



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

Schedule Number: 53804

Agency ID #: 157

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT	KEY	
PROFESSIONAL TEACHING PRACTICES COMMISSION DIVISION OF FINANCE	A - After Audit	Numerals - Years in addition to current year
JUN 17 2009	CFY - Current Fiscal Year	TO - Term of Office
	CY - Current Year	S/M - After Scanning/ Microfilming
	P - Permanent	
	C - Current or as defined	

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.

All records of the commission are open for public inspection and copying with exceptions noted in 20 AAC 10.040. This records schedule supercedes #53803.

Statutory/Regulatory Authority: AS 14.20.030, 370 - 510; AS 44.62; 4 AAC 12; 4 AAC 18; 20 AAC 10.010 - 900.

The Professional Teaching Practices Commission serves as a preventative and positive force in working to enhance the professional performance of all educators; it ensures that members of the teaching profession in Alaska are qualified and ethical educators. Core services include: investigating legitimate complaints against certified educators; sanctioning the certificates of educators found to have violated the Code of Ethics; promoting adherence to the Code of Ethics by certified educators; and, reviewing regulations of the Department as they relate to teacher certification.

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.

Divison Director Patricia Truman, Executive Director	State Archivist <i>D. Dawson for</i>	Date 6/17/09	Attorney General <i>Craig Tillery</i>	Date 6/10/09
Signature of Division Director/Designee <i>Patricia Truman</i>	Date 6.4.09	Records Analyst <i>D. Dawson</i>	Date 6/2/09	Commissioner of Administration <i>Bee Weber</i> 6-17-09

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Commission Meeting Minutes & Background Material:</p> <p>This series consists of correspondence, agenda, meeting packets and transcribed minutes.</p> <p>Arranged chronologically.</p>	10	-	P	-	X	Annual accrual rate is approximately one cubic foot.
2	<p>Case Files:</p> <p>This series consists of correspondence, depositions, handwritten notes, hearing and other court records.</p> <p>Arranged by calendar year and then by case file number.</p>	C+10	-	-	C+10	X	<p>C=Until date of closure.</p> <p>The series may contain confidential information under 20 AAC 10.040.</p>
3	<p>Audio Recordings:</p> <p>For Commission meetings (arranged chronologically) and hearings (arranged by case number).</p>	10	-	-	10		Certain hearing information may be confidential under 20 AAC 10.040.

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Retention

Disposition

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>PTPC staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</p> <p>The General Schedule may be accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>