



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: 130 Schedule No: 07-130.1

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
 EMPLOYMENT SECURITY DIVISION
 130 - ADULT BASIC EDUCATION

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 are nonconfidential. This schedule supersedes #74000.

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 10/28/2004
Attorney General/Designee <i>Original signature held on file.</i>	Date 11/4/2004	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 11/26/2004
State Archivist <i>Original signature held on file.</i>	Date 11/29/2004	Records Analyst <i>Original signature held on file.</i> Date 10/26/2004

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001.1 - GED Transcripts This series consists of the Application for High School Diploma by Examinaton issued by the State.</p> <p>Originals and microfiche arranged alphabetically by name and then by year.</p>	H & E	50	Y	<p>Total volume of originals consumes approximately 14 cubic feet. Since 2002 the record copy is administered electronically; records are no longer microfilmed.</p> <p>Approximately 2000 diplomas are issued annually.</p> <p>GEDs are confidential under the Family Educational Rights & Privacy Act (FERPA--20 USC 1232g; 34CFR99).</p> <p>Justification for 50-year retention: administrative need.</p>
<p>001.2 - GED Transcripts (Master Microfilm) This series consists of the Application for High School Diploma by Examinaton issued by the State.</p> <p>Originals and microfiche arranged alphabetically by name and then by year.</p>	M	50	Y	<p>Master microfilm should be retained offsite in a records center.</p> <p>Since 2002 the record copy is administered electronically; records are no longer microfilmed.</p> <p>GEDs are confidential per the Family Educational Rights & Privacy Act (FERPA--20 USC 1232g; 34CFR99).</p> <p>Justification for 50-year retention: administrative need.</p>

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>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>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>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>001.3 - GED Transcripts (Workcopy Microfilm) This series consists of the Application for High School Diploma by Examinaton issued by the State.</p> <p>Originals and microfiche arranged alphabetically by name and then by year.</p>	M	50	Y	<p>Since 2002 the record copy is administered electronically; records are no longer microfilmed.</p> <p>GEDs are confidential per the Family Educational Rights & Privacy Act (FERPA--20 USC 1232g; 34CFR99).</p> <p>Justification for 50-year retention: Administrative need.</p>
<p>002 - ABE Statistical & Performance Reports Reports that ABE provides to the federal government via a WEB-based server documenting accountability and data quality. Consists of student demographic/assessment data, activities, goals and achievements of the program.</p> <p>Arranged chronologically.</p>	E	PA	Y	<p>ABE will provide the State Archives with a CD of any data purged from the server.</p>
<p>003 - ABE Site Monitoring Reports No active site monitoring is currently being done - visits only.</p> <p>Arranged chronologically.</p>		PA		
<p>004 - State Plans & Workpapers Records series consists of state plans and backup for ABE.</p> <p>Arranged chronologically.</p>		7		
<p>005 - ABE Program Grant Files Consists of applications, notification of grant award, agreements, special conditions, fiscal/audit/progress reports, monitoring data, correspondence, and related federal and State backup.</p> <p>Arranged chronologically.</p>		PA		<p>Per 34 CFR 74.53 these grants must be retained for 3 years by the agency prior to transfer to the State Archives.</p> <p>Annual accrual rate is approximately 3 cubic feet.</p>

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