



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 157      Schedule No: 05-157.1**

DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
 157 - PROFESSIONAL TEACHING PRACTICES COMMISSION

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

All records of the commission are open for public inspection and copying with exceptions noted in 20 AAC 10.040. This records schedule supersedes #53804.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed on this schedule are approved for retention and disposition as indicated.

|                           |                                |   |         |
|---------------------------|--------------------------------|---|---------|
| Division Director         | Signature of Division Director |   | Date    |
|                           | *                              |   | 6/4/09  |
| Attorney General/Designee | Date                           | Commissioner of Administration/Designee | Date    |
| *                         | 6/10/09                        | *                                       | 6/17/09 |
| State Archivist           | Date                           | Records Analyst                         | Date    |
| *                         | 6/17/09                        | *                                       | 6/2/09  |

\* = Original signatures held on file.

| Item No - Record Series Title & Description  | Format | Total Retention | Bus. Ess. | Remarks  |
|--|--------|-----------------|-----------|--|
| <p><b>001 - Commission Meeting Minutes &amp; Background Material</b><br/>                     This series consists of correspondence, agenda, meeting packets and transcribed minutes.<br/><br/>                     Arranged chronologically.</p>     |        | PA              | Y         | Annual accrual rate is approximately one cubic foot.   |
| <p><b>002 - Case Files</b><br/>                     This series consists of correspondence, depositions, handwritten notes, hearing and other court records.<br/><br/>                     Arranged by calendar year and then by case file number.</p> |        | C+10            | Y         | C = Until date of closure.<br><br>The series may contain confidential information under 20 AAC 10.040. |
| <p><b>003 - Audio Recordings</b><br/>                     For Commission meetings (arranged chronologically) and hearings (arranged by case number).</p>   |        | 10              |           | Certain hearing information may be confidential under 20 AAC 10.040.                                   |

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

|  |  |  |
|--|--|--|
| <p align="center"><b>Retention Key</b></p> <p>A = Until Audit                      PO = Permanent (Retain in agency office)<br/>                     C = Cut-off event/date              S = Until Scanned<br/>                     CY = Current Year                      T = Transfer<br/>                     CFY = Current Fiscal Year              TO = Term of Office<br/>                     PA = Permanent (Transfer to State Archives)</p> | <p align="center"><b>Format Key</b></p> <p>H = Hardcopy<br/>                     E = Electronic<br/>                     D = Database<br/>                     M = Microform</p> | <p align="center"><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response<br/>                     2. Are necessary to resume or continue operations</p> |
|--|--|--|