

Oregon Department of Education
Records Retention Schedule 2006-0017
Effective Date: May 2007
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OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education (ODE)
Office: Superintendent of Public Instruction

Schedule Number: 2006-0017

Program Description:

The Oregon Department of Education is responsible for ensuring the delivery of educational programs and opportunities to Oregon's children from pre-school through K-12 per ORS 326. Policy is set by the State Board of Education and implemented by Department of Education staff under the leadership of the Superintendent of Public Instruction.

The State Board of Education has the responsibility for policy decisions affecting K-12 education and community colleges through its work with the Oregon Department of Education and the Oregon Department of Community Colleges and Workforce Development. By statute, the State Board of Education establishes state standards for public kindergartens and public elementary and secondary schools consistent with the statutory and gubernatorial policies; adopts administrative rules for the general governance of public kindergartens, public elementary and secondary schools, and public community colleges; prescribes required or minimum courses of study; and has regulatory responsibility to assure compliance of state and federal laws and rules for Oregon's public schools and community colleges. The Board is comprised of seven members selected by the Governor requiring Senate confirmation and serving four year terms.

The Superintendent is the administrative officer of the State Board of Education and executive head of the Oregon Department of Education per ORS 326.300-ORS 326.350. The Superintendent is elected by the citizens of Oregon every four years and is responsible for providing statewide leadership for all elementary and secondary students in Oregon's school districts and education service districts. The responsibility also extends to public pre-school programs, the state schools for the blind and the deaf, regional programs for children with disabilities, and education programs for adjudicated youth. The Superintendent recommends policy to the State Board of Education. In conjunction with the Legislative Assembly's actions, the Superintendent and State Board of Education set priorities designed to lead the state's efforts in early childhood education; improve education for all students in Oregon's public elementary and secondary school; reduce unnecessary burdens on classrooms, schools and districts; establish ODE as a research, development, and dissemination service; and provide that service with accountability. The Superintendent represents and advocates for Oregon in the national forum.

Program Records:

001 School District and Education Service District Records

Retain 10 years, destroy

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- 002 State Board of Education Records, 1944 - [ongoing], 2 c.f.**
(a) Retain board meeting and annual retreat minutes, and board member biographies permanently, transfer to State Archives after 10 years
(b) Retain board member records 10 years after final term expires, destroy
(c) Retain docket records 5 years, destroy
(d) Retain audiotapes 1 year following transcription, destroy
(e) Retain organizational records (bylaws, mission/goals, work plans, policy) permanently; transfer to State Archives after 10 years
(f) Retain board lobbying records 5 years, destroy
(g) Retain all other records 4 years, destroy
- 003 Superintendent's Correspondence, 1990 - [ongoing], 1 c.f.**
Retain permanently, transfer to State Archives after term ends
- 004 Superintendent's Calendar and Scheduling Records**
Retain until terms ends, destroy
- 005 Superintendent's Speeches, 1990 - [ongoing], 1 c.f.**
Retain permanently, transfer to State Archives after term ends
- 006 Special Projects Records, 1983 - 1985, 1 c.f.**
Retain permanently, transfer to State Archives after 10 years
- 007 Superintendent's Cabinet/Council Minutes, 1972 - 1987, 1.5 c.f.**
Retain permanently, transfer to State Archives after 5 years

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Administrative Rule Preparation Records
Calendar and Scheduling Records
Correspondence
Legislative Development Advisory Committee Records
Mailing Lists
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Scheduling Records

Databases:

None

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Records Retention Schedule

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Organizational Placement

Agency: Department of Education
Office: Superintendent of Public Instruction
Unit: Public Affairs Manager and Communications

Schedule Number: 2006-0017

Program Description:

The Public Affairs Manager works with the Superintendent of Public Instruction to accomplish the Superintendent's priorities for the Department of Education and Oregon's public school system. The Public Affairs Manager focuses on public relations, serves as the Department's liaison to the Oregon State Legislature, as well as oversees the Department's communications program. The Public Affairs Manager directs three advisory teams: The Educators Advisory Team, the Underrepresented Minority Advisory Team, and the Youth Advisory Team. These advisory teams help the Superintendent of Public Instruction by making recommendations on policy issues. In addition, the Public Affairs Manager oversees the recognition programs managed by Communications, as well as the department's internship program.

The Communications program provides information to educators, the media, and the general public about education in Oregon. Staff communicates with both internal and external audiences through the media, written materials, and articles for publication and public presentations. The unit also develops public information materials and strategies, develops media relationships, responds to media and public inquiries, and trains Department staff. Services include coordination of school improvement, communications with outside organizations and partners such as OEA, COSA, OSBA, OSPRA, etc. In addition, Communications administers several recognition award programs for schools, faculty, and students.

Program Records:

008 Celebrating Student Success Recognition Award Records

Retain 5 years, destroy

009 Closing the Achievement Gap Recognition Process

Retain 5 years, destroy

010 Closing the Achievement Gap Banquet Files

Retain 5 years, destroy

011 Educators Advisory Team Recommendation Sheets and Rosters

Retain 10 years, destroy

012 Employee Newsletter Records

Retain 1 year, destroy

013 Internship Volunteer Records

Retain 5 years after separation, destroy

014 Milken Education Awards Records

Retain 5 years, destroy

015 Numbered Memorandums, 1990-[ongoing] .75 c.f.

Retain permanently, transfer to State Archives after 20 years

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- 016 Oregon Teacher of the Year Records, 1955 - [ongoing], 2.50 c.f.**
 - (a) Retain award winner roster and winning nomination application permanently, transfer to State Archives after 10 years
 - (b) Retain all other records 5 years, destroy
- 017 Recognition Files – Community/School Partnerships**
Retain 5 years, destroy
- 018 Research, Analysis, and Communication Records**
Retain 5 years, destroy
- 019 School Directory Records**
Retain until superseded, destroy
- 020 School Calendar Records**
Retain until superseded, destroy
- 021 Underrepresented Minorities Advisory Team Recommendation Sheets and Rosters**
Retain 10 years, destroy
- 022 Weyerhaeuser Recycling Contest Records**
Retain 5 years, destroy
- 023 Youth Advisory Team Recommendation Sheets and Rosters**
Retain 10 years, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Administrative Rule Preparation Records
Agency Organizational Records
Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Legislative Development Advisory Committee Records
Legislative Tracking Records
Mailing Lists
Press Releases
Publication Preparation Records
Staff Meeting Record

Personnel Records - OAR 166-300-0040

Volunteer Program Records

Databases:

SUPERINTENDENT'S CONTACT DB

Have access to all relevant agency databases for their purposes

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Superintendent of Public Instruction
Unit: Chief Policy Officer

Schedule Number: 2006-0017

Program Description:

The Chief Policy Officer (CPO) oversees the development and implementation of education policy at the state and federal levels that is necessary for accomplishing the agency's goals. The CPO reviews and advises the Superintendent on the overall direction on policies related to academic standards, assessments, graduation requirements, and the academic content for all schools and districts. In addition, the CPO advises the Superintendent of Public Instruction on policy implementation based on the Superintendent's goals for the agency, such as closing the achievement gap, school and district improvement, accountability, curriculum criteria for school quality, external relationships with community and stakeholders. The CPO oversees the federal liaison, the Office of Analysis and Reporting, and serves as the Department's liaison to the State Board of Education. The CPO also serves as the liaison between ODE and the Quality Education Commission. In addition, the CPO serves on the State Action Education Leadership Project Team, Literacy Steering Committee, and Cultural Competence Summit.

Program Records:

- 024 Quality Education Commission Minutes, 1990-[ongoing] 2.00 c.f.**
Retain permanently, transfer to State Archives after 5 years
- 025 Quality Education Commission Files**
Retain 10 years, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Staff Meeting Records

Databases:

None

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Organizational Placement

Agency: Department of Education
Office: Superintendent of Public Instruction
Unit: Chief Policy Officer
Program: Federal Liaison

Schedule Number: 2006-0017

Program Description:

The Federal Liaison assists the Department of Education in the development and articulation of education policy. The federal liaison directs and assists state collaboration and leadership efforts through the State Consortium for the State Action for Education Leadership Project (SAELP). SAELP is part of a nationwide effort to increase student achievement through education leadership. Consortium members consist of staff from ODE, school districts, ESD's, institutions of higher learning, state education organizations and state agencies. Responsibility for monitoring and allocation of the National Title I/ESEA Independent Review Panel has shifted from the Federal Liaison program to the Office of Analysis and Reporting.

Program Records:

026 State Action for Education Leadership Project (SAELP) Meeting Records

Retain agendas, meeting and presentation materials 10 years, destroy

027 Quarterly Reports for Superintendent Records

Retain 5 years, destroy

028 Quarterly Reports for Wallace Foundation

Retain 6 years, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Mailing (Contact) List

Financial Records – OAR 166-300-0025

Grant Records

Purchasing Records

Databases:

ELECTRONIC GRANT MANAGEMENT SYSTEM (EGMS)

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Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Superintendent of Public Instruction
Unit: Deputy Superintendent

Program Description:

The Deputy Superintendent is appointed by the Superintendent of Public Instruction and serves at the discretion of the Superintendent. The Deputy is responsible for the daily operations of the Department of Education providing direction and oversight to agency programs, staff and managers. Responsibilities include administrative rule preparation, audits and policy and acts as a liaison to the federal government and Department of Justice.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Correspondence

Databases:

None

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Organizational Placement

Agency: Department of Education
Office: Superintendent of Public Instruction
Unit: Deputy Superintendent
Program: Internal Audits

Schedule Number: 2006-0017

Program Description:

Internal Audits provides technical expertise and audit reporting related to agency performance and provides analysis of risks pertaining to the mission and goals of the agency. Internal Audits is responsible for auditing all functions and program areas within the Department of Education. The program assesses agency performance, actions and risk factors, and reports. Internal Audits provides Department of Education management staff with comprehensive evaluations of agency programs and recommended corrective action plans when relevant.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Correspondence

Databases:

None

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Organizational Placement

Agency: Department of Education
Office: Superintendent of Public Instruction
Unit: Deputy Superintendent
Program: Legal Coordination/Administrative Rules

Schedule Number: 2006-0017

Program Description:

Legal Coordination/Administrative Rules is responsible for assisting the State Board of Education and the Superintendent of Public Instruction in the research of statutes, rules and regulations, and coordinates actions between ODE and the Department of Justice (DOJ) to inquiries and legal matters. Legal Coordination/Administrative Rules provides research and technical assistance concerning ODE Administrative Rules actions. In addition, Legal Coordination/Administrative Rules oversees complaints and appeals received by ODE and the process for their investigation and resolution. Complaints may include formal and informal complaints, contested cases, and due process cases (for special education). These may result in hearings or Court of Appeals cases. Legal Coordination/Administrative Rules maintains the records for the ODE Legal Services section which is defunct.

Program Records:

029 Contested Case Records

Retain 6 years after final disposition of case, destroy

030 Formal Complaint and Appeals Records

(a) Retain final orders 20 years, destroy

(b) Retain all other records 5 years after final disposition of complaint, destroy

031 Informal Complaint Records

Retain 3 years after resolution, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Administrative Rule Preparation Records

Correspondence

Databases:

None

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Organizational Placement

Agency: Department of Education
Office: Analysis and Reporting (OAR)

Schedule Number: 2006-0017

Program Description:

The Office of Analysis and Reporting coordinates the development of education policies at the state, local and federal level, as well as with the Department of Education. The Office takes the lead on developing ODE's strategic plan and processes data that holds the Department and local school districts accountable for their performance. Analysis and Reporting gathers statistical data used to determine the appropriate funding for school districts. In addition, they coordinate and perform research and policy analysis to support the agency and the policy goals of the Department of Education while also providing policy analysis for the Superintendent of Public Instruction, State Legislature and Governor. Analysis and Reporting gathers, correlates, and provides statistical information to the federal government and the public via their website or direct request.

Program Records:

032 Average Daily Membership (ADM) by County Lines Report

- (a) Retain actual report 5 years, destroy
- (b) Retain estimate report 1 year, destroy

033 Average Daily Membership (ADM) Reports

- (a) Retain Non-Resident Student Report, Resident Average Daily Membership in Part-Time and Special Programs Report, and second quarter and annual Student Personnel Accounting Reports 7 years, destroy
- (b) Retain first and third quarter Student Personnel Accounting Reports 1 year, destroy
- (c) Retain Average Daily Membership in Registered Alternative Programs Report 5 years, destroy

034 Certificated Personnel Records, 1971 - [ongoing], 3.00 c.f.

- (a) Retain summary reports permanently, transfer to State Archives after 10 years
- (b) Retain all other records 10 years, destroy

035 Comparison of Enrollment and Number of School Districts Report, 1988/89 – [ongoing], 4.00 c.f.

Retain permanently, transfer to State Archives after 10 years

036 County District School Code Lists

Retain until superseded, destroy

037 County School Fund Records

Retain 3 years, destroy

038 Drop Out Records

- (a) Retain school based reports until entered on database and verified, destroy
- (b) Retain combined table records 20 years, destroy
- (c) Retain all other records 4 years, destroy

039 Enrollment by Grade Report, 1941 - [ongoing], 2.50 c.f.

Retain permanently, transfer to State Archives after 10 years

040 Enrollment by Grade by School Report, 1985 - [ongoing], 2.50 c.f.

Retain permanently, transfer to State Archives after 10 years

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- 041 Fiscal Common Core of Data Report**
Retain 7 years, destroy
- 042 Numbers of Students Completing High School Records, 1933 - [ongoing], 3.50 c.f.**
 - (a) Retain high school graduate totals list permanently, transfer to State Archives after 10 years
 - (b) Retain annual High School Completers Report 20 years, destroy
 - (c) Retain current plus previous year school/district data, destroy
- 043 School and District Generated Fall Reports**
Retain current and previous report, destroy
- 044 School District Merger and Organization Changes Records, 1956 - [ongoing], 3.00 c.f.**
Retain permanently, transfer to State Archives after 10 years
- 045 School Finance Published Statistical Reports, 1964 - [ongoing], 5.00 c.f.**
Retain one copy permanently, transfer to State Archives after 10 years, destroy
- 046 State School Fund (SSF) Records**
 - (a) Retain optional first quarter payment applications 4 years, destroy
 - (b) Retain direct warrant transfer authorizations 2 years after cancellation, destroy
 - (c) Retain all other records including distribution estimates, superintendent's apportionment certificates, calculation worksheets, actual apportionments report, apportionment estimates, and withholding and forfeiture records 7 years, destroy
- 047 U. S. Department of Education Reports**
Retain 5 years, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Administrative Rule Preparation Records

Correspondence

Legislative Tracking Records

Public Records Disclosure Request Records

Publication Preparation Records

Financial Records - OAR 166-300-0025

Budget Preparation Records

Information Management Records - OAR 166-300-0030

Computer System Program Documentation

Databases:

OLAP

PRODUCTION DATABASE

SCHOOL FINANCE

SCHOOL FUNDING

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Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education

Office: Early Learning

Program: Early Learning Council

Schedule Number: 2006-0017

Program Description

The Early Learning Council is the governing body overseeing the Early Learning System. As part of the 40/40/20 education goal, and the Governor's vision for a seamless education system from birth through college, the Early Learning Council guides efforts to streamline state programs, provides policy direction to meet early learning goals statewide, and provides oversight for services supporting children and families across Oregon.

The Council was created in 2011 and currently has 19 members appointed by the Governor. The Council meets regularly throughout the year.

Program Records

- 215 Early Learning Council Formation and Organizational Records, 2012 – [ongoing], 1 c.f.**
- (a) Retain bylaws, member lists and mission statements permanently, transfer to State Archives after 20 years
 - (b) Retain all other records 2 years after superseded or obsolete, destroy
- 216 Early Learning Council Meeting Records and Subcommittee Meeting Records, 2012– [ongoing], 2 c.f.**
- (a) Retain meeting minutes, agendas and exhibits permanently, transfer to State Archives after 20 years
 - (b) Retain tape recordings 1 year after summarized, destroy or recycle tapes
 - (c) Retain all other records 5 years, destroy
- 217 Early Learning Council Reports and Studies, 2012 – [ongoing], 3 c.f.**
- (a) Retain final reports and studies permanently, transfer to State Archives after 20 years
 - (b) Retain working papers, background documentation and draft material 3 years after completion of final document, destroy

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State Agency General Records Retention Schedule Records

Records include but are not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Legislative Development Advisory Committee Records

Financial Records (OAR 166-300-0025)

Grant Records

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Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education

Office: Early Learning

Program: Oregon Commission for Child Care (ended 2012)

Schedule Number: 2006-0017

Program Description

The Oregon Commission for Child Care advised the Governor and Legislative Assembly on the issues, problems and solutions relating to the availability of safe, quality, accessible and affordable child care in Oregon. The Commission for Child Care reported biennially to the Governor and Legislative Assembly on the critical concerns and issues impacting Oregon's child care system, and identified the programs, projects and activities the Commission undertook regarding those issues. The Commission had 18 members, including three nonvoting representatives of the Legislative Assembly; one of the serving legislators is appointed by the President of the Senate, and two were appointed by the Speaker of the House of Representatives. The 15 voting members of the Commission served as volunteers; they were comprised of child care providers and consumers, medical and legal professionals, and representatives of business, labor, government, and the public at large. Appointed members of the Commission served three-year terms; legislators served two-year terms; and the Governor designated the Commission's chairperson, who served a term of one year. The commission ended in 2012.

Program Records

212 Oregon Commission for Child Care Formation and Organizational Records, 1985 – 2012 1 c.f.

- (a) Retain bylaws, member lists and mission statements permanently, transfer to State Archives after 20 years
- (b) Retain all other records 2 years after superseded or obsolete, destroy

213 Oregon Commission for Child Care Meeting Records, 1985 – 2012 2 c.f.

- (a) Retain meeting minutes, agendas and exhibits permanently, transfer to State Archives after 20 years
- (b) Retain tape recordings 1 year after summarized, destroy or recycle tapes
- (c) Retain all other records 5 years, destroy

214 Oregon Commission for Child Care Reports and Studies, 1985 – 2012 3 c.f.

- (a) Retain final reports and studies permanently, transfer to State Archives after 20 years
- (b) Retain working papers, background documentation and draft material 3 years after completion of final document, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Legislative Development Advisory Committee Records

Financial Records (OAR 166-300-0025)

Grant Records

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Personnel (OAR 166-300-0040)
Employee Personnel Records

Databases

None

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Organizational Placement

Agency: Department of Education

Office: Early Learning

Unit: Licensing

Schedule Number: 2006-0017

Program Description

The Office of Child Care Licensing program regulates child care facilities. The program licenses three types of child care facilities: child care centers, family child care homes, and registered family child care homes. Certified child care centers are licensed to care for 13 or more children, or 12 or fewer children in a building constructed as other than a single-family dwelling. Certified family child care homes are licensed to care for up to 16 children, including the provider's own children, usually in a provider's residence. Registered family child care homes are licensed to care for up to 10 children, including the provider's children, in the provider's residence.

Individuals working in Oregon child care facilities are required to maintain enrollment in the Office of Child Care Central Background Registry. Enrollment requires clearance of a criminal and child protective service background check, and can be suspended or revoked for failure to comply with statutory or administrative requirements.

The Licensing program may deny an application for facility license or Registry enrollment if the facility or individual fails to meet the requirements. The Licensing program will suspend a facility license or Registry enrollment when child welfare is at risk. The Licensing program may revoke facility licenses for an ongoing failure to meet requirements. All denial, suspension, civil penalty and revocation decisions are subject to contested case hearing rights. Contested case hearings are conducted by the Office of Administrative Hearings.

The Office of Child Care Licensing program also provides Oregon child care providers with information and technical assistance by telephone and correspondence. The Licensing program collaborates with other agencies, and refers providers to resource and referral agencies and United State Department of Agriculture (USDA) food assistance programs.

Program Records

218 Child Care Facility Files

Retain 30 years after facility closure, destroy

219 Individual Central Background Registry Records

Retain 30 years after record closure or expiration, destroy.

OREGON STATE ARCHIVES

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State Agency General Records Retention Schedule Records

Records include but are not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Personnel Records (OAR 166-300-0040)

Recruitment and Selection Records

Databases

CCRIS (Child Care Regulatory Information System)

OREGON STATE ARCHIVES

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Organizational Placement

Agency: Department of Education

Office: Early Learning

Unit: Programs

Schedule Number: 2006-0017

Program Description

Early Learning Programs work to ensure all families have access to safe, high quality, culturally responsive child care and early learning services through a relentless focus on closing all gaps created by systems that block opportunities for children to be successful.

Early Learning Division Programs develops and administers client service contracts with providers of child care and related services to low-income working families and high-risk parents and children. Providers include private firms, government agencies, private not-for-profit entities, and others. The contracts are funded by the federal Child Care and Development Fund (CCDF), Federal Grants, state General Funds, tax credit contributions, and revenue from licensing fees and fines. The CCDF is funded and authorized by the Child Care and Development Block Grant Act and Section 418 of the Social Security Act.

Early Learning Division Programs performs outreach services and provides information and technical assistance to parents, service providers and stakeholders on child care program services. Early Learning Division Programs work with governmental, tribal, private, and not-for-profit agencies to develop the federally required CCDF Plan for the State of Oregon. The CCDF Plan describes the services to be delivered by state agencies, public/private partnerships, and other contracted entities. It also describes how subsidy dollars will be allocated, and the types of child care quality programs to be delivered by the state. The CCDF Plan is submitted biennially to the U.S. Department of Health and Human Services, Administration for Children and Families.

Early Learning Division Programs works with Accounting Services (in the Financial Services Division) to process payments to providers, resource and referral child care agencies, and local programs for child care quality improvement; it also tracks and reports expenditures from the CCDF to the federal government. The program lays out funding data, contracting requirements, payment rates, eligibility standards, and related information. It also prepares the division's biennial state budget.

Program Records

- 220 Child Care and Development Fund (CCDF) Plans, 1997 – [ongoing] 1 c.f.**
(a) Retain final biennial plan permanently, transfer to State Archives after 20 years
(b) Retain all other records 3 years after close of plan period (per 45 CFR 98.90(e) and 45 CFR 98.65), destroy
- 221 Childhood Care and Education Coordinating Council Records (CCECC), 2001 – 2015 .5 c.f.**
(a) Retain CCECC meeting summaries permanently, transfer to State Archives after 20 years
(b) Retain all other CCECC and subcommittee records 5 years, destroy

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State Agency General Records Retention Schedule Records

Records include but are not limited to:

Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Publication Preparation Records
Financial Records (OAR 166-300-0025)
Budget Preparation Records
Grant Records

Databases

ACF-801 (Federal reporting of case-level CCDF data)
CAUTIONS AND CONCERNS
CCD (Common Core of Data; monthly federal reporting of CCDF data)
CONTRACTS AND INVOICES
HEAD START (monthly federal reporting)
OCDC (Oregon Child Development Coalition; migrant/seasonal Head Start federal reporting)
SCF (Services to Children and Families; monthly federal reporting)

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Schedule Number: 2006-0017

Agency: Department of Education

Office: Educational Improvement and Innovation (EII)

Program Description:

The Office of Educational Improvement and Innovation is responsible for ensuring that all components of Oregon's public and private educational enterprise, pre-kindergarten to post secondary (P-16), are interconnected to provide appropriate and personalized instruction. EII provides leadership to schools and districts, professional development for teachers and administrators, and tools for student success.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Databases:

None

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Organizational Placement

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Elementary/Secondary Transitions
Program: Charter Schools Title V-B

Schedule Number: 2006-0017

Program Description:

Charter Schools Title V-B is responsible for review, approval/denial and monitoring of charter school applicants, per ORS 338. Oregon passed an act establishing Charter Schools in 1999. Charter Schools Title V-B provides technical expertise and assistance to charter schools in the start up phase. Funding is provided through a federal funds competitive grant process. A charter school is a public school operated by a group of parents, teachers and/or community members as a semi-autonomous school of choice within a school district. It is given the authority to operate under a contract or "charter" between the members of the charter school community and the local board of education (sponsor). Under Oregon law, a charter school is a separate legal entity operating under a binding agreement with a sponsor. A public charter school is subject to certain laws pertaining to public schools, and must operate in compliance with the charter agreement.

Program Records:

- 048 Oregon Charter Schools Evaluation Report**
Retain 20 years, destroy
- 049 Oregon Charter Schools Directory**
Retain until superseded, destroy
- 050 Oregon Public Charter Schools Handbook Records**
Retain 6 years after superseded, destroy
- 051 Six Year Charter School Program Evaluation**
Retain 20 years, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar and Training Program Records
Correspondence

Financial Records – OAR 166-300-0025

Grant Records

Databases:

None

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Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Elementary/Secondary Transitions
Program: Learn and Serve America Grants

Program Description:

The Learn and Serve America Grants program awards funds to local education agencies and districts to implement, operate, and expand student service-learning (volunteer) activity. Agencies apply annually for competitively awarded funds. Program staff review and approve applications, monitor recipients, receive periodic reports, and report to the Corporation for National Service (which administers the Learn and Serve America Program).

Program Records:

None

State Agency General Records Retention Schedule:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Contracts and Agreements

Correspondence

Mailing Lists

Policy and Procedure Guidelines and Manuals

Financial Records - OAR 166-300-0025

Grant Records

Databases:

EGMS

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Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Elementary/Secondary Transitions
Program: Project Optimize

Program Description:

Project Optimize was a three-year grant program sponsored by PacifiCorp's Foundation for Learning through June 2005. The program awarded \$300,000.00 in grant money to six elementary schools for the use of kindergarten literacy and professional development. The Department of Education worked closely with the PacifiCorp's Foundation for Learning Board to administer the funding.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Contracts and Agreements

Correspondence

Mailing Lists

Policy and Procedure Guidelines and Manuals

Financial Records - OAR 166-300-0025

Grant Records

Databases:

EGMS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Elementary/Secondary Transitions
Program: Waivers

Program Description:

The Waivers program allows for schools or districts to petition for a waiver of state or federal requirements in order to accomplish their school improvement programs. Waivers must be approved by the State Board of Education, and only for a waiver of a specific standard or a waiver or extension of a timeline for program implementation. The program is responsible for coordinating the approval process, which includes reviewing waiver requests/applications and making recommendations to the State Board of Education, which formally approve the waivers. Approved waiver requests become part of the school district's permanent record, and accepted waivers are notated in the State Board of Education's meeting minutes.

Program Records:

052 Waiver of Specific Standards Records

- (a) Retain waivers not approved 5 years after denial, destroy
- (b) Retain all other records 5 years after expiration of waiver, destroy

053 Waiver or Extension of Timeline Records

- (a) Retain waivers not approved 5 years after denial, destroy
- (b) Retain all other records 5 years after expiration of waiver, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Contracts and Agreements
Correspondence
Mailing Lists
Policy and Procedure Guidelines and Manuals
Staff Meeting Records

Databases:

WAIVERS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Secondary/Post Secondary Transitions

Program Description:

Secondary/Post Secondary Transitions is a team of individual experts in various subject areas that facilitate the transition from high school to post secondary education. The team's efforts concentrate upon assisting students' transition from high school to community colleges and four-year institutions. Secondary/Post Secondary Transitions Team members partner with other teams and programs within ODE to foster transition by all students.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Administrative Rule Preparation Records
Calendar and Scheduling Records
Correspondence

Databases:

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Secondary/Post-Secondary Transitions
Program: Advanced Placement Incentive Program

Program Description:

The Advanced Placement Incentive Program is the result of three-year renewable grants that provide comprehensive training and support to students, teachers, counselors, and administrators in schools where 40% or more of the students are qualified for free and subsidized lunch. The program's goals are to provide economic assistance for tuition, textbooks and supplies, to students at need that wish to pursue Advanced Placement or International Baccalaureate coursework. The program also provides support to middle and late-elementary school students to prepare for Advanced Placement or International Baccalaureate coursework. The program receives and approves funding applications, coordinates disbursement of funds, monitors grantees, and receives periodic and final reports.

Program Records:

- 054 Advanced Placement Test Takers List**
Retain until obsolete or superseded, destroy
- 055 Advanced Placement Course Takers List**
Retain until obsolete or superseded, destroy
- 056 Advanced Placement Teacher Scholarship Grant Records**
Retain 5 years, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Mailing Lists

Financial Records - OAR 166-300-0025

Grant Records
Invoices

Databases:

EGMS
SCHOOL SITE AWARDS AND DATA REPORTS
TEACHER SCHOLARSHIP APPLICATION AND AWARDS

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Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Secondary/Post-Secondary Transitions
Program: Advanced Placement/International Baccalaureate

Program Description:

The Advanced Placement/International Baccalaureate program strives to provide expanded options for students in high school. Advanced Placement and International Baccalaureate are two of these options, providing rigorous coursework in the high school classroom that can lead to earning college credit while in high school.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Contracts and Agreements
Correspondence
Mailing Lists
Policy Development and Planning Records
Publication Preparation Records

Databases:

None

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Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Secondary/Post-Secondary Transitions
Program: Career Learning Areas and Skill Sets

Schedule Number: 2006-0017

Program Description:

The Career Learning Areas and Skill Sets programs consist of six areas of instruction that focus on academic, technical, and career learning. These include: Agriculture, Food and Natural Resource Systems; Arts, Information and Communications; Business and Management; Health Services; Human Resources; Industrial and Engineering Systems. Funding is available in the form of sub-grants for programs at school districts and community colleges that wish to apply for Carl Perkins resources.

Program Records:

057 Financial Applications

Retain 6 years, destroy

058 Program Recognition Applications

Retain until superseded or obsolete, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals
Publication Preparation Records

Databases:

CAREER LEARNING AREAS AND SKILL SETS PROGRAMS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Secondary/Post-Secondary Transitions
Program: Diploma Requirements

Program Description:

The Diploma Requirements program developed the rules and requirements that students will need to complete in order to earn a public high school diploma award in Oregon. Staff work directly with the State Board of Education for the adoption of new requirements.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Administrative Rule Preparation Records
Calendar and Scheduling Records
Correspondence
Legislative Tracking Records

Databases:

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Secondary/Post Secondary Transitions
Program: Emergency Medical Technician

Program Description:

The Emergency Medical Technician (EMT) program, the only accreditation process within the Department of Education, coordinates and conducts EMT accreditation visits for community colleges and private career schools, every five years. After the program has worked and guided EMT organizations to meet compliance standards, the program recommends accreditation to the Oregon State Board of Education.

Program Records:

059 Emergency Medical Technician (EMT) Accreditation Records
Retain 10 years, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Correspondence
Mailing Lists
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records

Databases:

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Secondary/Post Secondary Transitions
Program: High School Improvement, Research and Demonstration Projects

Program Description:

The High School Improvement, Research and Demonstration Projects program is responsible for the implementation of Oregon's graduation standards established by the State Board of Education. The program funds professional development using state general and federal funds. The program works with school districts and education service districts providing professional development to instructors and administration staff. The program provides supplies and reimbursement for staff time and travel. The High School Improvement, Research and Demonstration Projects program is part of the Departments Grant in Aid.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Conference, Seminar and Training Program Records
Correspondence

Financial Records - OAR 166-300-0025

Grant Records

Databases:

EGMS

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Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Secondary/Post Secondary Transitions
Program: Credit for Proficiency Pilot

Program Description:

The Credit for Proficiency Pilot Program is based on implementation of the State Board of Education policy allowing Districts to award credit based on proficiency. The subsequent OAR regarding Credit Options (581-022-1131), is an option for Oregon school districts. Students are provided the opportunity to earn graduation credits by demonstrating what they know and can do beyond the traditional manner of coursework in at least 130 clock hours. Policies and procedures to enable students to access and achieve proficiency based credit are created and implemented locally.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Conference, Seminar and Training Program Records
Correspondence
Mailing Lists
Policy and Procedure Guidelines and Manuals

Financial Records - OAR 166-300-0025

Grant Records

Databases:

EGMS

OREGON STATE ARCHIVES

Records Retention Schedule

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Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Secondary/Post Secondary Transitions
Program: Career and Technical Education (CTE)

Program Description:

Career and Technical Education (CTE), traditionally known as vocational technical training, is responsible for providing leadership in integrating career and technical education instruction, academic content, and career related learning experiences to prepare secondary and post secondary students for further education and entrance into the workforce per ORS 329 and ORS 344. CTE provides assistance to secondary and postsecondary institutions for program planning, approval, implementation, evaluation, and improvement of career and technical education programs. CTE's Administration provides coordination of grant programs for local agencies to ensure federal and state compliance, administers the State Plan for Career and Technical Education, oversees CTE's budget, and provides technical assistance regarding CTE programs.

CTE administers the Carl D. Perkins grant. Grant funds received under the Carl D. Perkins Vocational and Applied Technology Education Act of 1998 (Pub. L. 105-332) are used for program development and implementation to integrate career and technical education instruction, academic content, and career related learning experiences to prepare secondary and post secondary students for further education and entrance into the workforce. Local education agencies, either individually or as consortiums, apply annually for Perkins funds to support career and technical education instruction and program improvement activities. Program staff approve applications, monitor and receive periodic reports from recipients, and provide reports to the U.S. Department of Education.

The Career and Technical Education Quality Assurance process is used to approve Career and Technical Education programs at high schools around the state. The process is a requirement of the federal Carl Perkins State Plan to receive CTE funding.

NOTE: Career and Technical Education formerly known as Professional Technical Education.

Program Records:

060 Approved Local School Program Records

Retain 5 years after discontinuation or termination of program, destroy

061 State Plan for CTE Records, 1976 - [ongoing], 1.00 c.f.

(a) Retain final state plan permanently, transfer to State Archives after 10 years

(b) Retain all other records 3 years, destroy

062 Workforce 2000 Development Records

Retain 15 years, destroy

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Records Retention Schedule

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State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Correspondence

Financial Records - OAR 166-300-0025

Grant Records

Databases:

CTE DATA

ODEX

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Records Retention Schedule

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Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education (ODE)
Office: Educational Improvement and Innovation
Unit: Secondary/Post-Secondary Transitions
Program: Civil Rights Onsite Reviews of CTE Programs

Program Description:

The Office of Educational Improvement and Innovation (EII) reviews Oregon's Career and Technical Education (CTE) programs to ensure compliance with state and federal nondiscrimination laws. Pursuant to Oregon's receipt of federal funds under the Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 109-270), EII's Civil Rights Onsite Reviews of CTE Programs reviews the state's career and technical education programs to prevent discrimination and ensure equal access to programs, courses and information for all students.

EII conducts onsite civil rights reviews of targeted Carl D. Perkins grant sub-recipient school districts and community colleges; issues reports on its findings; and negotiates and obtains signed Voluntary Compliance Plans to remedy identified violations. EII actively supports Oregon's statutorily required school district prohibition of harassment, intimidation, bullying, and cyberbullying (ORS 339.351 - 339.364; OAR 581-022-1140); and the civil rights enforced by the U.S. Department of Education's Office for Civil Rights (Title VI of the Civil Rights Act of 1964, 34 CFR 100; Title IX of the Education Amendments of 1972, 34 CFR 106; Section 504 of the Rehabilitation Act of 1973, 34 CFR 104; and Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, and National Origin, Sex and Handicap, 34 CFR 100 Appendix B. EII also supports the U.S. Department of Justice's enforcement of Title II of the Americans with Disabilities Act of 1990, 28 CFR 35).

Reports of findings and Voluntary Compliance Plans are maintained with the Biennial Civil Rights Compliance Reports to the U.S. Department of Education's Office for Civil Rights.

Program Records:

219 Biennial Civil Rights Compliance Reports

Retain 10 years after acceptance by the U.S. Department of Education Office for Civil Rights, destroy

220 Oregon Targeting Plans and Onsite Review Records

Retain 10 years after acceptance by the U.S. Department of Education Office for Civil Rights, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to:

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Conference, Seminar, and Training Program Records

Correspondence

Policy Development and Planning Records

Policy and Procedure Guidelines and Manuals

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Records Retention Schedule

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Publication Preparation Records

Databases:

CTE DATA

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Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Secondary/Post-Secondary Transitions
Program: Student Leadership Development Center

Program Description:

The Professional Technical Education program specialists at the Department of Education provide guidance to the student leadership organizations housed at the Student Leadership Development Center (SLDC). The Department of Education issues the contract, which allows these groups to interact with students. These organizations include the Associated Oregon Forestry Clubs (AOFC), Association of Marketing Students (DECA), Future Business Leaders of America (FBLA), Association of Agricultural Science and Technology Students (FFA), Family, Career and Community Leaders of America (FCCLA), Health Occupation Students of America (HOSA), and the Association of Students in Technical, Skilled and Service Studies (SkillsUSA).

Program Records:

063 Student Leadership Contract

Retain until obsolete or superseded, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Contracts and Agreements
Correspondence
Mailing Lists

Databases:

None

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Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Secondary/Post-Secondary Transitions
Program: Talented and Gifted Children

Program Description:

The Talented and Gifted (TAG) Program works with school districts to provide programs and services and to identify TAG students based on assessment testing and other criteria. Once identified, TAG students are eligible for the special education programs or services including regular classroom modifications, specially designed classes, advanced level courses, and accelerated programs, all of which may be operated by contractors. In addition, program staff provide technical assistance regarding TAG issues and compliance.

Program Records:

064 School District Complaints/Compliance Documents
Retain until superseded or obsolete, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Administrative Rules Preparation Records
Correspondence
Contracts and Agreements
Mailing Lists
Policy Development and Planning Records

Financial Records - OAR 166-300-0025

Grant Records

Databases:

TAG DISTRICTS CONTACTS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Secondary/Post Secondary Transitions
Program: Expanded Options

Schedule Number: 2006-0017

Program Description:

The Expanded Options program is an option for students enrolled in grades 11 and 12 to have additional options to continue or complete their education, earn concurrent high school and college credits, and gain early entry into post-secondary education. Enrolled students receive both college credit and credit towards their high school diploma. The program supports both current and the development of accelerated college credit programs, and also allows eligible students to enroll full-time or part-time in an eligible post-secondary institution. Additionally, the program provides public funding to the eligible post-secondary institutions for educational services to eligible students to offset the cost of tuition, fees, textbooks, equipment and materials for students who participate in the Expanded Options Program.

The State Board of Education and the House and Senate committees relating to education are provided with statistical information annually, which highlights the number and types of credit being awarded, participating student demographics, and the estimated college tuition cost savings.

Program Records:

065 Annual Reports

Retain 5 years, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Mailing Lists
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Publication Preparation Records

Databases:

EXPANDED OPTIONS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Private Schools and Specialized Programs

Program Description:

Private Schools and Specialized Programs is composed of several programs which oversee and coordinate with educational alternatives to Oregon's traditional public education system. These programs include: Private Schools, Private Career Schools, Instructional Materials, Alternative Education, G.E.D. Options, Veteran's Education, and Troops to Teachers.

Program Records:

066 Home School Tester List

Retain until superseded or obsolete, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Mailing Lists
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Publication Preparation Records

Financial Records - OAR 166-300-0025

Grant Records

Databases:

PRIVATE, PRIVATE ALTERNATIVE AND SPECIAL EDUCATION SCHOOLS

OREGON STATE ARCHIVES
Records Retention Schedule

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Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Private Schools and Specialized Programs
Program: Alternative Education

Program Description:

The Alternative Education program responds to and supports public and private schools that wish to provide alternative education programs to students. If registered, the programs may receive state funding for serving students in their districts. Program staff process annual applications, monitor and receive reports from grantees, and provide reports to federal Department of Education. Alternative education programs provide an opportunity for qualified students to receive a flexible approach to education that will suit their academic needs. Programs work in conjunction with local school districts to determine which students qualify for alternative education, what alternative educational approach best suits each student, and ensure that students receive the minimum level of state-mandated curriculum requirements.

Program Records:

067 Application Materials

- (a) Retain original applications 5 years after school closes, destroy
- (b) Retain renewal applications 5 years, destroy

068 Alternative Education Surveys

Retain until obsolete or superseded, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Mailing Lists
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Publication Preparation Records

Financial Records - OAR 166-300-0025

Grant Records

Databases:

PRIVATE, PRIVATE ALTERNATIVE AND SPECIAL EDUCATION SCHOOLS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Private Schools and Specialized Programs
Program: Private Schools

Schedule Number: 2006-0017

Program Description:

The Private Schools registration program is voluntary for Oregon's private schools. Registering shows that the school meets Oregon's private school standards. Private school teachers can only use their private school experience towards re-certification of their teaching license if their school is registered with the Department of Education. The program processes school applications and annual renewals, performs random sampling of standards at schools, and answers inquiries.

Program Records:

069 Private Schools Advisory Committee Records, 2004 - [ongoing], .50 c.f.

- (a) Retain permanently, transfer to State Archives after 10 years
- (b) Retain all other records 5 years, destroy

070 Application Materials

- (a) Retain original application 5 years after contract terminated, destroy
- (b) Retain renewal applications 5 years, destroy

071 Private School Correspondence

Retain 5 years, destroy

072 Registered Private Schools Records

- (a) Retain site visit reports, 5 years, destroy
- (b) Retain all other records 5 years after non-renewal or school closure, destroy

073 Registered Private Schools Directory

Retain 5 years, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Mailing Lists
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Publication Preparation Records

Financial Records - OAR 166-300-0025

Grant Records

Databases:

PRIVATE, PRIVATE ALTERNATIVE AND SPECIAL EDUCATION SCHOOLS

OREGON STATE ARCHIVES
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Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Private Schools and Specialized Programs
Program: G.E.D. Option

Program Description:

The G.E.D. Option is a specialized program for G.E.D. participants that allow 16 and 17 year olds to take the G.E.D. examination and remain in high school. Previously G.E.D. testing services required students to be out of school in order to apply for the examination. G.E.D. Option provides oversight and direction to students taking the G.E.D. enabling students to make informed choices, receive quality instruction, and access adequate support services while testing on GED subtests while enrolled in school. Community Colleges and Workforce Development (CCWD) approves all testing sites and G.E.D. Testing Services provides all test and survey materials.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar and Training Program Records
Correspondence
Mailing Lists

Databases:

None

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Records Retention Schedule

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Organizational Placement

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Private Schools and Specialized Programs
Program: Troops to Teachers

Schedule Number: 2006-0017

Program Description:

Troops to Teachers is a federally funded program assisting veterans in becoming teachers. The program aids veterans by helping them through the licensure requirements of becoming a teacher, as well as providing professional connections to Oregon schools. The program provides financial incentives to participants if they are willing to teach in high-need areas.

Program Records:

074 Application Records

Retain 5 years, destroy

075 Registered Participant File

Retain 5 years, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Mailing Lists
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Publication Preparation Records

Databases:

None

OREGON STATE ARCHIVES

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Organizational Placement

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Private Schools and Specialized Programs
Program: Instructional Materials

Schedule Number: 2006-0017

Program Description:

The Instructional Materials Program is responsible for the adoption of instructional materials throughout Oregon. Instructional materials are evaluated and adopted by the State Board of Education, with each subject revisited and updated after seven years. The program coordinates the year-long process which includes criteria committees, where teachers and qualified specialists throughout the state offer input as to the criteria for selecting new instructional materials; notifying publishers and coordinating their submissions and presentations; coordinating the review and evaluation of the submissions; making final recommendations to the State Board of Education which formally adopts these instructional materials; processing contracts with publishers of adopted materials; and disbursing the final adopted list within the state. In addition, the program processes postponement and independent textbook adoption requests from school districts that want to delay the adoption or purchase of instructional materials for one year, or wish to use instructional materials not on the recommended list adopted by the State Board.

Program Records:

076 Adoption Postponement Records

Retain 2 years, destroy

077 Criteria and Evaluation Records

Retain 1 year after contract period ends, destroy

078 Independent Adoption Records

Retain 1 year after contract period ends, destroy

079 Publishers Submissions and Briefs

(a) Retain adopted submissions/briefs until contract expires, destroy

(b) Retain submissions/briefs not adopted until final adoption decision by State Board of Education, destroy

080 Textbook Price List

Retain 1 year after contract period ends, destroy

081 State Board of Education Instructional Materials Records

Retain 1 year after contract period ends, destroy

082 State Adopted Instructional Materials List, 1989 - [ongoing], 1.50 c.f.

Retain permanently, transfer to State Archives after 10 years

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Conference, Seminar, and Training Program Records

Contracts and Agreements

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Correspondence

Mailing Lists

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Publication Preparation Records

Scheduling Records

Financial Records - OAR 166-300-0025

Grant Records

Travel Expense Records

Vendor Reports

Vouchers

Databases:

EVALUATORS FOR INSTRUCTIONAL MATERIALS

INDEPENDENT AND POSTPONEMENT ADOPTION DISTRICTS

NATIONAL PUBLISHERS

REQUETS FOR APPROVAL TO POSTPONE INSTRUCTIONAL MATERIALS

REQUEST FOR INDEPENDENT ADOPTION APPROVAL

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Private Schools and Specialized Programs
Program: Private Career Schools

Schedule Number: 2006-0017

Program Description:

The Private Career Schools (PCS) program is responsible for licensing and regulating private career schools that focus on vocational, career, and technical post-secondary schools. ODE licenses and regulates the schools for compliance with laws, rules, regulations, and guidelines; approves new school programs; performs annual site visits; processes teacher and staff registrations and approves teacher continuing education hours; trains new school owners to assist them in initial start-up; answers inquiries from the public, students, and other agencies; oversees and resolves complaints, provides technical assistance to schools on compliance issues; and notifies schools of violations and assesses penalties for non-compliance. The program administers the Tuition Protection Fund, which schools are required to contribute to and which protects students' tuition funds in the event of a school closure. The program maintains transcripts for closed schools. ODE also approves applications by out-of-state/out-of-country persons who seek to take state certification exams administered by the Board of Barbers and Hairdressers. In addition, the PCS program provides support services for the State Private Career Schools Advisory Committee, which operates under ORS 345.330. The committee advises and makes recommendations to the State Board of Education and ODE about private career school issues.

Program Records:

083 Closed School Student Academic Transcripts

Retain 25 years after obsolete, destroy

084 Cosmetology Teacher Registrations

Retain until renewal or 3 years after becomes inactive, destroy

085 Continuing Education Hours Approval Records

Retain 3 years, destroy

086 Out-of-Country/Out-of-State Application Records

(a) Retain approved application records 3 years, destroy

(b) Retain denied application records 1 year, destroy

087 Private Career School Records

(a) Retain staff registration until employee separation, destroy

(b) Retain complaint records 3 years after resolution, destroy

(c) Retain enrollment agreement, correspondence, and tuition protection fund confirmations of payment 3 years, destroy

(d) Retain all other records 5 years after school closure, destroy

088 State Private Career Schools Advisory Committee Records, 1987 - [ongoing], 1.00 c.f.

(a) Retain minutes permanently, transfer to State Archives after 3 years

(b) Retain audiotape until minutes approved, destroy

(c) Retain member records 1 year after appointment ends, destroy

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State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Mailing Lists

Databases:

PRIVATE CAREER SCHOOLS/VETERANS

OREGON STATE ARCHIVES

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Organizational Placement

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Private Schools and Specialized Programs
Program: Veteran's Education

Schedule Number: 2006-0017

Program Description:

The Veteran's Education program oversees educational opportunities that may be offered in public and private colleges and universities, community colleges, and private career schools. A veteran can receive federal education benefits only when attending an approved program. Through an annual contract with the U.S. Department of Veteran's Affairs (USDVA), ODE annually approves approximately 110 programs; monitors the programs for compliance to laws, rules, regulations, and guidelines; performs annual site visits; answers inquiries from the public, students, and other agencies; oversees and resolves complaints; and provides technical assistance to schools on compliance issues. Once approved by ODE, the programs must also be accepted by the USDVA. ODE coordinates this process as well as reports on active programs to the USDVA on a quarterly and annual basis.

Program Records:

089 Federal Department of Veteran's Affairs, ODE Contracts

Retain 6 years, destroy

090 Federal Reports

- (a) Retain quarterly reports 3 years, destroy
- (b) Retain self evaluations 6 years after contract expires, destroy

091 Veteran's Education Program Records

- (a) Retain ODE and federal approval letters 7 years after authorization expires, destroy
- (b) Retain all other approval records 3 years, destroy
- (c) Retain visitation records 7 years, destroy
- (d) Retain catalogs and supplements until superseded or program becomes inactive, destroy
- (e) Retain complaint records 3 years after resolution, destroy
- (f) Retain inactive program records 5 years after program becomes inactive, destroy

092 Monthly Count of School Enrollment Records (RCS)

Retain 2 years, destroy

093 Technical Assistance/Resource Records

Retain until superseded or obsolete, destroy

State Agency General Records Retention Schedule:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Contracts and Agreements
Correspondence
Mailing Lists
Policy and Procedure Manuals

Databases:

PRIVATE CAREER SCHOOLS/VETERANS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Standards and Evaluation
Program: Academic Content Standards

Schedule Number: 2006-0017

Program Description:

The Academic Content Standards program identifies what Oregon students are expected to know and be able to do in the content areas of English/language arts, mathematics, health, physical education, science, second language, social sciences, and the arts. The Certificate of Initial Mastery is based on these standards, as well as some of the components of the Certificate of Advanced Mastery. Academic Content Standards work with teachers to establish these criteria through a statewide review process, and staff work to answer inquiries fielded by teachers, students, families, and partner organizations.

Program Records:

094 Approved Content Standards

Retain 75 years, destroy

095 Back to School Guide

Retain until obsolete or no longer needed, destroy

096 Online Oregon Standards Newspaper

Retain until obsolete or no longer needed, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Mailing Lists
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Publication Preparation Records

Financial Records - OAR 166-300-0025

Grant Records

Databases:

RESOURCES FOR EDUCATIONAL ACHIEVEMENT AND LEADERSHIP

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Standards and Evaluation
Program: Certificate of Initial Mastery (CIM)

Schedule Number: 2006-0017

Program Description:

Standards and Evaluation is responsible for the overall coordination of the development and implementation of the Certificate of Initial Mastery (CIM) per ORS 329.465 and OAR 581-022-1110. The Certificate of Initial Mastery is awarded to Oregon students who achieve grade 10 performance standards in academic content areas of English, mathematics, science, the social sciences, and additional local district CIM requirements. In addition, students must demonstrate proficiency in the areas of second language, arts and physical education based upon performance standards defined in school board policy.

Standards and Evaluation oversees the development and implementation process of the CIM by coordinating standards meetings which involve input and evaluation from other ODE offices and staff, advisory groups, and education professionals; producing and presenting the standards to the State Board of Education for adoption; disseminating standards statewide; and providing technical assistance to schools and providing information about the CIM to education and community organizations. In addition, Standards and Evaluation coordinates the process for continued development and refinement of the CIM, common curriculum goals, and performance standards.

Program Records:

097 Common Curriculum Goals and Content Performance Standards Records, 1996 – [ongoing], 2.00 c.f.

- (a) Retain adopted goals and standards and one copy of each review draft leading to adoption permanently, transfer to State Archives 5 years after superseded
- (b) Retain summary of implementation of the CIM/CAM 75 years, destroy
- (c) Retain evaluation surveys until compiled into summary, destroy
- (d) Retain draft materials 3 years, destroy
- (e) Retain all other records 25 years, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Correspondence
Mailing Lists
Scheduling Records

Databases:

ODEX

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Standards and Evaluation
Program: Certificate of Advanced Mastery (CAM)

Schedule Number: 2006-0017

Program Description:

Standards and Evaluation is responsible for the overall coordination and development of the Certificate of Advanced Mastery (CAM) in the Department per ORS 329.475. The Certificate of Advanced Mastery will be awarded to Oregon students beginning academic year 2008-2009, who achieve high academic and meaningful career-related learning standards, after completing a Certificate of Initial Mastery (CIM). Staff are involved in defining CAM career related learning standards and experiences.

CAM development staff oversee the development process by coordinating standards meetings which involve input and evaluation from other ODE offices and staff, education professionals, and interested business and industry representatives; produce and present the standards to the State Board of Education for adoption; statewide dissemination of standards; and provide technical assistance to schools and provide information about the CAM to education and community organizations.

Program Records:

098 Certificate of Advanced Mastery Technical Assistance and Training Records

Retain 10 years, destroy

099 Common Curriculum Goals and Content Performance Standards Records, 1996 – [ongoing], 2.00 c.f.

- (a) Retain adopted goals and standards and one copy of each review draft leading to adoption permanently, transfer to State Archives 5 years after superseded
- (b) Retain summary of implementation of the CIM/CAM 75 years, destroy
- (c) Retain evaluation surveys until compiled into summary, destroy
- (d) Retain draft materials 3 years, destroy
- (e) Retain all other records 25 years, destroy

100 Content, Career-Related Learning, and Standards, 1996 - [ongoing], 2.00 c.f.

- (a) Retain adopted standards and one copy of each review draft leading to adoption permanently, transfer to State Archives after 10 years
- (b) Retain development and evaluation records 10 years, destroy
- (c) Retain all other records 10 years, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Correspondence

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Mailing Lists
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Publication Preparation Records
Scheduling Records

Databases:

ODEX

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Support to Districts
Program: Division 22

Schedule Number: 2006-0017

Program Description:

The Division 22 program provides annual compliance monitoring services for Oregon Administrative Rule Chapter 581, Division 22: Standards for Public Elementary and Secondary Schools, for the Department of Education.

Program Records:

101 Division 22 Records

- (a) Retain compliance assurance forms 5 years, destroy
- (b) Retain plan for compliance forms 5 years, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Correspondence
Mailing Lists
Policy and Procedure Guidelines and Manuals
Telecommunications Logs

Databases:

DIVISION 22

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Support to Districts
Program: Hurricane Relief

Program Description:

Hurricane Relief is a federally funded program providing financial aid to schools and districts providing educational services to students displaced by Hurricanes Katrina and Rita. The federal government made a one-time appropriation of funds. The appropriation for Oregon was made based upon the number of students displaced by the hurricanes. Districts apply to the Department of Education for relief funds. Relief funds are administered as individual grants by the Department of Education.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Financial Records – OAR 166-300-0025

Grant Records

Databases:

EGMS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Support to Districts
Program: Intel Teach to the Future

Program Description:

The Intel Teach to the Future program is a competitive grant sponsored by the Intel Corporation to provide technology training and a virtual online classroom setting for Oregon's students.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar and Training Program Records
Correspondence

Financial Records – OAR 166-300-0025

Grant Records

Databases:

EGMS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Support to Districts
Program: No Child Left Behind (NCLB)

Program Description:

No Child Left Behind is the popular name for the revised Elementary and Secondary Education Act (ESEA) signed by President Bush on January 2, 2002. The Department of Education is responsible for analyzing and implementing the act. The Department of Education works to ensure Oregon meets or exceeds the requirements outlined in No Child Left Behind. The requirements include the alignment of content and assessment via a unified accountability system, the defining and monitoring of adequate yearly progress, testing of students in math, science, social studies, and English in grades three, five, eight, and ten, participation in federal testing, the issuance of report cards meeting federally mandated standards. In addition, NCLB identifies and assists low-performance schools to meet NCLB goals, ensures teacher quality, and retains paraprofessional per federal regulations.

Through a series of "Title" programs, Department of Education staff support the development and implementation of programs and services which meet/exceed the requirement of NCLB.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Correspondence

Databases:

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education

Office: Educational Improvement and Innovation

Unit: Support to Districts

Program: No Child Left Behind (NCLB)

Subprogram: Title I-A: Improving Academic Achievement of Disadvantaged Children

Program Description:

Title I-A is responsible for closing the achievement gap by supporting specific, data-driven and research based activities which improve academic achievement. Title I-A provides support to district and school activities designed to increase academic opportunities for children disadvantaged by poverty, linguistic, cultural and/or ethnic diversity.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Conference, Seminar and Training Program Records

Correspondence

Financial Records – OAR 166-300-0025

Grant Records

Databases:

EGMS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Support to Districts
Program: No Child Left Behind (NCLB)
Subprogram: Title I-C: Migrant Education

Program Description:

Title I-C: Migrant Education Program is part of the No Child Left Behind Act. Migrant education is responsible for ensuring children of migrant workers have equal, unfettered access to the same free, appropriate educational opportunities and services provided to other children. Migrant Education assists state and local education agencies in removing barriers to school enrollment, attendance and achievement by migrant children. Migrant Education ensures migrant children have the opportunity to meet state content and performance standards, supports high quality comprehensive educational programs that reduce educational disruption and issues related to repeated relocations and ensures migrant children receive appropriate educational services that address their special needs. In addition, Migrant Education designs programs that assist migrant children to overcome educational disruption, cultural and language barriers, social isolation, related health issues and other factors inhibiting the children's learning opportunities and abilities. Migrant Education addresses preschool, regular school and summer school educational needs.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar and Training Program Records
Correspondence

Financial Records – OAR 166-300-0025

Grant Records

Databases:

EGMS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Support to Districts
Program: No Child Left Behind (NCLB)
Subprogram: Title I-D: Neglected and Delinquent Youth

Program Description:

Title I-D provides supplemental funding to districts providing education programs to students living in facilities for delinquent students. Not all districts have facilities within their boundaries. Only districts with eligible facilities within their boundaries will receive funding. Districts establish parameters for programs as part of the support given to students. Support is provided through contracted service providers and community groups. Activities include mentoring, tutoring, counseling, academic support and materials, computers, software, academic services, services for pregnant and parenting teens, transition services and drop out prevention.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar and Training Program Records
Correspondence

Financial Records – OAR 166-300-0025

Grant Records

Databases:

EGMS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Support to Districts
Program: No Child Left Behind (NCLB)
Subprogram: Title II-A: Preparing, Training and Recruiting High Quality Teachers and Principals

Program Description:

Title II-A provides grants to school districts to increase student achievement through strategies which improve the quality of teachers and principals. Title II-A provides training and development to teachers and principals enabling them to teach students with different learning styles, understand data and assessments, and establish mentor teacher programs. In addition, Title II-A provides sustained, ongoing professional development in core academic subjects and the arts.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar and Training Program Records
Correspondence

Financial Records – OAR 166-300-0025

Grant Records

Databases:

EGMS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Support to Districts
Program: No Child Left Behind (NCLB)
Subprogram: Title II-D: Enhancing Education Through Technology

Program Description:

Title II-D is responsible for improving student academic achievement through the use of technology in elementary and secondary schools and to assist every student regardless of location, physical or socio-economic issues to become technology-literate by the end of eighth grade. In addition, Title II-D encourages the integration of technology resources and systems with professional and curriculum development to promote research based instructional methods that can be widely replicated.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar and Training Program Records
Correspondence

Financial Records – OAR 166-300-0025

Grant Records

Databases:

EGMS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education

Office: Educational Improvement and Innovation

Unit: Support to Districts

Program: No Child Left Behind (NCLB)

Subprogram: Title III Language Instruction for Limited English Proficient (LEP) and Immigrant Students

Program Description:

Title III is responsible for providing assistance to English Language Learners (ELLs) to develop English language skills which help them to succeed academically by overcoming language barriers. Participants are required to provide high quality, proven language instructional programs to limited English proficient and immigrant students. In addition, participants must provide high quality, proven professional development to staff providing educational services to limited English proficient and immigrant students.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Conference, Seminar and Training Program Records

Correspondence

Financial Records – OAR 166-300-0025

Grant Records

Databases:

EGMS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Support to Districts
Program: No Child Left Behind (NCLB)
Subprogram: Title IV-A: Safe and Drug Free Schools and Communities

Program Description:

Title IV-A: Safe and Drug Free Schools and Communities is responsible for supporting programs that prevent violence in and around schools; prevent the illegal use of alcohol, tobacco and drugs; and foster involvement by parents and communities. The goal is to provide safe and drug free learning environments through programs and strategies.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar and Training Program Records
Correspondence

Financial Records – OAR 166-300-0025

Grant Records

Databases:

EGMS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Support to Districts
Program: No Child Left Behind (NCLB)
Subprogram: Title V-A: Promoting Informed Parental Choice and Innovative Programs

Program Description:

Title V-A: Promoting Informed Parental Choice and Innovative Programs is the most flexible of the Title funding sources. Title V-A is responsible for supplementing and enhancing district programs by supporting local education reform efforts, provide funding to implement promising educational and school improvement programs, meet the educational needs of all students and develop and implement education programs to improve school, student and teacher performance.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar and Training Program Records
Correspondence

Financial Records – OAR 166-300-0025

Grant Records

Databases:

EGMS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Support to Districts
Program: No Child Left Behind (NCLB)
Subprogram: Title X: Education of Homeless Children & Youth

Program Description:

Title X: Education of Homeless Children & Youth is responsible for ensuring that children and youth in homeless situations have equal access to the same free public education, including preschool, provided to other children and youth.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar and Training Program Records
Correspondence

Financial Records – OAR 166-300-0025

Grant Records

Databases:

EGMS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Educational Improvement and Innovation
Unit: Support to Districts
Program: Paraprofessionals

Schedule Number: 2006-0017

Program Description:

The Paraprofessionals program provides No Child Left Behind (NCLB) compliance advice to school districts, and gathers assurances from districts proving their compliance, so that districts can receive Title 1-A funding. NCLB requires that both teachers and paraprofessionals are highly qualified, adding more highly qualified teachers and paraprofessionals annually.

Program Records:

102 Teacher and Paraprofessionals Survey
Retain 5 years, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Conference, Seminar, and Training Program Records
Correspondence
Mailing Lists
Policy and Procedure Guidelines and Manuals
Telecommunications Logs

Databases:

HIGHLY QUALIFIED TEACHER SURVEY
HIGHLY QUALIFIED PARAPROFESSIONALS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education

Office: Finance and Administration (OFA)

Schedule Number: 2006-0017

Program Description:

The Office of Finance and Administration provides standardized fiscal and administrative services to ODE staff, programs and projects to ensure that agency services adhere to all applicable laws and regulations while seeking solutions focused on the needs of Oregon's children. OFA contributes to an infrastructure that allows ODE staff to focus on the core mission of leadership, accountability, and school improvement.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Databases:

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Finance and Administration
Unit: Accounting Services

Schedule Number: 2006-0017

Program Description:

The Accounting Services unit provides fiscal operations and financial reporting responsibilities for the agency. It serves all levels of the agency's operations and controls the distribution of funds to all local education agencies and a number of other service deliverers statewide, including the Oregon Schools for the Deaf and Blind and the Juvenile Corrections Education Program. Services provided include travel reimbursements, financial reporting, trust accounts for the Oregon Schools for the Deaf and Blind, contracts and encumbrances, and the management of all revenue and expenditures for the agency, including all incoming and outgoing funds related to Department grants and contracts. Accounting Services also provides reimbursement of claims on behalf of Child Nutrition Programs.

Program Records:

103 Child Nutrition Meal Count Data Records

Retain for same period as related grant records, destroy

104 Student Trust Account Records

Retain 25 years, destroy

State Agency General Records Retention Schedule:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Correspondence

Contracts and Agreements

Financial Records - OAR 166-300-0025

Accounting System Input Documents and Listings, and Agency Control Reports

Accounts Payable Reports

Accounts Receivable Reports

Audit Reports

Check Cancellation Request Records

Expenditure and Revenue Reports

Grant Records

Databases:

SFMA (BOTH ADPICS AND R*STARS)

Electronic Grants Management System

BUDGET REPORTING SYSTEM

CONTRACT MANAGEMENT SYSTEM

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Finance and Administration
Unit: Budget and Analysis Services

Schedule Number: 2006-0017

Program Description:

Budget and Analysis Services is responsible for researching and preparing the agency's biennial budget. The unit is responsible for the collection, compilation and analysis of data including school district financial documentation and audits to ensure compliance with state and federal spending/allotment of education monies.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Financial Records - OAR 166-300-0025

Annual Financial Reports

Audit Reports (Records)

Budget Allotment Records

Budget Preparation Records

Grant Records

Databases:

EGMS

OREGON STATE PAYROLL SYSTEM

SFMS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Finance and Administration
Unit: Child Nutrition Programs

Schedule Number: 2006-0017

Program Description:

Child Nutrition Programs provides leadership, expertise and assistance to programs that ensure children receive nutritious meals thereby supporting ODE's mission of enabling children to optimize their potential for learning, to develop and remain healthy and be productive. Unit staff administers programs, which deliver meals and/or milk to Oregon's children and provide adult food care services. The unit oversees and supports six federally funded programs; National School Lunch, School Breakfast, Child and Adult Care Food, Summer Food Service, Special Milk Program, and Commodity Food Distribution to ensure compliance with Title 7 CFR Parts 210-245, 3016 and 3019.

Program Records:

105 School Nutrition Bulletin Records

Retain 5 years, destroy

106 School Wellness Policy Update Records

Retain 5 years, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar and Training Program Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Publication Preparation Records

Financial Records- OAR 166-300-0025

Budget Preparation Records
Grant Records

Databases:

CNP 2000
CNP ELECTRONIC FILES

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Finance and Administration
Unit: Child Nutrition Programs
Program: Child and Adult Care Food Program

Schedule Number: 2006-0017

Program Description:

The Child and Adult Care Food Program provides low-cost or free meals served in public, tribal, and non-profit organizations serving licensed child care centers, outside-school-hours care centers, homeless shelters, and to public or private non-profit sponsors of day care homes. The program administers and processes claims and cash reimbursements, and provides technical assistance and guidance on food service operation, program management, and record keeping. The section maintains agreements with individual institutions and sponsors of day care homes and centers, who in turn oversee the program in the centers and homes under their sponsorship. Program staff monitor the programs and perform administrative reviews every three years to ensure compliance with state and federal regulations and review CPA-produced annual audits on all programs that expend over \$500,000 per year in federal funding.

Program Records:

107 Administrative Review Records

Retain 6 years, destroy

108 Federal Quarterly Reports

Retain 3 years, destroy

109 Hearings and Appeals Records

Retain 6 years after final disposition, destroy

110 Program Sponsor/Participant Records

- (a) Retain IRS tax-exempt statements 6 years after individual program ends, destroy
- (b) Retain agreements 6 years after expiration, destroy
- (c) Retain all other records 3 years after final Financial Status Report for the fiscal year is submitted, destroy

111 Seriously Deficient Terminated Operators Records

Retain 7 years, or until no longer on National Disqualified List or within compliance, whichever is longer, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar and Training Program Records
Contracts and Agreements
Correspondence

Financial Records - OAR 166-300-0025

Audit Reports (CPA Audit Records)

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Finance and Administration
Unit: Child Nutrition Programs
Program: National School Lunch Program

Schedule Number: 2006-0017

Program Description:

The National School Lunch Program assists sponsors and related sites to provide nutritionally balanced, low-cost or free lunches to children in public and private schools and residential child care facilities. Meals meeting specific nutritional guidelines qualify for reimbursement using federal funds. All funds originate with the U.S. Department of Agriculture. Participating sponsors, School Districts and Education Service Districts, receive assistance in the form of financial reimbursements, and commodity food stuffs distributed by the Commodity Food Distribution Program.

Program Records:

112 Ad Hoc/By Request Reports

Retain 2 years, destroy

113 Commodity Food Distribution Records

(a) Retain contracts and agreements 6 years after expiration, destroy

(b) Retain all other records 4 years, destroy

114 Coordinated Review Efforts (CRE) Records

Retain 6 years, destroy

115 Federal Quarterly Reports

Retain 3 years, destroy

116 NETPRO Oregon Records

Retain 5 years after last action, destroy

117 Program Sponsor/Participant Records

(a) Retain agreements with approved applicants 6 years after expiration, destroy

(b) Retain denied/revoked/withdrawn applications 3 years, destroy

(c) Retain all other records 3 years after the final Financial Status report for the fiscal year is submitted, destroy

118 School Meals Initiative for Healthy Children (SMI) Records

Retain 6 years, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Conference, Seminar and Training Program Records

Contracts and Agreements

Correspondence

Mailing Lists

Financial Records - OAR 166-300-0025

Grant Records

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Vouchers
Warrants

Databases:

CNP-2000
NON-PROFIT STATUS
640
NUTRIKIDS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Finance and Administration
Unit: Child Nutrition Programs
Program: National School Lunch Program
Sub-program: Commodity Food Distribution

Schedule Number: 2006-0017

Program Description:

The Commodity Food Distribution program, overseen by the National School Lunch program, is a planned assistance program funded by the USDA. An entitlement model, participating sponsors receive assistance in the form of USDA approved commodity foods to supplement, bolster student meals. Participating sponsors may use a portion of their allocation to direct items/materials to processors for the creation of specific items. All other allocated dollars go to purchase “brown box” commodity items approved and prepared by the USDA. Items include but are not limited to canned goods, cheese, oil, peanut butter, frozen fruit and vegetables, poultry, and beef. The program uses a contracted warehouse and carrier to receive, store, and distribute all “brown box” items to participants. Participants in the National School Lunch program are eligible to participate in the Commodity Food Distribution program.

Program Records:

119 Ad Hoc/By Request Reports

Retain 2 years, destroy

120 Commodity Food Distribution Records

(a) Retain contracts and agreements 6 years after expiration, destroy

(b) Retain all other records 4 years, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Mailing Lists

Financial Records - OAR 166-300-0025

Invoices

Vouchers

Databases:

CNP-2000

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Finance and Administration
Unit: Child Nutrition Programs
Program: School Breakfast Program

Program Description:

The School Breakfast Program assist sponsors and related sites to provide nutritionally balanced, low-cost or free breakfasts to children in public and private schools and residential child care facilities. Meals meeting specific nutritional guidelines qualify for reimbursement using federal funds. All funds originate with the U.S. Department of Agriculture. Participating sponsors, School Districts and Education Service Districts receive assistance in the form of financial reimbursements, and commodity food stuffs distributed by the Commodity Food Distribution Program.

Program Records:

121 Ad Hoc/By Request Reports

Retain 2 years, destroy

122 Commodity Food Distribution Records

(a) Retain contracts and agreements 6 years after expiration, destroy

(b) Retain all other records 4 years, destroy

123 Coordinated Review Efforts (CRE) Records

Retain 6 years, destroy

124 Federal Quarterly Reports

Retain 3 years, destroy

125 Program Sponsor/Participant Records

(a) Retain agreements 6 years after expiration, destroy

(b) Retain all other records 3 years after the final Financial Status report for the fiscal year is submitted, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Conference, Seminar and Training Program Records

Correspondence

Financial Records – OAR 166-300-0025

Vouchers

Warrants

Databases:

CNP-2000

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Finance and Administration
Unit: Child Nutrition Programs
Program: Special Milk Program

Program Description:

The Special Milk program subsidizes milk sold at reduced rates or provided free to children not participating in other federal nutrition programs through schools and approved childcare facilities. In addition, the Special Milk program targets children in kindergarten who do not have the option to participate in sponsored breakfast or lunch programs. Funding is provided by the U.S. Department of Agriculture. The program processes and approves/denies program applicants, reimburse program participants expenditures, and monitors program participants for compliance with state and federal requirements. Accepted program applicants/sponsors enter into agreements with the program to comply with program mandates and requirements.

Program Records:

126 Program Sponsor/Participant Records

- (a) Retain accepted applicant records 3 years after leaving program, destroy
- (b) Retain unsuccessful/denied/withdrawn applicant records 3 years, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Financial Records – OAR 166-300-0025

Vouchers

Warrants

Databases:

CNP-2000

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Finance and Administration
Unit: Child Nutrition Programs
Program: Summer Food Service Program

Schedule Number: 2006-0017

Program Description:

The Summer Food Service Program statewide provides nutritionally balanced, free meals to low-income children in the summer months and during school vacation periods. The program coordinates with sponsoring sites, including public or private non-profit organizations such as schools, Boys and Girls Clubs, churches, YMCAs, and camps. Eligible sponsors are generally located in areas that are primarily low-income.

Program Records:

127 Administrative Review Records

Retain 6 years, destroy

128 Federal Quarterly Reports

Retain 3 years, destroy

129 Hearings and Appeals Records

Retain 6 years after final disposition, destroy

130 Program Sponsor/Participant Records

- (a) Retain IRS tax-exempt statements 6 years after individual program ends, destroy
- (b) Retain agreements 6 years after expiration, destroy
- (c) Retain all other records 3 years after final Financial Status Report for the fiscal year is submitted, destroy

131 Seriously Deficient Terminated Operators Records

Retain 7 years, or until no longer on National Disqualified List or within compliance, whichever is longer, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Conference, Seminar, and Training Program Records
Correspondence

Financial Records - OAR 166-300-0025

Audit Reports (CPA Audit Records)

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Finance and Administration
Unit: Employee Services

Schedule Number: 2006-0017

Program Description:

The Employee Services unit provides human resources and payroll services, facilities oversight and coordination, safety assessments, and mail services to the agency. In addition, Employee Services oversees the Pupil Transportation program.

Employee Services is responsible for employee selection and recruitment, staff development, safety program, personnel records, payroll, labor relations activities, administration of collective bargaining agreements, administration of applicable rules and policies, and position classification. Employee Services is also responsible for managing fleet vehicle records, business plan records, leases and contracts for agency property, disaster planning and their asbestos plan records. Employee Services staff are responsible for pickup and delivery of mail, as well as maintaining the return receipts of certified mail. Staff perform inspections, maintain first aid kits, produce instructional videos and orientations, inventory staff movements and floor plans, and develop ergonomic expectations.

Program Records:

132 Fingerprint-Based Criminal History Check Records

- (a) Retain initial verification report 3 years after termination, destroy
- (b) Retain all other records until superseded or 3 years after termination, destroy

133 Pre-Employment Criminal History Check Records

Retain 3 years after position filled, destroy

134 Volunteer Criminal History Check Records

Retain 2 years or until superseded, destroy

State Agency General Records Retention Schedule:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Correspondence
Conference, Seminar and Training Program Records
LEDS Certification Records
Mailing Lists
Policy and Procedure Manuals
Policy Development and Planning Records
Postal Records
Security Records

Financial Records - OAR 166-300-0025

Budget Preparation Records

Information Management Records - OAR 166-300-0030

Public Records Disclosure Request Records

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Payroll Records - OAR 166-300-0035

Payroll Records

Personnel Records - OAR 166-300-0040

Affirmative Action Records

Collective Bargaining Records

Equal Employment Opportunity Commission Compliance Records

Employee Training Records

Human Resource Services Division Statistical Reports

Personnel Records

Recruitment and Selection Records

Databases:

DISCIPLINE

ELECTRONIC TIME KEEPING SYSTEM

GRIEVANCES

HUMAN RESOURCES SYSTEM DATABASE

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Finance and Administration
Unit: Employee Services
Program: Pupil Transportation Services

Schedule Number: 2006-0017

Program Description:

Pupil Transportation Services is responsible for adopting and enforcing rules relating to student transportation infrastructure and activity, including, but not limited to, establishing vehicle construction and equipment standards, operation, and district special qualifications per ORS 820.100-820.190. Special qualifications include vehicle licensing, the certification of bus drivers, conducting vehicle inspections, and maintaining accident reports. In addition, Pupil Transportation Services process pre-employment, volunteer, and current employee criminal records checks for school districts through the FBI and the Oregon Law Enforcement Data System (LEDS) per ORS 326.603-326.607. Staff provides technical assistance to school districts and bus contractors in all phases of transportation including maintenance, inspection and purchasing of buses and transportation facilities. In addition, staff assists districts to interpret state and federal statutes and rules, in driver selection and training, creating policies and establishing and updating routes. Assistance and training is provided to districts on safety patrol, crosswalk, and safe walking route issues. Staff visits schools and school district transportation infrastructure sites on a rotational basis, annually inspects pupil transportation vehicles and receives annual district transportation reports from districts. Using the annual district reports agency staff produce transportation statistical reports.

Program Records:

135 Accident Reports

Retain 3 years, destroy

136 Bus Driver Records

(a) Retain applications 1 year after certificate expiration, destroy

(b) Retain uncontested Intent Not to Issue/Intent to Revoke records 3 years, destroy

(c) Retain contested Intent Not to Issue/Intent to Revoke records 3 years after resolution, destroy

(d) Retain driver training records 4 years, destroy

137 Bus Driver Instructor Training Records

Retain 4 years after date of last activity, destroy

138 Bus License Approval Records

Retain until obsolete or no longer needed, destroy

139 Criminal History Check Records

(a) Retain fingerprint-based verification reports 20 years, destroy

(b) Retain pre-employment and volunteer check records 90 days, destroy

(c) Retain non-school bus activity vehicle driver check records 5 years, destroy

140 Site Visit Working Files

Retain until next site visit completed, destroy

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

141 Transportation Summary Report

Retain 3 years, destroy

142 Vehicle Inspection Reports

Retain 2 years, destroy

143 Variance Records

Retain until final disposition of vehicle, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Conference, Seminar and Training Program Records

LEDS Certification Records

Databases:

BUS DRIVER

BUS LICENSE

FINGERPRINT

ACCIDENT

DISTRICT TRANSPORTATION SUMMARY

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Finance and Administration
Unit: Fair Dismissal Appeals Board (FDAB)

Schedule Number: 2006-0017

Program Description:

The Fair Dismissal Appeals Board is responsible for hearing and ruling on appeals brought by permanent/tenured teachers within the state who contend that they have been unfairly dismissed from their jobs per ORS 342.805-342.934. The Board is comprised of 20 members appointed by the Governor representing various district and education professionals. Three FDAB members preside at each appeals hearing. Teachers may be dismissed for a variety of statutory causes (ORS 342.865) including immorality, insubordination, neglect of duty, conviction of a crime involving moral turpitude, and inadequate performance. If a teacher disagrees with an FDAB ruling, they may further appeal to the Court of Appeals. The Department's Superintendent of Public Instruction appoints an Executive Secretary to the Board. The Office of Finance and Administration provides support services for the Fair Dismissal Appeals Board.

Program Records:

144 Fair Dismissal Appeals Board Records, 1972 - [ongoing] 1.50 c.f.

- (a) Retain minutes permanently, transfer to State Archives after 10 years
- (b) Retain board member records 1 year after term ends, destroy

145 Fair Dismissal Appeals Board Case Records

- (a) Retain final orders 100 years, destroy
- (b) Retain all other records 6 years after final disposition, destroy

146 Fair Dismissal Appeals Board Cumulative Case History and Compilation Reports

Retain until superseded, destroy

State Agency General Records Retention Schedule:

May include but is not limited to:

Administrative Records - OAR 166-300-0015

Correspondence
Litigation Records

Databases:

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Finance and Administration
Unit: Procurement Services

Schedule Number: 2006-0017

Program Description:

Procurement Services handles all procurement and contracting matters for the agency. Procurement Services oversees the acquisition of merchandise and services, and trains staff on purchasing and contracting laws, rules, procedures and policies.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Conference, Seminar, and Training Program Records

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Financial Records - OAR 166-300-0025

Audit Reports

Credit Card Records

Debit/Credit Advices

Grant Records

Invoice Registers

Invoices

Vendor Reports

Databases:

CONTRACT MANAGEMENT SYSTEM

ELECTRONIC GRANT MANAGEMENT SYSTEM

ORPIN

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education (ODE)

Office: Office of Assessment and Information Services (O AIS)

Schedule Number: 2006-0017

Program Description:

The Office of Assessment and Information Services supports the mission of the Oregon Department of Education, Schools, School Districts and Education Service Districts (ESDs) by providing information services and support to ensure business continuity, accountability, leadership and program improvement. O AIS supports department information technology resources and collects data and reports from schools, districts and ESDs. In addition, O AIS is responsible for designing, developing and implementing student assessment infrastructure. O AIS is composed of the following groups: Information Technology Services, Assessment and Accountability, Enterprise Information Architect, and Instructional Technology.

O AIS is responsible for the development, implementation and maintenance of internal information services used by department staff. O AIS provides support to internal and external customers, is responsible for application development and maintenance, supports the agency's network and servers, and provides desktop support and video teleconference scheduling and training. In addition, O AIS provides application development, maintenance and support to external customers, addressing technical issues relating to information technology and services.

O AIS staff provide project management and system integration expertise to assist agency staff to increase efficiency and resource sharing while developing support for statewide initiatives increasing the efficiency and use of student records. O AIS promotes efficiency through a project management model storing all project documentation and information centrally within ODE.

O AIS administers Oregon's student assessment program. The program tests students at grades 3, 5, 8, and 10 on the state content and performance standards adopted by the State Board of Education. The assessment identifies students who meet or exceed standards leading to both the Certificate of Initial Mastery (CIM) and Certificate of Advanced Mastery (CAM). It leads the development of performance standards and coordinates the use of standards by agency programs and teams. All standards are reviewed and adopted/denied by the State Board of Education.

ODE staff are responsible for developing the assessment tests, scoring the tests, and reporting test results. Staff coordinates test development by using advisory panels to advise on test content; working with contractors who produce test materials; maintaining a test item bank and content information; and producing resource materials for teachers to prepare for assessment testing. Scoring functions include conducting workshops for developing scoring materials, producing training and resource materials such as scoring guides, and coordinating continuing education college credit offerings to scorers (teachers) for their assessment scoring experience. Final reports on assessment results, produced by both ODE and the contractors, are interpreted for a variety of purposes including statistical and trend analysis. These results are used by every Office within the Department and are published in a variety of ways. Statistical information is produced that is useful to ODE, school districts, legislators, policy makers, other state and national agencies, and the public in understanding the status of K-12 education in Oregon.

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

In addition, the group provides support services to the Statewide Assessment Advisory Committee, which advises the State Board of Education on assessment policy issues. The Committee, comprised of 23 members who are appointed by the Assistant Superintendent of Assessment and Information Services, serve for the current school year with the possibility of renewal. The group also annually coordinates with a Technical Design Team, composed of national experts appointed by the Assistant Superintendent of Assessment and Information Services. The team advises ODE and provides research studies on the assessment program.

OAIS also manages the KIDS Program, an automated electronic student record sharing system that provides information to teachers and educators across the state. KIDS (Pre-K through Grade 16 Integrated Data Systems) assists the ODE and local school districts in meeting the continuing data and record keeping challenges of the No Child Left Behind Act of 2001 (Pub. L. 107-110). The program streamlines the data collection process and improves authorized data accessibility.

OAIS maintains five purgeable databases for the KIDS Program. Central Operational Data Store (Central ODS) integrates detailed student data for use in analysis and reporting. The Institutions database stores identification data regarding ODE partner institutions to increase the accuracy and usability of the agency's institutional information. The KIDS Data Warehouse stores aggregated student data with unique student identifiers removed; generated data and reports (standardized and ad hoc) provide statistical information at the school, district, county, Education Service District, and state levels. The ODE Transactional database (Secure Student) facilitates and maintains the transactions of the agency. The Oregon Student Transcript Exchange (OSTX) is a secure electronic student record transfer application that enables the exchange of student records and transcripts between schools, school districts, colleges and universities. The Student Centered database is used to collect and store Oregon student assessment tests.

Program Records:

147 Annual Agency Progress Report, 19??-[ongoing], 1.00 c.f.

Retain permanently, transfer to State Archives after 10 years

148 College Credit Correspondence

Retain 5 years, destroy

216 Computer System Transitory Documentation Records

Retain dataset logs, hard copies of tables, and program listings 1 year after superseded or obsolete, destroy

[See OAR 166-300-0030(2) for other Computer System Program Documentation Records]

149 Content Advisory Panel Records

(a) Retain roster and decision records 10 years, destroy

(b) Retain all other records 1 biennium, destroy

150 Crisis Papers and Irregularity Forms

Retain until student reaches age of majority, destroy

151 Field and Operations Tests (Students' Responses)

(a) Retain knowledge and skills tests until final report published and accepted, destroy

(b) Retain constructed response tests 5 years, destroy

OREGON STATE ARCHIVES

Records Retention Schedule

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- 152 Final Assessment and School Specific Reports, 1991 - [ongoing], 2.00 c.f.**
Retain permanently, transfer to State Archives after 15 years
- 153 Final School and District Performance Reports (Report Cards) and Adequate Yearly Progress Reports, 1999 - [ongoing], 3.00 c.f.**
Retain permanently, transfer to State Archives after 15 years
- 154 Individual Student Scoring Records**
Retain 50 years, destroy
- 155 Item and School Statistic Records (Raw Data)**
Retain 50 years, destroy
- 217 KIDS Data Warehouse Standardized and Ad Hoc Reports**
Retain until superseded or obsolete, destroy
- 218 KIDS Technical Assistance Records**
Retain until inquiry resolved, destroy
- 156 Performance Assessment Scoring Records**
 - (a) Retain procedural records 5 years, destroy
 - (b) Retain all other records 10 years, destroy
- 157 Press Briefing Packets**
 - (a) Retain one copy of 1991 packet 15 years, destroy
 - (b) Retain one copy of all other packets 10 years, destroy
- 158 Scoring Technical Reports, 0.00 c.f.**
Retain one copy 50 years, destroy
- 159 Statewide Assessment Advisory Committee Records**
 - (a) Retain member roster, minutes, and decision records 15 years, destroy
 - (b) Retain all other records 1 biennium, destroy
- 160 State Performance Standards, 1996 - [ongoing], 2.00 c.f.**
 - (a) Retain adopted performance standards and one copy of each review draft leading to adoption permanently, transfer to State Archives after 15 years
 - (b) Retain all other records 6 years, destroy
- 161 Teacher Assistance Materials**
Retain one copy of current and previous packet, destroy
- 162 Technical Design Team Records**
 - (a) Retain research studies 20 years, destroy
 - (b) Retain all other records 10 years, destroy
- 163 Test Forms and/or Web-based Testing Controls Records**
 - (a) Retain one copy of final test 50 years, destroy
 - (b) Retain one copy of field test 5 years, destroy
- 164 Test Item Bank Records**
Retain 50 years, destroy
- 165 Test Administration Manuals**
Retain one copy 50 years, destroy
- 166 Technical System Level Reports**
Retain 15 years, destroy
- 167 Test Specifications**
Retain 50 years, destroy

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

State Agency General Records Retention Schedule Records:

Includes but is not limited to:

Administrative Records - OAR 166-300-0015

Business Plan Records
Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Correspondence
Policy Development and Planning Records
Policy and Procedure Guidelines and Manuals
Publication Preparation Records
Staff Meeting Records

Financial Records - OAR 166-300-0025

Budget Preparation Records

Information and Records Management Records – OAR 166-300-0030

Computer Systems Maintenance Records
Computer System Security Records
Information System Planning and Development Records
Software Management Records
User Support (Help Desk) Records

Databases:

Office of Assessment and Information Services (OAIS) staff access all Oregon Department of Education (ODE) databases and information management systems on an as needed basis.

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Office of Assessment and Information Services (O AIS)
Unit: Instructional Technology
Program: Oregon Virtual School District (OVSD)

Program Description:

The Oregon Virtual School District (OVSD) serves as a clearinghouse for virtual teaching and learning. OVSD provides Virtual Education Courses, Educational Content and Implementation tools to the K-12 Education Enterprise based on the following Legislative directives: Flexible Education Options for Students; Access to Resources for all Districts; Establish Standards through Administrative Rules for OVSD resources and associated programs; Provide on-line resources for Educator and Student success in the form of courses and online support systems.

Program Records:

168 Oregon Virtual School District Records
Retain 10 years, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Contracts and Agreements
Correspondence

Databases:

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Student Learning and Partnerships (SLP)

Schedule Number: 2006-0017

Program Description:

The Office of Student Learning and Partnerships supports and monitors programs that provide direct services to diverse learners and assists in the development of strategies to address unique learning differences. Staff ensure that multiple teaching and learning strategies encompass student needs derived from socio-economic, social emotional, linguistic, cultural, and ethnic differences. This focus allows learners to demonstrate their performance skills and to benefit from participation in venues as they prepare to transition to the adult community. Units manage programs that include special education, early childhood education, accountability and program compliance, Systems Performance Review and Improvement on monitoring (SPR&I) and capacity building and partnerships with community stakeholders. SLP reports to the federal educational authority on 34 issues in the State Performance Plan.

Program Records:

169 Annual State Report and Plan Records

- (a) Retain final reports 10 years, destroy
- (b) Retain final plan until superseded, destroy
- (c) Retain all other records 1 year after acceptance of report/plan, destroy

State Agency General Records Retention Schedule:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence

Financial Records – OAR 166-300-0025

Grant Records

Databases:

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Student Learning and Partnerships
Unit: Early Childhood Education
Program: Early Intervention and Early Childhood Special Education

Program Description:

The Early Intervention and Early Childhood Special Education (EI/ECSE) program is funded by both federal and state funds, and is administered through nine regional contractors who further subcontract with local programs for delivery of services through county health and mental health programs, school districts, university affiliated programs, education service districts, and hospital programs.

Early Intervention (EI) services are provided to children, birth through two years of age, who have a delay in any one of a number of developmental areas or a probability of developing a developmental delay.

Early Childhood Special Education (ECSE) services are provided to children between three years and school age who need services because they are experiencing a developmental delay or have been evaluated as having one of the federally defined disabilities/impairments (visual, hearing, communication, orthopedic, specific learning disability, serious emotional disturbance, mental retardation, autism spectrum disorder, deaf-blind, traumatic brain injury, or other health impairments).

EI/ECSE is responsible for providing technical assistance, collecting data on children for decision-making purposes, and monitoring and performing site visits to programs as part of the special education site visit process. In addition, program staff provide support services to the EI/ECSE Contractor Team, as well as the State Interagency Coordinating Council, which is responsible for advising appropriate agencies on the unmet needs in early intervention/early childhood special education programs for children with disabilities, and assist agencies in the development and implementation of statewide EI/ECSE policies and programs.

Program Records:

- 170 Data Collection Records**
Retain 2 years, destroy
- 171 EI/ECSE Contractor Team Records**
Retain 5 years, destroy
- 172 ESD Service Area Plan**
Retain 5 years after superseded, destroy
- 173 State Interagency Coordinating Council Records**
Retain 5 years, destroy
- 174 Technical Assistance/Resource Records**
Retain until superseded or obsolete, destroy

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Administrative Rule Preparation Records

Conference, Seminar, and Training Program Records

Contracts and Agreements

Correspondence

Mailing Lists

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Scheduling Records

Databases:

SYSTEMS PERFORMANCE REVIEW (SPR)

PRE-K

MONTHLY COUNT

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Student Learning and Partnerships
Unit: Early Childhood Education
Program: Even Start Family Literacy

Schedule Number: 2006-0017

Program Description:

The Even Start Family Literacy program is responsible for assisting Oregon's neediest families and the children of those families, providing adult education, and promoting positive learning environments between adults and children to support child development. This is a federally funded community based program, with many enrollment qualifications and expectations. The program's goals include assisting those with an education below the 12th grade level, non-native English speakers, and those in poverty, and promoting child literacy and professional development of adults.

Program Records:

175 Applications for Even Start Family Literacy Funding
Retain 12 years, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Conference, Seminar, and Training Program Records

Contracts and Agreements

Correspondence

Mailing Lists

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Publication Preparation Records

Financial Records - OAR 166-300-0025

Grant Records

Databases:

EVEN START

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Student Learning and Partnerships
Unit: Early Childhood Education
Program: Child Development/Teen Parent Program

Program Description:

The Child Development/Teen Parent program works to provide childcare services to teen parents, and support to pregnant teenagers so that they can finish their high school education. Services are federally funded, and are provided at contractor sites at educational institutions with childcare facilities. The program includes planning, professional development and training for the school based programs, technical assistance to districts with programs or planning programs, curriculum development, setting standards and providing funding for programs, enhancing programs, and meeting certification requirements for the health and safety of teens and their children.

Program Records:

176 Applications for Child Development/Teen Parent Sponsor Sites

- (a) Retain accepted/approved applications 5 years, destroy
- (b) Retain denied/withdrawn applications 3 years, destroy

177 Teen Parent Advisory Committee Records

Retain 5 years, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Mailing Lists
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Publication Preparation Records

Financial Records - OAR 166-300-0025

Grant Records
Purchasing Records

Databases:

EVEN START
GRANT APPLICATIONS
CHILD DEVELOPMENT/TEEN PARENT PROGRAMS
CHILD DEVELOPMENT/TEEN PARENT PROGRAM SURVEY
WORKSHOP REGISTRATIONS
SUB-GRANT AWARDS
TRAINING AND EVALUATION SYSTEM (TES)

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Student Learning and Partnerships
Unit: Early Childhood Education
Project: Head Start Collaboration

Program Description:

The Head Start Collaboration project assists in building early childhood systems and access to comprehensive services and support for all low-income children; encourages collaboration between Head Start and other appropriate programs, services, and initiatives and augment Head Start's capacity to be a partner in state initiatives; facilitates the involvement of Head Start in state policies, plans, processes and decisions affecting the Head Start population and other low-income families.

Program Records:

- 178 Collaboration Newsletters**
Retain 5 years, destroy
- 179 Head Start Collaboration Project Records**
Retain 5 years, destroy
- 180 Survey Records**
Retain for life of program, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Contracts and Agreements
Correspondence

Databases:

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Student Learning and Partnerships
Unit: Early Childhood Education
Program: Oregon Head Start Pre-Kindergarten (OPK)

Program Description:

The Oregon Head Start Pre-Kindergarten program is a comprehensive child development program for three and four year old children serving Oregon's lowest income children and their families to enhance their success in school. Programs are located in every county. Funds are allocated directly to local grantees. A state and federal partnership agreement allows grantees to blend funding, providing a seamless, integrated program for children and families.

Program Records:

- 181 Oregon Head Start Pre-Kindergarten Program Advisory Committee Records**
Retain 5 years, destroy
- 182 Program Reports**
Retain 10 years, destroy
- 183 State Interest in Property Records**
Retain 6 years after clearance of debt or forfeiture, destroy
- 184 *Wind in Sails* Newsletter**
Retain 2 years, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence
Mailing Lists (Directory)
Staff Meeting Records

Financial Records - OAR 166-300-0025

Audit Reports
Grant Records

Databases:

EGMS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Student Learning and Partnerships
Unit: Low-Incidence Programs

Schedule Number: 2006-0017

Program Description:

Low-Incidence Programs oversees specialized educational opportunities for students in unique situations throughout Oregon. Qualified students would be managed through one of the following programs: Youth Corrections Education Program, Juvenile Detention Education Programs, Regional Programs, Long-Term Care and Treatment Education Program, and Hospital Education Program.

Program Records:

None

State Agency General Records Retention Schedule:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Contracts and Agreements
Correspondence
Mailing Lists
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Scheduling Records

Financial Records - OAR 166-300-0025

Annual Financial Reports
Budget Allotment Reports
Budget Preparation Record

Databases:

SPECIAL EDUCATION CHILD COUNT
STUDENT CENSUS
SERVICES PLAN

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Student Learning and Partnerships
Unit: Low-Incidence Programs
Program: Regional Programs

Schedule Number: 2006-0017

Program Description:

Regional Programs is responsible for coordinating eight Regional Programs in the state. Regional Programs, in cooperation with local school districts, families, and community agencies, provide specialized educational support for children with low-incidence disabilities; autism, hearing, vision, severe orthopedic, and severe mental health impairments, from birth through age 21. Types of services provided include, but are not limited to: specially designed instruction in academic areas, Braille, language development, orientation and mobility, use of technology for communication, independent living skills, vocational exploration, and related services such as occupational therapy. The Regional Programs also offer technical assistance, demonstrations, and other on-site assistance, and access to resource materials. Program staff coordinate monthly regional management team meetings, approve regional plans, and collect annual census data for students with disabilities. They also coordinate working groups which focus on each disability area (such as the Deaf/Blind Advisory Council). The groups are comprised of special education coordinators, parents, and regional program participants who facilitate communications, oversee programs and budgets, and perform needs assessment.

Program Records:

185 Annual Service Plan

Retain 5 years, destroy

186 Data Collection Records

Retain 2 years, destroy

187 Deaf/Blind Census Records, 1987 - [ongoing], 1.00 c.f.

Retain permanently, transfer to State Archives after 22 years

188 Technical Assistance/Resource Records

Retain until superseded or obsolete, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Mailing Lists
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Scheduling Records

Financial Records - OAR 166-300-0025

Annual Financial Reports

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Budget Allotment Reports
Budget Preparation Record

Databases:

SPECIAL EDUCATION CHILD COUNT
STUDENT CENSUS
SERVICES PLAN

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education

Office: Student Learning and Partnerships

Unit: Low-Incidence Programs

Program: Youth Corrections Education Program / Juvenile Detention Education Programs

Program Description:

The Youth Corrections Education Program and Juvenile Detention Education Programs provide educational services to students serving short-term juvenile detention or who have been convicted and sentenced to an Oregon Youth Authority correctional facility. Both programs contract with local school districts and education service districts to provide education services. Oregon Youth Authority students are provided a high-school education with the option of earning a diploma.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Conference, Seminar, and Training Program Records

Contracts and Agreements

Correspondence

Security Records

Facilities/Property Records - OAR 166-300-0020

Building Records

Schools, School Districts and ESD Records Retention Schedule Records:

Includes but is not limited to

Student Education Records - OAR 166-400-0060

Oregon Student Record

Databases:

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Student Learning and Partnerships
Unit: Low-Incidence Programs
Program: Long-Term Care and Treatment Education Program

Program Description:

The Long-Term Care and Treatment Education program administers contracts with local school districts to provide education services for children in day and residential treatment facilities within Oregon. Services are provided to students receiving mental health treatment or other special circumstances. The local school district or education service district, in conjunction with their local governing board in which the treatment agency is located, is responsible for providing the general and special education services to children enrolled in the program. Mental health professionals and educators staff these facilities.

Program Records:

189 Annual Service Plan

Retain 5 years, destroy

State Agency General Records Retention Schedule:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Contracts and Agreements
Correspondence
Mailing Lists
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Scheduling Records

Financial Records - OAR 166-300-0025

Annual Financial Reports
Budget Allotment Reports
Budget Preparation Record

Databases:

SERVICES PLAN

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Student Learning and Partnerships
Unit: Low-Incidence Programs
Program: Hospital Education

Program Description:

The Hospital Education program provides education to long-term hospitalized students in psychiatric care facilities and those with acute medical needs. Educational services are provided by local school districts or education service districts under contract with the Department of Education, and in cooperation with the respective hospital and training center authorities.

Program Records:

190 Annual Service Plan
Retain 5 years, destroy

State Agency General Records Retention Schedule:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Scheduling Records

Financial Records - OAR 166-300-0025

Annual Financial Reports
Budget Allotment Reports
Budget Preparation Record

Databases:

SERVICES PLAN

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Student Learning and Partnerships
Unit: School-Community Partnerships

Program Description:

School-Community Partnerships provides technical expertise, support and opportunities to programs serving students with special/specific needs including the prevention of sexual violence, health issues including HIV/AIDS and Native Nations Title VII.

Program Records:

None

State Agency General Records Retention Schedule:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence

Databases:

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Student Learning and Partnerships
Unit: School-Community Partnerships
Program: Healthy Kids Learn Better

Program Description:

Healthy Kids Learn Better is a coordinated health program approach to ensure students achieve more by having access to comprehensive physical, mental and preventative health care services. Healthy Kids Learn Better seeks to create school-community partnerships to address kids' physical, emotional and social needs thereby improving their learning potential. Healthy Kids Learn Better seeks to mitigate non-school related issues; including but not limited to hunger, depression, harassment, abuse, substance abuse, unsafe living conditions, and obesity.

Program Records:

191 Annual Report

Retain 10 years, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar and Training Program Records
Correspondence
Mailing Lists
Policy and Procedure Guidelines and Manuals

Databases:

EGMS
ODEX

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Student Learning and Partnerships
Unit: School-Community Partnerships
Program: HIV/AIDS Prevention Education

Schedule Number: 2006-0017

Program Description:

HIV/AIDS Prevention Education program strives to improve HIV and sexually transmitted disease prevention programs at districts, schools and in the community, to help decrease rates of the diseases. Program staff provides in-service training, implementation assistance, instructional materials and resources, and assistance in program planning, evaluation and data-driven decision making. Staff approve applications, monitor recipients, receive periodic reports, and provide reports to the CDC. In cooperation with the Centers for Disease Control (CDC), ODE administers the federal HIV/AIDS Cooperative Grant Program. Workshops and support are provided to districts and schools to implement and support programs for reducing risk behavior, and HIV/AIDS education.

Program Records:

192 School Health Education Profile Records

- (a) Retain final report 20 years, destroy
- (b) Retain data collection forms and surveys 2 years, destroy

193 Sexuality Assurance Records

- (a) Retain final reports 20 years, destroy
- (b) Retain survey forms 2 years, destroy

194 Workshop/Presentation/Resource Records

- (a) Retain enrollment and registration records 2 years, destroy
- (b) Retain all other records until superseded or obsolete, destroy

195 Youth Risk Behavior Survey Report

Retain 20 years, destroy

State Agency General Records Retention Schedule:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Publication Preparation Records

Financial Records - OAR 166-300-0025

Grant Records

Databases:

TRAINING EVALUATION SYSTEM

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Student Learning and Partnerships
Unit: School-Community Partnerships
Program: Indian, Native Hawaiian, and Alaska Native Education

Program Description:

The Indian, Native Hawaiian, and Alaska Native Education program is responsible for administering federal Title VII funding to native education programs in Oregon. Program staff also work with local education agencies to implement the Oregon American Indian/Alaska Native Education Plan, a statewide education plan developed in cooperation with American Indian and Alaska Native tribes and communities. The program participates as a member of the Oregon Indian Education Association, and facilitates the Government to Government Indian Education Cluster, which works in partnership between state agencies and Oregon's Indian tribes. Additionally, the program provides support for native language preservation instruction.

Program Records:

196 Government to Government Indian Education Cluster, 1991-[ongoing] 1.00 c.f.

- (a) Retain minutes permanently, transfer to State Archives after 5 years
- (b) Retain all other records 5 years, destroy

197 Indian Education Program Records, 1991 - [ongoing], 1.50 c.f.

- (a) Retain Oregon American Indian/Alaska Native Education Plan permanently, transfer to State Archives after superseded
- (b) Retain all other records 3 years, destroy

198 Technical Assistance/Resource Records

Retain until superseded or obsolete, destroy

State Agency General Records Retention Schedule:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Publication Preparation Records

Financial Records - OAR 166-300-0025

Grant Records

Databases:

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Student Learning and Partnerships
Unit: School-Community Partnerships
Program: Safe and Drug-Free Schools and Communities - Title IV-A

Program Description:

Safe and Drug-Free Schools and Communities – Title IV-A program is responsible for administering the federal Safe and Drug-Free Schools and Communities Act within the state. Through Title IV funds (Elementary and Secondary Education Act) received from the U.S. Department of Education (USDOE), the program provides grant funding to local education agencies to establish, operate, and improve local programs for school drug and violence prevention, early intervention, rehabilitation referral, and education in elementary and secondary schools. The section monitors recipients (including site visits as needed), receives periodic status reports, and reports to the USDOE. Program staff also provide a variety of technical assistance to local education agencies including workshops, staff and student training, and conferences and institutes. The program oversees the Violence Prevention Safety Institute, an annual conference concerning Safe and Drug-Free Schools and Communities, and when necessary, provides cultural competency support. Cultural competency strives to train students as well as educational staff to be sensitive to different cultures, in the effort that such sensitivity could lead to a reduction of violence and drug use. The program also maintains the Suspension, Expulsion, and Training Database, which gathers annual information from schools, and then provides a report to the federal government to show improvement and receive more funding.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Mailing Lists

Financial Records - OAR 166-300-0025

Grant Records

Databases:

EGMS
SET (SUSPENSION, EXPULSION, AND TRAINING)

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Student Learning and Partnerships
Unit: School-Community Partnerships
Program: Civil Rights and Equal Education Opportunity

Program Description:

The Civil Rights and Equal Education Opportunity program is responsible for assisting school districts, parents or students with civil rights and equal education opportunity issues and training within Oregon. Services are provided to protect individuals from discrimination regardless of race, color, national origin, sex, age, disability, religion, and marital status. The program provides training and technical assistance with the regional Desegregation Assistance Center as well as the regional Office of Civil Rights. The program provides information related to civil rights and equal education opportunity, complaint procedures, and other technical assistance. Services are provided to mediate disputes to avoid a legal hearing and provide a satisfactory resolution to all parties. The program also provides accessibility reviews of educational facilities to ensure handicap accessibility. All students are ensured to have nutritional civil rights, in conjunction with the USDA, that allow all students equal access to school nutritional programs, and to provide professional technical education at the high-school and community college level to all students interested.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Mailing Lists
Litigation Records
Policy and Procedure Guidelines and Manuals

Personnel Records - OAR 166-300-0040

Affirmative Action Records
Equal Employment Opportunity Commission Compliance Records
Equal Employment Opportunity Complaint Records

Risk Management Records - OAR 166-300-0045

Safety Compliance and Inspection Records

Databases:

SCHOOL COORDINATORS FOR CIVIL RIGHTS/EQUAL EDUCATION OPPORTUNITY COMPLAINTS
SPECIAL EDUCATION CIVIL RIGHTS STUDENTS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Student Learning and Partnerships
Unit: Special Education

Schedule Number: 2006-0017

Program Description:

The Special Education unit is responsible to ensure that all individuals eligible for special education and related services, ages birth through 21, are provided effective programs that result in increased student achievement and lead to successful transition to independent living, employment, and life in a community of the individual's choice. The unit provides leadership, information, guidance, resources, training and technical assistance to local and regional programs and other state agencies. As part of its function, the Special Education unit directs statewide education programs such as the state special schools, Oregon School for the Blind (OSB) and the Oregon School for the Deaf (OSD), the Youth Corrections Education Program, Juvenile Detention Education Programs, Regional Programs, Early Intervention and Early Childhood Special Education, educational services for students in long-term care and treatment facilities and certain hospitals. The unit also provides administrative and programmatic oversight to the Oregon Pre-kindergarten program, maintains and directs the Oregon School for the Blind and the Oregon School for the Deaf, administers contracts and grants to provide local and state-operated programs and services; monitors education agencies for compliance with state and federal special education laws for program improvement; and assures that students with special needs are included in and benefit from the implementation of Oregon's Educational Act for the 21st Century. Special Education collaborates with its partners to improve the outcomes for all students, especially those with disabilities and other special needs. The partners include parents, school districts, education service districts, all offices within the Oregon Department of Education, universities, colleges, public and private agencies, advocacy organizations, professional organizations, and other local, state, and federal organizations. The unit provides research, evaluation, and data collection and analysis for the Department, the Legislature, and other State agencies, and for local, regional, state, and federal special education and other programs. The unit allocates and distributes federal and state funds for special education and other programs and services. The Special Education unit also provides mediation, complaint investigation, and dispute resolution services to parents and education agencies.

Program Records:

None

State Agency General Records Retention Schedule:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Financial Records - OAR 166-300-0025

Grant Records

Databases:

EGMS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education

Office: Student Learning and Partnerships

Unit: Special Education

Program: Dispute Resolution/Legal Section (Mediation/Complaints/Conflict Resolution)

Program Description:

Dispute Resolution is responsible for coordinating the dispute resolution component required under the Individuals with Disabilities Education Act (IDEA). IDEA requires states to provide mediation services, complaint resolution processes and impartial due process hearings. Dispute Resolution provides advice, technical assistance and answers to inquiries concerning special education and civil rights law from ODE staff and education stakeholders. Due process hearing services are conducted by the Office of Administrative Hearings while mediation services are contracted by Dispute Resolution with mediators agreed to by interested parties.

Program Records:

199 Complaint Records

Retain 3 years after final resolution, destroy

200 Due Process Hearing Records

Retain 6 years after final disposition of case, destroy

201 Mediation Records

Retain 6 years after final disposition of case, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Conference, Seminar and Training Program Records

Correspondence

Public Records Disclosure Request Records

Databases:

ODEX

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Student Learning and Partnerships
Unit: Special Education
Program: Health Services

Schedule Number: 2006-0017

Program Description:

Health Services is responsible for providing technical assistance throughout the state's education system concerning health services for students. Health Services responds to inquiries from local district personnel and the public on a variety of health-related issues including administration of medication by school personnel, first-aid training requirements, communicable disease information, emergency health services, health records, health screening, and student immunizations. In addition, Health Services takes a lead role in developing health related Department administrative rules. Through Health Services ODE collaborates with other organizations including the Oregon Board of Nursing, Oregon Health Division, school-based health centers, Oregon Occupational Safety and Health Administration, and the Oregon School Nurses Association.

Program Records:

None

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Administrative Rule Preparation Records
Calendar and Scheduling Records
Conference, Seminar and Training Program Records
Correspondence
Legislative Tracking Records
Telecommunications Logs

Databases:

HIV REPRESENTATIVE/SCHOOL NURSES

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Student Learning and Partnerships
Unit: Special Education
Program: State Advisory Council for Special Education (SACSE)

Program Description:

The State Advisory Council for Special Education (SACSE) reviews aspects of statewide programs in special education. In addition, the council provides advice to the Superintendent of Public Instruction on unmet needs concerning special education per ORS 343.287 and PL 105-17. SACSE originated in response to the 1977 Education of the Handicapped Act. Council members are appointed by and serve at the discretion of the Superintendent. The SACSE has three sub-committees: Dispute Resolution, Transition Advisory, and Personnel Development. The sub-committees provide research, oversight and advice to SACSE. Dispute Resolution oversees an equitable and non-biased system for complaint investigations, due process hearings and other dispute resolution processes. Transition Advisory oversees the delivery of appropriate transition services promoting movement from school to post secondary education and meaningful employment. Personnel Development considers the development and evaluation of the Comprehensive System of Personnel Development and elements of ODE leadership in the recruitment and retention of qualified personnel to educate individuals with disabilities.

Program Records:

202 SACSE Records

- (a) Retain minutes and agendas 5 years, destroy
- (b) Retain sub-committee records 2 years, destroy
- (c) Retain all other records 1 year, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Correspondence
Mailing Lists

Databases:

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

Organizational Placement

Schedule Number: 2006-0017

Agency: Department of Education
Office: Student Learning and Partnerships
Unit: Special Education
Program: Systems Performance Review and Improvement

Program Description:

The Special Education Systems Performance Review and Improvement program monitors statewide special education programs for data-informed decision-making. The program collects and interprets performance data, develops and implements an improvement plan, and evaluates the impact and effectiveness of improvement strategies. The program monitors statewide special education programs for standards compliance, to gather statistical information that can be used for the improvement of student performance.

Program Records:

203 Monitoring Site Visit Records

- (a) Retain final reports 8 years, destroy
- (b) Retain all other records until final report accepted by district or 30 days after report received by district, destroy

204 Special Review Records

Retain 8 years, destroy

State Agency General Records Retention Schedule Records:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Mailing Lists
Policy Development and Planning Records

Financial Records - OAR 166-300-0025

Grant Records

Databases:

CHILD COUNT DATA
EGMS
SPECIAL EDUCATION SYSTEMS PERFORMANCE REVIEW AND IMPROVEMENT

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: May, 2007

Organizational Placement

Agency: Department of Education
Office: Student Learning & Partnerships
Unit: Special Education
Program: Federal and State Funds Management and Accountability

Schedule Number: 2006-0017

Program Description:

The Special Education unit is responsible for the general supervision of special education statewide. The responsibility, pursuant to the Individuals with Disabilities Education Act (IDEA, implemented by 34 C.F.R 300.600), includes assuring compliance with federal and state regulations for special education by each educational program for children and youth with disabilities including those administered by other public agencies. Special Education administers federal and state funds distribution to local education agencies, including reimbursements for out-of-state placement of students (in coordination with Business Services, see separate description). Some funds are distributed through IDEA grants, which are allocated based on child count totals and a variety of special purpose state and/or federal grants. In addition, program staff also conduct on-site program reviews; collect and approve agencies' annual applications for federal and state funds; collect and approve agencies' policies and procedures concerning their implementation of federal and state regulations; operate a complaints and special review process for resolving allegations of non-compliance by agencies; and provide training and technical assistance to agencies to assist them in meeting federal and state regulations.

Program Records:

205 Annual Applications for Federal Funds Records

Retain 7 years, destroy

206 Comprehensive Application Records

Retain until superseded or program ends, destroy

207 Final Allocation to Local Education Agencies Report

Retain 7 years, destroy

208 Out-of-State Placement Reimbursement Records

Retain 7 years, destroy

209 Monitoring Site Visit Records

(a) Retain final reports 7 years, destroy

(b) Retain all other records until final report accepted by district or 30 days after report received by district, destroy

210 11% Cap Waiver Records

Retain 7 years, destroy

211 Special Review Records

Retain 7 years, destroy

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: May, 2007

State Agency General Records Retention Schedule:

Includes but is not limited to

Administrative Records - OAR 166-300-0015

Correspondence

Contracts and Agreements

Financial Records - OAR 166-300-0025

Grant Records