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: 556 Schedule No: 05-556.2

DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT

05 - DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT

556 - DIVISION OF ADMINISTRATIVE SERVICES

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.
Unless otherwise noted all record series are nonconfidential. This records schedule supersedes #05-556.1.

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
Heidi Teshner	Heidi Teshner	9/5/14

Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
Alan Birnbaum	10/22/14	FOR	9/17/14

State Archivist	Date	Records Analyst	Date
D. Dawson	9/17/14	Valerie Rose	9/17/14

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001 - Director's Office Litigation Case Files Consists of lawsuits and appeals filed against school districts or the Department of Education and Early Development.	H	C+6		C = Until case is settled. Official Record Copy is retained by the Department of Law.
002 - Finance and Accounting: Federal Grant Accounting Files Includes grant awards, amendments, correspondence, financial reports, and corrective actions.	H	C+6		C = Retained by the federal fiscal year in which the grant is closed out.
003 - Finance and Accounting: Field Warrant/Transportation Request Records Includes authorization to issue field warrants and transportation requests, log books, status reports, accountability reports, etc.	H	C+3		C = Files maintained as long as issued stock remains open. Official Record Copy is retained in the Division of Administrative Services.
004 - Human Resources: Tax Shelter Annuity Records This series includes deduction authorizations, correspondence, and billings. Arranged alphabetically by employee.	H	C+6	Y	C = Until employee terminates. Maintained on a calendar year basis. This program was available to DEED employees and is not associated with the Deferred Compensation program administered by the Division of Retirement and Benefits.
005 - Human Resources: Contractual Teacher Payroll Files This series consists of files for teachers that have been contracted by the Department of Education. Files include beneficiary designation, TRS forms, tax shelter deduction authorization, evaluations, contracts, teacher contract summation, employment verification, and correspondence.	H	C+50	Y	C = Until contract expires. Maintained on a calendar year basis. Includes payroll records from State Operated Schools (SOS), Bureau of Indian Affairs (BIA), and Alaska Unorganized Borough School Districts (AUBSD).

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.

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

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
006.1 - Records of Defunct/Discontinued Schools & School Districts (High School Transcripts/Student Academic Records) These series consist of records the State is legally obligated to administer due to a cessation of educational functions by a school or school district.	H	C+60	Y	C = Date of closure. Certain records may be confidential under the Family Educational Rights & Privacy Act of 1974.
006.2 - Records of Defunct/Discontinued Schools & School Districts (Other Student Records) These series consist of records the State is legally obligated to administer due to a cessation of educational functions by a school or school district.	H	C+10	Y	C = Date of closure. Certain records may be confidential under the Family Educational Rights & Privacy Act of 1974.
007.1 - Records of Defunct/Discontinued Schools & School Districts (Employee Personnel Records)	H	C+50	Y	C = Date of closure or the date of the employee's termination, whichever comes first. Refer also to the Model Records Retention Schedule for Alaska School Districts. Certain records may be confidential under the Family Educational Rights & Privacy Act of 1974.
007.2 - Records of Defunct/Discontinued Schools & School Districts (All Other Program Records)	H	C+6	Y	C = Date of closure. Records of historical value documenting historical activities or official school policies/procedures should be offered to the State Archives prior to any disposition action. Certain records may be confidential under the Family Educational Rights & Privacy Act of 1974.

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