



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 53909

Agency ID #: 126

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<p>DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT</p> <p>DIVISION OF TEACHING & LEARNING SUPPORT</p>	<p>KEY</p> <p>A - After Audit Numerals - Years in addition to current year</p> <p>CFY - Current Fiscal Year</p> <p>CY - Current Year TO - Term of Office</p> <p>P - Permanent S/M - After Scanning/ Microfilming</p> <p>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 noted all records series are nonconfidential. This records schedule supercedes #53908 and includes records for the Director, Special & Supplemental Services, Quality Schools and Assessment & Accountability.

Refer to records retention schedule #51707 for Teacher Certification and #55403 for Child Nutrition. Adult Education records are administered by the Department of Labor & Workforce Development.

The mission of the Division of Teaching & Learning Support is to assure student success and quality of education within the framework of State and federal mandates through leadership, advocacy, supervision and technical assistance.

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	State Archivist	Date	Attorney General	Date
Cynthia Curran	<i>Glenn Stook</i>	4/14/09	<i>Craig J. Kelley</i>	3/20/09
Signature of Division Director/Designee	Records Analyst	Date	Commissioner of Administration	Date
<i>Cynthia Curran</i>	<i>D. Dawson</i>	1/26/09	<i>Ken Johnson</i>	4/10/09

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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>Teaching, Learning & Support 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>
2	<p>TITLE I/MIGRANT EDUCATION Program Administration Files:</p> <p>This series consists of program administration and onsite review master files. Program records include: compliance monitoring files, conference materials, training information and correspondence. Onsite reviews document school district compliance with Title I laws, rules and regulations.</p> <p>Administration files are arranged topically; onsite reviews are filed by program name and school district.</p>	3	3	-	6		
3	<p>SPECIAL EDUCATION Program Administration Files:</p> <p>Includes: compliance monitoring files; entitlement reviews; complaints; project director's meeting agendas and minutes; special project information; training materials; state plan documentation; administrative review records; parent survey responses; interagency agreements; and, applicable laws, rules and regulations relating to the administration of special education programs within the state.</p> <p>Arranged alphabetically by school district.</p>	1	9	-	10		<p>Only the State Special Education Program Manager and authorized personnel are allowed access to these files. Under 34 CFR 300.572 the State will protect the confidentiality of personally identifiable information at collection, storage, disclosure and destruction stages.</p> <p>The Department is obligated to investigate complaints alleging that a district or other public agency has violated state/federal statutes and regulations governing special education. Districts are monitored on a 5 year cycle; two cycles are maintained.</p>

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4	<p>SPECIAL EDUCATION Due Process Files:</p> <p>This records series documents the Department's action regarding disputes between parents and school districts. The Department appoints a hearing officer to resolve the dispute and if the parties are unable to agree, s/he makes a legally binding determination based on submitted evidence. Consists of due process hearing transcripts, testimony and other evidentiary materials, copies of decisions and any materials received from the hearing officers.</p> <p>Arranged numerically.</p>	1	14	-	15		
5	<p>BILINGUAL EDUCATION School District Plans of Service:</p> <p>This records series consists of Plans of Service files and includes: applications, summaries, final evaluation reports, language assessments, correspondence, certifications/assurances, variance requests, student enrollment data, job descriptions and program staff listings.</p> <p>Arranged alphabetically by school district.</p>	3	3	-	6		
6	<p>PROGRAM ADMINISTRATION FILES [ALL OTHER]:</p> <p>Includes correspondence and information related to the administering of all federal and some state programs. Examples of programs include: Vocational Education, Charter Schools, Preschool Disabled, Even Start, Gifted Education, HIV Prevention, etc.</p>	3	3	-	6		Offsite retention not required if there is adequate office space to store noncurrent records.

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7	<p>Special Projects:</p> <p>Includes correspondence and information related to the administering of special projects. Examples include: Teen Parenting/High School Completion Program, Alaska Minerals & Energy Resources Fund, Robert Byrd Student Scholarships, Senate Youth Scholarships, the Alaska Rural Systemic Initiative, etc.</p>	C+3	-	**	C+3		<p>C=Until project is concluded or business need is concluded.</p> <p>**Submit file titles for archival review prior to disposition.</p> <p>Refer to the General Administrative Records Retention Schedule, Item 62 (General Correspondence) for documents relating to the administration and operation of the agency.</p>
8	<p>Assessment & Accountability Report Cards (Original):</p> <p>Assessment & Accountability Report Cards (Electronic):</p> <p>This fileset is compiled by the districts and submitted to the Department to document student performance in reading, writing and mathematics.</p> <p>Arranged alphabetically by school district.</p>	2 P	8 -	- -	10 -		
9	<p>CAT/5 Reports (Original):</p> <p>CAT/5 Reports (Electronic):</p> <p>The CAT/5 is a norm-referenced test utilized by Assessment & Accountability. This series includes evaluation summaries, test reports, test coordinator booklets, instructions for administering test, etc.</p> <p>Arranged alphabetically by school district.</p>	5 P	25 -	- -	30 -	X	<p>Justification for Permanent Retention: Administrative Need.</p>

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10	<p>Alternate Assessment Portfolios:</p> <p>The Alternate Assessment is a portfolio-type assessment for students with significant disabilities that prevent them from participating in regular assessments. The purpose of the portfolio is to determine whether the student is making progress towards meaningful goals and objectives and includes the following: data collection sheets, series of teacher-completed forms, cd's, dvd's, videocassettes, and other documentation regarding student abilities and improvements.</p> <p>Arranged alphabetically by name within each grade level.</p>	1	5	-	6		This records series is confidential under 4 AAC 62.765 (Protection of Records).
11	<p>HSGQE (Original Hard Copy):</p> <p>HSGQE (Electronic):</p> <p>The HSGQE is an assessment taken the spring semester of the student's first sophomore year as a requirement for graduation. Originals include: rosters, forms, test materials, test coordinator booklets, instructions for administering test, etc. Electronic information consists of student level proficiency and scale score data.</p> <p>Originals arranged chronologically by year and then grade.</p>	60 P	- -	- -	60 -	X	<p>HSGQE: High School Graduation Qualifying Exam. Refer to 4 AAC 06.710 for a description of the statewide student assessment. Student level proficiency and scale score data maintained electronically.</p> <p>Justification for Permanent Retention: Administrative Need. Hard Copy Retention also parallels retention parameters listed in the Model Records Retention Schedule for Alaska School Districts, Student Permanent Record. This records series is confidential under the Family Educational Rights & Privacy Act (FERPA) 20 U.S.C. 1232G, 1221; 34 CFR Part 99.</p>
12	<p>TerraNova CAT/6:</p> <p>TerraNova CAT/6 (Electronic):</p> <p>The TerraNova CAT/6 is an assessment required for all public school students in grades 5 and 7. This series includes: test reports, test materials, forms, group lists, etc.</p> <p>Arranged chronologically by year and then grade.</p>	5 P	25 -	- -	30 -	X	<p>This records series is confidential under the Family Educational Rights & Privacy Act (FERPA) 20 U.S.C. 1232G, 1221; 34 CFR Part 99.</p> <p>Justification for Permanent Retention: Administrative Need.</p> <p>Refer to 4 AAC 06.710 for a description of the statewide student assessment.</p>

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13	<p>SBA (Original Hard Copy):</p> <p>SBA (Electronic):</p> <p>The SBA is an assessment required for all public school students in grades 3-9. Students in grade 10 are required to take the combined 10th grade SBA/HSGQE. Originals include: rosters, forms, test materials, test coordinator booklets, instructions for administering test, etc. Electronic information consists of student level proficiency and scale score data.</p> <p>Originals arranged chronologically by year and then grade.</p>	5 P	25 -	- -	30 -	X	<p>SBA: Standards Based Assessment. Refer to 4 AAC 06.710 for a description of the statewide student assessment.</p> <p>Justification for Permanent Retention: Administrative Need.</p> <p>This records series is confidential under the Family Educational Rights & Privacy Act (FERPA) 20 U.S.C. 1232G, 1221; 34 CFR Part 99.</p>
14	<p>Benchmark Assessment:</p> <p>Benchmark Assessment (Electronic):</p> <p>The Benchmark was an assessment required for all public school students' grades 3, 6, and 8. The last administration was 2003/2004. This series includes: reports, forms, test materials, test administration directions, etc.</p> <p>Arranged chronologically by year and then grade.</p>	5 P	25 -	- -	30 -	X	<p>This records series is confidential under the Family Educational Rights & Privacy Act (FERPA) 20 U.S.C. 1232G, 1221; 34 CFR Part 99.</p> <p>Justification for Permanent Retention: Administrative Need.</p> <p>Refer to 4 AAC 06.710 for a description of the statewide student assessment.</p>
15	<p>Science Assessment:</p> <p>Science Assessment (Electronic):</p> <p>The Science Assessment is an assessment required for all public school students in grades 4, 8, and 10. This series includes: field tests, reports, forms, test materials, test administration directions, etc.</p> <p>Arranged chronologically by year and then grade.</p>	5 P	25 -	- -	30 -	X	<p>This records series is confidential under the Family Educational Rights & Privacy Act (FERPA) 20 U.S.C. 1232G, 1221; 34 CFR Part 99.</p> <p>Justification for Permanent Retention: Administrative Need.</p> <p>Refer to 4 AAC 06.710 for a description of the statewide student assessment.</p>

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16	<p>English Language Proficiency (ELP) Assessment:</p> <p>ELP Assessment (Electronic):</p> <p>The ELP Assessment is used to assess a student's progress in learning English until he or she is exited from the Limited English Proficiency status. This series includes: Filed tests, reports, forms, test materials, test administration directions, etc.</p> <p>Arranged chronologically by year and then grade.</p>	5	25	-	30	X	<p>This records series is confidential under the Family Educational Rights & Privacy Act (FERPA) 20 U.S.C. 1232G, 1221; 34 CFR Part 99.</p> <p>Justification for Permanent Retention: Administrative Need.</p> <p>Refer to 4 AAC 34.055 for a description of the statewide Limited English Proficiency plan of service.</p>
		P	-	-	P		
17	<p>Online Alaska Student Information System (OASIS):</p> <p>OASIS is a statewide education information system that captures and maintains student-level data. OASIS permits DEED to track and evaluate student achievement in compliance with all federal laws and regulations. Information captured includes: student/school identification number, district number, student name/location, birthdate, gender, race/ethnicity, grade level, etc.</p> <p>Data from Assessments, Items 8 - 16 is input into OASIS.</p>	P	-	-	-	X	<p>Refer to 4 AAC 59.005 (Retention & Preservation of Electronic Records).</p> <p>DEED plans to migrate OASIS data to a Data Warehouse solution called UNITY, a series of secure SQL databases that will streamline educational data acquisition, reporting and analysis to support data driven decision making.</p>