

Family Partnerships of Central Florida

PROCEDURE

Series:	Risk Management-QA	COA: RPM 6.02 CFOP: 15-4
Procedure Name:	Records Retention & Destruction	
Procedure Number:	RQ-504	
Review Date:	04/04/13, 4/14/24	
Revision #/Date:	(1)10/30/08, (2) 8/12/14, (3) 6/24/16, 12/13/19	
Effective Date:	04/15/2005	
Applicable to:	All FPoCF Staff, Board of Directors and Subcontractors	

PURPOSE: To ensure compliance with all applicable contract guidelines, State and Federal regulations, as well as to eliminate accidental or innocent destruction of records.

PROCEDURE:

Definitions

Records: Data in both paper and electronic formats.

References

Family Partnerships of Central Florida (FPoCF) contract with the Department of Children & Families (DCF) ("the Contract") GJ401 - Paragraph 25.b.;

Fair Labor Standards Act (FLSA), Americans With Disabilities Act (ADA), Age Discrimination in Employment Act (ADEA), Civil Rights Act of 1964 (CRA), Equal Pay Act (EPA), Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), Occupational Health and Safety Administration (OSHA), Controlled Substances and Alcohol Use and Testing Act (CSAUT), Federal Insurance Contribution Act (FICA), Fair Unemployment Tax Act (FUTA), Solicitation of Contributions Act, and Lilly Ledbetter Fair Pay Act (Ledbetter Act).

CFOP 15-4

FPoCF Policies/Procedures: GOV-203, IT-805

Retention

The Contract between FPoCF and DCF (paragraph 25.b.) requires FPoCF:

'to retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of six (6) years after completion of the contract or longer when required by law. In the event an audit is required under this contract, the records shall be retained for a minimum period of six (6) years after the audit report

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is issued or until resolution of any audit findings or litigation based on the terms of this contract, at no additional cost to the department.'

FPoCF uses the DCF records retention schedules, found in CFOP 15-4, as the basis for classifying records to be retained per Contract requirements.

In addition, some records may need to be kept longer based on specific legal, grantor, or contractual guidelines. Below is a list of records that will be retained longer than the DCF Contract guidelines:

<u>Document/Record</u>	<u>Retention Period</u>
Retirement eligibility, benefits and related documents	Indefinite
Discrimination related documents	Until final disposition
Adoption case files: Placement/Independent Placement	Permanent
Annual Reports, Governing Body	Permanent
Audits: State/Federal/Independent	10 years after completion
Legal Case Files and child records	Until child reaches 30 years of age
Minutes: Official Meetings (i.e., Board of Directors, etc.)	Permanent
Auxiliary Aid Plan client records	10 years
Donation records	Permanent
Investigation records – inspector general	7 years after the case is closed
Mental health proceedings records	10 years
Solicitation and financial documents	3 years

Retention Exceptions

1. Non-Pertinent records: some records that are not considered pertinent to the Contract may only need to be kept for a period determined by FPoCF. Such records include:

All duplicates of records	Useful lifespan
Drafts/working papers	Useful lifespan
Evacuation Drills	2 years
Mailing lists	Useful lifespan
Minutes, Other meetings	1 year
Staff sign up sheets	Useful lifespan
Visitor logs	1 year
Vehicle usage logs	1 year

2. Recruitment and Employment records: The Contract retention period generally exceeds the standard retention period required by federal regulations for these records. These are not necessarily pertinent to the Contract and need only be retained for the period established by the federal guidelines. These records are listed below:

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Recruitment & Selection

Job Postings, advertisements	1 year
Applications for employment	2 years
Hiring records (including job applications, resumes and interview guides)	3 years
Job Offering and other hiring records	1-2 years

General Employment

Promotions, demotions, transfers	1 year
Biographical/Demographic Data	3 years
Personnel	7 years after termination

Compensation & Benefits

Payroll Records	4 years
Benefits	6 years
Retirement & Pension	4 years
Performance Evaluations	3 years
Work-Related injuries/illnesses	5 years following the end of the year to which they relate
Layoffs	1 year
Terminations	1 year from date of termination

Health and Medical

Leave of Absence (medical)	3 years
Medical enrollment	3 years
Osha Logs and records	5 years following the end of the calendar year

Other Documents

Tax and withholding records	4 years
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Long Term Storage of Records

FPoCF retain the services of a document storage facility. Records that are not needed on a regular basis may be moved to this storage facility with the approval of the appropriate member of management. The storage and retrieval process shall be maintained by the assigned Administrative Assistant.

Destruction of Records

FPoCF retains the services of a record destruction company that provides locked storage boxes and regular pick ups and destruction of confidential materials at each facility. The record destruction company maintains a database of records that are destroyed. Any records to be destroyed should be placed in the designated shred boxes in order to ensure that no confidential information is released.

Destruction of records that are in a paper format will be accomplished by shredding. Destruction of records that are in an electronic format will be completed in a fashion that is most practical and affordable considering the storage medium. All destruction of records, regardless of the composition, will ensure that the information it contains shall not be readable or retrievable.

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Verification of all records destroyed must be provided by the record destruction company.

No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing, threatened, anticipated or reasonably foreseeable litigation, government investigation or similar proceeding. Destruction will be reinstated either upon conclusion of the litigation, investigation, or proceeding or only after conferring with legal counsel. Notice will be provided to all staff members at the time of the suspension, and staff will be specifically instructed not to destroy or delete records pertinent to the litigation or investigation during the time of the suspension. Staff will be informed when document destruction is reinstated. Penalties for destruction of records pertinent to litigation, government investigations, or similar proceedings may include monetary fines, default judgments and other court-imposed sanctions.

Responsible Parties

The following positions are responsible for the ongoing process of identifying records which have met the required retention period and to verifying their destruction:

Senior Executive of Programs and their designee – Records pertaining to services provided by FPoCF.

Chief Financial Officer and their designee – Records pertaining to finance, facilities or the FPoCF IT network.

Senior Executive of Public Affairs or their designee – Records pertaining to human resources or miscellaneous administrative services.

No records that may be pertinent to the Contract will be destroyed without prior approval from the CEO and notification being sent to DCF. This includes Recruitment and Employment records.

Other records, not pertinent to the Contract that have reached the end of their prescribed retention period, may be destroyed with approval from the appropriate FPoCF Officer.

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 04/17/2024