

**Non-salaried Accounts****RECORDS MANAGEMENT--FORMS**

Those School District's forms, as indexed in the *Forms Index* and located in the Office of Records Retention and Forms Control constitute the approved District forms as required by F.S. 120.53(1)(b). A copy of any form listed in the *Index* may be obtained without cost from the Office of Records Retention and Forms Control.

**New or Revised Forms**

Any new or revised form must be submitted to the MIS Section, Office of Records Retention and Forms Control, for review in accordance with the procedures set forth in the *Forms Management Handbook*. Any form developed by the District which imposes any requirement or solicits any information not required by Statute or by an existing rule must be submitted for approval by the Board, and on approval shall be included in the *Forms Index* and placed on file in the Office of Records Retention and Forms Control.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 120.53(1)(b) F.S.

**History: THE SCHOOL BOARD OF DADE COUNTY, FLORIDA**

New: 3-27-77