

State of Nevada EDU: Office of Career, Technical and Adult Education

Version Date: 10/16/2013

1987013 Adult Basic Education Program Files

Reviewed: 10/21/2009

Description: These records document the Adult Basic Education Program (See 34 CFR Part 461). The records may contain but are not limited to: Program plans; Associated documentation, and; Related correspondence

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

Disposition: Destroy Securely

2009055 Adult High School, Alternate and Distance Education Program Files

Reviewed: 10/21/2009

Description: These records are used to administer and document the Adult High School Program (See NRS 387.123 and NAC 387.190 to 330), the Alternative Education Program (See NRS 388.537 and NAC 388.500 to 388.520) and the State Distance Education Program (See NRS 388.874 and 388.838 and NAC 387.193, NAC 388.800 to 388.860). The records may contain but are not limited to: Program plans, modifications and associated documentation; Applications and associated documentation; Approval/denial documentation; Monitoring and technical assistance documentation; Reports, and; Related correspondence

Retention: Retain these records for a period of three (3) fiscal years from the expiration of the approved program or date of denial.

Disposition: Destroy

1987005 Career and Technical Education Program Files

Reviewed: 10/21/2009

Description: These records document the Carl D. Perkins Career and Technical Education Program (See 34 CFR Part 403). The records may include but are not limited to: Program Plans; Associated documentation, and; Related Correspondence

Retention: Retain these records for a period of three (3) federal fiscal years, from the end of the grant period to which they pertain.

Disposition: Destroy Securely

1987008 Career and Technical Student Organizations File

Reviewed: 8/25/2009

Description: These records are used to administer and document state sponsored youth organizations of national vocational school clubs. The records may contain but are not limited to: Annual reports; Meeting minutes; Scrapbooks, journals, albums, histories, etc.; Awards; Similar documentation, and; Related correspondence Note; fiscal records should be retained according to the General Records Retention and Disposition Schedules.

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

Disposition: Permanent: Transfer to State Archives

2009056 Distance Education Course Approval Files

Reviewed: 10/21/2009

Description: These records document the review and approval or denial of courses for the State Distance Education Program (See NRS 388.834 and 388.838 and NAC 388.820 to 388.825). The records may contain but are not limited to: Applications and associated documentation (including renewals); Approval/denial documentation, and; Related correspondence

Retention: Retain these records for a period of three (3) federal fiscal years from the expiration of the approved course or date of denial.

Disposition: Destroy

1987010 G.E.D. Administration Files

State of Nevada EDU: Office of Career, Technical and Adult Education

Version Date: 10/16/2013

Reviewed: 10/21/2009

Description: These records document the administration of testing centers and investigate loss of material and security problems. The records may contain but are not limited to: Test loss and irregularities documentation; Associated documentation, and; Related correspondence

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

Disposition: Destroy Securely

1987011 G.E.D. Official Reports of Test Results

Reviewed: 10/22/2009

Description: These are the records of individuals who have received General Education Development Certificates prior to 2002 under the supervision of the State Board of Education (See NRS 385.445 et seq.). The record includes but is not limited to: Test results; Official Transcripts

Note: Since 2002, GED test have been scored by the Oklahoma Scoring Service (OSS) and maintained on an international database, which has been approved by the State Board of Education in accordance with NAC 385.404. All of the old paper based records have been imaged and microfilmed with a copy sent to the State Archives.

Retention: Retain these records for a period of fifty (50) calendar years from the date of the test.

Disposition: Destroy Securely

2009057 Requests for Transcripts

Reviewed: 10/22/2009

Description: These records document requests for GED transcripts from the records maintained by the Department of Education (See RDA 1987011) and from the OSS database. The records may contain but are not limited to: Requests (includes personal identifying information); Request Log, and; Related correspondence

Retention: Retain these records for a period of one (1) calendar year from the end of the calendar year to which they pertain.

Disposition: Destroy Securely