



DEPARTMENT OF EDUCATION
 Division of Libraries, Archives & Museums
 Archives and Records Management Services
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Schedule Number: 052604

Agency Id: 148

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF EDUCATION DIVISION OF EDUCATION SUPPORT SERVICES FACILITIES SECTION	KEY	
	A - After Audit	Numerals - Years in Addition to Current Year
	CFY - Current Fiscal Year	TO - Term of Office
	CY - Current Year	M - After Microfilming
	P - Permanent	C - Current/or as defined

The agency intends to follow retention periods of records listed in *State of Alaska General Administrative Records Schedule #000100*; therefore, those records have not been repeated on this schedule.

Unless otherwise noted all records are retained on a **Calendar** year basis.

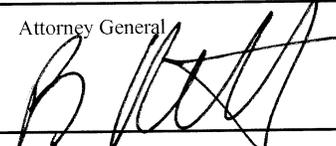
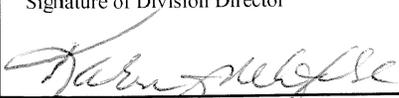
All records have potential permanent legal and historical value and may be reviewed by the State Archivist for possible permanent retention in the Alaska State Archives in accordance with AS 40.21.030.

Unless otherwise noted, all record series are non-confidential.

Enabling legislation AS 14.11.010. The Educational Facilities Support Section provides statewide oversight for educational facilities renovation/construction, and evaluates and ranks bond reimbursement and capital project grant requests. The Section also establishes school construction standards and evaluates prototypical schools.

This records schedule supercedes *Records Retention Schedule #052603* (Division of School Finance, Facilities Section).

Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.

Typed Name Division Director Karen J. Rehfeld	State Archivist 		Date 2/13/98	Attorney General 	Date 1/16/98
Signature of Division Director 	Date 1/6/98	Records Analyst 	Date 12/23/97	Commissioner of Administration Donald W. Lewis for Mark Boyer	Date 2/6/98

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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 the following types of files: general correspondence, accounting/fiscal, reading, policies/procedures, annual reports, legal, agency history, minutes/ meeting, budget, grants, procurement, personnel, travel, etc.</p> <p>Facilities Section staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>			See GRS	See GRS		<p>All duplicate copies maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be accessed from the Archives & Records homepage.</p>
2	<p>District General FILES:</p> <p>This series consists of general information applicable district-wide, and notifications from national campaigns and organizations. Also includes district-wide school operations data and copies of insurance policies. Arranged alphabetically within school</p>	2	-	-	2		<p>REAA: Regional Education Attendance Area. See also the General Administrative Records Retention Schedule, Item 62, General Correspondence Files.</p>
3	<p>School Site FILES:</p> <p>Includes Use Permits, lease agreements, certificates of insurance, photographs, reduced plans, building data records, facility appraisals and condition surveys. Arranged alphabetically by school district and thereunder by school site.</p>	C	-	P	-		<p>C=As long as school is in operation. Specified file contents will be destroyed after superceded. Annual accrual rate of permanent documents is less than one cubic foot per 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>Land FILES:</p> <p>The Land Files are used as a basis for issuance of Use Permits (Item 03) and includes the following: correspondence, prior and current ownership documentation, site plans, surveys and plats. Arranged alphabetically by school district and thereunder by sc</p>	C	-	P	-		C=Until the State no longer has a legal interest in the site. Annual accrual rate is less than one cubic foot per year.
5	<p>CAPITAL IMPROVEMENT PROJECTs (CIP)--Schools:</p> <p>Documentation and tracking of funds issued to school districts for approved CIP applications. Funds may be from grants and/or bond reimbursement. Arranged by Department assigned number.</p>	C+5	15	-	C+20		C=Date of grant close-out or substantial completion of bond reimbursement project. Annual accrual rate is approximately 2 cubic feet per year.
6	<p>CAPITAL IMPROVEMENT PROJECTs (CIP)--Department:</p> <p>Documentation and tracking of funds issued to the Department for CIP projects. Arranged by Department assigned number.</p>	C+5	15	-	C+20		C=Date of substantial completion of CIP projects. Annual accrual rate is approximately 2 cubic feet per year.

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	Construction Documents/As-Builts [REAA's and Department Projects]: Architectural and engineering drawings and specifications used for construction, including change orders and amendments. Arranged alphabetically by school district and thereunder by school site.	C**	C+15	P**	C+15		C**=Once projects are approved selected sheets (i.e. site plan, floor plan, elevations) are kept in office flat file drawers. After the State no longer has an interest in the building, selected sheets are transferred to Archives. C=Date construction doc
8	Construction Documents/As-Builts [Non-REAA's]: Architectural and engineering drawings and specifications used for construction, including change orders and amendments. Arranged alphabetically by school district and thereunder by school site.	P**	-	-	C		**Selected sheets (i.e. site plan, floor plan, elevations) are kept in office flat file drawers. C=Date construction is substantially complete or upon occupancy.
9	EDUCATION SPECIFICATIONS FILE: This series consists of documents delineating to project team specific school parameters of project. Describes facility needs of educational program including school district requirements for proposed new or remodeled facilities. Arranged alphabetically	C	-	-	C		C=Date construction is substantially complete or until updated.

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
10	<p>Site Investigation Report:</p> <p>Description of facility sites as related to CIP projects. Includes data as required by regulation and the Department's Site Selection Handbook. Arranged alphabetically by school district.</p>	C	-	-	C		C=Date construction is substantially complete or until updated.
11	<p>Project Design Documents:</p> <p>Pre-design manuals, schematic design, design development and other documentation supporting the design of the school facility. Arranged alphabetically by school district.</p>	C	-	-	C		C=Until approved and/or superceded by more complete documents.
12	<p>CIP Applications:</p> <p>Applications and support documentations received from school districts for CIP projects. Support documents may include facility appraisals, condition surveys, cost estimates/analyses and site studies.</p>	4	2	-	6		

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
13	<p>CIP Reconsideration and Appeals or Rejections:</p> <p>Requests for reconsideration and/or appeals from school districts of denied CIP applications. Includes correspondence, hearing records and final determinations.</p>	2	4	-	6		Appeals are heard by independent hearing officer.
14	<p>ASBESTOS Management PLANS [non-State Facilities]:</p> <p>[State-owned & pre-1986 Facilities]: This series consists of reports submitted by school districts to comply with federal requirements of the Asbestos Hazard Emergency Reporting Act (1986). AHERA management plan forms are also included. Arranged by Lo</p>	10* 10	20	P	10*		* Copy of Record is maintained by each Local Education Agency or "employer" according to specifications set forth in CFR 763.93 - 763.121. Annual accrual rate is approximately 2 cubic feet per year.