



Agency Records Disposition Schedule

Department: Department of Elementary & Secondary Education

Section: Office of College & Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Career Technical Education (CTE) Programs or Career Pathway Expansion Records

CUTOFF: End of State Fiscal Year

DESCRIPTION: Records of Career and Technical Education (CTE) Programs which develop career awareness with academic core teachers in industry and business settings. Records include, but are not limited to: operational and recertification records, and applications and supporting documentation from local education agencies for the creation of new or expanded CTE programs. Records created pursuant to Sections 161.092(9) and 162.1115 RSMo and 5 CSR 20-100.125, Appendix A, TL1J.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22047

SERIES STATUS: Approved

APPROVAL DATE: 7/31/2024

TITLE: Civil Rights Compliance Reviews

CUTOFF: End of Federal Fiscal Year in Which Review Completed

DESCRIPTION: Documentation relating to the review of local education institutions that receive federal funds and offer career and technical programs. Records include, but are not limited to, reports of activities and findings of collected and analyzed civil rights data, and periodic compliance reviews and investigations. Records are produced in compliance with 34 CFR Appendix-B-to-Part-100 II.B.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22379

SERIES STATUS: Approved

APPROVAL DATE: 7/31/2024



Agency Records Disposition Schedule

Department: Department of Elementary & Secondary Education

Section: Office of College & Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Missouri High School Equivalency Test Certificate Records

CUTOFF: End of Calendar Year

DESCRIPTION: Records of high school diploma equivalency credential tests. Records include, but are not limited to: records of the General Educational Development Test (GED) or High School Equivalency Test (HiSET).

RETENTION: Years: 75 Months: 0 Days: 0

NOTES: The HiSET replaced the GED starting January 2014.

DISPOSITION ACTION: Destroy

SERIES: 21973

SERIES STATUS: Approved

APPROVAL DATE: 7/31/2024

TITLE: Student Organization Financial Records and Budgets

CUTOFF: End of State Fiscal Year

DESCRIPTION: Fund records of Career and Technical Student Organizations (CTSOs) educational program activities that are approved by the department. Records created pursuant to 161.106 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22017

SERIES STATUS: Approved

APPROVAL DATE: 7/31/2024
