



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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 Archives and Records Management Services
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DIVISION OF FINANCE
 STATE OF ALASKA

Schedule Number: 51604

AUG 03 2009

Agency ID #: 153

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT DIVISION OF EDUCATION SUPPORT SERVICES SCHOOL FINANCE SECTION</p>	<p style="text-align: center;">KEY</p> <p>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</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 indicated all records series are nonconfidential. This records schedule supersedes # 51603.

Statutory Authority: AS 14.17, Public School Foundation Program.

The School Finance Section applies for and distributes State and federal funds to school districts in support of public education. The Foundation Program provides the primary financial support to the 53 school districts and Mt. Edgecumbe High School for K-12 education. The Section administers the following formula programs: Cigarette Tax Distribution, Tuition Students, Boarding Home grants, Youth in Detention and Pupil Transportation.

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 Eddy Jeans	State Archivist <i>D. Dawson for</i>	Date 8/17/09	Attorney General <i>Craig Kelley</i>	Date 7/23/09	
Signature of Division Director/Designee <i>EJ</i>	Date 7/1/09	Records Analyst <i>Christopher L. Heas</i>	Date 7-1-09	Commissioner of Administration <i>Kelley</i>	Date 8/13/09

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>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>The Division of Education Support Services, School Finance Section 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>
2	<p>Audits and Budgets File:</p> <p>This series consists of correspondence between the Department and school districts; and school districts audited financial statements, budgets and other financial information.</p> <p>Arranged alphabetically by school district.</p>	6	-	-	6		<p>Annual accrual is approximately two cubic feet.</p> <p>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>
3	<p>Foundation Support Files:</p> <p>This series consists of applications for reimbursement, supporting documentation for allocation of foundation monies to the school districts, foundation reports, etc.</p> <p>Arranged alphabetically by school district.</p>	5	-	P*	5	X	<p>*Archives will take "final" report for each year.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>School Construction Reimbursement Files:</p> <p>This series consists of correspondence, construction bonding backup, School Fund distribution records and application for reimbursement.</p> <p>Arranged alphabetically by school district.</p>	6	-	-	6		<p>The School Fund is also known as the Cigarette Tax fund.</p> <p>Authority: AS 43.50.140</p>
5	<p>Requests for Auditor Access to Files:</p> <p>This series includes requests from school districts to permit auditor access to records used to verify monies distributed to school districts.</p> <p>Arranged alphabetically by school district.</p>	3	-	-	3		
6	<p>Full Value Determinations Files (Copy):</p> <p>These records are used to determine full value of bonded indebtedness and taxable property for foundation allocation to school districts.</p> <p>Arranged alphabetically by school district.</p>	10	-	-	10		<p>Office of Record for original bonded indebtedness and taxable property full value determinations is the Department of Commerce, Community & Economic Development, Division of Community & Regional Affairs, Office of the State Assessor, schedule 87701 Item #3.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p>Boarding Home, Grant Records:</p> <p>Includes boarding home program financial and student records reports. Statewide residential educational program records initial application, request for reimbursement and year end report.</p> <p>Arranged alphabetically by school district.</p>	C+6	-	-	C+6		<p>C=Unill grant is closed out.</p> <p>Authority: AS 14.16.200; 4 AAC 09.050; 4 AAC 33.090.</p>
8	<p>Nonresident Tuition Fund District Rate Files:</p> <p>This series is derived from Item 02, Audits, and includes documents used to estimate rates for foundation monies distribution.</p> <p>Arranged alphabetically by school district.</p>	6	-	-	6		
9	<p>PUPIL TRANSPORATION School Bus Records:</p> <p>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.</p>	6	-	-	6		<p>Authority: AS 28.05.104; 4 AAC 27.</p>