

# **Schedule 39-110**

## **DEPARTMENT OF EDUCATION SCHOOL IMPROVEMENT – FEDERAL PROGRAMS May 3, 2006**

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

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

SCHEDULE	<b>39-110</b>
AGENCY, BOARD OR COMMISSION	<b>Department of Education</b>
DIVISION, BUREAU OR OTHER UNIT	<b>School improvement – Federal Programs</b>
Supersedes edition of July 21, 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

*Commissioner of Education*

DATE

*4/30/06*

**PART II - ARCHIVAL APPROVAL**

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

STATE ARCHIVES

DATE

*5-2-06*

**PART III -- APPROVAL BY 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

STATE RECORDS ADMINISTRATOR

DATE

*May 3, 2006*

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guidelines 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. 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 Consultant 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 Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that 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 Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, 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 39-110 – DEPARTMENT OF EDUCATION – SCHOOL IMPROVEMENT – FEDERAL PROGRAMS**

### **39-110-010 ASSESSMENT AND REPORTING MANAGEMENT SYSTEMS**

Data management system information and budgets for software, hardware and training to support comprehensive systems.

**Dispose of after 6 years.**

### **39-110-012 EMERGENCY IMPACT AID**

Public and Non-Public students that have enrolled in schools in Nebraska as a result of Hurricanes Katrina & Rita.

**Dispose of after 5 years.**

### **39-110-001 E.S.E.A TITLE I, PART D**

The Title I program provides federal financial assistance to meet the education needs of neglected and delinquent children and youth. Records may include financial records, applications for assistance, evaluation data, and program involvement.

**Dispose of 5 years after the last fiscal year in which the finances have been used, provided audit has been completed.<sup>1</sup>**

### **39-110-002 E.S.E.A TITLE I, PART F, COMPREHENSIVE SCHOOL REFORM**

The Title I program provides federal financial assistance to meet the education needs of neglected and delinquent children and youth. Records may include financial records, applications for assistance, evaluation data, and program involvement.

**Dispose of 5 years after the last fiscal year in which the finances have been used, provided audit has been completed.<sup>1</sup>**

### **39-110-003 E.S.E.A. TITLE I, PART A RECORDS**

The Title I program provides federal financial assistance to meet the education needs of educationally deprived children. Records may include financial records, applications for assistance, evaluation data, program improvement, and capital expenses.

**Dispose of 5 years after the last fiscal year in which the finances have been used, provided audit has been completed.<sup>1</sup>**

### **39-110-004 MCKINNEY ACT GENERAL FILES**

Records include the Nebraska State Plan for the Education of Homeless Children and Youth, Annual Federal Grant Application, Annual Status Report, Annual Performance Report, LEA Grant Application/Grant Notification Awards, and financial records.

**Dispose of 5 years after the last fiscal year in which the finances have been used, provided audit has been completed.<sup>1</sup>**

**39-110-005      McKINNEY-VENTO ACT CENSUS DATA AND MATERIALS**

The Title I program provides federal financial assistance to meet the education needs of homeless children. Records may include financial records, applications for assistance, and evaluation data.

**Dispose of 5 years after the last fiscal year in which the finances have been used, provided audit has been completed, subject to review by the State Archives for possible accession.<sup>1</sup>**

**39-110-006      NO CHILD LEFT BEHIND (NCLB) CONSOLIDATED APPLICATION**

An electronic file of applications and amendments used for federal funds.

**ORIGINAL RECORD: Dispose of after 6 years.**

**ELECTRONIC DATA: Dispose of after 6 years.**

**SECURITY BACKUP: Backup weekly, dispose of after superseded.**

**39-110-007      NO CHILD LEFT BEHIND (NCLB) GRANT STATUS REPORT**

End of the year status report and carry over budget (if applicable) for NCLB, Title II-A, Title II-B, Title IV and Title V.

**Dispose of after 6 years.**

**39-110-008      NON-PUBLIC (PRIVATE) SCHOOL PARTICIPATION FORM**

One part of the Consolidated No Child Left Behind (NCLB) Annual Application. Due to consultation requirements, this form needs to be sent separately.

**Dispose of after 6 years.**

**39-110-009      RURAL, LOW INCOME ACHIEVEMENT PROGRAM/RURAL EDUCATION ACHIEVEMENT PROGRAM (READ) GRANT APPLICATION**

Grant application for Rural, Low-Income Achievement Program and Rural Education Achievement Program (READ).

**Dispose of after 6 years.**

**39-110-011      SPELL COMPLETERS**

Graduates who are English Language Learners and Special Education students who graduated in more than four years for new AYP procedure.

**Dispose of after 6 years.**

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**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

<b>TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8<sup>TH</sup> STREET SUITE 210 LINCOLN, NE 68508-2294</b>	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, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size .....	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size .....	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet