



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 148      Schedule No: 05-148.1**

DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
 DIVISION OF EDUCATION SUPPORT SERVICES  
 148 - FACILITIES SECTION

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise noted, all record series are nonconfidential. This records schedule supersedes #52605.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

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 on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director <i>Original signature held on file.</i>	Date 8/30/2011
Attorney General/Designee <i>Original signature held on file.</i>	Date 8/5/2011	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 8/24/2011
State Archivist <i>Original signature held on file.</i>	Date 8/31/2011	Records Analyst <i>Original signature held on file.</i> Date 8/31/2011

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - District General Files</b>                      This series consists of general information applicable district-wide, and notifications from national campaigns and organizations. Also includes district-wide school operations data and copies of insurance policies.</p> <p>Arranged alphabetically by school district and then by school site.</p>	H	2		REAA = Regional Education Attendance Area.
<p><b>002 - School Site Files</b>                      Includes Use Permits, lease agreements, certificates of insurance, photographs, reduced plans, and building data records.</p> <p>Arranged alphabetically by school district and then by school site.</p>	H	C+4		C = Until the State no longer has an interest in the property.  Specified file contents will be destroyed after superceded.
<p><b>003 - Land Files</b>                      The Land Files are used as a basis for issuance of Use Permits (item #2) and includes the following: correspondence, prior and current ownership documentation, site plans, surveys and plats.</p> <p>Arranged alphabetically by school district and then by school site.</p>	H	C+4		C = Until the State no longer has an interest in the property.  Annual accrual rate is less than one cubic foot per year.
<p><b>004 - Capital Improvement Projects (CIP): Schools</b>                      Documentation and tracking of funds issued to school districts for approved CIP applications. Funds may be from grants and/or bond reimbursement.</p> <p>Arranged by department assigned number.</p>	H	C+20		C = Date of grant close-out or substantial completion of bond reimbursement project.  Annual accrual rate is approximately 2 cubic feet per year.
<p><b>005 - Capital Improvement Projects (CIP): Department</b>                      Documentation and tracking of funds issued to a department for CIP projects.</p> <p>Arranged by department assigned number.</p>		C+20		C=Date of substantial completion of CIP projects.  Annual accrual rate is approximately 2 cubic feet per year.

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p align="center"><b>Retention Key</b></p> <p>A = Until Audit                      C = Cut-off event/date                      CY = Current Year                      CFY = Current Fiscal Year                      PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office)                      S = Until Scanned                      T = Transfer                      TO = Term of Office</p>	<p align="center"><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p align="center"><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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<p><b>006 - Construction Documents/As-Builts (REAs and Department Projects)</b>                      Architectural and engineering drawings and specifications used for construction, including change orders, amendments, and bid documents.</p> <p>Arranged alphabetically by school district and then by school site.</p>	H	C+15*		<p>C = Date of grant closeout.</p> <p>*= Archival Review.</p> <p>Once projects are approved selected sheets (i.e. site plan, floor plan, elevations, title sheets) are kept in office flat file drawers. After the State no longer has an interest in the building, selected sheets are transferred to the State Archives.</p>
<p><b>007 - Construction Documents/As-Builts (Non-REAs)</b>                      Architectural and engineering drawings and specifications used for construction, including change orders, amendments, and bid documents.</p> <p>Arranged alphabetically by school district and then by school site.</p>	H	C+6*		<p>C = Date of grant closeout.</p> <p>* = Archival Review.</p> <p>Selected sheets (i.e. site plan, floor plan, elevations, title sheets) are kept in office flat file drawers permanently.</p>
<p><b>008 - Education Specifications File</b>                      This series consists of documents delineating to project team specific school parameters of project. Describes facility needs of educational program including school district requirements for proposed new or remodeled facilities.</p> <p>Arranged alphabetically by school district.</p>	H	C+6		<p>C = Date of grant closeout or until updated.</p>
<p><b>009 - Site Investigation Report</b>                      Description of facility sites as related to CIP projects, see items #4 &amp; #5. Includes data as required by regulation and the department's Site Selection Handbook.</p> <p>Arranged alphabetically by school district.</p>	H	C+6		<p>C = Date of grant closeout or until updated.</p>
<p><b>010 - Project Design Documents</b>                      Pre-design manuals, schematic design, design development and other documentation, facility appraisals and condition surveys supporting the design of the school facility.</p> <p>Arranged alphabetically by school district.</p>	H	C		<p>C = Until records are obsolete, superceded or administrative need has been met.</p>

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<b>011 - CIP Applications</b> Applications and support documentations received from school districts for CIP projects. Support documents may include facility appraisals, condition surveys, cost estimates/analyses and site studies.	H	6		
<b>012 - CIP Reconsideration and Appeals or Rejections</b> Requests for reconsideration and/or appeals from school districts of denied CIP applications. Includes correspondence, hearing records and final determinations.	H	6		Appeals are heard by independent hearing officer.
<b>013.1 - Asbestos Management Plans (Non-State Facilities)</b> This series consists of reports submitted by school districts to comply with federal requirements of the Asbestos Hazard Emergency Reporting Act (1986). AHERA management plan forms are also included.  Arranged by location.	H	10	Y	Copy of Record is maintained by each Local Education Agency or "employer" according to specifications set forth in CFR 763.93 - 763.121.  Annual accrual rate is approximately 2 cubic feet per year.
<b>013.2 - Asbestos Management Plans (State-owned &amp; pre-1986 Facilities)</b> This series consists of reports submitted by school districts to comply with federal requirements of the Asbestos Hazard Emergency Reporting Act (1986). AHERA management plan forms are also included.  Arranged by location.	H	30		Copy of Record is maintained by each Local Education Agency of "employer" according to specifications set forth in CFR 763.93 - 763.121.  Annual accrual rate is approximately 2 cubic feet per year.

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