



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
 Division of Libraries, Archives and Museums  
 Archives and Records Management Services  
 POB 110525, 141 Willoughby  
 Juneau, AK 99811-0525  
 465-2245; 465-2276/Voice; 465-2465/Fax

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 50201

Agency ID #: 541

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<p>DEPARTMENT OF EDUCATION &amp; EARLY DEVELOPMENT</p> <p>STATE BOARD OF EDUCATION &amp; EARLY DEVELOPMENT</p>	<p style="text-align: center;"><b>KEY</b></p> <p>A - After Audit      Numerals - Years in addition to current year</p> <p>CFY - Current Fiscal Year</p> <p>CY - Current Year      TO - Term of Office</p> <p>P - Permanent      S/M - After Scanning/ Microfilming</p> <p>C - Current or as defined</p>
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The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Retention Schedule, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **Fiscal** year basis.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

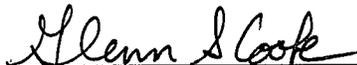
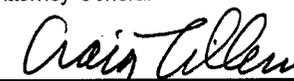
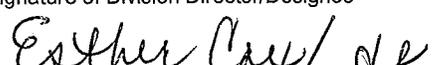
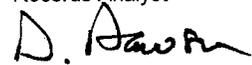
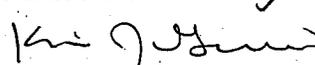
Unless otherwise noted all records series are nonconfidential. This records schedule supercedes #50200.

Statutory Authority: AS 14.07; Alaska State Constitution Article III, Section 26.

The State Board of Education & Early Development is committed to develop, maintain, and continuously improve a comprehensive, quality public education system. Its goals include: 1) Continuous academic growth for all students, including closing the achievement gap in reading, writing, and math; 2) Continue to refine state assessment and accountability; 3) Promote the continuous growth of professionals and paraprofessionals to provide effective standards-based instruction; and, 4) Ensure work ready and college ready transitional skills.

NOTE: 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 below are approved for retention and disposition as indicated.

Division Director  <b>Esther Cox, Chair</b>	State Archivist  	Date 5/11/09	Attorney General  	Date 4/23/09	
Signature of Division Director/Designee  	Date 4-21-09	Records Analyst  	Date 3/5/09	Commissioner of Administration  	Date 5/11/09

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p><b>Board of Education &amp; Early Development Minutes &amp; Meeting Packets:</b></p> <p>Meeting minutes of the Alaska State Board of Education &amp; Early Development.</p> <p>Meeting packets include detailed meeting notes taken by the Board secretary, previous meeting minutes, agendas, and correspondence.</p> <p>Arranged chronologically.</p>	5	-	P	-	X	Board correspondence is filed in the Commissioner's Office.
2	<p><b>Board of Education &amp; Early Development Audio Recordings:</b></p> <p>Audio recordings of State meetings. No transcripts are prepared.</p> <p>Arranged chronologically.</p>	5	-	-	5		