



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of Adult Learning and Rehabilitation Services

Division: Learning Services

Sub-Section:

TITLE: Administrative Disbursement Files

CUTOFF: End of federal fiscal year in which disbursements completed

DESCRIPTION: Documentation regarding the expenditure of federal grant money to fund the Vocational Rehabilitation program. Records include, but are not limited to, employee expense accounts, Old-Age and Survivors Insurance (OASI) monthly disbursement records, case service disbursements, payment requisition files, and vendor's invoice files. Records maintained pursuant to 2 CFR 200.333.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22383

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Annual Vocational Rehabilitation Program Cost Report

CUTOFF: End of federal fiscal year

DESCRIPTION: Rehabilitation Services Administration annual report submitted to the U.S. Department of Education detailing the fiscal state of the Vocational Rehabilitation Program. Records include, but are not limited to, administrative and labor costs, cost of services, and supply costs incurred by the department. Records created pursuant to 34 CFR 361.40.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22380

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of Adult Learning and Rehabilitation Services

Division: Learning Services

Sub-Section:

TITLE: Civil Rights Compliance Reviews

CUTOFF: End of federal fiscal year in which review completed

DESCRIPTION: Documentation relating to the review of local educational institutions that receive federal funds, and offer career and technical education programs, to ensure compliance with Title VI of the Civil Rights Act of 1964. Records include, but are not limited to, interviews, classroom observations, review of records and policy, and campus tours. Records are produced pursuant to 34 CFR 100.7.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22379

SERIES STATUS: Approved

APPROVAL DATE: 5/13/2019

TITLE: Client Case Files

CUTOFF: End of state fiscal year in which case closed

DESCRIPTION: Documents relating to the rehabilitation of clients. Records include, but are not limited to, identifying information, medical information, and copies of authorizations for services provided.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 22378

SERIES STATUS: Approved

APPROVAL DATE: 5/13/2019

TITLE: Hearing Records

CUTOFF: End of state fiscal year

DESCRIPTION: Clients' grievances which have resulted in formal hearings and their findings. Records include, but are not limited to, grievances, hearing information, and information regarding resolution of grievance.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22385

SERIES STATUS: Approved

APPROVAL DATE: 5/13/2019



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Department: Department of Elementary and Secondary Education

Section: Office of Adult Learning and Rehabilitation Services

Division: Learning Services

Sub-Section:

TITLE: State Plan-Vocational Rehabilitation

CUTOFF: EOFFY

DESCRIPTION: State plan describing the method of operation for the Vocational Rehabilitation Program. Records include, but are not limited to, an overview of the plan, strategic planning elements, operational planning elements, and economic and workforce development activities analysis. Records created in compliance with the Workforce Innovation and Opportunity Act (WIOA).

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22376

SERIES STATUS: Approved

APPROVAL DATE: 5/13/2019

TITLE: Vocational Rehabilitation and Disability Determination Program Surveys

CUTOFF: End of calendar year in which survey completed

DESCRIPTION: Documentation regarding the satisfaction of clients and claimants with the program. Records include, but are not limited to, identifying information of clients, satisfaction with Vocational Rehabilitation staff, and suggestions for improving the program.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22384

SERIES STATUS: Approved

APPROVAL DATE: 5/13/2019