

**C. SECURITY AND RETENTION OF PUBLIC SCHOOL  
AUTOMATED STAFF RECORDS**

## **Security and Retention of Public School Automated Staff Records**

The following procedures shall be implemented by the Florida Department of Education for the privacy, security and retention of public school staff records collected, maintained and utilized at the state level.

### Data Security

Access to individual staff records will be stringently controlled through technical security conventions and procedures established by Northwest Regional Data Center and the Florida Information Resource Network. Appropriate computer passwords and Logon ID's shall be assigned to users in order to establish each user's data access authority only to the records or data elements required to complete federal or state mandated activities.

### Records Retention

Individual, personally identifiable staff records shall be destroyed according to a records retention schedule established by the Department of State, Division of Library and Information Services, Records Management Program, consistent with the requirements of Section 257.36, F.S. Personally identifiable staff records shall be maintained for five years or until applicable federal or state audit functions have been completed, at which time all such records shall be destroyed except for those required for the evaluation of state or federal education programs. Personally identifiable, individual staff records maintained for the evaluation of state or federal education programs shall be destroyed when no longer required.