

Education and Public Programs - School and Teacher and Distance Learning

This schedule applies to records in all formats

item #	Record Title	Description	Retain in Office	Retain in Archives	Total	Comments
1	Administrative Files, routine	A) Calendars, diaries, employment applications and related correspondence (including internship and volunteer applications), inventories of supplies and equipment, leave applications, mailing lists, personnel files, phone logs, purchase orders for routine purchases, requests for service, research materials, supply/vendor catalogs, telephone directories, time cards and sheets, training files, travel vouchers	A	0	A	
		B) Budget working papers and details	7 Years	0	7 Years	
2	Client Database	Database used to keep track of schools, teachers, and distance learning clients	*P	0	*P	Yearly statistics are contained in the Annual Report
3	Client Lists	Reports taken from the Client Database	A	P	P	Send yearly reports from the database to the archives. Reports can be electronic.
4	Contact Database	General Contact Database	*P	0	*P	Built by Linda Wetzel in Microsoft Access

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5	Distance Learning Lesson Plans	Lesson plans for distance learning programs	A	P	P	Retained permanently in the library as cataloged items. Recordings of Distance Learning sessions are considered routine and not retained in the archives.
6	Grant Administrative Files for grants received		A + 5 years	P	P	
7	Policy Statements		A	P	P	Can be sent electronically when superseded.
8	Procedure manuals and statements		A	P	P	Can be sent electronically when superseded.
9	School and Teacher Services Records	Project files of School and Teacher Services including curriculum development, Art to Go, Educator's Academy, and John Hay High	A + 5 years	P	P	