



DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
 Division of Libraries, Archives & Museums
 Archives/Records & Information Management Service
 P.O. Box 110525, 141 Willoughby Avenue
 Juneau, AK 99811-0525
 T: (907) 465-2317/2275
 F: (907) 465-2465

STATE OF ALASKA

Schedule No: 52605

Agency I.D: 148

RECORDS RETENTION SCHEDULE

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RETENTION KEY

FORMAT KEY

DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT DIVISION OF EDUCATION SUPPORT SERVICES FACILITIES SECTION	A - Audit C - Cut-off date/event CY - Current Year CFY - Current Fiscal Year	PA - Permanent (Transfer to State Archives) PO - Permanent (Retain in Office) TO - Term of Office Bus. Ess. - Business Essential Record	H - Hardcopy E - Electronic D - Database S - Scanned M - Microform
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The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule, unless those records have been listed on this schedule.

Unless otherwise noted, all records series are retained on a Fiscal year basis.

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.

Unless otherwise indicated, all records series are non-confidential. This records schedule supersedes #52604.

Statutory/Regulatory Authority: AS 14.07, .08, .11, .14, .17, .50; 4 AAC 31, 33 & 40.

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.

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, the records listed below are approved for retention and disposition as indicated.

Typed name of Division Director	State Archivist	Date	Attorney General	Date
Elizabeth Sweeney Nudelman	<i>D. Dawson</i>	8/31/11	<i>Ala Blum</i>	8/5/11
Signature of Division Director/Designee	Records Analyst	Date	Commissioner of Administration	Date
<i>Elizabeth Nudelman</i>	<i>Yuh...</i>	8/30/11	<i>[Signature]</i> DOF DIRECTOR	8/24/11

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Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
				Office	Records Center	Total Retention		
2	1	<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.</p> <p>Arranged alphabetically by school district and then by school site.</p>	H	2	-	2		<p>REAA = Regional Education Attendance Area.</p> <p>Refer also to the General Administrative Records Retention Schedule, Item 62, General Correspondence Files.</p>
3	2	<p>School Site Files</p> <p>Includes Use Permits, lease agreements, certificates of insurance, photographs, reduced plans, and building data records.</p> <p>Arranged alphabetically by school district and then by school site.</p>	H	C+4	-	C+4		<p>C = Until the State no longer has an interest in the property.</p> <p>Specified file contents will be destroyed after superseded.</p> <p>Annual accrual rate of permanent documents is less than one cubic foot per year.</p>
4	3	<p>Land Files</p> <p>The Land Files are used as a basis for issuance of Use Permits (Item 3) and includes the following: correspondence, prior and current ownership documentation, site plans, surveys and plats.</p> <p>Arranged alphabetically by school district and then by school site.</p>	H	C+4	-	C+4		<p>C = Until the State no longer has an interest in the property.</p> <p>Refer also to the General Administrative Records Retention Schedule, Item 56, Property (Land & Buildings).</p> <p>Annual accrual rate is less than one cubic foot per year.</p>

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5	4	<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.</p> <p>Arranged by Department assigned number.</p>	H	C+5	15	C+20		<p>C = Date of grant close-out or substantial completion of bond reimbursement project.</p> <p>Annual accrual rate is approximately 2 cubic feet per year.</p>
6	5	<p>Capital Improvement Projects (CIP) Department</p> <p>Documentation and tracking of funds issued to the Department for CIP projects.</p> <p>Arranged by Department assigned number.</p>	H	C+5	15	C+20		<p>C = Date of substantial completion of CIP projects.</p> <p>Annual accrual rate is approximately 2 cubic feet per year.</p>
7	6	<p>Construction Documents/As-Builts [REAA's and Department Projects]</p> <p>Architectural and engineering drawings and specifications used for construction, including change orders, amendments, and bid documents.</p> <p>Arranged alphabetically by school district and then by school site.</p>	H	C	C+15	C+15P		<p>C = Date of grant closeout.</p> <p>Once projects are approved selected sheets (i.e. site plan, floor plan, elevations, title sheets) are kept in office flat file drawers. After the State no longer has an interest in the building, selected sheets are transferred to the State Archives.</p>

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8	7	<p>Construction Documents/As-Builts [Non-REAA's]</p> <p>Architectural and engineering drawings and specifications used for construction, including change orders, amendments, and bid documents.</p> <p>Arranged alphabetically by school district and then by school site.</p>	H	C+6	-	C+6		<p>C = Date of grant closeout.</p> <p>Selected sheets (i.e. site plan, floor plan, elevations, title sheets) are kept in office flat file drawers permanently.</p>
9	8	<p>Education Specifications File</p> <p>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.</p> <p>Arranged alphabetically by school district.</p>	H	C+6	-	C+6		<p>C = Date of grant closeout or until updated.</p>
10	9	<p>Site Investigation Report</p> <p>Description of facility sites as related to CIP projects, see Items 5 & 6. Includes data as required by regulation and the Department's Site Selection Handbook.</p> <p>Arranged alphabetically by school district.</p>	H	C+6	-	C+6		<p>C = Date of grant closeout or until updated.</p>

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11	10	<p>Project Design Documents</p> <p>Pre-design manuals, schematic design, design development and other documentation, facility appraisals and condition surveys supporting the design of the school facility.</p> <p>Arranged alphabetically by school district.</p>	H	C	-	C		C = Until records are obsolete, superseded or no longer needed for business purposes.
12	11	<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>	H	4	2	6		
13	12	<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>	H	2	4	6		Appeals are heard by independent hearing officer.

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14	13A	Asbestos Management Plans (non-State Facilities)	H	10	-	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.
	13B	(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 Location.	H	10	20	30		