

Department Series Report

5: Education

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
71C:Certification						
Schedule #: 1368 3:Credentialing Files of Educational Personnel						
These records are created and received as part of the Department's work to credential educational personnel pursuant to 20-A MRS Chapter 501 and 502. This includes applications, transcripts, correspondence, and other documents necessary for verification of credential records.	Digital File	3/1/2021	Years 6	No Retention 0	Destroy	Current
Retention in agency is 6 years after file is closed. "Closed" occurs with no activity on file for 6 years.						
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Schedule #: 1378 2:Sexual, Emotional and Physical Abuse, and Other Convictions						
This schedule is for records that are maintained to ensure Department compliance with Title 20-A §6103, §13020 and §13025. The Certification Office conducts inquiries into allegations of sexual, emotional, and physical abuse against credentialed Maine educators. Items in a record include, but are not limited to, court documents, testimonies, information from schools/victims/etc., resignations, revocations, and related correspondence. Records are to be located within the Office of Technology's designated platform. Time retained is 20 years from last Department action on the file.	Digital File	2/8/2021	Years 20	No Retention 0	Destroy	Current
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71#:General						
Schedule #: 229 1#:Commissioners Correspondence						
Copies of Commissioners Correspondence	Paper	9/27/1976		No Retention 0	Archives	Current
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Schedule #: 973 18#:Federal Impact Aid Files						
Application for School Assistance in Federally Affected Areas and related correspondence. This is a Federal program to reimburse schools for the impact Federal dependent children have on a school budget. An example is when a base opens a certain percentage of the local school district would be Federal dependents and the local school district becomes eligible for reimbursement under FL 81-874.	Paper	10/2/2000	Years 1	Years 6	Destroy	Current
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Schedule #: 1077 4#:Maine Educators Award						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>These are records for annual recognition programs that honor and recognize outstanding Maine educators, including but not limited to, Maine Teacher of the Year and the National Milken Educator Award. All program materials are in these file, including the letter sent annually requesting nominations, rules/guidelines, nomination forms and supporting documentation, selection criteria, as well as notification of selection and payment information if applicable.</p>	Paper	12/15/1993	Years 2	Years 5	Destroy	Current
<hr/> <p>Schedule #: 1077 6#:Meetings and Travel Arrangements</p>						
<p>This file contains supporting documentation used to justify travel requests. The file includes agendas, list of attendees, and supporting material used to justify travel approval. It is an in-house working file for control and reference.</p>	Paper	12/15/1993	Years 2	No Retention 0	Destroy	Current
<hr/> <p>Schedule #: 1077 7#:Governor's Correspondence</p>						
<p>Material used to assign and control requests from the Governor's office for preparation of correspondence for the Governor's signature; copies of the final correspondence are included in the file. This is a working temporary file used for tracking and control only, after one year it is to be destroyed.</p>	Paper	12/15/1993	Years 1	No Retention 0	Destroy	Current
<hr/> <p>Schedule #: 1077 8#:Blue Ribbon School Project</p>						
<p>The purpose of the Secondary School Recognition program is to identify and give public recognition to outstanding public and private schools across the United States. A review panel selects five schools in Maine for on site visitation and review. From this review 3 nominees are selected and recognized. These schools then compete in the U.S. Department of Education for national recognition. File contains all supporting documentation, including announcement, applications, rules etc.</p>	Paper	12/15/1993	Years 1	Years 10	Destroy	Current
<hr/> <p>Schedule #: 1589 11#:School District History Files</p>						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department of Education keeps these vital school records because they are historical and legal documents about each school district in Maine. These records are used on a regular basis to review school district information. Members of the department's senior staff, members of the school funding team, and administrative staff use these records to retrieve information for both school districts and their legal representation. Typical items found in these files are historical items about how the districts were formed, school board member information, records of particular votes by the district, etc. Keep in agency until the Dept. of Education goes out of business; then transfer to Archives.	Paper	6/20/2003	Permanent or Indefinite	0	No Retention	Archives Current
Schedule #: 1638 12#:History of School Nutrition Program from 1940 to 1990						
School nutrition records that contains photos, news clippings, and a scrapbook of historical events occurring between 1940 to 1990. On occasion, the Department of Education food service directors or consultants may have a need to research the history of the nutrition program in Maine schools and follow its progress through time.	Paper	10/6/2005	No Retention	0	Years	5 Archives Current
711:Inactive Programs and Accounts						
Schedule #: 51 3#:Staff Information System						
File consist of Computer Printed Personnel Data, on one form per person, for all teachers and Professional Educators in Maine in Public and Private Schools up thru grade 12. Demographic Date, and Current Working Data i.e. Grade Taught, Number Students, Subjects etc.	Paper	11/7/1974	Years	2	Years	2 Destroy Current
Schedule #: 230 9#:Monthly School Lunch Finance						
Computer Print-outs Monthly School Lunch Finance	Computer Output Microfilm	6/11/1986	Years	3	Years	5 Destroy Current
Schedule #: 273 14#:Business, Trade and Technical School Licensing						
Bonding & Licensing of In-State and Out-Of-State Schools which solicit students in the State of Maine. Includes correspondence, Insurance Company Bonds, Applications, Renewals, School Brochures. Retain in agency 3 years after inactive.	Paper	4/3/1978	Years	3	No Retention	0 Destroy Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 412 26#:Maine Emphasis Publication</p> <p>This is a semi-annual publication of ideas and methods sharing for local schools and educators consumption. Note:One copy goes to Archives after 7 years destroy the rest</p>	Paper	11/19/1985	Years 2	Years 5	Archives	Current
<p>Schedule #: 412 27#:School Improvement Plans</p> <p>Actual School Improvement Plans as required by law and associated forms such as log-in, log-out control forms.</p>	Paper	11/19/1985	Years 5	Years 5	Destroy	Current
<p>Schedule #: 625 29#:School District Files</p> <p>These files are maintained to hold any correspondence incoming or outgoing to school districts. They are organized in the same manner as the Maine Educational Directory. (Towns, SAD's, Unions, etc.) These files also contain any other information about the district, such as newspaper articles, and Habitual Truant Report forms.</p>	Paper	6/10/1987	Years 10	No Retention 0	Destroy	Current
<p>Schedule #: 625 30#:Habitual Truant Report - Governor and Legislature</p> <p>Habitual Truant Reports from all of the school districts in Maine. These are kept in this file until all are in and tabulated through the computer then files in the individual school district file. (See School District Files series for sample.) Prior to January 15 of each year the Commissioner submits a report to the Governor and the Legislature on information gathered from these reports. Reports to the Governor and Legislature are maintained indefinitely.</p>	Paper	6/10/1987	Years 10	Years 5	Archives	Current
<p>Schedule #: 625 31#:General Correspondence - Truancy, Dropout & Alternative Education</p> <p>The general correspondence file consists of an instate and an out-of-state correspondence file. These files contain correspondence for the current year. At year end, there will be a file made for the next year and these maintained. (Correspondence to and from school districts is maintained separately, in the School District Files.)</p>	Paper	6/10/1987	Years 5	Years 5	Destroy	Current
<p>Schedule #: 705 33#:Student Essays - Assessment</p>						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Training packs; scoring materials and related correspondence.	Paper	10/27/1988	Years 2	No Retention 0	Destroy	Current
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Schedule #: 743 34#:Program Development-Alcohol and Drug Education						
Curriculum descriptions, workshop agendas, employee functions, special Education Advisory Team meeting minutes, completed budget forms for activities, policies and procedutes, chemical health coordinator certification recommendations, goals and objectives, related correspondence.	Paper	4/18/1989	Years 2	No Retention 0	Destroy	Current
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Schedule #: 743 35#:Team Services School/Community Team Development						
Team Services trains School Community Teams to combat drug abuse. Correspondence, reports, minutes, overviews, news releases, evaluations. Keep 4 years after non-renewal.	Paper	4/18/1989	Years 4	No Retention 0	Destroy	Current
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Schedule #: 743 36#:Division or Alcohol and Drug Education Services Correspondence						
Incoming/Outgoing letters, memorandums. This is transitory correspondence such as requests for material, letters of introduction and routine interoffice communications.	Paper	4/18/1989	Years 1	No Retention 0	Destroy	Current
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Schedule #: 743 37#:Team Services Goals and Objectives						
Team services provides support to help community/school teams in their quest for drug free schools.	Paper	4/18/1989	Years 2	No Retention 0	Destroy	Current
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Schedule #: 743 38#:Drug Free Schools Fund Program						
This unit administers the Federal and State monies for the program. Applications, review forms, notification letters, financial reports, narrative progress report, and related correspondence. Keep in agency 2 years after program discontinuation.	Paper	4/18/1989	Years 2	No Retention 0	Destroy	Current
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Schedule #: 743 39#:School/Community Alcohol and Drug Prevention Teams						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Since 1989, 98 school/community teams have been trained by the division, representing 68% of all Maine school districts. These records contain the work of these teams in 11 categories: general correspondence; team development; team maintenance; drinking; drugging, and driving; in-service workshops; community awareness; policy climate; student awareness; curriculum and advanced/specialized workshops. Keep in agency 10 years after discontinuation.	Paper	4/18/1989	Years 10	Years 20	Destroy	Current
Schedule #: 782 40#:Special Education Program Review						
These records are accumulated from 20% of the school systems in Maine in five year cycles. They are the result of an on site review of local school special education programs. Files include: Program procedures; forms dealing with consent; prior notice, evaluation results; teacher interview forms; facilities check list.	Paper	7/26/1989	Years 10	Years 5	Destroy	Current
Schedule #: 906 41#:General Correspondence (Instruction)						
General correspondence to and from educational specialists in the Division of Instruction. It regards educational assistance, i.e. response to inquiries, momos, etc.	Paper	6/15/1990	Years 3	No Retention 0	Destroy	Current
Schedule #: 1029 45#:Maine Migrant Advisory Council						
Agenda, minutes, membership and related correspondence.	Paper	3/24/1993	Years 3	No Retention 0	Archives	Current
Schedule #: 1029 47#:Project Files for Elementary and Secondary Education						
Financial reports and contracts to local educational projects which are funded through entitlement funds from the Elementary and Secondary Education Act: Title IA - Disadvantaged Students; Title IC - Migrant Education; Title ID - Neglected and Delinquent; Title II - Teacher Quality; Title III - ESL / Bilingual Programs; Title IV b. - 21st Century Community Learning Centers; Title V - Rural Education; Title IX - McKinney/Vento. Files contain: Evaluation, monitoring reports, carry-over requests, program improvement, purchase orders, and related correspondence.	Paper	6/20/2017	Years 2	Years 6	Destroy	Current
Schedule #: 1029 48#:Migrant Educational Records						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Migrant Educational Records summarize personal data, educational data, test data, credit data, and certificates of eligibility for migrant program. These are the Division's record of each individual student. Retention period begins upon student's withdrawal from the program.	Paper	3/24/1993	Years 7	No Retention	0 Destroy	Current
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Schedule #: 1193 52#:School Approval Reports and Correspondence						
These files contain relevant background information on each school as required by law. For review and compliance purposes by DOE staff and the public. Files include: Annual School Approval Report; 5 year School Improvement Plan; Certificate of School Approval; School Calendar and related correspondence.	Paper	2/12/1992	Years 5	Years 5	Destroy	Current
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71B:Magnet Schools						
Schedule #: 1159 1#:Verification for School Meal Benefits						
Federal regulations require checking 1.5% of applications for School Meal Benefits. School Business Services requests verification of income, i.e.. divorce papers, check stubs, social security benefit letters, veteran benefit letters, etc. Food stamps and AFDC verification etc.	Paper	4/27/1995	Years 1	Years 3	Destroy	Current
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71S:Support Services Team						
Schedule #: 230 9#:Monthly School Lunch Finance						
Computer Print-outs Monthly School Lunch Finance	Computer Printout	6/11/1986	Years 3	Years 5	Destroy	Current
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Schedule #: 316 20#:School Lunch Program - Claim for Reimbursement						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Claim for Reimbursement of school lunch, school breakfast, and school milk. Figures indicate income and expense for school districts as required by National School Lunch Act of 1946 and Child Nutrition Act of 1966. Annual contract between state agency and school food authority. Application between state agency and school food authority. The ledger card is compatible to a Friden Computypewriter, is difficult to store in large quantities because of the shape and added name label to each card, and is absolutely useless after all bills are paid by the student. We recommend and request that provisions be made to dispose of the cards after zeroing out and State Audit following student graduation.</p> <p>Note: Retain in agency for 2 years after account closed & audited</p>	Paper	8/19/1981	Years 2	Years 4	Destroy	Current
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<p>Schedule #: 316 21#:School Lunch Program - Manifests 1974-1975 school year</p> <p>Manifests for 1974-1975 school year only. Shows actual payments made to school districts from state agency. Information is now being maintained on magnetic computer tape. Destroy 10/83.</p>	Paper	8/19/1981	Years 0	Years 2	Destroy	Current
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<p>Schedule #: 316 23#:Summer Food Service Claims & Applications</p> <p>Claim for reimbursement for summer food service shows income and expenses on a monthly basis for operation and administration of this program. It is necessary to maintain these records because claims are figured manually rather than by computer and are our only record of payment. Annual contract between state agency and sponsor.</p>	Paper	8/19/1981	Years 2	Years 4	Destroy	Current
<hr/>						
<p>Schedule #: 316 25#:Audit Reports - School Nutrition Programs</p> <p>Cash receipts and disbursements information pertaining to school lunch, school breakfast, and school milk. Annual audits are performed by private audit companies or by State Dept. of Audit as required by federal regulations.</p>	Paper	8/19/1981	Years 2	Years 4	Destroy	Current
<hr/>						
<p>Schedule #: 691 27#:Higher Education General Information Survey (HEGIS)</p> <p>Postsecondary education statistics including: Enrollment, Degrees Awarded, Residence and Migration of Students, Institutional Characteristics, Salaries of Instructional Faculty, Financial Status of Postsecondary Institutions.</p>	Paper	8/3/1988	Years 2	Years 5	Destroy	Current
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<p>Schedule #: 745 28#:Student Files (School Operations)</p>						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Health Records, P.E.T. Minutes, Preschool Screening Tests, SRA Test Scores (Science Research Associates, Inc.). SRA is an indication of how well student rank with other students on specific subject on a national level. Files stays with student and is transferred to High School upon graduation.	Paper	5/10/1989	Variable - See Description	0	No Retention	0 See Description Current
Schedule #: 745 29#:General Correspondence (School Operations)						
Letters to other school officials, staff, subjects such as: Bus schedules, religious material, lists of student names, extra curricular activities, etc.	Paper	5/10/1989	Years	3	No Retention	0 Destroy Current
Schedule #: 745 30#:School Lunch Reports (School Operations)						
Monthly School Lunch Claim Forms. Copies of forms submitted top Div. of School Nutrition, documenting cash receipts and disbursements of lunch program.	Paper	5/10/1989	Years	3	No Retention	0 Destroy Current
Schedule #: 874 31#:Food Distribution Information						
Data from USDA authorizing acquisition of commodity foods. Shipping data on donated commodity foods. Distribution records of commodity foods.	Paper	10/10/1990	Years	3	Years	4 Destroy Current
Schedule #: 1059 50#:MEA School and District Reports						
These reports contain the results of the MEA (Maine Educational Assessment) test scores for individual schools and districts. These tests are administered annually in all Maine public schools for grades 4, 8, and 11.	Paper	7/6/1993	Years	2	Years	6 Archives Current
Schedule #: 1059 51#:MEA Individual Reports						
Supporting detail for MEA school and district reports containing individual student names and test scores.	Paper	7/6/1993	Years	2	No Retention	0 Destroy Current
Schedule #: 1334 33#:Weekly Attendance & Time Distribution Reports						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>The Department of Education statutes Title 20-A, Section 6051(5) states that financial records and accounts shall be kept for 7 years after the end of the fiscal year and shall be available to the auditors and any other upon request. The Weekly Attendance and Time Distribution Reports for this department serve two purposes: (1) they report the amount of time worked by personnel, and (2) they represent the original backup source document of where the time was worked for various federal programs. The designated codes represent federal programs used by DOE Finance staff to charge salaries and wages of personnel who work on multiple activities or cost objectives based on actual time reported. DOE classifies these time distribution reports as financial records and accounts to support charges made to federal financial assistance programs. DOE plans to maintain these records for a period of seven years, two in the agency and five in the Records Center.</p>	Paper	1/5/2000	Years 2	Years 5	Destroy	Current
<hr/> <p>Schedule #: 1437 35P:Vendor Invoices - Dept. of Education</p>						
<p>These vendor invoice records are the department's duplicate copies of the original record copies maintained by Accounts & Control. The general schedule records requirement for retention of other state agencies is 3 years.</p>	Paper	9/4/2002	Years 2	Years 1	Destroy	Current
<hr/> <p>Schedule #: 1609 44#:School Revolving Renovation Fund Projects</p>						
<p>These are paper media records of schools that have applied for funding through the Department of Education's School Revolving Renovation Fund. The records are used by the Department of Education to determine which schools receive funding, and to track the progress of the project as well as how the funding provided is applied. A typical file would include an application with supporting documents, correspondence, rating forms, and eligibility certificates.</p>	Paper	10/17/2017	Years 3	No Retention 0	Destroy	Current
<hr/> <p>Schedule #: 1643 52#:Per Pupil Professional Development funds Applications and Reports</p>						
<p>These records contain the applications and annual reports for each school administration unit for per pupil professional development funds. These are funds the state makes available under Maine learning results legislation. The program manager for Title II-A Teacher Quality will need to refer to these records when approving funding for new applications. Because these applications and reports are used when determining the amount of funds to be awarded to school administrative units in Maine, a seven year retention period is required by Title 20-A, Section 6051 which states that financial records and accounts shall be kept for seven years after the end of the fiscal year and shall be available to the auditors and any other upon request.</p>	Paper	2/14/2006	Years 2	Years 5	Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
701#:Commissioner's Office (Central)						
Schedule #: 248	19:School Superintendents Certificate of Employment					
This document is official notification of employment and power to act for Superintendent of schools. It acts as a legal contract in the absence of a formal contract (copy attached).	Paper	9/8/2021	Years 2	Years 5	Destroy	Current
The 20-A MRS Sec. 105a(5) states " 5. Notice to the Commissioner. Annually and when a new superintendent is chosen, the chairman and secretary of the school board shall certify under oath to the commissioner, on forms provided by the commissioner, all facts relating to the unit's selection of a superintendent."						
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Schedule #: 1349	69:School District Dissolutions					
These records must be maintained as stated in Title 20A, Section 1403. They are used periodically when researching information about particular towns and when they belong to and left a school district. These records contain this information along with school funding information and whatever events that took place in these school districts.	Paper	8/3/2000	Years 2	Years 2	Archives	Current
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Schedule #: 1387	64#:HIV Prevention Education Program & Financial Records Grants					
Records are used by the program staff to provide information for Federal Reports and for future evaluations of the Maine Department of Education agreements with the Center for Disease Control and Youth Risk Behavior Studies as well as administrative materials. This program also includes disease control education, such as washing hands (elementary school) and abstinence, condom use, and other topics (upper grades).	Paper	6/26/2001	Years 1	Years 2	Destroy	Current
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703D:Commissioner's Office (Communications) - Data Management						
Schedule #: 231	10A:School Financial Reports					

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Annual report of all financial data statutorily required to be reported by school administrative units (SAUs). This data is used as a base for educational subsidy calculation, required Federal reporting, and in creation of Department informational reports to inform constituencies of SAU financial status.</p> <p>Prior to 2008, this data was collected via hard copy (EF-M-45 report). As of 2008, this data is collected via a file transfer from each SAU and stored in a financial data warehouse, hosted by the system vendor in the Amazon Government Cloud.</p>	Digital File	1/9/2019	Years 20	No Retention 0	Destroy	Current
<p>Annual report of all financial data statutorily required to be reported by school administrative units (SAUs). This data is used as a base for educational subsidy calculation, required Federal reporting, and in creation of Department informational reports to inform constituencies of SAU financial status.</p> <p>Prior to 2008, this data was collected via hard copy (EF-M-45 report). As of 2008, this data is collected via a file transfer from each SAU and stored in a financial data warehouse, hosted by the system vendor in the Amazon Government Cloud.</p> <p>Mixed media = paper and digital records</p> <p>Paper records are kept in the agency for 2 years and then sent to the Records Center. They will be kept until scanned and verified by Records Management then destroyed. Full Records Center retention time of 17 years will be applied to digital records stored in OnBase at the State Records Center.</p>	Mixed	1/9/2019	Years 2	Years 17	Destroy	Current
<p>Schedule #: 231 10B:School System Reports</p> <p>Annual report of student enrollment data statutorily required to be reported by school administrative units (SAUs). This data is used as a base for educational subsidy calculation, required Federal reporting, and in creation of Department informational reports to inform constituencies of SAU enrollment statistics.</p> <p>Prior to 2011, this data was collected via hard copy (EF-M-35 report). As of 2011, this data is collected via a file transfer from each SAU and stored in a multi-module system customized and hosted at Maine's Office of Information Technology.</p>	Digital File	1/9/2019	Years 20	No Retention 0	Destroy	Current
<p>Schedule #: 677 13#:Educational Statistics Log Books</p>						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Statistics on Maine School Children by county hand entered into log books dating from 1912.	Paper	6/1/1988	Years	0	No Retention	Archives Current
Schedule #: 838 14#:Education AT & T Computer Backup						
All electronic data kept at the Department of Education. Retain in agency 3 months then update.	Magnetic Tape	6/7/1990	Retention of Less than 1 Year - See Description	0	No Retention	Destroy Current
Schedule #: 909 15#:Resident Enrollment Reports						
EF-M-11/12, Public School Resident Enrollment Reports and EF-M-12/14, Private School Resident Enrollment Reports. Series 15 has been intergrated with series 16 on 03/10/93.	Paper	9/14/2000	Years	2	Years	6 Destroy Current
Schedule #: 909 16#:Fall School Statistical Report (EF-M-40)						
EF-M-40, school enrollment by grade and sex as of October 1. This admendment combines series 15 & 16.	Paper	9/14/2000	Years	2	Years	6 Destroy Current
Schedule #: 925 17#:Division Correspondence (Management Information)						
General division correspondence, such as letters, memos, tabulations, workshop materials. Includes division copies of Department of Education correspondence, replies to requests for information, and Department of Education correspondence.	Paper	4/29/1991	Years	1	No Retention	0 Destroy Current
Schedule #: 926 18#:Alternative Education Reports (EF-M-39)						
Application for School Assistance in Federally Affected Areas and related correspondence. This is a Federal Program to reimburse schools for the impact of Federal dependent children on school budgets. An example is when a base opens a certain percentage of the local schoool district would be Federal dependents and the local school district becomes eligible for reimbursement under PL 81-874.	Paper	2/4/1992	Years	2	Years	5 Destroy Current
Schedule #: 926 20#:Alternative Enrollment Type Reports						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>These reports are used to generate statistics, ie, trends in enrollment, number of students registered, aggregate attendance etc. Also used by private elementary schools. Reports contain information on tuition received from local school units as well as enrollment and financial data. This series now combines series 18, 19, and 20.</p>	Paper	9/15/2000	Years 2	Years 6	Destroy	Current
<hr/> <p>Schedule #: 966 32#:Private School Services</p>						
<p>When municipalities expend monies for private school services, they may apply to the State for reimbursement. These files include: appropriations form; invoices; reimbursement forms and related correspondence.</p>	Paper	12/4/1991	Years 4	Years 4	Destroy	Current
<hr/> <p>Schedule #: 1031 31#:Starserver and 3B2 Backup Tapes</p>						
<p>These 8mm magnetic tapes contain a copy of all files maintained on the Starserver and 3B2 computers at different points of time (daily, monthly, annual). It is intended that these tapes be used only for disaster recovery, in the event that data (including on site backups) cannot be used. The intent is to keep the data sorted in this series as current as possible through the use of a scheduled pickup and delivery cycle. Keep in Record Center until updated or disaster.</p>	Magnetic Tape	4/7/1993	Years 0	Destroy When Updated	0 Destroy	Current
<hr/> <p>Schedule #: 1031 31A:Starserver and 3B2 Backup Tapes (Day Series)</p>						
<p>These 8mm magnetic tapes contain a copy of all files maintained on the Starserver and 3B2 computers at different points of time (daily, monthly, annual). It is intended that these tapes be used only for disaster recovery, in the event that data (including on site backups) cannot be used. The intent is to keep the data sorted in this series as current as possible through the use of a scheduled pickup and delivery cycle. Keep in Record Center until updated or disaster.</p>	Magnetic Tape	4/7/1993	Years 0	Destroy When Updated	0 Destroy	Current
<hr/> <p>Schedule #: 1031 31B:Starserver and 3B2 Backup Tapes (Monthly Series)</p>						
<p>These 8mm magnetic tapes contain a copy of all files maintained on the Starserver and 3B2 computers at different points of time (daily, monthly, annual). It is intended that these tapes be used only for disaster recovery, in the event that data (including on site backups) cannot be used. The intent is to keep the data sorted in this series as current as possible through the use of a scheduled pickup and delivery cycle. Keep in Record Center until updated or disaster.</p>	Magnetic Tape	4/7/1993	Years 0	Destroy When Updated	0 Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 1031 31C:Starserver and 3B2 Backup Tapes (Annual Series)</p> <p>These 8mm magnetic tapes contain a copy of all files maintained on the Starserver and 3B2 computers at different points of time (daily, monthly, annual). It is intended that these tapes be used only for disaster recovery, in the event that data (including on site backups) cannot be used. The intent is to keep the data sorted in this series as current as possible through the use of a scheduled pickup and delivery cycle. Keep in Record Center until updated or disaster.</p>	Magnetic Tape	4/7/1993	Years	0	Destroy When Updated	0 Destroy Current
<p>Schedule #: 1075 22#:Teacher Recognition Grant Appeals</p> <p>Request for hearing, decisions, and supporting material for each person who requested a formal hearing to challenge the decision that they were not full time teachers and were therefore not eligible for the \$1,500 grant to all teachers approved by legislation.</p>	Paper	12/13/1993	Years	7	No Retention	0 Destroy Current
<p>Schedule #: 1354 33:Subsidy Printouts / Backup Data</p> <p>The school administrative units' subsidy printouts of backup data must be maintained for several purposes: 1. They are directly related to the School Financial Reports by providing additional revenue and expenditure information on school administrative units. 2. They provide historical data on school funding in Maine often utilized by the MIS Team to provide information to the Governor, Commissioner of Education, Legislative leadership, education associations and the general public. 3. They provide historical school funding data for individual school administrative units to often utilized by the MIS Team to provide information on individual school administrative units to the Governor, Commissioner of Education, Legislative leadership, school administrative units, education associations and general public.</p>	Paper	11/29/2001	Years	2	Years	18 Archives Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The school administrative units' subsidy printouts of backup data must be maintained for several purposes: 1. They are directly related to the School Financial Reports by providing additional revenue and expenditure information on school administrative units. 2. They provide historical data on school funding in Maine often utilized by the MIS Team to provide information to the Governor, Commissioner of Education, Legislative leadership, education associations and the general public. 3. They provide historical school funding data for individual school administrative units to often utilized by the MIS Team to provide information on individual school administrative units to the Governor, Commissioner of Education, Legislative leadership, school administrative units, education associations and general public. THIS IS THE DATABASE. RETAIN IN AGENCY UNTIL ACCESSIONED.	Hard Disk	11/29/2001	Variable - See Description	No Retention	0 Archives	Current
702F:Commissioner's Office (Operations) - School Finance						
Schedule #: 1046 49#:Application for Home Instructions						
This record series is for records related to home instruction. If parents want to school their children at home, they must file a Notice of Intent with both the Maine Department of Education and the local school superintendent. Files in this series consist of the Notice of Intent, Subsequent Year Letter forms, and required attachments. The Department will digitize any paper copies received by the Department. The Department will retain the digital file for 70 years and will send any paper copies to the Records Center after 5 years.	Paper	1/14/2019	Years	5	Years 65	Destroy Current
	Digital File	1/14/2019	Years	70	No Retention 0	Destroy Current
Schedule #: 1058 2#:School Audit Reports						
Results of annual school audits. These audits may be preformed by the Maine State Auditor, an auditing company or a private C.P.A. Schedule # 957, series 2 has been added to this series per Susan Griffin, Records Officer 12/16/02	Paper	12/11/2002	Years	2	Years 5	Destroy Current
Schedule #: 1058 3#:Annual Town Reports						
Town reports which hold official expenditures data and wording of town warrants authorizing expenditures.	Paper	8/18/1993	Years	2	Years 7	Destroy Current

Department Series Report

5: Education

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 1357 4P:Audited School Construction Projects</p> <p>Finance backup data to audits of school construction projects conducted by the Department of Education. The Department is required to maintain these records for a period of 7 years in accordance with Title 20-A, Section 6051 which states: Financial records and accounts shall be kept for 7 years after the end of the fiscal year and shall be available to the auditors and any other upon request. Typical file documents include auditor's workpapers for project expenditures, investment earnings of project funds, costs for short-term borrowing, etc.</p>	Paper	10/2/2000	Years 2	Years 5	Destroy	Current
<p>Schedule #: 1362 5:EF-U-415 Federal Programs Cash Management Report</p> <p>This report is used to monitor Federal program cash balances at the subrecipient level, it is mandated by U.S. Department of Education. Our office uses these reports to determine if the subrecipients are to continue to receive their federal funds according to the schedule they submitted with their grant application or if funds will be withheld until they spend down the surplus. Files contain EF-U-415 reports and supporting documentation.</p>	Paper	10/31/2000	Years 3	Years 4	Destroy	Current
<p>Schedule #: 1878 6#:School Audit Supporting Documents and Working Papers</p> <p>These are audit files that contain letters and reviews that are exchanged between the CPA firm handling the audit and the Dept. of Education. They contain information to back up or support the audit.</p>	Record Copy	12/21/2011	Years 2	Years 5	Destroy	Current
718#:Education in the Unorganized Territory						
<p>Schedule #: 1370 1:EUT Enrollments</p> <p>This is the Department of Education's only hard copy record of students residing in the unorganized territory who are tuitioned to receiving schools. These forms are used as a cross reference of student names on invoices received for tuition reimbursement; as an enrollment list of all unorganized territory students; used by the Department of Education in the unorganized territory office for total student enrollment in any given year.</p>	Paper	11/20/2000	Years 2	Years 6	Archives	Current
<p>Schedule #: 1388 2#:EUT (Education in Unorganized Territory) Financial Ledgers</p>						

Department Series Report

5: Education

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
These are the financial records of individuals being taxed for education, including hand written names and amounts paid - by county - in the Unorganized Territories of Maine.	Paper	12/26/2000	Years 0	Years 0	Archives	Current

90#:Governor Baxter School for the Deaf

Schedule #: 1316 1#:Historical Records (Governor Baxter School for the Deaf)

Historical records of the Governor Baxter School for the Deaf including student intake information, written lesson plans; reports and visitors record.	Paper	6/23/1999	Years 0	Years 0	Archives	Current
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719#:Maine Commission for Community Service

Schedule #: 2013 1:Maine Commission for Community Service Grant Materials

Department Series Report

5: Education

Description	Media	Last Updated	In Agency Retention	Contingent Upon Event - See Description	0	Years	10	Disposition	Status
<p>Commission records of grant-making, contracting, and training or technical assistance carried out under grant awards from the Corporation for National and Community Service (CNCS).</p> <p>Programs supported are: AmeriCorps, Volunteer Generation, Commission TTA, and other National Service supported activities.</p> <p>MCCS is the state government entity that receives funding allotted/awarded to Maine under appropriations to CNCS. The funding is used by MCCS in accordance with plans and subgrants/subcontracts authorized by CNCS. In accordance with 45 CFR 2541.420 and 2541.360 plus a specific retention modification in CNCS grant terms and conditions, MCCS must retain the records for 3 years beyond the close of the award to MCCS unless an audit or other process is initiated. In the latter situation, the records must be retained for the 3 years plus any additional time covered by audit and resolution. Note on overall retention length: CNCS grants to the Commission have varying lengths, from a minimum of 3 years to as long as 9 years. While MCCS may close out subgrants and contracts in much shorter periods, the driving force in record retention is the federal award to the state.</p> <p>Records are used by MCCS staff, Commissioners, auditors (federal and state).</p> <p>99% of MCCS records are digital including the application to the federal agency and its award letter, both of which are extracted from the CNCS grant management system as PDFs and stored on the SOM-OIT server.</p> <p>Typical content includes: Maine application for federal funds, CNCS award letter, Maine request for proposals for funds to be subawarded or subcontracted, selection process records, awarded contracts or cooperative agreements, performance reports, financial reports, monitoring reports, misc. correspondence with federal/state/sub representatives.</p> <p>Records are retained in the agency 3 years after grant to Commission closed plus any period involved in audit resolution OR 4 years.</p>	Digital File	6/16/2016	Contingent	Contingent Upon Event - See Description	0	Years	10	Destroy	Current

Schedule #: 2013 2:Maine Commission for Community Service Business Records

Department Series Report

5: Education

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Records of Maine Commission for Community Service (MCCS) business, activities, and decisions.</p> <p>These records pertain to the work of the Maine Commission for Community Service (MCCS) itself – business meetings, strategic planning, research, official correspondence, membership, etc.</p> <p>MCCS is the state government entity that receives funding allotted/awarded to Maine under appropriations to CNCS. The The Commission was established in 1994 by Executive Order and under state statute in 1995 (5M RSA chapter 373, §7501 et seq). The 25 board members of the Commission are appointed by the governor to three-year terms and each represents a specific segment of Maine's volunteer sector. The 14 duties assigned can be summarized as building capacity and sustainability in Maine's volunteer and service communities by funding programs, developing managers of volunteers, raising awareness of sector issues, and promoting service as a strategy. These records document Commission actions and decisions related to fulfilling those duties..</p> <p>Records are used by MCCS staff, Commissioners, auditors (federal and state). They can also be used by the general public for information and research.</p> <p>99% of MCCS records are digital including Commission agendas, minutes, task force reports, publications, and correspondence..</p> <p>Typical contents includes: Agendas, minutes, committee reports, correspondence, strategic plans, task force work records, record of Commission appointments/service/membership, etc.</p>	Digital File	6/16/2016	Years 5	No Retention 0	Archives	Current

710#: Office of Facilities and Transportation

Schedule #: 1371	34:School Construction Projects						
All documents concerning school construction projects funded by the Department of Education. Files consist of correspondence, legal papers such as copies of deeds, certificates of funding authority by the State Board of Education, school construction budgets, State copy of moveable equipment list for audits, etc. The State Board of Education has determined that reference to those records should not be needed after seven years. Retain in agency until completion of the construction project.	Paper	9/14/2017	No Retention	0	Years 7	Destroy	Current

Schedule #: 2124	1:Transportation Contracts and Amendments					
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Department Series Report

5: Education

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Original contracts, renewals, and contracts for services performed by non-state agencies. Includes such items as Transportation Safety Conferences, ME Assoc. of Pupil Transportation, and School Bus Bid & Purchase Software etc.	Digital File	8/20/2018	Years 7	No Retention	0 Destroy	Current

Schedule #: 2136 2:Bus Driver Physicals

Physical exam forms for initial school bus driver endorsement and annual physical.	Paper	5/3/2019	Years 6	No Retention	0 Destroy	Current
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Note: These records are no longer being produced. The school districts are now responsible for these records. Records retained until the close of the program at the Department of Education plus six (6) years. Code of ME Regulations (05-07a CMR Chapter 82) School Bus Driver Fitness Determination Repealed; effective 3/25/2018.

711#:Office of Federal Programs

Schedule #: 1326 50:Learning Systems Team Grants

Documents submitted with the grant application that contain evidence of work district has done and hopes to do. A typical file contains a notebook and papers and occasionally a video type of district activities. These grants are for a Federal program that has determined what a student should know when he graduates from high school. The use of computers and computer technology by Maine students is the thrust of these Grants. When submitting an application school systems must have planned stages of intergration and measured results. The grants come from the Department of Education, "Goals 2000" Office and "Title 3" Office.	Paper	7/22/1999	Years 2	Years 5	Archives	Current
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Schedule #: 1361 51:Accounts Payable Fiscal Records, Child Development Services

The original source documents not maintained by any other state agency. Sole custody lies with Child Development Services. The documents include invoices paid by the CDS State Office. Child Development Services provides special therapy for children ages 0-6 for conditions that may hinder after the child begins school. Therapy for problems with gross motor skills, fine motor skills, emotional development, speech, etc. is coordinated through 16 centers throughout Maine.	Paper	10/25/2000	Years 3	Years 4	Destroy	Current
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Schedule #: 1361 52:Fiscal Records Rate Settings - Child Development Services

Department Series Report

5: Education

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
These are source documents not maintained by any other state agency, which include all paperwork associated with Center Based Developmental Therapy rate setting for programs with children birth to school age (five). Child Development Services sets the rates for how much occupational and developmental therapists can charge for group therapy sessions.	Paper	10/25/2000	Years 3	Years 4	Destroy	Current
Schedule #: 1361 53:Summary Fiscal Records (General Ledgers, Journals, etc.)						
These are source documents not maintained by any other state agency. They include general ledgers, trial balances, income statements, aged payable reports and check registers generated by the Child Development Services State Office.	Paper	10/25/2000	Years 3	Years 4	Destroy	Current
Schedule #: 1364 56:Department of Education Rules						
Public Law. Used as historical reference by both agency and the public. Rules in respective areas regarding Department's relationship to relative statute.	Paper	11/7/2000	Years 2	Years 0	Destroy	Current
Schedule #: 1365 57A:EFV-116 Reports (Data Form Report Sorts of Students Enrolled in a Vocational Program)						
The EFV-116 forms are used to collect data on the individual students enrolled in a vocational program. The data is used to complete the mandated requirements by the Federal Department of Education on Vocational Educational in the State of Maine. The reports are also used to track educational trends and graduation rates. Labor market information is gleaned and used to update curriculum. School personnel use the records to determine new program implementation. These reports provide the historical data on vocational enrollments, student information, and demographics since the vocational centers and regions opened in 1970. The records are used by the Department of Education, school personnel, the Dept. of Labor and the labor market.	Paper	11/29/2001	Years 3	No Retention	0 Archives	Current
Schedule #: 1365 57B:EFV-116 Forms (Vocational Education Student Data Enrollment Form)						

Department Series Report

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The EFV-116 forms are used to collect data on the individual students enrolled in a vocational program. The data is used to complete the mandated requirements by the Federal Department of Education on Vocational Educational in the State of Maine. The reports are also used to track educational trends and graduation rates. Labor market information is gleaned and used to update curriculum. School personnel use the records to determine new program implementation. The records are used by the Department of Education, school personnel, the Dept. of Labor and the labor market.	Paper	11/29/2001	Years 2	No Retention 1.5	Destroy	Current
Schedule #: 1365 57C:EFV-116 Database (Vocational Education Student Enrollment)						
The EFV-116 forms are used to collect data on the individual students enrolled in a vocational program. The data is used to complete the mandated requirements by the Federal Department of Education on Vocational Educational in the State of Maine. The reports are also used to track educational trends and graduation rates. Labor market information is gleaned and used to update curriculum. School personnel use the records to determine new program implementation. The records are used by the Department of Education, school personnel, the Dept. of Labor and the labor market. This is the database. Retain in Agency until accessioned.	Hard Disk	11/29/2001	Variable - See Description	No Retention 0	Archives	Current
Schedule #: 1366 59:Vocational Educational History						
Vocational Education is secondary and postsecondqry education pertaining to Workforce readiness. The State currently has 27 secondary vocational centers and regions serving all the sending schools in area. There are 7 postsecondary Technical Colleges throughout Maine. This history is the only known record of the formation and annual evaluation of Vocational Education. The individual histories of each region and center will contain formation, changes, school and program approval. The history will contain State Plans, Annual Performance Reports, State Directories and individual center and region documentation.	Paper	11/21/2000	Years 3	Years 0	Archives	Current
Schedule #: 1372 11#:Grants (Workforce & Adult Education)						
Records are used for fiscal management, compliance, monitoring of sub-grantees. Workforce education staff uses the records in compliance with federal regulation, original grant application, project progress reports, financial year end reports, award letter to subrecipients, and budget adjustment requests. This series included all grant documents for the Department of Education unless otherwise scheduled.(Every 5th years records will be Archived. Starting with 1996 then the year 2000 and every five years after that. Years in between may be destroy.)	Paper	11/29/2000	Variable - See Description 2	Years 3	Archives	Current

Department Series Report

5: Education

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 1377 63:Monitoring of CDS (Child Development Services) Sites</p> <p>The agency keeps site monitoring records for 1) the comparison to next monitoring ability; and 2) federal review at time of my federal monitoring visit. 20 USC section 1412 sub-section 11 assigns responsibility to the State Educational Agency for general supervision of all educational programs for children with disabilities in the State. Maine Department of Education Reg. 180 reinforces that at Section 111 1v, 3.A(I)(c) and (d) (including data collection), and IV 4. The files include monthly reports of compliance with statutory deadlines for senior children, and site monitoring self-assessments and assessment compliance with chapter 180.</p>	Paper	12/12/2000	Years	5	Variable - See Description	2 Destroy Current
<p>Schedule #: 1380 62:Rulemaking for CDS (Child Development Services)</p> <p>The agency keeps a record of all agency, rulemaking for purposes of both: 1) recording the APA process which was followed in promulgating the rule; and (2) historical records of policy development against legislative changes that might have occurred.</p>	Paper	12/12/2000	Years	5	Variable - See Description	2 Destroy Current
<p>Schedule #: 1381 65#:Maine Educational Assessment Test</p> <p>In the school year 1985-1986 Maine began testing students in grades 4, 8, and 11 in various subject areas: science, reading, social studies, visual and performing arts; in 1994 a health education assessment test was added for grades 4 and 8. The testing forms change from year to year. Files include sample test from 1984.</p>	Paper	12/19/2000	Years	3	Years	0 Archives Current
<p>Schedule #: 1381 66:Maine Educational Assessment Writing Assessments</p> <p>These are writing assessment of students' work in grades 4, 8, & 11, throughout Maine. Included in the folders is a writing prompt, scoring guide and sample of student work.</p>	Paper	12/19/2000	Years	3	Years	0 Archives Current
<p>Schedule #: 1381 67:Maine Educational Assessment Technical Appendices</p>						

Department Series Report

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>These are technical analysis of the Maine Educational Assessments. The technical appendices provide a statistical analysis of the raw student population data. Paper records were retained until 2016.</p> <p>Archival digital records will be retained by the agency until records are considered closed and have fulfilled their In Agency retention time. After the In Agency retention time is met, records will be transferred to LibSafe, the Maine State Archives digital preservation system.</p>	Digital File	1/6/2026	Permanent or Indefinite	0	Archives	Current
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<p>Schedule #: 1382 68#:Payroll Records of Child Development Services</p> <p>Final payroll registers and copies of W-2's, and Federal Form 941 quarterly report and State Quarterly report of employees who do not work for the state, but for Child Development Services</p>	Paper	12/19/2000	Years	2	Years	58 Destroy Current
<hr/>						
<p>Schedule #: 1386 69:Child Count (Child Development Services)</p> <p>The Child Count is reported to the U.S. Department of Education, Office of Special Education each year. Until 2 years ago it was the basis upon which our federal grant award was determined. On a State level we have the actual children's names, birth dates and related services for all children birth through age 5 that have been tested and meet the criteria to receive help from Child Development Services.</p>	Paper	12/20/2000	Years	5	Years	2 Destroy Current
<hr/>						
<p>Schedule #: 1412 74:Students Aged-Out Records</p> <p>These records are the permanent student record for State Wards and State Agency Clients. The DOE, as custodian, applies the same retention period for these student records as it does for student records maintained by local school systems required by Chapter 101, Section 12.10 which states: The School Administrative Unit (SAU) shall inform parents when SAU has determined that education records are no longer needed to provide educational services to the student or to demonstrate that the SAU has provided the student a free appropriate public education as provided by the rules. Such records must be destroyed at the request of the parents or may be turned over to parents upon request. However, a permanent record of a student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed shall be maintained without time limitations. Education records pertaining to students with disabilities may be useful in the future to the student or their parents if application is made for Federal benefits.</p>	Paper	11/14/2001	Years	2	Years	3 Destroy Current

Department Series Report

5: Education

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 1413 73:EF-S-01 Reports-Request for Approval of Placement of Exceptional Students</p> <p>The EF-S-01 report, Request for Approval of Placement of Exceptional Students, is a profile of where the student was placed; special purpose private school or hospital with an educational component. The reports are used by the State Office of Special Services for student tracking for out-of-district placements. When a student moves to a different school district that district is required to complete the report and submit it to the DOE. Information found in the EF-S-01 report includes the name of the sending school, the student's name, birth date, and legal address. Whether the student is a State Ward or State Agency Client, the district is responsible for maintaining a record of the student's primary disability, where the student will be attending, and submitting that information to the State. These records are also used for placement information in due process hearings.</p>	Paper	11/14/2001	Years 2	Years 8	Destroy	Current
<p>Schedule #: 1414 75:EF-S-07 Report-Request for Subsidy Allocation of Tuition and Board for Exceptional Children</p> <p>The EWF-S-07 Report, Request for Subsidy Allocation of Tuition and Board for Exceptional Children, is a financial document directly related to out-of-district placement reported in EF-S-01 Report-Request for Approval of Placement of Exceptional Students. The EF-S-07 Report provides financial data for placement of students who are tuitioned to approved programs operated by another school administrative unit, public or private regional day treatment program, private academy, or approved special purpose private school districts (day or residential, whether in state or out of state). School districts are required to provide the name of the student, the school system to which the student is tuitioned, the expenditures during the period to July 1 to June 30, and submit that information to the DOE. The report is used by the Department for allowable expenditures. The report is used to determine subsidy for special education and is needed by the Commissioner of Education, the State Board of Education and the Legislature in December of each year.</p>	Paper	11/14/2001	Years 2	Years 8	Destroy	Current
<p>Schedule #: 1415 76:EF-02 Report-Special Education Program Report</p> <p>The EF-S-02 report, Special Education Program Report, is a financial document of salary and benefit costs of certified professionals, assistants and aides or person contracted to perform a special education service. The report is submitted by school administrative units to the Department of Education and provides financial information of annual claims for state subsidy of allowable special education expenses for each unit collected by law and calculated by Management Information Systems. This report is used for subsidy purposes in conjunction with the School Financial Report (EF-M-45) required by Title 20-A, Section 6151.</p>	Paper	11/14/2001	Years 2	Years 5	Destroy	Current

Department Series Report

5: Education

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 2132 3:Higher Education Degree-Granting Application Records</p> <p>This series includes records related to degree-granting authority requests to the State Board of Education and the Department of Education. This includes application materials and response letter.</p> <p>Mixed media includes both paper and digital file.</p>	Mixed	3/27/2019	Years 10	No Retention 0	Destroy	Current
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712#:Office of Higher Education and Educator Support Services						
<p>Schedule #: 1206 1A:Schools No Longer Doing Business College/Postsecondary School Non-Academic Records</p> <p>Maine law requires closed colleges, universities, and postsecondary schools to provide the Department of Education with all student academic transcripts/records. These records are used by former students of the school(s) seeking admission to another school. As verification of education for employment etc. Only non-academic information, financial information, brochures, etc. are included in these files.</p>	Paper	7/25/1996	Years 5	No Retention 0	Destroy	Current
<hr/>						
<p>Schedule #: 1206 1B:Schools No Longer Doing Business College/Postsecondary School Academic Records</p> <p>Maine law requires closed colleges, universities, and postsecondary schools to provide the Department of Education with all student academic transcripts/records. These records are used by former students of the school(s) seeking admission to another school. As verification of education for employment etc. Only academic transcripts (no financial information is included in these files).</p>	Roll Microfilm	6/11/2001	Years 5	Years 70	Destroy	Current
<hr/>						
<p>Maine law requires closed colleges, universities, and postsecondary schools to provide the Department of Education with all student academic transcripts/records. These records are used by former students of the school(s) seeking admission to another school. As verification of education for employment etc. Only academic transcripts (financial information is not included in these files).</p>	Paper	6/11/2001	Years 5	Years 70	Destroy	Current
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<p>Schedule #: 1369 2:Licensed Proprietary Schools</p>						

Department Series Report

5: Education

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Some schools have lapses in licensure which is required annually, on a calendar year basis. When re-licensure is sought by a previously licensed entity, we need the original materials to base a licensing decision upon. Documents included are: initial application, initial inspection certificates (health and safety), surety bonding, school policies regarding student records, refund policy, enrollment contracts and career placement. Records are used by the higher education specialist who has the responsibility for all for-profit proprietary schools.	Paper	11/21/2000	Years 2	Years 5	Destroy	Current

715#:Office of School and Student Supports

Schedule #: 2218 1:Commissioner Review of Denied Superintendent Agreement Request

Under 20-A M.R.S. §5205(6) a student may transfer from one school administrative unit (SAU) to another upon agreement of the superintendents. If one or both of the superintendents denies the transfer request, the parent/guardian (or the student if age 18 or emancipated minor) has the right to petition the Commissioner of the Department of Education to review the denied transfer. The Commissioner is to provide a written decision to the requester and to the superintendents. The Commissioner's decision may be appealed to the Maine State Board of Education. This series is for records associated with the Department's role in this process. This includes the initial request, the written decision, and communications with the parties involved in the matter. The record retention period starts when the written decision of the Commissioner is sent to the involved parties or the request for review is withdrawn.	Mixed	6/3/2021	Years 6	No Retention 0	Destroy	Current
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716#:Office of Special Education

Schedule #: 232 11#:Special Education Student Records

File consists of correspondence and actual students record cards for students with intellectual or developmental disabilities.	Paper	10/5/2021	Years 3	Years 5	Destroy	Current
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Schedule #: 1237 63#:Parent/School Complaints, Mediations, and Hearings

If a parent or school complains of special education compliance this office sends out an investigator to gather facts and records. After completing investigations a decision is rendered. There is then a appeal process. Hearing officer turns in all records after their final decision and this office must keep for possible appeal. Files contains: Appointment letter by the commissioner, complaint letter, summary sheet, decision, and related correspondence.	Paper	1/8/2002	Years 3	Years 7	Destroy	Current
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Department Series Report

5: Education

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 1385 64:IDEA (Individuals with Disabilities Act) Discretionary Grants						
To improve the development of individual programs by providing school personnel and parents with knowledge of the State and Federal standards, regulations, learning results and their applications; and procedural safeguard requirements so selected school districts are in compliance.	Paper	12/20/2000	Years 2	Years 3	Destroy	Current
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717#:Office of Workforce Development and Innovative Pathways						
Schedule #: 273 14#:Business, Trade, and Technical School Licensing						
Contains correspondence, insurance company bonds, applications, etc.	Paper	4/3/1979	Years 3	No Retention 0	Destroy	Current
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Schedule #: 273 15#:Correspondence School Licensing						
Bonding of school and licensing of individual solicitors.	Paper	4/3/1979	Years 3	No Retention 0	Destroy	Current
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Schedule #: 273 16#:On-the-Job Training Programs for Veterans						
Applications, training agreements, program outlines, correspondence.	Paper	4/3/1979	Years 3	No Retention 0	Destroy	Current
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Schedule #: 273 17#:High School Diploma Program for Veterans						
Applications, curriculum outlines, and other correspondence.	Paper	4/3/1979	Years 3	No Retention 0	Destroy	Current
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Schedule #: 273 18#:Post Secondary Educational Programs for Veterans						
Applications, curriculum outlines, and other correspondence.	Paper	4/3/1979	Years 3	No Retention 0	Destroy	Current
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Schedule #: 560 19#:GED Card File-High School Completion Program						

Department Series Report

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Contains 3x5 cards with name of person awarded General Equivalency Diploma for High School. Also contains test scores, address, date of birth, certificate number. Used as a permanent record of equivalency.	Paper	9/18/1986	Years 100	No Retention 0	Destroy	Current
Schedule #: 560 20#:Programs-High School Completion Program						
Contains descriptions of programs for High School completion statewide, results of program reviews if any, and correspondence and other related documents. Used to monitor and assess local programs.	Paper	9/18/1986	Years 2	No Retention 0	Destroy	Current
Schedule #: 560 21#:Correspondence - High School Completion Program						
Contains correspondence to and from the general public concerning High School Completion Programs. Used as information and reference.	Paper	9/18/1986	Years 2	No Retention 0	Destroy	Current
Schedule #: 560 22#:Record of Issuance - High School Completion Program						
Contains: Sheet (un-numbered) listing certificate number, name, address, certificate date, fee, test scores, and average. Used as official record of certificates (GED) issued.	Paper	9/18/1986	Years 100	No Retention 0	Destroy	Current
Schedule #: 560 23#:Tests - High School Completion Program						
Contains answer sheets from 5 tests given to assess High School educational equivalence of participants. Scores are transferred to the GED card file and Record of Issuance.	Paper	9/18/1986	Years 1	No Retention 0	Destroy	Current
Schedule #: 560 24#:Administrative File - High School Completion Program						
Contains contracts for tests, travel vouchers, attendance records, performance evaluations, and other related correspondence and documents.	Paper	9/18/1986	Years 2	No Retention 0	Destroy	Current
Schedule #: 597 25#:External Credit Options Program - Adult Education						
Contains applications for site program; approvals; end-of-year reports and correspondence.	Paper	8/18/1986	Years 5	No Retention 0	Destroy	Current

Department Series Report

5: Education

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 597 26#:H.S. Diploma Program - Adult Education</p> <p>Correspondence with Adult Education program.</p>	Paper	8/18/1986	Years 5	No Retention 0	Destroy	Current
<p>Schedule #: 597 27#:Project Adult Literacy - Adult Education</p> <p>3 year project funded by 111th Legislature, for Androscoggin, Somerset and Washington Counties. Contains proposal, award letter, end-of-year report, correspondence relating to project, also contains reports from program administrator. Retention counted from program completion.</p>	Paper	8/18/1986	Years 2	No Retention 0	Destroy	Current
<p>Schedule #: 598 28#:Correspondence with Local Adult Ed Programs-Division Director</p> <p>Contains program reviews; notification of funding; program outlines; correspondence. Used to assess and monitor programs.</p>	Paper	8/18/1986	Years 5	No Retention 0	Destroy	Current
<p>Schedule #: 598 29#:Administrative File - Division Director</p> <p>Contains mission statements; employee memos; performance appraisals; requests for out-of-state travel; rule-making procedures; correspondence and related documents. Used to conduct the daily administrative functions of the Division. Destroy personnel records 2 years after termination; all other records as below.</p>	Paper	8/18/1986	Years 3	No Retention 0	Destroy	Current
<p>Schedule #: 598 30#:Resource File - Division Director</p> <p>Contains Vocational Technical Institutue programs; Vocational Education Act; Legislation; Congressional correspondence; Adult Education Criteria; Apprenticeship Programs; correspondence; and other related documents. Used as Information and reference resource on programs.</p>	Paper	8/18/1986	Years 3	No Retention 0	Destroy	Current
<p>Schedule #: 598 31#:Waivers - Division Director</p> <p>Contains waivers granted by the State to persons under age 18 to participate in Adult Education programs.</p>	Paper	8/18/1986	Years 4	No Retention 0	Destroy	Current
<p>Schedule #: 598 32#:Staff Development - Division Director</p>						

Department Series Report

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Contains workshops; conferences; out-of-state staff development; Bureau-Director meetings; Commissioner's Task Force; correspondence and other related documents. Used to improve and enhance staff capabilities.	Paper	8/18/1986	Years 2	No Retention 0	Destroy	Current
Schedule #: 598 33#:Management Reports - Division Director						
Contains computer printed reports based on reports submitted by all sites conducting Adult Education Programs. The reports are varied and some are one time reports based on management request. Used to assist management in their monitoring and evaluation of Adult Education Programs. Retain until outdated.	Computer Printout	8/18/1986	Destroy When Updated	No Retention 0	Destroy	Current
Schedule #: 598 34#:Year End Report - Division Director						
Contains Form #EF-X-132 and all previous and subsequent editions of this form which is a Request for Subsidy. The form contains the name of unit; signature of Supt. of Schools, and Director of Adult Education; total expenditures for Administration, Instructional Salaries, and other minor categories. Used to determine State subsidies to Adult education facilities.	Paper	8/18/1986	Years 7	No Retention 0	Destroy	Current
Schedule #: 598 35#:Estimated Expenditures - Division Director						
Contains Form #EF-X-172 and all prior and subsequent editions of this form. This form is a mid-year Certification of expenditures from local Adult Education sites, the information is compiled and presented to the Legislature annually by the Commissioner of Education per statute.	Paper	8/18/1986	Years 7	No Retention 0	Destroy	Current
Schedule #: 598 36#:Estimate of Expenditures - Division Director						
Contains Form EF-X-133 mand all previous and subsequent editions of this form. Used as an application for Adult Educational Subsidies from the State. Contains estimates of expenditures for the coming year.	Paper	8/18/1986	Years 7	No Retention 0	Destroy	Current
Schedule #: 910 37#:General Educational Development Test Cards						
General Educational Development permanent record cards. One card for each person who takes a GED contains scores.	Paper	1/14/1991	Years 50	Years 30	Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
717S:Office of Workforce Development and Innovative Pathways - Support Systems Team						
Schedule #: 1030 32#:Leases (Department of Education)						
Local school administrative units must have Dept. of Education approval in order to lease space. The lease file contains copies of the Request for Approval of Leases form, the lease agreement (if new lease) and the Approval of Lease form. Keep in agency 2 years after lease expires.	Paper	4/2/1993	Years 2	No Retention 0	Destroy	Current
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Schedule #: 1618 39#:Maine Family Literacy Initiative (MEFLI) Federal Grant						
The Maine Family Literacy Initiative (MEFLI) is funded by the Barbara Bush Foundation for Family Literacy. The Maine Department of Education maintains the records to document the type of program funded, curriculum, and how the money was spent. The records are used by the Program Administrator at MDOE for training new program and financial accountability to the Barbara Bush Foundation. Typical file includes an application, 6 month and 12 month reports, and financial reports.	Paper	10/18/2004	Years 1	Years 2	Archives	Current
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Schedule #: 1620 40#:Even Start Federal Grants						
Even start is a federally funded family literacy program under the No Child Left Behind Act. Records are retained to document the allowable 4 year grant cycle and typically include all financial reports, contracts, applications, correspondence, and outcome/data reports associated with the individual projects. The information is used by the Program Administrator at MDOE for accountability.	Paper	10/18/2004	Years 1	Years 2	Destroy	Current
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