



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Education, Department of. Career And Technical Education, Office of.

| Agency: Career And Technical Education, Office of |               | Division:  |   |
|---|---------------|--|---|
| ITEM NO.  | RECORD SERIES | TITLE/DESCRIPTION<br><i>(This Retention Schedule is approved on a space-available basis)</i>   | RETENTION PERIOD  |
| 1   | 94-60         | <b>STATE LEADERSHIP PROJECT FILES</b><br>A typical file includes Requests for Proposals, approved proposals, mid-year and final reports, narrative summary project reports, correspondence and a fiscal report on the funder project. Retention based on IC 34-13-1-1.   | TRANSFER to the RECORDS CENTER three (3) years after completion of project and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional seven (7) years. |
| 2   | 85-935        | <b>STATE PLAN</b><br>This plan is developed by the Department of Education-s Office of Career and Technical Education, and may be of varying lengths from one (1) year to four (4) years.  | TRANSFER to the INDIANA ARCHIVES for permanent archival retention when replaced by a new plan.  |
| 3   | 85-944        | <b>PROGRAM DEVELOPMENT MATERIALS</b><br>Used to develop programs and training plans for both laboratory method of education and cooperative education in private business/ industry; consists of materials developed by staff, by committees, from workshops, from outside sources, or from government sources.  | DESTROY when outdated or replaced.  |
| 4   | 85-946        | <b>CURRICULUM MATERIALS</b><br>Either collected from outside sources, i.e., other states, or developed internally, these curriculum materials may be used by teachers as guides in developing curriculum for their programs.   | DESTROY when outdated or replaced.  |
| 5   | 94-52         | <b>CENTRAL FILES</b><br>A typical file may include correspondence, Requests for Proposals, recommendations, equipment requests and federal grant records. The file is arranged by school corporation, primarily, and by school district, secondarily. Retention based on IC 34-13-1-1.   | TRANSFER to the RECORDS CENTER after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional ten (10) years.  |
| 6   | 94-61         | <b>VOCATIONAL EDUCATION EVALUATION REPORTS</b><br>Required pursuant to federal statutes and rules, these are program evaluation reports for each eligible recipient of federal vocational education funds. A typical report contains graphs, charts, reports, and/or program descriptions. Retention based on 34 CFR 688.24.   | TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles three (3) years after completion of the report.  |
| 7   | 94-62         | <b>ON-SITE CIVIL RIGHTS VISITATION (NO STATE FORM NUMBER SHOWN)</b><br>This form was created to show local public school corporation compliance with civil rights and non-discrimination policies. The names of the contact persons, school corporation-s name and number and the date of the visitation is listed as well as the team chairperson-s name. A typical file also contains a completed desk audit report, follow-up correspondence, sample training materials, grievance procedures and an annual civil rights compliance report. Retention based on 34 CFR 688.24. | TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles three (3) years after the visitation year.   |