

## Fingerprint Database Retention – Charter Schools

1. Beginning July 1, 2009, we will be billed for the maintenance of results on all prints submitted to Florida Dept. of Law Enforcement. We will be invoiced on the anniversary month the prints were submitted and charged for the coming year in advance. Once a record appears on an invoice, we have purchased the retention of that record for another year. Fee is \$6.00 per record, per year. We will receive one invoice, break out charges relating to charter employees, forward that information to Finance who will pass the charge along to charter for their portion of the invoice.
2. We are combing through a download from FDLE to identify our current employees as opposed to records we know we do not need to retain such as terminations, people considered for employment but not hired, etc. Any record we can't identify as applicable to our current needs will be deleted to avoid unnecessary costs.
3. Therefore, we must know who all charter employees are or their records could be deleted. In the case of an arrest, there would be no notification if the record has been deleted. We will need regular updates of employment status so records of new hires are maintained and those of terminated or retired employees aren't maintained and paid for unnecessarily. **Liability if arrests occur would fall to Charter Schools. PAFs on all actions will satisfy this need.**
4. The spreadsheet (Charter Staff 05.09) you have received will be sent to you electronically as well. It contains a listing of all charter employees (except Foodservice) of which we are aware. Please add to the spreadsheet all of your employees who are missing from it and indicate if any people listed on the spreadsheet are no longer employees. **You will only need to include the name, title and race and ethnicity information on the spreadsheet. A PAF will need to be completed for each person being added to the spreadsheet or being marked for removal. All PAFs are to be forwarded to Rita Fawcett at the District Office at [rita.fawcett@polk-fl.net](mailto:rita.fawcett@polk-fl.net) by June 1, 2009.**
5. The electronic version of Charter Staff 05.09 must be returned to [ellen.thielen@polk-fl.net](mailto:ellen.thielen@polk-fl.net) by June 1, 2009.