

# State of Nevada Charter School Authority

Version Date: 09/18/2013

## **2011029 State Sponsored Charter School Reports: Annual**

Reviewed: 10/19/2011

Description: These records document the annual and three year reports from state sponsored charter schools (See NRS 386.590, NRS 386.610, NAC 386.350 and 386.410). The files may contain but are not limited to: Annual Progress/Compliance reports (NRS 386.590, NRS 386.610, and NAC 386.410); Three year report (NRS 386.610 and NAC 386.350) and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years from the end of the school year to which they pertain.

Disposition: Permanent: Transfer to State Archives

## **2011030 State Sponsored Charter School Reports: Program**

Reviewed: 10/19/2011

Description: These records document the administration of the state sponsored charter school program (See NRS chapter 386 and NAC chapters 386 and 387). The files may contain but are not limited to: OSHA inspections; Governing body reports (NAC 387.345); Facility changes (NAC 386.210); Contract reports; Pupil services (NRS 388.846); Copies of minutes (NAC 386.345); Licensed employees (NRS 386.590) and; Related correspondence Note: some of these reports may be filed with the related charter school records.

Retention: Retain these records for a period of three (3) calendar years from the end of the school year to which they pertain.

Disposition: Destroy Securely

## **2011031 State Sponsored Charter Schools (Approved)**

Reviewed: 10/19/2011

Description: These records are used to monitor the continued operation of state sponsored charter schools (See NRS and NAC chapter 386 and 387) sponsored by the Authority. The records may contain but are not limited to: Application and related documentation, including amendments; Written agreement; Monitoring / compliance / fiscal reports (See NRS and NAC chapters 386 and 387) and supportive documentation; Written notice of changes and; Related program correspondence

Retention: Retain these records for a period of six (6) calendar years from the expiration, revocation or other closure of the charter school.

Disposition: Permanent: Transfer to State Archives

## **2011032 State Sponsored Charter Schools (Denied)**

Reviewed: 10/19/2011

Description: These records document the denied applications for state sponsored charter schools (See NRS and NAC chapter 386) requesting sponsorship by the Authority. The files may contain but are not limited to: Application; Written agreement; Investigation and determination documentation; Appeal and hearing records and; Related program correspondence

Retention: Retain these records for a period of three (3) calendar years from the date of denial.

Disposition: Destroy Securely