

Department Series Report

90: Independent Agencies - Regulatory

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
668#: State Charter School Commission							
Schedule #: 2087 1: District Invoicing							
Copies of invoices and checks from the school district to the Maine Charter School Commission for student enrollment.	Paper	10/25/2017	Years 7	No Retention	0 Destroy	Current	
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Schedule #: 2088 2: Charter School Monitoring Reports							
Contains relevant background information as required by law for review and compliance purposes by Charter School staff and the public.	Digital File	4/12/2018	Years 10	No Retention	0 Destroy	Current	
Files include: Annual Monitoring reports; Year 4 Performance reports; Preopening reports; and 90 day visit reports.							
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Schedule #: 2089 3: Annual Report to the Education Commissioner/Legislature							
Charter School Commission must submit to the Maine Department of Education Commissioner/Legislature an annual report within 90 days of the end of each fiscal year. The report includes strategic vision, performance, status of Charter School portfolio and budget.	Digital File	10/25/2017	Years 7	No Retention	0 Archives	Current	
A digital copy will be sent to the Maine State Library to comply with Title 1, Chapter 13, Section 501-A.							
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Schedule #: 2090 4: Charter School Contracts and Amendments							
Original contracts; renewals; amendments and contracts for services performed by non-state agencies.	Digital File	4/30/2018	Contingent Upon Event - See Description	0	No Retention	0 Destroy	Current
Keep until school closes plus 10 years.							
Digital files will be kept by the commission for 10 years.							
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Schedule #: 2091 10: Charter School Brick & Mortar and Virtual Schools - First Two Charter Schools							

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<p>The first two Charter Schools in the State of Maine will be retained permanently as "samples" for historical value.</p> <p>Records include: Completed applications for Cornville Regional Charter School and the Maine Academy of Natural Sciences.</p> <p>Records will be kept until school closes plus 5 years and then transferred to the Maine State Archives.</p>	Paper	10/25/2017	Contingent Upon Event - See Description	0 No Retention	0 Archives	Current	
Digital records will be kept in agency until school closes plus 10 years then destroyed.	Digital File	10/27/2017	Contingent Upon Event - See Description	0 No Retention	0 Destroy	Current	
<p>Schedule #: 2091 11:Charter School Brick & Mortar and Virtual Schools - 5 Year Material</p> <p>The 5 Year Materials included in this series are documents that are required both annually and as needed. Throughout the authorization process, Charter schools are required to present this information upon request. Examples of documents in this series include: Certificate of Occupancy; Fire Inspection; Sprinkler inspection; Emergency evacuation plan; Pre-opening plan/checklist; Copies of insurance; Other building inspection reports; Governing board member attendance; Financials; Governing board member information; Assessment information; Record of complaints; Transportation plan; Food service plan; Facilities and maintenance plan; Test scores; Support letters; Lau plan; Correspondence; Handbooks/policy/procedure manual; Special Ed service grid; School inventory; Self assessment; Report on social/academic climate/academic discipline; Parent and community engagement; Summary report; Enrollment data; and Media</p>							
	Digital File	4/30/2018	Years	5	0 No Retention	0 Destroy	Current
<p>Schedule #: 2091 5:Charter School Brick & Mortar and Virtual Schools - RFPs</p> <p>The RFP (Request for Proposal) is intended to solicit, encourage and guide the development of high-quality public school applications throughout the State of Maine. Retained are the Applicant's responses to the Legal Ads posted in the newspaper.</p>							
	Digital File	10/25/2017	Contingent Upon Event - See Description	0	0 No Retention	0 Destroy	Current
<p>Schedule #: 2091 6:Charter School Brick & Mortar and Virtual Schools - Intent to Apply</p>							

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In response the RFP, all applicants must submit an "Intent to Apply" by a certain deadline. An applicant who submits an Intent to Apply form is not required to submit a formal application if they choose not to continue. However, an applicant cannot submit an application without having submitted an "Intent to Apply."	Digital File	10/25/2017	Years 10	No Retention 0	Destroy	Current
Schedule #: 2091 7:Charter School Brick & Mortar and Virtual Schools - Approved Applications						
An approved Application must include the following documents: Education Plan; Organizational and Operational Plan; Governance; Business and Financial Services; Education Service Providers; Closure Protocols; Rubrics; Completeness Letter; and Review Team Interview.	Digital File	5/14/2018	Years 10	No Retention 0	Destroy	Current
Schedule #: 2091 8:Charter School Brick & Mortar and Virtual Schools - Withdrawn Applications						
Once an application is submitted to the Charter School Commission for review, an applicant can voluntarily withdraw their application by notifying the Commission in writing of their intent to withdraw.	Digital File	10/25/2017	Years 10	No Retention 0	Destroy	Current
Schedule #: 2091 9:Charter School Brick & Mortar and Virtual Schools - Denied Applications						
No later than 90 days after the deadline set by the Authorizer (Charter Commission) for the filing of applications, an Authorizer shall render a decision on each application. The authorizer shall make and announce all Charter Commission decisions in a meeting open to the public. If the Authorizer denies an application, the Authorizer shall clearly state, for public record, its reason for	Digital File	10/25/2017	Years 10	No Retention 0	Destroy	Current