

State of Nevada Approved Records Retention and Disposition Schedule

EDU: Office of Career Readiness, Adult Learning and Education Options

Schedule ID # 320901

Version Date: 5/8/2019

This version supersedes all previous versions.

1987013 Adult Basic Education Program Files

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 for three (3) federal fiscal years from the end of the federal fiscal year in which the grant period ended.

Disposition: Destroy Securely

2009055 Adult High School, Alternate and Distance Education Program Files

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

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 for three (3) federal fiscal years, from the end of the federal fiscal year in which the grant period ended.

Disposition: Destroy Securely

1987008 Career and Technical Student Organizations File

Description: These records 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, associated documentation, and related correspondence.

Retention: Retain for three (3) school years from the end of the school year in which they were submitted.

Disposition: Permanent: Transfer to State Archives

2018033 Compliance Review for Federal Funding Accessibility

Description: These records document civil rights Local Education Agency (LEA) compliance monitoring. The records may contain but are not limited to: compliance reports, voluntary compliance plans, photographs of facilities, associated documentation, and related correspondence.

Retention: Retain for three (3) federal fiscal years from the end of the federal fiscal year in which the review was completed.

Disposition: Destroy Securely

1987010 High School Equivalency Administration Files

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 for three (3) calendar years from the end of the calendar year in which the investigation was completed.

Disposition: Destroy Securely

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2018034 Quality Program Reviews

Description: These records document the Quality Program Standards and Review requirements per NAC 389. The records may contain but are not limited to: annual reports, on-site reports, requests, request logs, associated documentation, and related correspondence.

Retention: Retain for six (6) school years from the end of the school year in which the review was completed.

Disposition: Destroy Securely