



Department of Education and Early Development  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 153      Schedule No: 05-153.1**

DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
 DIVISION OF EDUCATION SUPPORT SERVICES  
 153 - SCHOOL FINANCE SECTION

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 indicated all records series are nonconfidential. This records schedule supersedes # 51604.

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
	*	7/1/09
Attorney General/Designee	Date	Commissioner of Administration/Designee
*	7/23/09	*
State Archivist	Date	Records Analyst
*	8/17/09	*
		7/1/09

\* = Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Audits and Budgets Files</b>                      This series consists of correspondence between the department and school districts, school districts audited financial statements, budgets and other financial information.                       Arranged alphabetically by school district.</p>		6		<p>Annual accrual is approximately two cubic feet.                       Copies of audit are pursuant to 2 AAC 45.010. Record copy of audit administered by Single Audit Coordinator, Department of Administration, Division of Finance.</p>
<p><b>002 - Foundation Support Files</b>                      This series consists of applications for reimbursement, supporting documentation for allocation of foundation monies to the school districts, foundation reports, etc.                       Arranged alphabetically by school district.</p>		5*	Y	<p>* = The State Archives will take "final" report for each year.</p>
<p><b>003 - School Construction Reimbursement Files</b>                      This series consists of correspondence, construction bonding backup, School Fund distribution records and application for reimbursement.                       Arranged alphabetically by school district.</p>		6		<p>The School Fund is also known as the Cigarette Tax fund.                       Authority: AS 43.50.140</p>
<p><b>004 - Requests for Auditor Access to Files</b>                      This series includes requests from school districts to permit auditor access to records used to verify monies distributed to school districts.                       Arranged alphabetically by school district.</p>		3		
<p><b>005 - Full Value Determinations Files (Copy)</b>                      These records are used to determine full value of bonded indebtedness and taxable property for foundation allocation to school districts.                       Arranged alphabetically by school district.</p>		10		<p>Office of Record for original bonded indebtedness and taxable property full value determinations is the Department of Commerce, Community &amp; Economic Development, Division of Community &amp; Regional Affairs, Office of the State Assessor, schedule #08-460.1, item #003.</p>

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.

<p><b>Retention Key</b></p> <p>A = Until Audit                      C = Cut-off event/date                      CY = Current Year                      CFY = Current Fiscal Year                      PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office)                      S = Until Scanned                      T = Transfer                      TO = Term of Office</p>	<p><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>006 - Boarding Home, Grant Records</b> Includes boarding home program financial and student records reports. Statewide residential educational program records initial application, request for reimbursement and year end report.  Arranged alphabetically by school district.		C+6		C = Untill grant is closed out.  Authority: AS 14.16.200; 4 AAC 09.050; 4 AAC 33.090.
<b>007 - Nonresident Tuition Fund District Rate Files</b> This series is derived from item #002, Audits, and includes documents used to estimate rates for foundation monies distribution.  Arranged alphabetically by school district.		6		
<b>008 - Pupil Transportation: School Bus Records</b> Includes copies of school bus driver training certificates, reports, statistics, correspondence with school districts and certified instructors. Also includes copies of school bus inspection reports and correspondence with contractors.		6		Authority: AS 28.05.104; 4 AAC 27.

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