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: 54903
Agency ID #: 556

DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT

DIVISION OF ADMINISTRATIVE SERVICES

KEY

A -	After Audit	**Numerals** -	Years in addition to current year
CFY -	Current Fiscal Year		
CY -	Current Year	**TO** -	Term of Office
P -	Permanent	**S/M** -	After Scanning/ Microfilming
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.

Unless otherwise noted all record series are nonconfidential. This records schedule supercedes #54902.

Statutory/ Regulatory Authority: AS 14, AS 23, AS 37, AS 39, AS 28.05.104.

The Division of Administrative Services provides centralized administrative management and financial support services to the Department including: human resources, payroll, travel, budget preparation and execution, federal and state reporting, accounting, procurement, leasing, and property control.

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	State Archivist	Date	Attorney General	Date
Mark Lewis	Glenn Cook	9/23/09	Craig J. Tillery	9/21/09

Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration	Date
	8/10/09	D. Dawson	4/6/09		8/31/09

DIVISION OF FINANCE
AUG 26 2009

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 54903

Agency ID 556

Item No.	Records Series Title and Description	Retention: Office	Retention: Records Center	Disposition: State Archives	Disposition: Destroy	Disposition: Vital Record	Remarks
1	**GENERAL ADMINISTRATIVE RECORDS:** Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology. Division of Administrative Services staff will follow the retention periods as listed in the General Administrative Records Retention Schedule (GRS).			**See GRS**	**See GRS**		Destroy duplicate copies of records when no longer needed for business purposes. 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.
2	**DIRECTOR'S OFFICE** **Litigation Case Files:** Consists of lawsuits and appeals filed against the school districts and the Department of Education.	**C+6**	**-**	**-**	**C+6**		C=Until case is settled. Office of Record is the Department of Law.
3	**FINANCE & ACCOUNTING** **Federal Grant Accounting Files:** Includes grant awards, amendments, correspondence, reimbursement claims, and corrective actions.	**2**	**-**	**-**	**-**		Interfiled with program administrator's files after two years. Retained on the federal fiscal year. Refer to Grant Management records in the General Schedule.

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 54903

Agency ID 556

Item No.	Records Series Title and Description	Retention: Office	Retention: Records Center	Disposition: State Archives	Disposition: Destroy	Disposition: Vital Record	Remarks
4	**FINANCE AND ACCOUNTING** **Field Warrant/Transportation Request Records:** Includes authorization to issue field warrants and transportation requests, log books, status reports, accountability reports, etc.	C+3	-	-	C+3		C=Files maintained as long as issued stock remains open. Office of Record is the Division of Administrative Services.
5	**HUMAN RESOURCES** **Tax Shelter Annunity Records:** This series includes deduction authorizations, correspondence, and billings. Arranged alphabetically by employee.	C+6	-	-	C+6	X	C=Until employee terminates. Maintained on a calendar year basis. This program is available to DEED employees and is not associated with the Deferred Compensation program administered by the Division of Retirement & Benefits.
6	**HUMAN RESOURCES** **Teacher Record Card:** Documents training and experience.	C	-	-	C		C=Until teacher terminates employment.

Item No.	Records Series Title and Description	Retention: Office	Retention: Records Center	Disposition: State Archives	Disposition: Destroy	Disposition: Vital Record	Remarks
7	**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.	C+3	47	-	C+50	X	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).
8	**RECORDS OF DEFUNCT/DISCONTINUED SCHOOLS & SCHOOL DISTRICTS:**					X	Refer also to the Model Records Retention Schedule for Alaska School Districts.
	High School Transcripts/Student Academic Records:	-	60	-	60		Certain records may be confidential under the Family Educational Rights & Privacy Act of 1974.
	Other Student Records:	-	10	-	10		
	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.						
9	**RECORDS OF DEFUNCT/DISCONTINUED SCHOOLS & SCHOOL DISTRICTS:**					X	Refer also to the Model Records Retention Schedule for Alaska School Districts.
	Employee Personnel Records:	-	50	-	50		**Records of historical value documenting historical activities or official school policies/procedures may be reviewed by the State Archives prior to destruction.
	All Other Program Records & General Administrative Records**:	-	-	**	6		Certain records may be confidential under the Family Educational Rights & Privacy Act of 1974.