



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: 55301

Agency ID #: 454

RECORDS RETENTION SCHEDULE

Page 1 of 5

<p>DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT</p> <p>EARLY DEVELOPMENT DIVISION</p>	<p style="text-align: center;">KEY</p> <p>A - After Audit Numerals - Years in Addition to current year</p> <p>CFY - Current Fiscal Year TO - Term of Office</p> <p>CY - Current Year M - After Microfilming</p> <p>P - Permanent 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 Schedule #100, and Amendments 1 thru 4, 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.

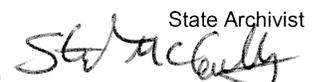
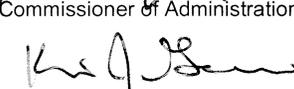
Records related to family application for benefits are confidential per 19 AAC 65.391. This records schedule supercedes #55300.

Statutory/Regulatory Authority: AS 44.47.250 -- 44.47.310; 19 AAC 65; AS 37.14.200-270 (Children's Trust).

The mission of the Early Development Division is to provide safe, culturally and developmentally appropriate high quality early care and education programs for young children statewide. This schedule covers the following programs: Child Care, Child Care Assistance & Licensing, Donated Commodities, Head Start, Pre-School Certification, Alaska Children's Trust, Child Nutrition and Special Programs.

NOTE: Per 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their full retention period. This requires taking into account the issues of refreshing, migration, security duplicates, and analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

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 Yvonne Chase, Deputy Commissioner	State Archivist 	Date 12/24/02	Attorney General 	Date 12/6/02	
Signature of Division Director 	Date	Records Analyst D. Dawson	Date 11/18/02	Commissioner of Administration 	Date 12/16/02

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

55301

Page 2

Agency ID

454

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Program Administration & Special Project Files: [Unless otherwise noted on this schedule]</p> <p>Correspondence, regulations, position papers, and information related to the administration of the Child Care Development Fund, Pre-School Certification program, and Alaska Children's Trust. Special Projects include Alaska State Community Services Commission, Child Indicators Project, Child Care Market Rate Survey, Even Start, the Stewart B. McKinney Homeless Grant, etc.</p>	C+3	-	AR	C+3		<p>C=Until project is concluded or administrative/management need is met.</p> <p>AR (Archival Review): Submit file titles for archival review prior to disposition.</p>
2	<p>Fraud Investigation Files:</p> <p>Files include correspondence and payment records.</p> <p>Arranged alphabetically by name.</p>	C+3	-	-	C+3		<p>C=Until case is closed. Office of Record is the Department of Law.</p> <p>Confidential per 19 AAC 65.391.</p>
3	<p>Consumer Education Files:</p> <p>This records series documents expenditure of federal funds and includes correspondence showing amounts of materials distributed and to whom.</p>	3	-	-	3		

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

55301

Page 3

Agency ID

454

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	Facility Licensing Files: (Current):	C+6	-	-	C+6		C=Until license is no longer active.
	(Revoked, Denied or Conditioned without Licensee Consent): Family Day Care Homes, Day Care Centers, Day Care Group Homes. Biennial License per AS 47.35. Arranged alphabetically by name.	C	-	-	C		C=Until administrative/management need is met and all legal concerns have been addressed. Child Care contact information including whether a facility is licensed/registered is input into the Child Care Database.
5	Facility Complaint Files: Files become part of Facility Licensing Files (Item 1) when complaint investigation is complete, per AS 47.35.	C	-	-	C		C=After investigation is completed, file is transferred to Item 1.
6	USDA Commodity Case Files: This series documents commodity agreements with public schools, institutions and child care centers and may include the following: correspondence; specification/bid forms; telephone conversation records; copies of invoices; recipient ledger reports; USDA order forms, commodity order worksheets, commodity transfer receipts, and inventory reports. Each receiving agency is assigned an agency identification number; the files are arranged alphabetically by recipient agency.	1	2	-	3		USDA: United State Department of Agriculture.

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

55301

Page 4

Agency ID

454

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p>Commodity Files:</p> <p>This series documents the allocation, order, delivery and receipt of commodities (tomatoes, vegetables, flour, peanut butter, beef, etc.) to recipient agencies and may include the following: expanded shipper's reports, destination worksheets, shipper's breakdown reports, food requisitions, analysis report, telephone conversation records and USDA forwarding notice.</p> <p>Arranged alphabetically by commodity.</p>	3	-	-	3		
8	<p>Commodity Program Administrative Case Files:</p> <p>This series consists of documents received from USDA, shippers, and processors; contracts with manufacturers, etc.</p> <p>Arranged alphabetically by name.</p>	5	-	-	5		
9	<p>Food Service Bulletins:</p> <p>Records series consists of State agency numbered memoranda from the USDA to schools and institutions regarding federal and State policy implementation.</p> <p>Arranged chronologically.</p>	C	-	-	C		C=Until superceded, obsolete or administrative/management need is met.

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 55301

Page 5

Agency ID 454

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
10	<p>State Plan for Child Nutrition Program Files (Copy):</p> <p>This series consists of correspondence, State plan drafts, approved plans (annual), and guidance directives from the USDA.</p> <p>Arranged chronologically.</p>	4	-	-	4		The Child Nutrition program distributes federal funds and training/resources to eligible schools, childcare centers, licensed family day care homes, residential child care institutions, summer camps, homeless shelters, adult day care centers and national youth sports programs.
11	<p>Food Service Case Files:</p> <p>Agreements, policy statements, reviews, correspondence, food service equipment applications, monthly claims and quarterly reports from schools.</p> <p>Arranged alphabetically by school.</p>	4	-	-	4		Certain data from this records series is entered into the Child Nutrition Database.
12	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes general correspondence, policies/procedures, reports, publications; and, the following types of files: grant, accounting, personnel/payroll, reading, minutes/meeting, etc.</p> <p>Early Development Division staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be downloaded from the Archives & Records homepage.</p>