# STATE OF ALASKA

# Records Retention and Disposition Schedule

## Agency I.D:  454      Schedule No:  05-454.1

### DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT

### 454 - EARLY DEVELOPMENT DIVISION

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.

Records related to family application for benefits are confidential per 19 AAC 65.391. This records retention schedule supersedes #55301.

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  *Original signature held on file.* | | Date  - |
| Attorney General/Designee  *Original signature held on file.* | Date  12/6/2002 | Commissioner of Administration/Designee  *Original signature held on file.* | Date  12/16/2002 |
| State Archivist  *Original signature held on file.* | Date  12/24/2002 | Records Analyst  *Original signature held on file.* | Date  11/18/2002 |

| Item No - Record Series Title & Description | Format | Total Retention | Bus. Ess. | Remarks |
|---|---|---|---|---|
| **001 - Program Administration & Special Project Files** <br> Correspondence, regulations, position papers, and infromation related to the administration of the Child Care Development Fund, Pre-School Certification program, and Alaska Children's Trust. Special Projects include Alaska State Community Services Commission, Child Indicators Project, Child Care Market Rate Survey, Even Start, the Stewart B. McKinney Homeless Grant etc. | | C+3* | | C = Until project is concluded or administrative need is met. <br><br> * = Submit file titles to the State Archives for review prior to disposition. |
| **002 - Fraud Investigation Files** <br> Files include correspondence and payment records. <br><br> Arranged alphabetically by name. | | C+3 | | C = Until case is closed. <br><br> Office of record is the Department of Law. <br><br> Confidential per 19 AAC 65.391. |
| **003 - Consumer Education Files** <br> This records series documents expenditure of federal funds and includes correspondence showing amounts of materials distributed and to whom. | | 3 | | |
| **004.1 - Facility Licensing Files (Current)** <br> Family Day Care Homes, Day Care Centers, Day Care Group Homes. Biennial License per AS 47.35. <br><br> Arranged alphabetically by name. | | C+6 | | C = Until license is no longer active. <br><br> Child Care contact information including whether a facility is license/registered is input into the Child Care Database. |
| **004.2 - Facility Licensing Files (Revoked, Denied or Conditioned without Licensee Consent)** <br> Family Day Care Homes, Day Care Centers, Day Care Group Homes. Biennial License per AS 47.35. <br><br> Arranged alphabetically by name. | | C | | C = Until administrative/management need is met and all legal concerns have been addressed. <br><br> Child Care contact information including whether a facility is licensed/registered is input into the Child Care Database. |

**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.**

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

| Item No - Record Series Title & Description | Format | Total Retention | Bus. Ess. | Remarks |
|---|---|---|---|---|
| **005 - Facility Complaint Files** <br> Files become part of Facility Licensing Files (item #001) when compliant investigation is complete, per AS 47.35. | | C | | C = After investigation is completed, file is transferred to item #001. |
| **006 - USDA Commodity Case Files** <br> This series documents commodity agreements with public schools, institutions and child care centers and may include the following: correspondence; specification/bid forms; telephone conversation records; copies of invoices; recipient ledger reports; USDA order forms, commodity order worksheets, commodity transfer receipts, and inventory reports. <br><br> Each receiving agency is assigned an agency identification number; the files are arranged alphabetically by recipient agency. | | 3 | | USDA = United States Department of Agriculture. |
| **007 - Commodity Files** <br> This series documents the allocation, order, delivery and receipt of commodities (tomatoes, vegetables, flour, peanut butter, beef, etc.) to recipient agencies and may include the following: expanded shippers' reports, destination worksheets, shippers' breakdown reports, food requisitions, analysis report, telephone conversation records and USDA forwarding notice. <br><br> Arranged alphabetically by commodity. | | 3 | | |
| **008 - Commodity Program Administrative Case Files** <br> This series consists of documents received from USDA, shippers, and processors; contracts with manufacturers, etc. <br><br> Arranged alphabetically by name. | | 5 | | |
| **009 - Food Service Bulletins** <br> Records series consists of state agency numbered memoranda from the USDA to schools and institutions regarding federal and state policy implementation. <br><br> Arranged chronologically. | | C | | C = Until superseded, obsolete or administrative need is met. |

**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.**

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

| Item No - Record Series Title & Description | Format | Total Retention | Bus. Ess. | Remarks |
|---|---|---|---|---|
| **010 - State Plan for Child Nutrition Program Files (Copy)** <br> This series consists of correspondence, state plan drafts, approved plans (annual), and guidance directives from the USDA. <br><br> Arranged chronologically. | | 4 | | The Child Nutrition program distributes federal funds and training/resources to eligible schools, child care centers, licensed family day care homes, residential child care institutions, summer camps, homeless shelters, adult day care centers and national youth sports programs. |
| **011 - Food Service Case Files** <br> Agreements, policy statements, reviews, correspondence, food service equipment applications, monthly claims and quarterly reports from schools. <br><br> Arranged alphabetically by school. | | 4 | | Certain data from this records series is entered into the Child Nutrition Database. |

**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.**

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