



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: 51708

Agency ID #: 152

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT

DIVISION OF TEACHING & LEARNING SUPPORT

TEACHER EDUCATION & CERTIFICATION

DIVISION OF FINANCE  
 MAY 04 2009

KEY

- 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

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 record series are nonconfidential. This records schedule supercedes #51707.

Statutory/Regulatory Authority: AS 12.62.160; 4 AAC 12.010-900; AS 14.20.010-040.

The goal of Teacher Education and Certification is to ensure that only qualified applicants are certified to teach in Alaska and that teacher education programs in Alaska conform to nationally recognized standards.

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.

Divison Director  Cyndy Curran	State Archivist  <i>Glenn Cook</i>	Date  5/11/09	Attorney General  <i>Craig J. Tillery</i>	Date  4/27/09
Signature of Division Director/Designee  <i>Cyndy Curran</i>	Date  4/21/09	Records Analyst  <i>D. Dawson</i>	Date  3/6/09	Commissioner of Administration  <i>Ken G. Jones</i>
				Date  5/7/09

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**Retention Disposition**

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p><b>Active Teacher Certification Files (Original):</b></p> <p>(Electronic, Microfilm &amp; Unscanned Originals):</p> <p>This series includes application, institutional recommendation, transcripts, "Fee Received" notification, student teacher authorization, test scores, copy of certificates from other states, and correspondence. May include retired teacher certificates--Type R.</p> <p>Originals and microfiche are arranged alphabetically.</p>	C+3 Mos. 50	- -	- -	C+3 Mos. 50	X	<p>C=After documents are scanned into Image Source and images verified under Teacher Certification standard operating policies and procedures, originals may be disposed.</p> <p>Certain data is entered into Teacher Certification, a MS Access database.</p>
2	<p><b>Teacher On-site Reviews (TEORT):</b></p> <p>This series documents the application of a university to offer teacher training programs. The Teacher Certification Section reviews the applications and grants approval. Review period is five years.</p> <p>Arranged alphabetically by university.</p>	C	10	-	C+10		<p>C=Until completion of the review process.</p> <p>Justification for "C+10" Year Retention: Administrative requirement to keep for two review cycles.</p>
3	<p><b>Private &amp; Denominational School License Files:</b></p> <p>Documentation submitted by school to substantiate exemption from further state regulation. Consists of four forms: Affidavit of Compliance, Corporal Punishment Policy, Private &amp; Denominational School Enrollment Form and School Calendar.</p> <p>Arranged alphabetically by school name.</p>	C+10	-	-	C+10		<p>C=Until authorization is inactive.</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><b>National Council for Accreditation of Teacher Education (NCATE) Records:</b></p> <p>This records series documents that teacher preparation institutions meet standards that allow them to continue training teachers for Alaska.</p> <p>Arranged alphabetically by institution.</p>	10	-	-	10		Program reviews occur every three years. Alaskan schools that qualify are listed on the Teacher Certification homepage.
5	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing &amp; Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Teacher Certification staff 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>