

Schedule 39-108

DEPARTMENT OF EDUCATION

SCHOOL IMPROVEMENT – ACCREDITATION

March 16, 2009

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE	39-108
AGENCY, BOARD OR COMMISSION	DEPARTMENT OF EDUCATION
DIVISION, BUREAU OR OTHER UNIT	SCHOOL IMPROVEMENT – ACCREDITATION
	Supersedes Edition of July 8, 2005

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

PART I – AGENCY STATEMENT:

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE 	
TITLE <i>Deputy Commissioner</i>	DATE <i>3-2-09</i>

PART II – APPROVAL OF STATE ARCHIVES:

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE 	
	DATE <i>3-4-09</i>

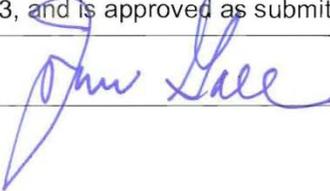
PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

SIGNATURE 	
	DATE <i>3-6-09</i>

PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE 	
	DATE <i>3/16/09</i>

RMA 01005D

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. For records requiring a review or transfer to the NE State Historical Society (State Archives), your agency is required to contact the State Archives and negotiate the transfer. Additionally, once the records are accessioned to their collection, they become the possession of the State Archives. Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Specialist in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Specialist in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 39-108 – DEPARTMENT OF EDUCATION – SCHOOL IMPROVEMENT – ACCREDITATION

39-108-20 AFFIDAVIT OF SCHOOL CLOSING

Hours of school lost, due to severe weather, epidemic sickness, or destruction of the school building.

ORIGINAL RECORD: Microfilm and destroy after 3 years.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

39-108-1 ANNUAL REPORT TO THE NEBRASKA STATE ACCREDITATION COMMITTEE

Annual report of the accreditation status of each school system to the State Accreditation Committee. Report includes related information about school compliance with accreditation regulations.

ORIGINAL RECORD: Microfilm and dispose of after publication of Annual Report.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

ALL OTHER COPIES: Dispose of when obsolete or superseded.

39-108-2 APPLICATION FOR CONDITIONAL APPROVAL TO OPEN A NEW SCHOOL

A standard form to be submitted by founders (administrators, board members) of new Nebraska private schools. It contains a formal expression of intent to open a school, name of school, contact person(s), purpose or philosophy of school, sponsoring group, grades to be included, knowledge and intent to comply with Rule 10, and other pertinent information.

APPROVED: Dispose of after 1 year.

UNAPPROVED: Dispose of after 3 years.

39-108-3 APPROVAL OR ACCREDITATION VISIT REPORT

Reports school system's compliance with the approval and accreditation regulations based on a visitation by Nebraska Department of Education staff. May include other recommendations regarding curriculum, instruction, or facilities. Formerly titled School Visit Report.

ORIGINAL RECORD: Microfilm and dispose of after superseded.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

39-108-23 BACK-UP COPIES OF ELECTRONIC DATA

Data (records) on the Nebraska Department of Education (NDE) systems/network copied to tapes according to the schedule below. The data is only to be used for the purposes of business continuity which includes disaster recovery (not for archiving). Servers are located at NDE (State Office Building, 6th Floor) and at the Early Childhood Training Center, Omaha, Nebraska. Tapes will be maintained by NDE, then overwritten or destroyed following these rotations:

E-MAIL RECORDS: See Schedule 124-State Agencies General Records.

BACK-UP OF ELECTRONIC RECORDS ON FILE SERVERS (DISK TO TAPE):

DAILY BACK-UPS (INCREMENTAL): Erase (scrub; wipe) after 1 month.

END-OF-WEEK BACK-UPS (FULL): Erase (scrub, wipe) after 1 month.

39-108-4 BIENNIAL COURSES COUNTED FOR ACCREDITATION

Collects course information for no more than 4 courses used by a school to count instructional units for classes taught the previous year.

Microfilm and destroy after 3 years.

39-108-5 CONDITIONAL APPLICATION – INTERIM – PROGRAM SCHOOLS

A standard form submitted by founders of Interim Program Schools. Interim Program Schools located in County Detention Homes, Institutions and Juvenile Emergency Shelters all governed by NDE Rule 18.

Dispose of after 10 years.

39-108-6 COOPERATIVE AGREEMENTS COUNTED FOR HIGH SCHOOL INSTRUCTIONAL PROGRAM

If accredited schools have a cooperative arrangement with other accredited schools to send students or teachers for instruction, the classes are listed on this form to compute instructional units.

ORIGINAL RECORD: Microfilm and dispose of after 3 years.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

39-108-7 DISTANCE LEARNING/INTERNET COURSES

Collects information on courses offered by schools through distance learning to generate instructional units.

ORIGINAL RECORD: Microfilm and dispose of after 3 years.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

**39-108-8 EDUCATIONAL SERVICES UNIT ACCREDITATION –
RULE 84**

The Nebraska Department of Education became the accrediting agency for ESU's in 1988 via legislative action. Subsequently regulations were generated which addressed their accreditation. Chapter 84, Regulations Governing Accreditation of Educational Service Units became effective 1/2/89. The regulations provide for more input for programs and services offered by ESU constituents, and provide assurances for the use of qualified personnel. Records may include applications, annual reports, compliance reports, etc.

Dispose of after 5 years.

39-108-9 INTENT TO APPLY FOR ACCREDITATION

Form used by approved school systems intending to apply for accreditation under Rule 10 (Regulations and Procedures for the Legal Operation of Schools). It officially initiates the application process so that materials and visitations can be prepared or scheduled.

ACCREDITED: Dispose of after 1 year.

UNACCREDITED: Dispose of after 3 years.

**39-108-10 INTERIM PROGRAM SCHOOL COMPLIANCE WITH
RULE 18**

An Annual statement of assurance that Interim Program Schools are in compliance with the Nebraska Department of Education Rule 18. Interim Program Schools located in County Detention Homes, Institutions and Juvenile Emergency Shelters.

ORIGINAL RECORD: Microfilm and dispose of after 4 years.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

**39-108-11 MATHEMATICS AND READING PORTFOLIOS (FORMERLY
MATHEMATICS PORTFOLIOS)**

Mathematics and Reading Portfolios that are part of the mandated State of the Schools Report on assessment quality of district mathematics and reading assessment.

Dispose of after 8 years.

**39-108-12 REPORT OF COUNTY OR CITY SUPERINTENDENT
ON PRIVATE, DENOMINATIONAL, PAROCHIAL SCHOOLS**

Report of visit of public school officials, where applicable, to non-public schools per State Statute 79-1705.

ORIGINAL RECORD: Microfilm and destroy after 3 years.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

39-108-21 REPORT OF STATE ACT AND SAT SCORES

The ACT Corporation (ACT) and the College Board (SAT) administer college admissions' assessments to the nation's high school juniors and seniors. Summaries of Nebraska students' performances are provided to the Nebraska Department of Education each year.

Dispose of after 5 years.

39-108-13 RESOLUTION OF CERTIFICATION STATUS REPORT

Form submitted by school systems appearing to have employed persons needing, but not holding, a valid Nebraska Teaching Certificate. The form is used to correct report errors, assist in resolving certification problems, or in other ways to assure that all teachers hold certificates.

Dispose of after 3 years.

39-108-14 RULE 10 ASSURANCE STATEMENTS FOR ACCREDITED SCHOOL SYSTEMS

Form submitted annually by all accredited school systems to affirm compliance with the regulations in Rule 10 (Regulations and Procedures for the Legal Operation of Schools). Replaces Rule 15 Fall Accreditation Report.

ORIGINAL RECORD: Microfilm and destroy after 3 years.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

39-108-15 RULE 14 ASSURANCE STATEMENTS FOR APPROVED SCHOOL SYSTEMS

Form submitted annually by all approved, but not accredited, school systems to affirm compliance with the regulation in Rule 14 (Regulations and Procedures for the Legal Operation of Schools). Replaces Rule 14 Fall Approval Report.

ORIGINAL RECORD: Microfilm and destroy after 3 years.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

39-108-16 SCHOOL EVALUATION - EXTERNAL TEAM REPORT

Evaluation Team Reports written by groups of evaluators who visit a school system at the end of the school's self study. The report contains recommendations concerning the curriculum, the facilities, the general policies of the school system, etc. Conducted every five years as an accreditation requirement.

Dispose of after superseded, subject to review by the State Archivist before disposal for possible accession.

39-108-17 STATEWIDE WRITING ASSESSMENT IMPLEMENTATION MATERIALS

Information that documents various aspects of the implementation process for Statewide Writing Assessment including reports, timelines, planning documents, and correspondence.

Retain permanently.

39-108-18 STATEWIDE WRITING ASSESSMENT INDIVIDUAL STUDENT WRITING SAMPLES

The individual student samples generated as part of the mandated Statewide Writing Assessment. Scores are kept electronically.

PAPER SAMPLES: Dispose of the first two weeks of January, in the year following the collection of writing samples.

ELECTRONIC RECORD: Backup daily; dispose of the first two weeks of January, in the year following the collection of writing samples.

SECURITY BACKUP: Dispose of the first two weeks of January, in the year following the collection of writing samples.

**39-108-19 STATEWIDE WRITING ASSESSMENT SCHOOL
BUILDING AND DISTRICT RESULTS**

Summary report of district and building records of mandated Statewide Writing Assessment.

Dispose of after 10 years.

39-108-22 WEB – BASED COURSES

Collects information on courses offered by schools through distance learning to generate instructional units.

ORIGINAL RECORD: Microfilm and destroy after 3 years.

SECURITY MICROFILM: Transfer to State Archives.

MICROFILM WORK COPY: Retain permanently.

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

(PLEASE NOTE THAT FOR REPORTING PURPOSES, AN ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)

Container	Cubic Feet	Weight (lbs)	Sheets of Paper (8.5" x 11")	Electronic Data Equivalent
			1	20 Kb
			52	1 Mb (1024 Kb)
			53,687	1 Gb (1024 Mb)
N/A	N/A	2,204 lbs (1 metric ton)	220,000	4.1 Gb
Records center carton	1 Cu. Foot	16.66 lbs	1,667	32 Mb
Vertical File Cabinet, 4 drawer letter-size	6 Cu. Feet	100 lbs	10,000	190 Mb
Vertical File Cabinet, 4 drawer legal-size	8 Cu. Feet	133.3 lbs	13,333	254 Mb
About a pickup load	50 Cu. Feet	7,500 lbs	748,638	14 Gb