

**The Committee to Approve Schedules for the
Retention and Disposition of Official State Records
Scott Anderson, Chairman**



**Department of Education
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This version supersedes all previous versions



**Nevada State Library and Archives
Records Management Program**

This document is not an attempt to give legal advice. If any questions should arise concerning any information given in this document, you are directed to seek the advice of your legal counsel. This document is subject to change without notice.

Nevada State Library and Archives

Records Management Program

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The Committee to Approve Records Retention And Disposition Schedules for Official State Records

This Records Retention and Disposition Schedule has been approved by the Committee in accordance with NRS 239.080. The term "RDA" means Records Disposition Authorization, which is the control number given to a formal action by the Committee to approve official state records.

Department Name: EDU: Administrative and Fiscal Services: Audit Section

Schedule Number: 320101

Title: Audit Workpapers: Financial Audit

RDA#: 2007113

Description:

Last Reviewed on: 12/12/2007

This record series is used to conduct a financial audit of school districts, charter schools and other entities (See NRS 387.304 (2)). The files may include, but are not limited to:

- * Audit review sheets
- * Resolution sheets
- * Questionnaires
- * Preliminary report
- * Record of conferences
- * Supportive material
- * Related correspondence

Authorized Retention:

Retain these records for a period of three (3) fiscal years from the fiscal year to which the audit pertains.

Authorized Disposition:

Some of these records may contain confidential (such as the Social Security Number) or sensitive (such as personal identifying) information, and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: EDU: Administrative and Fiscal Services: Audit Section

Schedule Number: 320101

Title: Audit Workpapers: Nutrition Audits

RDA#: 2007112

Description:

Last Reviewed on: 12/12/2007

This record series is used to audit school districts, charter schools and other entities for verification of Nutrition Program funds. The files may include, but are not limited to:

- * Sub-recipient logs
- * Audit review sheets
- * Resolution sheets
- * Questionnaires
- * Preliminary report
- * Record of conferences
- * Supportive material
- * Related correspondence

Authorized Retention:

Retain these records for a period of three (3) federal fiscal years from the fiscal year to which the audit pertains.

Authorized Disposition:

Some of these records may contain confidential (such as the Social Security Number) or sensitive (such as personal identifying) information, and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

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Department Name: EDU: Administrative and Fiscal Services: Audit Section

Schedule Number: 320101

Title: Audit Workpapers: Pupil Enrollment and Attendance Audit

RDA#: 2007111

Description:

Last Reviewed on: 12/12/2007

This record series is used to audit school districts, charter schools and other entities for validation of apportionments from the Distributive School Account (See NRS 387.304 (1)). The files may include, but are not limited to:

- * Reports of enrollment and attendance (including copies of the master register of students and copies of the ethnic report of students)
- * Audit review sheets
- * Resolution sheets
- * Questionnaires
- * Preliminary report
- * Record of conferences
- * Supportive material
- * Related correspondence

Authorized Retention:

Retain these records for a period of three (3) fiscal years from the fiscal year to which the audit pertains.

Authorized Disposition:

Some of these records may contain confidential (such as the Social Security Number) or sensitive (such as personal identifying) information, and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

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Department Name: EDU: Administrative and Fiscal Services: Audit Section

Schedule Number: 320101

Title: Reviews

RDA#: 2007114

Description:

Last Reviewed on: 12/12/2007

This record series is used to conduct reviews and report on various activities. The files include workpapers, correspondence, supportive materials and reports for the following areas (list is not inclusive):

- * Indirect cost analysis
- * Class size reduction
- * Alternative schedules
- * Student organizations
- * Nevada Public Education Foundation
- * Department internal controls
- * Title I comparability (National Education Act)
- * Alternative education programs
- * Quality control review of sponsor's CPA firm workpapers
- * Similar reviews

Authorized Retention:

Retain these records for a period of three (3) calendar years from the end of the calendar year to which the review pertains.

Authorized Disposition:

Some of these records may contain confidential (such as the Social Security Number) or sensitive (such as personal identifying) information, and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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***The Committee to Approve Records Retention And Disposition
Schedules for Official State Records***

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Department Name: EDU: Administrative and Fiscal Services: Charter Schools

Schedule Number: 320102

Title: Charter Schools Reports: Annual Reports

RDA#: 2009071

Description:

Last Reviewed on: 10/21/2009

These records document the annual and three year reports from charter schools (See NRS 386.590, NRS 386.610, NAC 386.350 and 386.410). The files may contain but are not limited to:

* Annual Progress/Compliance reports (NRS 386.590, NRS 386.610, and NAC 386.410)

* Three year report (NRS 386.610 and NAC 386.350)

* Related correspondence

Authorized Retention:

Retain these records for a period of three (3) calendar years from the end of the school year to which they pertain.

Authorized Disposition:

Transfer these records to the State Archives.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: EDU: Administrative and Fiscal Services: Charter Schools

Schedule Number: 320102

Title: Charter Schools Reports: Program

RDA#: 2009060

Description:

Last Reviewed on: 10/21/2009

These records document the administration of the charter school program (See NRS chapter 386 and NAC chapters 386 and 387). The files may contain but are not limited to:

- * OSHA inspections
- * Governing body reports (NAC 387.345)
- * Facility changes (NAC 386.210)
- * Contract reports
- * Pupil services (NRS 388.846)
- * Copies of minutes (NAC 386.345)
- * Licensed employees (NRS 386.590)
- * Related correspondence
- * Similar documentation

Note: some of these reports may be filed with the related charter school records.

Authorized Retention:

Retain these records for a period of three (3) calendar years from the end of the school year to which they pertain.

Authorized Disposition:

Some of these documents may contain confidential information, such as the Social Security Number or other personal identifying information (NRS 239B.030), and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: EDU: Administrative and Fiscal Services: Charter Schools

Schedule Number: 320102

Title: Charter Schools: Not State Sponsored Written Charter

RDA#: 2009063

Description:

Last Reviewed on: 10/21/2009

These records are used for administrative purposes to monitor the continued operation of charter schools (See NRS chapter 386 and NAC chapter 387). The files may contain but are not limited to:

- * Copy of application with related documentation
- * Copy of written agreement
- * Copy of the Amended Final Approved Application
- * Written determination
- * Supplemental information (See NRS 386.520 and NAC 386.140 to 150)
- * Related program correspondence
- * Similar documentation

Authorized Retention:

Retain these records for a period of three (3) calendar years from the expiration, revocation or other closure of the charter school. Program correspondence may be purged from the files when no longer administratively useful.

Authorized Disposition:

Some of these documents may contain confidential information, such as the Social Security Number or other personal identifying information (NRS 239B.030), and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Title: Charter Schools: Original Application

RDA#: 2009062

Description:

Last Reviewed on: 10/21/2009

These records document the initial or renewal charter school applications reviewed by the Department for completeness (See NRS and NAC Chapters 386 & 387 especially NRS 386.520). The records may contain but are not limited to:

- * Copy of application with related documentation
- * Letter of intent to form a charter school
- * Written determination
- * Supplemental information (See NRS 386.520 and NAC 386.140 to 150)
- * Related program correspondence
- * Similar documentation

Authorized Retention:

Retain these records for a period of one (1) calendar year from the deadline date established by the Department of Education.

Authorized Disposition:

Some of these documents may contain confidential information, such as the Social Security Number or other personal identifying information (NRS 239B.030), and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: EDU: Administrative and Fiscal Services: Charter Schools

Schedule Number: 320102

Title: State Board Sponsored Charter Schools (Approved)

RDA#: 2009064

Description:

Last Reviewed on: 10/21/2009

These records are used to monitor the continued operation of charter schools (See NRS and NAC chapter 386 and 387) sponsored by the State Board of Education. The records may contain but are not limited to:

- * Application and related documentation, including amendments
- * Written agreement
- * Monitoring / compliance / fiscal reports (See NRS and NAC chapters 386 and 387) and supportive documentation
- * Written notice of changes
- * Related program correspondence
- * Similar documentation

Authorized Retention:

Retain these records for a period of six (6) calendar years from the expiration, revocation or other closure of the charter school.

Authorized Disposition:

Transfer these records to the State Archives.

Title: State Board Sponsored Charter Schools (Denied)

RDA#: 2009065

Description:

Last Reviewed on: 10/21/2009

These records document the denied applications for charter schools (See NRS and NAC chapter 386) requesting sponsorship by the State Board of Education. The files may contain but are not limited to:

- * Application
- * Written agreement
- * Related program correspondence
- * Similar documentation

Authorized Retention:

Retain these records for a period of three (3) calendar years from the date of denial.

Authorized Disposition:

Some of these documents may contain confidential information, such as the Social Security Number or other personal identifying information (NRS 239B.030), and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: EDU: Administrative and Fiscal Services: GEARUP

Schedule Number: 320103

Title: GEAR UP Grant Administrative Files

RDA#: 2007093

Description:

Last Reviewed on: 11/14/2007

These records are used to administer the GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) program (See 20 U.S.C. §§ 1070a et seq. and 34 CFR Part 694). The files may contain but are not limited to:

- * Copies and originals of grant documents (including application, grant set up, federal-state agreement, plans & modifications, etc.)
- * Original signed letter from the Governor
- * Program financial and narrative reports
- * Compliance reviews
- * Monitoring documentation
- * Participating school files (including contact information, coordinator information, correspondence, activity reports, etc.)
- * Related program correspondence
- * Similar documentation

Authorized Retention:

Retain these records for a period of three (3) federal fiscal years from the end of the six year grant funding cycle. Program correspondence may be purged from the files when no longer administratively useful.

Authorized Disposition:

Some of these records may contain confidential (such as the Social Security Number) or sensitive (such as personal identifying) information, and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: EDU: Administrative and Fiscal Services: GEARUP

Schedule Number: 320103

Title: GEAR UP Grant Database

RDA#: 2007094

Description:

Last Reviewed on: 11/14/2007

This electronic record system is used to administrate and monitor the activities of the GEAR UP program. Data may include but is not limited to:

- * Student information (including, name, student ID#, birth date, ethnicity, gender, grade level, status data, GPA, contact information, etc.)
- * Survey information (student and parent/guardian surveys)
- * Services provided to student
- * Services provided to parents
- * Services provided to teachers
- * Family participation
- * School coordinator data
- * Teacher / professional data
- * Participating school data
- * Reports
- * Similar data

Authorized Retention:

Update and correct the data as necessary, retaining these records for a period of three (3) federal fiscal years from the end of the six year grant funding cycle.

Authorized Disposition:

Destroy this confidential data in a secure manner that will prevent reconstruction of the information, such as by overwriting, degaussing or physical destruction of the recording media (See NAC 239.722 and IT Security Committee standards (PSP's)). A security copy of this data must be produced in accordance with NRS 239.051 and the information on it must also be disposed of in a secure manner.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: EDU: Administrative and Fiscal Services: GEARUP

Schedule Number: 320103

Title: GEAR UP Scholarship Payment Files

RDA#: 2007095

Description:

Last Reviewed on: 11/14/2007

These records document the use and payment of GEAR UP Scholarships (See 20 U.S.C. §§ 1070a et seq. and 34 CFR Part 694). The files may contain but are not limited to:

- * Notification of Federal Subgrant Awards
- * Request for Federal Funds for Project Activities
- * Contact and program related documentation from participating units of the Nevada System for Higher Education
- * Student registers from participating units of the Nevada System for Higher Education (including student name, ID#, funding data, etc.)
- * Fiscal documentation (including internal database reports, IFS Advantage™ reports, reports from the State Treasurer & State Controller's Office, etc.)
- * Related correspondence
- * Similar documents

Authorized Retention:

Retain these records for a period of six (6) federal fiscal years from the end of the six year scholarship awarding cycle.

Authorized Disposition:

Destroy these confidential records in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722).

Title: GEAR UP Scholarship Student Eligibility Database

RDA#: 2007096

Description:

Last Reviewed on: 11/14/2007

This electronic record system is used to document the students eligible for receiving scholarships under the GEAR UP program and any funding that is distributed. Data includes, but is not limited to:

- * Student data (including, name, student ID#, birth date, ethnicity, gender, grade level, status data, GPA, contact information, etc.)
- * Participating units (of the Nevada System for Higher Education) data
- * Fiscal data
- * Similar data

Authorized Retention:

Update and correct the data as necessary, retaining these records for a period of six (6) federal fiscal years from the end of the six year scholarship awarding cycle.

Authorized Disposition:

Destroy this confidential data in a secure manner that will prevent reconstruction of the information, such as by overwriting, degaussing or physical destruction of the recording media (See NAC 239.722 and IT Security Committee standards (PSP's)). A security copy of this data must be produced in accordance with NRS 239.051 and the information on it must also be disposed of in a secure manner.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: EDU: Administrative and Fiscal Services: Private Schools

Schedule Number: 320104

Title: Private School Files: Application Documentation

RDA#: 2007108

Description:

Last Reviewed on: 12/12/2007

This record series is used in the application process for licensing of private schools (See NRS and NAC chapter 394). The files may contain, but are not limited to:

- * Sample catalog (NRS 394.251 (1))
- * Supplemental material (NAC 394.030 & 394.040)
- * Proposed advertisements
- * OSHA and fire department inspections
- * Application financial documentation (NAC 394.140)
- * Facility plans and related documentation
- * Related correspondence
- * Similar documentation

Authorized Retention:

Purge these records from the file one (1) calendar year after the issuance or denial of the application (including renewals).

Authorized Disposition:

Some of these records may contain confidential (such as the Social Security Number) or sensitive (such as personal identifying) information, and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: EDU: Administrative and Fiscal Services: Private Schools

Schedule Number: 320104

Title: Private School Files: Disciplinary Records

RDA#: 2007109

Description:

Last Reviewed on: 12/12/2007

This record series is used in the complaint and disciplinary process for licensing of private schools (See NRS and NAC chapter 394). The files may contain, but are not limited to:

- * Complaints
- * Department / Board investigation documentation
- * Hearing documentation
- * Financial audits (NAC 394.140 (3))
- * Related correspondence
- * Similar documentation

Authorized Retention:

Retain for a period of four (4) calendar years from the closure of the disciplinary action. Program correspondence may be purged when no longer needed.

Authorized Disposition:

Some of these records may contain confidential (such as the Social Security Number) or sensitive (such as personal identifying) information, and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Title: Private School Files: License Records

RDA#: 2007107

Description:

Last Reviewed on: 12/12/2007

This record series documents the licensing and monitoring of private schools (See NRS and NAC chapter 394). The records may contain, but are not limited to:

- * Original applications (including renewals) (NRS 394.251 (1))
- * Surety bonds / certificate of deposit (NRS 394.251 (1))
- * Application investigation documentation (NRS 394.251 (2))
- * School Inspections (NRS 394.245)
- * Reviews
- * Related correspondence
- * Similar documentation

Authorized Retention:

Retain for a period of four (4) calendar years from the expiration, revocation or closure of the school. Program correspondence may be purged when no longer needed.

Authorized Disposition:

Some of these records may contain confidential (such as the Social Security Number) or sensitive (such as personal identifying) information, and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: EDU: Administrative and Fiscal Services: Private Schools

Schedule Number: 320104

Title: Private School Files: Operational Records

RDA#: 2007110

Description:

Last Reviewed on: 12/12/2007

This record series is used in the monitoring process for licensing of private schools (See NRS and NAC chapter 394). The files may contain, but are not limited to:

- * Crisis response plans (confidential, see NAC 394.168 to 394.1698)
- * Owner / operations information (NAC 394.140 (2)(b))
- * Licensed personnel (NAC 394.050)
- * Occupational personnel (NAC 394.160)
- * Enrollment, attendance and progress reports (NRS 394.130)
- * Related correspondence
- * Similar documentation

Authorized Retention:

Retain the most current version of these records for a period of four (4) calendar years from the expiration, revocation or closure of the school. Older versions may be purged from the file after a four (4) calendar year retention.

Authorized Disposition:

Some of these records may contain confidential (such as the Social Security Number) or sensitive (such as personal identifying) information, and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Title: Private School Student Academic Records: Elementary Schools

RDA#: 2009067

Description:

Last Reviewed on: 10/21/2009

These records document the academic records of individuals whose private elementary school went out of business (See NRS 394.341 (1)). The records may contain, but are not limited to:

- * Academic Records
- * Pupil Progress Reports
- * Health records
- * Copies of basic skills test results
- * Counselor reports
- * Registration documents
- * Referrals
- * Conduct reports
- * Correspondence
- * Similar document

Authorized Retention:

Retain these records for a period of three (3) calendar years from the receipt of the records.

Authorized Disposition:

Destroy these confidential records in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722).

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: EDU: Administrative and Fiscal Services: Private Schools

Schedule Number: 320104

Title: Private School Student Academic Records: Secondary Schools

RDA#: 2009066

Description:

Last Reviewed on: 10/21/2009

These records document the academic records of individuals whose private secondary school went out of business (See NRS 394.341 (1)). The records may contain, but are not limited to:

- * Academic transcripts
- * Pupil Progress Reports
- * Health records
- * Copies of basic skills test results
- * Counselor reports
- * Registration documents
- * Referrals
- * Conduct reports
- * Correspondence
- * Similar documents

Authorized Retention:

Retain the academic transcript for a period of fifty (50) calendar years from the closure of the school. All other documents may be disposed of after a retention period of six (6) calendar years from the receipt of the record.

Authorized Disposition:

Destroy these confidential records in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722).

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: EDU: Deputy Superintendent for Administrative and Fiscal Services

Schedule Number: 320300

Title: Annual Reports

RDA#: 2009074

Description:

Last Reviewed on: 1/13/2010

These reports are produced in accordance with various state laws (See NRS 386.600, NRS 387.303, NRS 392A.073 and 392A.100). Each school district, each charter school and the university school for the profoundly gifted pupils, submits a report which is consolidated into a statewide report by the Department. The final report contains both the individual and consolidated reports. The records may include, but are not limited to, information and statistics concerning:

- * Enrollments
- * Revenue and expenditures
- * Class size reduction
- * Adult high school
- * Teacher and staff positions
- * Technology
- * Grant programs
- * Professional development programs
- * Licensed salaries and benefits
- * Similar information

Authorized Retention:

Transfer a copy of these reports to the State Archives at the end of each school year. Retain a use copy for as long as administratively useful.

Authorized Disposition:

Transfer these records to the State Archives.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: EDU: Deputy Superintendent for Administrative and Fiscal Services

Schedule Number: 320300

Title: Apportionment Workpapers

RDA#: 1986189

Description:

Last Reviewed on: 1/13/2010

These files are used to calculate funding to the districts, charter schools and university schools for the profoundly gifted pupils from the Distributive School Account. The files may contain but are not limited to:

- * Distributive School Account Apportionment Worksheet
- * Distributive School Account biennial budget request workpapers
- * Count of students
- * Related correspondence
- * Similar documentation

Authorized Retention:

Retain these records for a period of five (5) calendar years.

Authorized Disposition:

Transfer these records to the State Archives.

Title: Enrollment and Attendance Report

RDA#: 1986188

Description:

Last Reviewed on: 1/13/2010

These reports are sent by each district and charter school for apportionment purposes (See NRS 387.123). The records may include but are not limited to:

- * Monthly Enrollment and Attendance Reports
- * Certified Enrollment Report by Grade, Gender and Ethnicity
- * Compliance reviews
- * Related correspondence

Authorized Retention:

Retain these records for a period of five (5) school years from the end of the school year to which they pertain.

Authorized Disposition:

Transfer these records to the State Archives.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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The Committee to Approve Records Retention And Disposition Schedules for Official State Records

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Department Name: EDU: Office of Career, Technical and Adult Education

Schedule Number: 320901

Title: Adult Basic Education Program Files

RDA#: 1987013

Description:

Last Reviewed on: 10/21/2009

These records document the Adult Basic Education Program (See 34 CFR Part 461). The records may contain but are not limited to:

- * Program plans
- * Associated documentation
- * Related correspondence

Authorized Retention:

Retain these records for a period of three (3) federal years from the end of the fiscal year to which they pertain.

Authorized Disposition:

Some of these records may contain confidential (See 20 U.S.C. § 1232g, 34 CFR 76.740 and 34 CFR Part 99) or personal identifying information (See NRS 239B.030), and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722.). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Title: Adult High School, Alternate and Distance Education Program Files

RDA#: 2009055

Description:

Last Reviewed on: 10/21/2009

These records are used to administer and document the Adult High School Program (See NRS 387.123 and NAC 387.190 to 330), the Alternative Education Program (See NRS 388.537 and NAC 388.500 to 388.520) and the State Distance Education Program (See NRS 388.874 and 388.838 and NAC 387.193, NAC 388.800 to 388.860). The records may contain but are not limited to:

- * Program plans, modifications and associated documentation
- * Applications and associated documentation
- * Approval/denial documentation
- * Monitoring and technical assistance documentation
- * Reports
- * Related correspondence

Authorized Retention:

Retain these records for a period of three (3) fiscal years from the expiration of the approved program or date of denial.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: EDU: Office of Career, Technical and Adult Education

Schedule Number: 320901

Title: Career and Technical Education Program Files

RDA#: 1987005

Description:

Last Reviewed on: 10/21/2009

These records document the Carl D. Perkins Career and Technical Education Program (See 34 CFR Part 403). The records may include but are not limited to:

- * Program Plans
- * Associated documentation
- * Related Correspondence

Authorized Retention:

Retain these records for a period of three (3) federal fiscal years, from the end of the grant period to which they pertain.

Authorized Disposition:

Some of these records may contain confidential (See 20 U.S.C. § 1232g, 34 CFR 76.740 and 34 CFR Part 99) or personal identifying information (See NRS 239B.030), and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722.). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Title: Career and Technical Student Organizations File

RDA#: 1987008

Description:

Last Reviewed on: 8/25/2009

These records are used to administer and document state sponsored youth organizations of national vocational school clubs. The records may contain but are not limited to:

- * Annual reports
- * Meeting minutes
- * Scrapbooks, journals, albums, histories, etc.
- * Awards
- * Similar documentation
- * Related correspondence

Note; fiscal records should be retained according to the General Records Retention and Disposition Schedules.

Authorized Retention:

Retain these records for a period of three (3) Academic years from the end of the academic year to which they pertain.

Authorized Disposition:

Transfer these records to the State Archives.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: EDU: Office of Career, Technical and Adult Education

Schedule Number: 320901

Title: Distance Education Course Approval Files

RDA#: 2009056

Description:

Last Reviewed on: 10/21/2009

These records document the review and approval or denial of courses for the State Distance Education Program (See NRS 388.834 and 388.838 and NAC 388.820 to 388.825). The records may contain but are not limited to:

- * Applications and associated documentation (including renewals)
- * Approval/denial documentation
- * Related correspondence

Authorized Retention:

Retain these records for a period of three (3) federal fiscal years from the expiration of the approved course or date of denial.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Title: G.E.D. Administration Files

RDA#: 1987010

Description:

Last Reviewed on: 10/21/2009

These records document the administration of testing centers and investigate loss of material and security problems. The records may contain but are not limited to:

- * Test loss and irregularities documentation
- * Associated documentation
- * Related correspondence

Authorized Retention:

Retain these records for a period of three (3) calendar years after the end of the calendar year to which they pertain.

Authorized Disposition:

Some of these records may contain confidential (See 20 U.S.C. § 1232g, 34 CFR 76.740 and 34 CFR Part 99) or personal identifying information (See NRS 239B.030), and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722.). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: EDU: Office of Career, Technical and Adult Education

Schedule Number: 320901

Title: G.E.D. Official Reports of Test Results

RDA#: 1987011

Description:

Last Reviewed on: 10/22/2009

These are the records of individuals who have received General Education Development Certificates prior to 2002 under the supervision of the State Board of Education (See NRS 385.445 et seq.). The record includes but is not limited to:

- * Test results
- * Official Transcripts

Note: Since 2002, GED test have been scored by the Oklahoma Scoring Service (OSS) and maintained on an international database, which has been approved by the State Board of Education in accordance with NAC 385.404. All of the old paper based records have been imaged and microfilmed with a copy sent to the State Archives.

Authorized Retention:

Retain these records for a period of fifty (50) calendar years from the date of the test.

Authorized Disposition:

Some of these records may contain confidential (See 20 U.S.C. § 1232g, 34 CFR 76.740 and 34 CFR Part 99) or personal identifying information (See NRS 239B.030), and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722.). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Title: Requests for Transcripts

RDA#: 2009057

Description:

Last Reviewed on: 10/22/2009

These records document requests for GED transcripts from the records maintained by the Department of Education (See RDA 1987011) and from the OSS database. The records may contain but are not limited to:

- * Requests (includes personal identifying information)
- * Request Log
- * Related correspondence

Authorized Retention:

Retain these records for a period of one (1) calendar year from the end of the calendar year to which they pertain.

Authorized Disposition:

Destroy these confidential records (See 20 U.S.C. § 1232g, 34 CFR 76.740 and 34 CFR Part 99) in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722).

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: EDU: Office of Child Nutrition and School Health

Schedule Number: 320804

Title: Coordinated School Health Program Files

RDA#: 2009068

Description:

Last Reviewed on: 10/21/2009

These records document the Improving the Health Education and Well-being of Young People through Coordinated School Health Program (See 42 U.S.C. § 247b, 42 CFR Part 51b and 45 CFR Part 74).

The records may include but are not limited to:

- * Grant documentation
- * Programmatic reports
- * Related correspondence

Authorized Retention:

Retain all records for a period of three (3) federal fiscal years from the end of the five-year cycle.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling, or deleting.

Title: Program Appeals and Reviews

RDA#: 2009069

Description:

Last Reviewed on: 10/22/2009

These records document the review of sponsor programs and/or appeals of denial of an application for participation, denials of sponsor's request for advance payment, denials of sponsor's claims, (etc.) for the Summer Food Service Program, Child and Adult Care Food Program and other programs sponsored by the Office (See 7 CFR Part 225 and Part 226). The records may contain but are not limited to:

- * Application with related supportive documentation
- * Copies of accounting records
- * Hearing documents including notices, recordings, written decisions, etc.
- * Program reviews with associated documentation
- * Related correspondence

Authorized Retention:

Retain these records for a period of three (3) calendar years from the date of the final determination of the appeal or review.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling, or deleting.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: EDU: Office of Teacher Licensure

Schedule Number: 320700

Title: Background Investigation Files: Applications

RDA#: 2007080

Description:

Last Reviewed on: 12/12/2007

These records are used to investigate an applicant for an initial licensee (See NRS 391.311 to 391.361). The files may contain, but are not limited to:

- * Checklist for Identifying Investigative Procedures
- * Application
- * Copies of written request to applicant for further information and applicant's response
- * Denial or invalidation notification
- * Appeal with associated supportive documentation (including appeal summary statement, appeal outcome notification, etc.)
- * Related correspondence and similar documents

Authorized Retention:

Retain the records of individuals cleared for a period of one (1) calendar year from the date the case was closed by the Office of Teacher Licensure.

Authorized Disposition:

Place the appropriate documents (See Office of Teacher Licensure Policies and Procedures) within the licensure file and/or the licensure disciplinary file (See NRS 391.380 and 2007 Statutes of Nevada Chapter 142 [AB 313]) and destroy the other confidential records in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722). These records may be placed onto an electronic imaging system, destroying the paper copy after verification of the scanned images (See NRS 52.247 and NRS 239.051).

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: EDU: Office of Teacher Licensure

Schedule Number: 320700

Title: Background Investigation Files: Disciplinary Actions

RDA#: 2007115

Description:

Last Reviewed on: 12/12/2007

These records are used to investigate an applicant for an initial license or a licensee who has been or can be charged with a criminal act or professional misconduct (See NRS 391.311 to 391.361). The files may contain, but are not limited to:

- * Checklist for Identifying Investigative Procedures
- * Copies of written request to applicant for further information and applicants response
- * Denial or invalidation notification
- * Appeal with associated supportive documentation (including appeal summary statement, appeal outcome notification, etc.)
- * Notification of arrest documentation from school district or charter school (See 2007 Statutes of Nevada Chapter 142 [AB 313])
- * Court documents (including Indictment, Entry of Judgment, sentencing documentation, etc.)
- * Copy of request for hearing and associated documentation
- * Related correspondence and similar documents

Authorized Retention:

Retain these records for a period of three (3) calendar years from the date of determination by the State Board of Education or other closure of the case.

Authorized Disposition:

Place the appropriate documents (See Office of Teacher Licensure Policies and Procedures) within the licensure file and/or the licensure disciplinary file (See NRS 391.380 and 2007 Statutes of Nevada Chapter 142 [AB 313]) and destroy the other confidential records in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722). These records may be placed onto an electronic imaging system, destroying the paper copy after verification of the scanned images (See NRS 52.247 and NRS 239.051).

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: EDU: Office of Teacher Licensure

Schedule Number: 320700

Title: Licensure Disciplinary (Suspended or Revoked) Files

RDA#: 2007081

Description:

Last Reviewed on: 12/12/2007

These records document and control the licensure of educational personnel (See NRS and NAC chapter 391). The files may contain, but are not limited to:

- * Licensure documentation
- * Checklists (including Background Investigation checklist)
- * Contact information (including changes)
- * Notification of arrest documentation from school district or charter school (See 2007 Statutes of Nevada Chapter 142 [AB 313])
- * Copy of Notice of Entry of Judgement from the State Board of Education (or other notification)
- * Related correspondence and similar documents

Authorized Retention:

Retain these records for a period of fifty (50) calendar years from the date of determination from the State Board of Education.

Authorized Disposition:

Destroy these confidential records in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722). These records may be placed onto an electronic imaging system, destroying the paper copy after verification of the scanned images (See NRS 52.247 and NRS 239.051).

Title: Licensure Files

RDA#: 2007071

Description:

Last Reviewed on: 12/12/2007

These records document and control the licensure of educational personnel (See NRS and NAC chapter 391). The files may contain, but are not limited to:

- * Initial license application
- * Renewal applications
- * Checklists
- * Name change forms
- * Contact information (including changes)
- * Additional endorsement applications
- * Special qualification license applications
- * Supporting documentation (including educational transcripts, continuing education units, proof of citizenship, residency documentation, etc.)
- * Related correspondence and similar documents

Authorized Retention:

Retain these records for a period of three (3) years after the expiration, voluntary surrender or other closure of the license. Supporting documentation may be returned to the applicant or disposed of when no longer needed.

Authorized Disposition:

Destroy these confidential records in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722). These records may be placed onto an electronic imaging system, destroying the paper copy after verification of the scanned images (See NRS 52.247 and NRS 239.051).

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: EDU: Office of Teacher Licensure

Schedule Number: 320700

Title: Licensure Suspense (Denied and/or Incomplete) Files

RDA#: 2007082

Description:

Last Reviewed on: 12/12/2007

These records are incomplete applications for the licensure of educational personnel (See NRS and NAC chapter 391). The files may contain, but are not limited to:

- * Initial license application
- * Checklists
- * Contact information (including changes)
- * Supporting documentation (including educational transcripts, continuing education units, proof of citizenship, residency documentation, etc.)
- * Related correspondence and similar documents

Authorized Retention:

Retain these records for a period of one (1) calendar year from the date of receipt of the application. Supporting documentation may be returned to the applicant or disposed of when no longer needed.

Authorized Disposition:

Destroy these confidential records in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722). These records may be placed onto an electronic imaging system, destroying the paper copy after verification of the scanned images (See NRS 52.247 and NRS 239.051).

Title: National Board Certification Financial Award Files

RDA#: 2009070

Description:

Last Reviewed on: 10/21/2009

These records document the National Board for Professional Teaching Standards Certification Program stipend, waiver and reimbursement awards (See NRS 391.160 and NAC 391.0545 to 391.060). The records may contain but are not limited to:

- * Applications and associated documentation
- * Approval/denial documentation
- * Financial reports
- * Related correspondence

Authorized Retention:

Retain these records for a period of three (3) fiscal years from the close of the award.

Authorized Disposition:

Some of these documents may contain confidential information, such as the Social Security Number or other personal identifying information (NRS 239B.030), and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: EDU: Office of Teacher Licensure

Schedule Number: 320700

Title: Professional Development Files

RDA#: 2007084

Description:

Last Reviewed on: 12/12/2007

This record series documents the professional development training required for renewal of a professional license. The files may include, but are not limited to:

- * Application for Renewal of Nevada License
- * Course attendance rolls
- * Confirmation of course attendance/completion
- * CEU (continuing education unit) credit receipts
- * CE/Training forms
- * Related correspondence and similar documents

Authorized Retention:

Retain these records for a period of five (5) calendar years from the date of receipt of the application for renewal. Supporting documentation may be returned to the applicant or disposed of when no longer needed.

Authorized Disposition:

Destroy these confidential records in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722). These records may be placed onto an electronic imaging system, destroying the paper copy after verification of the scanned images (See NRS 52.247 and NRS 239.051).

Title: Professional Development Suspense (Incomplete) Files

RDA#: 2007083

Description:

Last Reviewed on: 12/12/2007

These records are incomplete professional development training files submitted by an applicant for renewal of a license. The files may include, but are not limited to:

- * Application for Renewal of Nevada License
- * Course attendance rolls
- * CE/Training forms
- * Related correspondence and similar documents

Authorized Retention:

Retain these records for a period of one (1) calendar year from the date of receipt of the application. Supporting documentation may be returned to the applicant or disposed of when no longer needed.

Authorized Disposition:

Destroy these confidential records in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722). These records may be placed onto an electronic imaging system, destroying the paper copy after verification of the scanned images (See NRS 52.247 and NRS 239.051).

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: EDU: Planning, Research and Evaluation

Schedule Number: 321101

Title: Answer Sheets: Proficiency and Competency Exams

RDA#: 1987057

Description:

Last Reviewed on: 6/12/1991

This record series is used to document the results from student proficiency and teacher competency exams. The sheets are grouped by school, district, and grade, and consist of the computer answer sheet and any attached notes.

Authorized Retention:

Retain for a period of three (3) calendar years from the date of the exam.

Authorized Disposition:

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

Title: Nevada High School Proficiency Exams: Modules and Test

RDA#: 1987059

Description:

Last Reviewed on: 6/12/1991

This record series is used to document the exams given to students. The files may contain: copies of the printed exams for reading, writing, and arithmetic, and associated answer sheets (blank), administrative manuals, County Header Sheets (used to gather data on the number of tests given by grade, enrollment, and also control the returned answer sheet), correspondence, and associated material.

Authorized Retention:

Retain for a period of three (3) calendar years from the issuance of the exam.

Authorized Disposition:

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

Title: Nevada High School Proficiency Exams: School Roster Report

RDA#: 1987060

Description:

Last Reviewed on: 6/12/1991

This record series is used to document and evaluate the exams given to students. They are a listing by school districts containing information on students mathematics, reading, and writing proficiency tests with detailed breakdown on individual tests and year end testing results.

Authorized Retention:

Retain for a period of five (5) calendar years.

Authorized Disposition:

Transfer these records to the State Archives after the retention period has been satisfied.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: EDU: Planning, Research and Evaluation

Schedule Number: 321101

Title: Nevada High School Proficiency Exams: Summary Reports

RDA#: 1987061

Description:

Last Reviewed on: 6/12/1991

This record series is used to document and evaluate the exams given to students. They give a summary by state, school district, and school on the School Roster Report, listing the three test groups (reading, writing, arithmetic) by students grade, sex, and ethnic fields.

Authorized Retention:

Retain for a period of five (5) years.

Authorized Disposition:

Transfer these records to the State Archives after the retention period has been satisfied.

Title: Nevada High School Proficiency Exams: Technical Reports (Pre and Post

RDA#: 1987062

Description:

Last Reviewed on: 6/12/1991

This record series is used to document and evaluate the exams given to students. They are a listing of Frequencies for Ethnic Comparison With Grade--giving data a category, code, absolute, relative, adjusted and cumulative frequency totals, mean, mode, kurtosis, and minimum-- and Items Analysis-- giving data on analysis and reliability of exams, listing number and types of tests analyzed, etc..

Authorized Retention:

Retain for a period of five (5) years.

Authorized Disposition:

Transfer these records to the State Archives after the retention period has been satisfied.

Title: Planning and Evaluation Project Files

RDA#: 1987056

Description:

Last Reviewed on: 6/12/1991

This record series is used to document and control Federally funded projects. Programs include: Section 418 of the General Education Provisions Act, and the Elementary and Secondary Education Act (the Elementary and Secondary Education School Civil Rights Survey and Summary, and Elementary and Secondary Staff Information). The series may include: fiscal and narrative summary reports, Budget Status Reports (copies), ledgers, tables, charts, graphs, Annual Performance Evaluations, proposals, correspondence, budget accounting work papers, computer print outs, and similar documents.

Authorized Retention:

Retain for a period of five (5) federal fiscal years from the fiscal year to which they pertain.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping or recycling.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: EDU: Planning, Research and Evaluation

Schedule Number: 321101

Title: Teacher Competency Testing Records

RDA#: 1987058

Description:

Last Reviewed on: 6/12/1991

This record series is used to document and gather information and feedback on the various state required tests, including NTE Programs, Teacher Competency Test, etc.. The forms have data on the exam, district, school, form questions, and evaluations from teachers and administrators.

Authorized Retention:

Review annually, discarding valueless, outdated, and duplicated material.

Authorized Disposition:

Destroy these confidential records in a secure manner, such as by shredding (See NAC 239.722), after the retention period has been satisfied.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: EDU: Elementary and Secondary Education and School Improvement; Office of
Schedule Number: 321600

Title: American Printing House for the Blind Records

RDA#: 1987027

Description:

Last Reviewed on: 1/19/2011

This record series documents and controls the functions of the American Printing House for the Blind activities in Nevada, funding for which is provided from federal sources. The files may contain:

- * Related correspondence
- * Registration of blind pupils
- * Copies of accounting documents

Authorized Retention:

Retain these records for a period of three (3) federal fiscal years from the end of the fiscal year to which the documents pertain.

Authorized Disposition:

Destroy these confidential records (See 20 U.S.C. § 1232g, 20 U.S.C. § 1417 (c), 34 CFR Part 99, NRS 392.029 and NRS 388.289) in a secure manner that will prevent reconstruction of the information.

Title: Complaint File

RDA#: 1987028

Description:

Last Reviewed on: 10/27/2010

This record series documents the procedural violations by individuals against school districts or programs. The record series may contain, but is not limited to:

- * Complaint with supportive material
- * Investigative Report of Findings including recommendations, logs, exhibits, and progress reports
- * Related correspondence

Authorized Retention:

Retain these records for a period of three (3) calendar years from the date of the close of the case.

Authorized Disposition:

Destroy these confidential records (See 20 U.S.C. § 1232g, 20 U.S.C. § 1417 (c), 34 CFR Part 99, NRS 392.029 and NRS 388.289) in a secure manner that will prevent reconstruction of the information.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Title: Due Process Case Files

RDA#: 1987029

Description:

Last Reviewed on: 10/27/2010

This record series documents the administrative hearings and any resultant court litigation due to adverse actions made against the Office. The files may include, but are not limited to:

- * Administrative review documentation
- * Report on Evaluations
- * Hearing documentation
- * Related correspondence

Authorized Retention:

Retain these records for a period of three (3) calendar years from the close of the case.

Authorized Disposition:

Destroy these confidential records (See 20 U.S.C. § 1232g, 20 U.S.C. § 1417 (c), 34 CFR Part 99, NRS 392.029 and NRS 388.289) in a secure manner that will prevent reconstruction of the information.

Title: Monitoring Records

RDA#: 1987031

Description:

Last Reviewed on: 10/28/2010

This record series deals with the monitoring of school districts for compliance to state (NRS 388.450) and federal requirements for eligibility of special education needs. The files may contain, but are not limited to:

- * Special Education Program Units in Operation lists with associated documentation
- * Special Education Monitoring Data Collection checklist with related documentation
- * Negotiated Action Plans with supportive documentaiton
- * Monitoring Schedules
- * Related correspondence

Authorized Retention:

Retain these records for a period of five (5) federal fiscal years from the end of the fiscal year to which they pertain.

Authorized Disposition:

Destroy these confidential records (See 20 U.S.C. § 1232g, 20 U.S.C. § 1417 (c), 34 CFR Part 99, NRS 392.029 and NRS 388.289) in a secure manner that will prevent reconstruction of the information.

Title: School Choice for Children in Foster Care

RDA#: 2010045

Description:

Last Reviewed on: 11/10/2010

These records document the Program of School Choice for Children in Foster Care (See NRS chapter 392B). The files may contain, but are not limited to:

- * Application with supporting documentation
- * Related correspondence

Authorized Retention:

Retain these records for three (3) calendar years from the end of the calendar year in which the application was approved.

Authorized Disposition:

Destroy these confidential records (See 20 U.S.C. § 1232g, 34 CFR Part 99 and NRS 392.029) in a secure manner that will prevent reconstruction of the information (See NAC 239.722).

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Title: Special Ed Child Count Files

RDA#: 1987032

Description:

Last Reviewed on: 10/27/2010

This record series documents and verifies the number of handicapped students by age and category for federal and state allocation of monies. The record series may contain, but are not limited to:

- * Class lists and supportive documentation
- * Exceptional Pupils Receiving Special Education report
- * Federal Report of Handicapped Children and Youth Receiving Special Education
- * Related correspondence

Authorized Retention:

Retain these records for a period of five (5) federal fiscal years from the end of the fiscal year to which they pertain.

Authorized Disposition:

Destroy these confidential records (See 20 U.S.C. § 1232g, 20 U.S.C. § 1417 (c), 34 CFR Part 99, NRS 392.029 and NRS 388.289) in a secure manner that will prevent reconstruction of the information.

Title: Special Education Unit Verification

RDA#: 1987033

Description:

Last Reviewed on: 1/19/2011

This record series documents the requirement of NRS 387.1221 dealing with apportionment of the Distributive School Fund. The files may contain, but are not limited to:

- * Special Education units in Operation report with supportive documentation
- * Waivers for substitutes and non-certified instructors
- * Audit reports
- * Discretionary program reports
- * Related correspondence

Authorized Retention:

Retain these records for a period of five (5) federal fiscal years from the end of the fiscal year to which they pertain.

Authorized Disposition:

These records may be disposed of in a normal manner.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: EDU: Elementary and Secondary Education and School Improvement; Office of
Schedule Number: 321600

Title: Student Files

RDA#: 1987034

Description:

Last Reviewed on: 1/19/2011

This record series documents the education, board and room, medical expenses, and other benefits for handicapped persons under chapter 395 of NRS. The documents may include, but are not limited to:

- * Applications with supportive documentation
- * Eligibility reports
- * Individualized Education Plans, Contract Summary, Intergovernmental Agreements, Parent/Guardian Agreements, Authorization and Request for Exchange of Information, etc.
- * Copies of accounting/fiscal records
- * Copies of medical records including evaluations
- * Related correspondence

Authorized Retention:

Retain these records for a period of six (6) calendar years from the date the individual no longer receives services.

Authorized Disposition:

Destroy these confidential records (See 20 U.S.C. § 1232g, 20 U.S.C. § 1417 (c), 34 CFR Part 99, NRS 392.029 and NRS 388.289) in a secure manner that will prevent reconstruction of the information.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

The Committee to Approve Schedules for the Retention and Disposition of Official State Records

NRS 239.073 et seq.

Scott Anderson, Chairman

Retention Guidelines

A Records Retention and Disposition Schedule identifies the minimum time period the listed records must be retained in accordance with NRS 239.080, meaning records disposition must not occur before this retention time period expires. When the minimum retention period has been met, the recommended disposition of the records, such as destruction or transfer to the State Archives, may be initiated. You are advised to implement regular, routine disposition procedures and not to "selectively retain" some records longer than others. Certain events called "disposition holds" may occur that will require a stop to the regular destruction or dumping of records.

Disposition Holds include:

Audits.

When an audit of your agency is begun, all destruction of records in your legal custody must cease. During the audit process, records should be made available to the auditors subject to confidentiality laws. Upon the completion and resolution of the audit, the agency may begin to dispose of records in accordance with the approved records retention and disposition schedule.

Investigations.

When you are notified by a regulatory authority, a law enforcement agency, a court of record, the governor, the Legislature or other similar oversight entities that an investigation is being conducted, all records must be preserved until the investigation is over. You should consult with your legal counsel and/or the Attorney General's Office for specific advice.

Litigation.

When an agency receives notification or reasonably anticipates that a lawsuit has been filed against (or in behalf of) them, they should immediately stop the destruction or dumping of records and consult their legal counsel and/or the Attorney General's Office. The agency must comply with Federal Rule of Civil Procedure 26. All records pertaining to the litigation should be identified, separated from other files and protected. All destruction of records pertaining to the lawsuit must be stopped until the legal action has been resolved. When the litigation has been concluded (your legal counsel can advise you of this), all of the records pertaining to the lawsuit must be retained as required by an Agency Specific Records Retention Schedule or one of the General Records Retention and Disposition Schedules. Your legal counsel may advise you not to destroy any records in the legal custody of the agency until after the disposition of the litigation. You should seek the advice of your legal counsel. Records Management staff are also available for consultation on these issues.

Disposition Guidelines

Most records may be disposed of by normal means, such as recycling or deleting. Some record types are identified on retention schedules as "confidential" (See NRS 239.010) or "restricted" (See NRS 239C.090). These records must be destroyed in a secure manner that will prevent reconstruction or retrieval of the information (See NAC 239.722 for details). However, many other records may contain "sensitive" information that has not been declared by law or regulation to be confidential. Some types of "sensitive" information are described in NRS 205.4617 "Unlawful Acts Regarding Personal Identifying Information." Since serious consequences may result if these records fell into the wrong hands you are advised to destroy these records in accordance with the guidelines identified in NAC 239.722. If you are in doubt about the sensitivity of certain documents or about an appropriate disposal method, you should contact your legal counsel, the Attorney General's Office, or a records management officer.