



**THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL**

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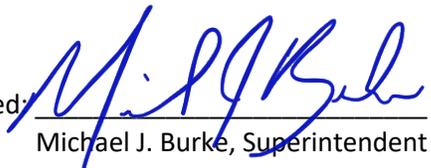
**Action By:
June 07, 2024**

TO: Principals and Directors
FROM: Heather Frederick, CPA / Chief Financial Officer
SUBJECT: **FY24 RECORDS DISPOSAL CERTIFICATION**

In accordance with Florida Statutes, [Chapters 119](#), Florida Administrative Code, [Chapter 1B-24](#), and School Board [Policy 2.041](#), public records must be systematically disposed of after the required retention period has lapsed. The School District's means to comply with this requirement is the Records Disposal Certification (PBSD 0783). This bulletin and PBSD 0783 authorize schools and departments to dispose of the listed records according to the instructions provided.

The FY24 PBSD 0783 is now available for use and may be accessed at <http://l.sdpbc.net/1562f>.

All schools and departments MUST complete and submit a Records Disposal Certification (PBSD 0783) each year. If there is no disposal to declare, the form must still be submitted, checking the appropriate area of the form indicating no records disposal. Once completed, it must be signed and submitted to Records Management, FHESC, Suite B-201.

Approved: 
Michael J. Burke, Superintendent