicable to the Agency	Y	Y	Y
Reference Data	Operations	Person Matching Identity Data	Information used to match multiple sources of identity information to a single individual	Yes	7 years, unless a legal hold.	Y	N	N
Reference Data	Operations	Organization Matching Identity Data	Information used to match multiple sources of identity information to a single organization	Yes	7 years, unless a legal hold.	Y	N	N
Communications	Reporting	Social Media Data	Content published on social media sites and applications	Future	Not applicable to the Agency	Y	Y	Y
Systems Processing	Operations	Business Rules and Policies	Business Rules and policies that govern how services and disbursements are processes and provided.	Yes	7 years	Y	N	Y
Reference Data	Operations	Recipient Profile	Contains the case information for the recipients	Yes	7 years, unless a legal hold.	Y	Y	Y
Reference Data	Operations	Provider Profile	Contains the enrollment information for the providers	Yes	7 years, unless a legal hold.	Y	Y	Y
Health Records	Reporting	Health Sensor Data	Ecosystem of Health data captured using technologies that monitor the status of objects, individuals, and environments	Future	Not applicable to the Agency	Y	Y	Y

Data Types								
Data Type Category	Sub-Category	Data Type Name	Description	Vendor Responsibility	Retention Policy	In ODS	In EDW	In Content Store
Health Records	Reporting	Genetic Data	Personal data relating to the inherited or acquired genetic characteristics of a natural person which give unique information about the physiology or the health of that natural person	Future	Not applicable to the Agency	Y	Y	Y