



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: 74000

Agency ID #: 130

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT</p> <p>DIVISION OF EMPLOYMENT SECURITY</p> <p>ADULT BASIC EDUCATION</p>	<p style="text-align: center;">KEY</p> <p>A - After Audit Numerals - Years in Addition to current year</p> <p>CFY - Current Fiscal Year TO - Term of Office</p> <p>CY - Current Year M - After Microfilming</p> <p>P - Permanent 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 Schedule #100, and Amendments 1 thru 4, 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 #050602 (Department of Education, Teaching & Learning Support). This function transferred to the Dept. of Labor & Workforce Development (SLA 1999, Chapter 58).
 Statutory/Regulatory Authority: Public Law 105-220 (Workforce Investment Act of 1998; Title II, Adult Education & Family Literacy); and, 8 AAC 99.010 - 200 (Administrative Regulations); As 44.31.020(6) Department of Labor).

The Adult Basic Education (ABE) Program provides adult learners instruction in the basic skills of reading, writing, mathematics, English as a Second Language (ESL), and GED (General Educational Development) preparation.

NOTE: Per 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their full 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.

DIVISION OF FINANCE
NOV 2 2004

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	
Tom Nelson	<i>Ken Nail, Jr.</i>	<i>11-29-04</i>	<i>[Signature]</i>	<i>11/4/04</i>	
Signature of Division Director	Records Analyst	Date	Commissioner of Administration	Date	
<i>[Signature]</i>	<i>D. Dawson</i>	<i>10/28/04</i>	<i>[Signature]</i>	<i>11/26/04</i>	

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	GED Transcripts (Electronic & Original):	C	-	-	50	X	Total volume of originals consumes approximately 14 cubic feet. Since 2002 the record copy is administered electronically; records are no longer microfilmed. Approximately 2000 diplomas are issued annually. GED's are confidential per the Family Educational Rights & Privacy Act (FERPA--20 USC 1232g; 34CFR99). Justification for 50-year Retention: Administrative Need.
	(Master Microfiche):	-	50	-	50		
	(Workcopy Microfiche):	50	-	-	50		
	This series consists of the Application for High School Diploma by Examinaton issued by the State. Originals and microfiche arranged alphabetically by name and then by year.						
2	ABE Statistical & Performance Reports (Electronic): Reports that ABE provides to the federal government via a WEB-based server documenting accountability and data quality. Consists of student demographic/assessment data, activities, goals and achievements of the program. Arranged chronologically.	C		P	-	X	C=Until all administrative/management need is met. ABE will provide the state archives with a cd of any data purged from the server.
3	ABE Site Monitoring Reports: No active site monitoring is currently being done--visits only. Arranged chronologically.	C		P	-		C=Until all administrative/management need is met.

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p>State Plans & Workpapers:</p> <p>Records series consists of state plans and backup for ABE.</p> <p>Arranged chronologically.</p>	7			7		<p>Record Copy administered by the Department of Labor.</p>
5	<p>ABE Program Grant Files:</p> <p>Consists of applications, notification of grant award, agreements, special conditions, fiscal/audit/progress reports, monitoring data, correspondence, and related federal and State backup.</p> <p>Arranged chronologically.</p>	C+1	2	P	-		<p>C=Until grant is closed out and final financial report has been approved.</p> <p>Per 34 CFR 74.53 these grants must be retained for 3 years.</p> <p>Annual accrual rate is approximately 3 cubic feet.</p>
6	<p>GENERAL ADMINISTRATIVE RECORDS [Unless otherwise listed on this schedule]:</p> <p>Includes general correspondence, policies/procedures, reports, publications; and, the following types of files: accounting, personnel/payroll, reading, minutes/meeting, etc.</p> <p>Adult Basic Education 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>