



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: 73801

Agency ID #: 159

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT

DIVISION OF VOCATIONAL REHABILITATION

CENTRAL & ANCHORAGE ADMINISTRATIVE OFFICES

KEY

- A - After Audit
- CFY - Current Fiscal Year
- CY - Current Year
- P - Permanent
- Numerals - Years in Addition to current year
- TO - Term of Office
- M - After 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 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.

Program records are confidential per AS 23.15.190 and 4 AAC 54.510-550. Common records are nonconfidential except as noted on the General Schedule. This records schedule supercedes #73800 and includes records from the Central and Anchorage Administrative Offices. Regional office records are listed on #73701.  
 Statutory/Regulatory Authority: AS 23.15.040; 8 AAC Chapter 98; 34 CFR Part 361; Administrative Order #129; Americans with Disabilities Act of 1990.

The mission of the Division of Vocational Rehabilitation is to assist individuals with disabilities to obtain and maintain employment.

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
Gale Sinnott	<i>Ken Nail</i>		10-30-06	<i>Craig J. Talley</i>	10/23/06
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>Gale Sinnott</i>	7-10-06	<i>Christopher L. Hill</i>	6-29-06	<i>Ken J. Hill</i>	10/26/06

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**Retention**

**Disposition**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<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>Central &amp; Anchorage Administrative Office 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 from the Archives &amp; Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>
2	<p><b>Vending Stand Project Files:</b></p> <p>The Business Enterprise Program trains and licenses eligible blind and severely disabled Alaskans to operate vending concessions on State and federal property. This series documents training and licensure.</p> <p>Arranged alphabetically by vendor/subject.</p>	5	-	-	5		
3	<p><b>Vendor Agreements:</b></p> <p>This records series documents agreements for programs that provide vocational rehabilitation services not provided for elsewhere (e.g. independent living, assistive technology). The agreements certify that vendors are qualified to perform services.</p> <p>Arranged alphabetically by vendor.</p>	C+3	-	-	C+3		C=Until agreement is terminated.

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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>Federal Program Expenditure &amp; Client Statistical Reports:</b></p> <p>These reports document Division activity.</p> <p>Arranged chronologically.</p>	10	-	P	-		Annual accrual rate is less than .1 cubic foot.
5	<p><b>Voc Rehab Community Rehabilitation Programs Directory:</b></p> <p>Listing of vendors/suppliers that provide client services to the Division.</p> <p>Arranged alphabetically by name.</p>	C	-	-	C		<p>C=Until obsolete, superceded or administrative/management need is met.</p> <p>Distributed to each branch office via the Management Information System.</p>
6	<p><b>State Plan:</b></p> <p>Annual plan required by federal regulations to provide assurances regarding the activities and administration of the Vocational Rehabilitation program.</p>	6	-	P	-		Annual accrual rate is less than .25 cubic foot.

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**Retention**

**Disposition**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
7	<p><b>Regional Reviews:</b></p> <p>Reports issued every other year reviewing regional activity. Includes program evaluations, statutory/regulatory compliance, individual consumer reviews, and grantee reviews.</p> <p>Arranged by region.</p>	C+3	-	-	C+3		C=Until obsolete, superceded or administrative/management need is met.
8	<p><b>Vocational Rehabilitation Management Information System (VRMIS):</b></p> <p>Consists of statistical and financial data relating to the Division.</p>	C	-	-	C		C= Until information complies with authorized records retention requirements under AS 40.21 (Management & Preservation of Public Records and 4 AAC 59.005 (Retention & Preservation of Electronic Records).
9	<p><b>ADA COMPLAINT FILES:</b></p> <p>These files include complaints received by the general public and by prisoners regarding programmatic compliance of state programs with the Americans with Disabilities Act.</p> <p>Arranged alphabetically by complainant.</p>	C+2	8	-	C+10		<p>C=Upon resolution of complaint.</p> <p>Confidential information (data regarding a particular disability or medical condition) will be purged prior to transfer to the records center.</p> <p>Annual accrual rate is less than one cubic foot.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
10	<p><b>FACILITY RECORDS:</b></p> <p>These files contain initial and follow-up audits regarding access barriers in state owned or leased facilities and plans/proposals to remove these barriers.</p> <p>Arranged alphabetically by facility.</p>	C+10	-	-	C+10		<p>C=Upon resolution of complaint.</p> <p>Annual accrual rate is less than one cubic foot.</p>
11	<p><b>MONTHLY STATEWIDE DOT PROGRESS REPORTS:</b></p> <p>Listing of current projects and the status of completion.</p> <p>Arranged chronologically.</p>	2	8	-	10		<p>Annual accrual rate is less than one cubic foot.</p> <p>Refer to the General Administrative Records Retention Schedule, Item 74 (Reports-Quarterly, Monthly &amp; Audit) for further reference.</p>
12	<p><b>EMPLOYEE ADA COMPLAINTS:</b></p> <p>This records series documents technical assistance provided by the ADA office regarding state employee ADA complaints.</p> <p>Arranged alphabetically by complainant.</p>	C+2	-	-	C+2		<p>C=Upon resolution of complaint.</p> <p>Contains confidential information regarding a particular disability or medical condition.</p>

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		Office	Records Center	State Archives	Destroy	Vital Record	
13	<b>DEPARTMENT SELF-EVALUATIONS:</b>  Reports completed by state departments regarding programmatic compliance with the ADA.	2	-	P	-		