



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: 55500

Agency ID #: 663

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT SPECIAL EDUCATION SERVICE AGENCY	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 will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100.2, 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 is an entirely new records schedule. Some information referenced on this schedule is input into the Student/Staff Data Management System, a Filemaker Pro database.

Statutory/Regulatory Authority: AS 14.30.600-660. The Special Education Service Agency (SESA) provides assistance to Alaskan school districts and early intervention programs serving students with low incidence disabilities.

The mission of the Special Education Service Agency is to design and support education for Alaskan infants, children and young adults who experience low incidence disabilities. The agency promotes and supports education that: is student, family and community centered, is personally and culturally relevant and provides individualized supports and accommodations for equal and appropriate access to learning opportunities.

NOTE: Under 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their prescribed retention period. This requires taking into account the issues of refreshing, migration, security duplicates; and, analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

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
Nancy Nagarkar, Executive Director	<i>[Signature]</i>		3-20-06	<i>[Signature]</i>	3/3/06
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>[Signature]</i>	2/17/06	D. Dawson	2/24/06	<i>[Signature]</i>	3/13/06

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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>Staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be accessed on the Archives & Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>
2	<p>Grant Management Records:</p> <p>Refer to the General Schedule, Items 40-44.</p>	-	-	-	See GRS		
3	<p>Special Project Records:</p> <p>Includes correspondence and information related to the administration of special projects.</p> <p>Refer to the General Schedule, Item 77.</p>	-	-	See GRS	See GRS		

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Student File Records:</p> <p>File records include: Initial Referral, Mutual Exchange of Information, Evaluation Summary and Eligibility Report, IEP, Diagnostic Evaluations, Disability Relevant Medical Reports.</p> <p>Arranged alphabetically by student name within each school district.</p>	C+5	-	-	C+5		<p>C=Until services are terminated. Retain longer if there are any outstanding legal issues.</p> <p>All SESA student file records are copies of originals maintained in the school district or doctor's office.</p>
5	<p>Student Service Report:</p> <p>Copy of report generated by a SESA specialist, after observation of student, and consultation with school district staff providing educational strategies and recommendations.</p> <p>Arranged alphabetically by student name within each school district.</p>	C+5	-	-	C+5		<p>C=Until services are terminated. Retain longer if there are any outstanding legal issues.</p> <p>Original report is transmitted electronically to school district and parent.</p>
6	<p>Library Files:</p> <p>Library records include the electronic records that are intrinsic to the online catalog system, electronic forms, and electronic copies of correspondence, as well as paper records that include correspondence, ordering information, transmittal and transfer forms, materials ordering forms, and miscellaneous records.</p>	3	-	-	3		<p>The finance department retains ordering and payment records. Refer to the General Schedule for Accounting Records, Items 20-31.</p> <p>Records relating to equipment loaned by the SESA library will be disposed of when the equipment is withdrawn from the library. Refer also to the General Schedule, Item 52, Equipment Records.</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>Website Data:</p> <p>The SESA website is a dynamic method of conveying information about the agency and is not intended to be an archive, or a printed record of the agency.</p>	C	-	-	C		<p>C=Until obsolete, superceded or administrative need is met.</p> <p>SESA's website is archived indefinitely by the Internet Archive (www.archive.org).</p> <p>Refer also to General Schedule, Item 125, IT General Documentation File.</p>
8	<p>E-Rate (Universal Service Fund):</p> <p>The e-rate is the universal service fund in Alaska for schools, libraries and service providers. This records series documents agency receipt of funds received from the federal government to subsidize telecommunications costs, including T-1 and telephone lines.</p>	5	-	-	5		Retention Authority: FCC-04-190A1