

Policy: Records Management

Policy Number: RM01

Effective Date: June 26, 2018

Editions:

OVERVIEW

The Coalition has the responsibility to retain, store, disseminate and destroy records in accordance with the Florida Office of Early Learning (OEL) Grant Agreement, applicable Statute(s), Administrative Code, Federal and State laws, regulations, and rules require. The Coalition institutes proper controls relative to the management and disposition of records related to federal and state requirements:

- 2 CFR 200.333 Retention requirements for records.
- 2 CFR 200.335 Methods for Collection
- 2 CFR 200.337 Restrictions on public access to records
- 2 CFR 200.82 Protected Personally Identifiable Information (PII)
- Chapter 119, F.S., Florida Public Records Act
- 668.50, F.S., the Uniform Electronic Transaction Act
- GS1-SL General Records Schedule GS1-SL for State and Local Government Agencies
- OEL Grant Agreement – Exhibit I, Sections E and HH
- OEL Program Guidance 101.02, Records Confidentiality

Types of Records

Records include but are not limited to financial/auditing/monitoring, personnel, statistical/reporting, property, participant (enrollment/intake), contracting and other documentation supporting execution of the programs. Specific information regarding record types related to SR and VPK contracting, enrollment and intake can be found within:

- . Rule 6M-4 SCHOOL READINESS PROGRAM
- . Rule 6M-8 VOLUNTARY PREKINDERGARTEN PROGRAM
- . School Readiness Statewide Contract
- . Voluntary Prekindergarten Statewide Contract

and include but are not limited to: referrals, applications, immunization records, attendance certification, child care certificates/enrollment forms, and supporting documentation. SR and VPK Contracts should be referred to for Provider Record Retention requirements.



Records include but are not limited to hard copy or electronic records, which includes emails, social media and text messages, unless specifically exempted in state statute.

Confidential Records

The Coalition acknowledges that each agency, organization or individual receiving confidential and exempt records in order to carry out official functions must protect the data. Protected Personally Identifiable Information includes an individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal, medical and financial records, and educational transcripts.