



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: 119 Schedule No: 07-119.1

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
 DIVISION OF ALASKA VOCATIONAL TECHNICAL CENTER
 119 - AVTEC - ALASKA'S INSTITUTE OF TECHNOLOGY

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 records series may contain confidential records under the Family Education Rights & Privacy Act (FERPA), which protects the privacy of student education records. This records retention schedule supersedes #77000 and

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 2/9/2012
Attorney General/Designee <i>Original signature held on file.</i>	Date 2/22/2012	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 2/28/2012	Records Analyst <i>Original signature held on file.</i>

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - COE Accreditation File This records series documents AVTEC's accreditation and contains the following: correspondence between AVTEC and the COE including, but not limited to, all letters related to accreditation, reaffirmation of accreditation, substantive changes, and official actions of the COE; self-study; last accreditation visiting team report and follow-up team reports; institution's response report and other follow-up response reports; substantive change applications; and, annual reports since the last accreditation visiting team.</p> <p>Arranged chronologically.</p>	H	PO	Y	COE: Council on Occupational Education. The COE is AVTEC's accrediting agency.
<p>002.1 - Student Records (Master File) This records series documents a student's achievement and activities at AVTEC. Consists of: training application, acceptance letter, enrollment contact, file information release, photo id, diploma/transcripts, safety orientation checklist, housing contract, progress reports, funding information, student ledger, refund calculation, student checkout notice, counselor code form/narrative for terminated students, training summary/final evaluation, certificate and resume.</p>	H	S	Y	S = Until scanned. After documents are scanned and verified, originals may be disposed.
<p>002.2 - Student Records (Master Microfiche) This records series documents a student's achievement and activities at AVTEC. Consists of: training application, acceptance letter, enrollment contact, file information release, photo id, diploma/transcripts, safety orientation checklist, housing contract, progress reports, funding information, student ledger, refund calculation, student checkout notice, counselor code form/narrative for terminated students, training summary/final evaluation, certificate and resume.</p>	M	PO	Y	M = 1969-1984, A - M 1985 microfiche

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<p>002.3 - Student Records (Master Digital) This records series documents a student's achievement and activities at AVTEC. Consists of: training application, acceptance letter, enrollment contact, file information release, photo id, diploma/transcripts, safety orientation checklist, housing contract, progress reports, funding information, student ledger, refund calculation, student checkout notice, counselor code form/narrative for terminated students, training summary/final evaluation, certificate and resume.</p>	E	PO	Y	E = June 2011 begin scanning N thru Z 1985 into PDF for SharePoint. Completion date June 2012.
<p>003.1 - Student Performance (Department Copy) These records are located within the departments and include: class rosters, exam/test results, attendance, grading books, course grade calculations, other evaluations, student disciplinary actions (e.g. those placed on probation), letters of recommendation, make-up work, check-off sheets and correspondence. Arranged alphabetically by student name.</p>	H	C+3		C = After student graduates or is at the end of his/her program. Certain data are input into the CampusVue. Under CFR 46.10.303(d) the Coast Guard requires exam, practical test and attendance records be retained for one year after the end of each student's enrollment.
<p>003.2 - Student Performance (Master Digital) These records are located within the departments and include: class rosters, exam/test results, attendance, grading books, course grade calculations, other evaluations, student disciplinary actions (e.g. those placed on probation), letters of recommendation, make-up work, check-off sheets and correspondence. Arranged alphabetically by student name.</p>	D	PO		

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<p>003.3 - Student Performance (Coast Guard) Under 46 CFR 11.303(d) the Coast Guard requires exam, practical test and attendance records to be retained for one year after the end of each student's enrollment.</p> <p>These records are located within the departments and include: class rosters, exam/test results, attendance, grading books, course grade calculations, other evaluations, student disciplinary actions (e.g. those placed on probation), letters of recommendation, make-up work, check-off sheets and correspondence.</p> <p>Arranged alphabetically by student name.</p>	H	C+1		<p>C = After student graduates or is at the end of his/her program.</p> <p>Certain data are input into the CampusVue.</p>
<p>004 - Certification Documentation (Department Files) Records related to certifying agencies (e.g. COE, US Coast Guard, National Restaurant Assoc, Cisco, American Culinary Federation, etc), suppliers, industry, and other information regarding program certification. Contains certification approvals, certificates, appeals, student data sheets and correspondence.</p> <p>Arranged by program within the department.</p>	H	C+5		<p>C = Until the course is no longer approved.</p>
<p>005 - Curriculum Records This records series includes teaching materials used for current curricula and those that may be used to develop new classes. Includes: books, handouts, guides, exams, outlines, software, regulations, policies, procedures, professional journals, and other technical reference material.</p> <p>Arranged topically.</p>	H & E	C		<p>C = Until curriculum is obsolete, superseded or administrative need is met.</p> <p>Curriculum records may reside on a variety of media (e.g. cd's, proprietary software, laptops, hard drives, dedicated servers) and may only exist electronically.</p>
<p>006 - Student Employment Record (Placement Specialist) This series consists of training program and contact information and is used for reporting purposes. Includes employment data once student becomes employed.</p> <p>Arranged alphabetically by name of training program.</p>	H	C+3		<p>C = After student graduates or is at the end of his/her program.</p> <p>Copy to student records at end of fiscal year.</p>

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<p>007 - Student Resumes Students submit electronic versions and hard copies to the placement specialist as a result of resume training. File set also includes data regarding employers within each occupational area.</p> <p>Arranged alphabetically by name of training program.</p>	H & E	C+3		C = After student graduates or is at the end of his/her program.
<p>008 - Completion, Placement & Licensure Form This spreadsheet is utilized for updating instructors' training programs and computes the following rates: graduation, total completion, graduate placement, total placement and licensure exam pass.</p> <p>Arranged chronologically.</p>	H	C		C = Until administrative need is met. Forms are submitted to the Business Office and used in the COE report and for posting on the State Performance Measures website. Non-confidential.
<p>009 - Student Federal Loan Files & Pell Grant Files This records series documents a student's financial application for assistance and includes "Free Application for Federal Student Aid" (FAFSA), verification and eligibility data, worksheets, copies of tax returns, promissory note, award letter, authorization for use of federal Title IV financial aid funds form, Pell Grant applications, correspondence and other backup.</p> <p>Arranged alphabetically by student name.</p>	H	C+3		C = After student graduates or is at the end of his/her program. Pell grants are awarded solely on demonstrated financial need to every eligible undergraduate student who hasn't already earned a bachelor's or professional degree. Pell Grants do not need to be repaid and will be awarded to anyone who qualifies. Copy to student records.
<p>010 - 1098T Forms This IRS form is used to report various types of income other than wages (e.g. student loans and tuition payments). Up to 2010 tax reporting, the Financial Aid Officer utilized 1099 Pro Software to create this record. From now on, CampusVue software will be creating the 1098Ts.</p> <p>Arranged alphabetically by student name.</p>	H & D	4		Four year retention required under 26 CFR 31.6001-1.

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<p>011.1 - Building Trades Technology (Master) These series document individuals that participate/have participated in an AVTEC apprenticeship program. Consists of applications, tests, test review sheets, scores, training completion certificates, transcripts, proof of payment, etc.</p> <p>Arranged alphabetically by student name.</p>	H & D	PO	Y	<p>The USDOL requires the AVTEC Apprenticeship Related Studies Program to retain the completion certificates indefinitely and to use fireproof cabinets.</p> <p>Copies of the completion certificates are not filed in student records.</p>
<p>011.2 - Building Trades Technology (Quiz & Testing Data, Actives) These series document individuals that participate/have participated in an AVTEC apprenticeship program. Consists of applications, tests, test review sheets, scores, training completion certificates, transcripts, proof of payment, etc.</p> <p>Arranged alphabetically by student name.</p>	H & D	C+5	Y	<p>The USDOL requires the AVTEC Apprenticeship Related Studies Program to retain the completion certificates indefinitely and to use fireproof cabinets.</p> <p>C = After student graduates or is at the end of his/her program.</p> <p>Certain data is entered into CampusVue.</p> <p>Actives: UAF, Spring Creek, Alaska Housing Finance Corporation (AHFC). Retention Authority: 29 CFR 30.8(e)</p> <p>Copies of the completion certificates are not filed in student records.</p>

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<p>011.3 - Building Trades Technology (Quiz & Testing Data, Inactives) These series document individuals that participate/have participated in an AVTEC apprenticeship program. Consists of applications, tests, test review sheets, scores, training completion certificates, transcripts, proof of payment, etc.</p> <p>Arranged alphabetically by student name.</p>	H & D	C+5	Y	<p>The USDOL requires the AVTEC Apprenticeship Related Studies Program to retain the completion certificates indefinitely and to use fireproof cabinets.</p> <p>C = After student graduates or is at the end of his/her program.</p> <p>Certain data is entered into CampusVue.</p> <p>Inactive: UAF, Spring Creek, AHFC, Westward Seafoods.</p>
<p>012 - NCCER Files This file set supports NCCER training documentation for all trades and consists of performance profile sheets, exams, results of exams and correspondence.</p> <p>Arranged alphabetically by student name.</p>	H	3		<p>NCCER: National Center for Construction Education & Research.</p> <p>Copy to student records.</p>
<p>013 - Universal EPA Cards Under the Clean Air Act the EPA issues these cards which allow staff to evacuate refrigeration systems and purchase gas. AVTEC is authorized to issue and administer the card; however, the instructor cannot proctor the testing but another AVTEC employee can be the listed proctor.</p> <p>Arranged alphabetically by student name.</p>	H	C+5		<p>C = After student graduates or is at the end of his/her program.</p> <p>EPA: Environmental Protection Agency</p> <p>Copy of EPA certificate to student records.</p>
<p>014 - Counseling Files This series consists of student and sponsor contacts when issues arise that cause barriers to student success.</p> <p>Arranged by training area and then alphabetically by student name.</p>	H	C		<p>C = After student graduates or is at the end of his/her program.</p> <p>Counselor sends copy of contact to Business Office.</p>
<p>015 - GED Tests Consists of test results, diploma, transcripts and correspondence.</p> <p>Arranged by year and then alphabetically by student name.</p>	H	PO		<p>Record Copy.</p> <p>Transcripts are located in locked file cabinet in locked room. There are about 15 graduates per year.</p>

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<p>016 - EEO Investigation Files This series documents a student's claim of harassment by another student. The counselor, who also serves as the Equal Rights Compliance Officer, writes a report and forwards to Deputy Director.</p> <p>May include correspondence, notes, and evaluations.</p>	H	5		Confidential under AS 18.80.115.
<p>017 - Dormitory Security Monitoring System (Digital Media) Consists of information captured on digital media providing images of dormitory activity.</p>	E	10 Days		Media is overwritten every 10 days. Older data is deleted as newer data is captured. Non-confidential.
<p>018 - Check-in/Check-out & Room Change Report This report indicates student check-in/out times, room location, lost keys, damages, linen usage.</p> <p>Check reports are arranged alphabetically by student name; room change report chronologically.</p>	H	1		Copy to student records. Non-confidential.
<p>019 - Dormitory Deposit Deduction Report Lists students that owe money for lost keys or damages.</p>	H	1		Copy to student records.
<p>020 - Dormitory Rosters Rosters document who lives in dormitories and apartments, listing dorm room numbers and dates of occupancy.</p> <p>Arranged chronologically.</p>	H	1		Copy sent to Business Office, Maintenance, librarian, Information Technology department head, counselors, Deputy Director, cafeteria, and student records.
<p>021 - Dormitory Log Narrative logs indicate who did what when, security check times, notes, weather conditions, etc.</p> <p>Arranged chronologically.</p>	H	1		Non-confidential.

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<p>022 - Dormitory Equipment Logs This series is used for internal control of media, vacuums, alarm clocks, heaters, etc. Logs reference item, id numbers, names, dates, time out/returned.</p> <p>Arranged chronologically.</p>	H	60 Days		Non-confidential.
<p>023.1 - Students Scheduled to Enroll & Weekly Student Rosters (Master)</p>	H	90 Days		
<p>023.2 - Students Scheduled to Enroll & Weekly Student Rosters (Department Copies)</p>	H	C		C = Superseded until classes start.
<p>024 - Culinary Health Inspections The Food Safety & Sanitation Program in the Department of Environmental Conservation conducts inspections every 18 months. The AVTEC cafeteria staff also self-inspects itself as a matter of policy for accreditation purposes once a month. Consists of inspection data, certificates and correspondence.</p> <p>Arranged chronologically.</p>	H	3		Cafeteria kitchen staff must re-certify their "Sanitation Certification" every two years. Non-confidential.
<p>025 - Applied Technology Safety Lecture Records Instructor lectures are performed weekly for various types of equipment. Consists of minutes and instructional materials.</p> <p>Student signoff sheet placed in department student file.</p>	H	3		Non-confidential.

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