



Agency Records Disposition Schedule

Department: Department of Elementary & Secondary Education

Section: Office of Adult Learning & Rehabilitation Services

Division: Learning Services

Sub-Section:

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, authorizations for services provided, and records of client grievances that do not result in a formal client grievance hearing.		RETENTION: Years: 7 Months: 0 Days: 0	
NOTES: For client grievances that result in a formal client grievance hearing, see series 22385.		DISPOSITION ACTION: HIPAA-Compliant Destruction	
SERIES: 22378	SERIES STATUS: Approved	APPROVAL DATE:	7/31/2024
TITLE: Client Grievance Hearing Records		CUTOFF: End of State Fiscal Year in Which Grievance Is Resolved	
DESCRIPTION: Records of client grievances which resulted in formal hearings held by the department's contracted hearing officers. Records include, but are not limited to, grievances, hearing information, findings, and information regarding resolution of grievance.		RETENTION: Years: 25 Months: 0 Days: 0	
NOTES: For client grievances that do not result in a formal hearing, see series 22378.		DISPOSITION ACTION: Destroy	
SERIES: 22385	SERIES STATUS: Approved	APPROVAL DATE:	7/31/2024
TITLE: Veteran Education and Training Program Files		CUTOFF: When File is Superseded or Outdated	
DESCRIPTION: Veteran education and training program records for participating schools and on-the-job training and apprenticeship programs. Records include, but are not limited to: school or establishment applications; official approval actions; supervisor reports; evaluations; contracts; and other correspondence related to the approval of courses, apprenticeships and other on-the-job training; Veterans Affairs (VA) compliance reports required by 38 U.S.C. 3674(a)(3). Records retained per VA Manual M22-4, Part 9, Chapter 8, Section 8.01(d).		RETENTION: Years: 7 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 21994	SERIES STATUS: Approved	APPROVAL DATE:	7/31/2024