



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 152 Schedule No: 05-152.1

DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 DIVISION OF TEACHING & LEARNING SUPPORT
 152 - TEACHER EDUCATION & CERTIFICATION

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 indicated all record series are nonconfidential. This records schedule supersedes #51708.

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 4/21/2009
Attorney General/Designee <i>Original signature held on file.</i>	Date 4/27/2009	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 5/7/2009
State Archivist <i>Original signature held on file.</i>	Date 5/11/2009	Records Analyst <i>Original signature held on file.</i> Date 3/6/2009

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001.1 - Active Teacher Certification Files (Original) This series includes application, institutional recommendation, transcripts, "Fee Received" notification, student teacher authorization, test scores, copy of certificates from other states, and correspondence. May include retired teacher certificates--Type R.</p> <p>Originals and microfiche are arranged alphabetically.</p>	H	C+3 Mos.	Y	C = After documents are scanned into Image Source and images verified under Teacher Certification standard operating policies and procedures, originals may be disposed.
<p>001.2 - Active Teacher Certification Files (Electronic, Microfilm, & Unscanned Originals) This series includes application, institutional recommendation, transcripts, "Fee Received" notification, student teacher authorization, test scores, copy of certificates from other states, and correspondence. May include retired teacher certificates--Type R.</p> <p>Originals and microfiche are arranged alphabetically.</p>	E, M, H	50	Y	Certain data is entered into Teacher Certification, a MS Access database.
<p>002 - Teacher On-site Reviews (TEORT) This series documents the application of a university to offer teacher training programs. The Teacher Certification Section reviews the applications and grants approval. Review period is five years.</p> <p>Arranged alphabetically by university.</p>		C+10		C = Until completion of the review process. Justification for "C+10" Year Retention: Administrative requirement to keep for two review cycles.
<p>003 - Private & Denominational School License Files Documentation submitted by school to substantiate exemption from further state regulation. Consists of four forms: Affidavit of Compliance, Corporal Punishment Policy, Private & Denominational School Enrollment Form and School Calendar.</p> <p>Arranged alphabetically by school name.</p>		C+10		C = Until authorization is inactive.

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">Retention Key</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">Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p align="center">Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>004 - National Council for Accreditation of Teacher Education (NCATE) Records This records series documents that teacher preparation institutions meet standards that allow them to continue training teachers for Alaska.</p> <p>Arranged alphabetically by institution.</p>		10		Program reviews occur every three years. Alaskan schools that qualify are listed on the Teacher Certification homepage.

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">Retention Key</p> <p>A = Until Audit PO = Permanent (Retain in agency office) C = Cut-off event/date S = Until Scanned CY = Current Year T = Transfer CFY = Current Fiscal Year TO = Term of Office PA = Permanent (Transfer to State Archives)</p>	<p align="center">Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p align="center">Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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