

# 292A-EDUCATIONAL APPROVAL BOARD

Dept #: /EAB/ Department Name: EDUCATIONAL APPROVAL BOARD

RDA #	RDA Title	Retention	Disposition	PII
<u>00001000.</u>	<u>MINUTES OF AGENCY MEETINGS</u>  The Official Record Of All Meetings Of The Educational Approval Board, And Its Predecessors, Held Under Wis. Stats. S. 38.51, Including The Minutes Of Board Actions.  The Agency Existed As The Governor'S Educational Advisory Committee From 1944 To 1966; Its Name Was Changed To Educational Approval Council On July 1, 1966, And Revised To Educational Approval Board In 1968. Since Its Inception The Agency Has Approved And Supervised Schools And Courses For Training Of Veterans Under Various Federal Laws Pertaining To Veterans; It Has Also Licensed Private Vocational, Business, And Correspondence Schools (For-Profit) Since 1957 And Has The Responsibility For Licensing Private School Agents (Solicitors) Since 1964. In 1992 The Agency Began Licensing Certain Private Non-Profit Educational Institutions.  Evt=Microfilmed.	<u>EVT+2</u>	<u>DEST</u>	<u>N</u>
<u>00001A00.</u>	<u>MINUTES OF AGENCY MEETINGS</u>  The Official Record Of All Meetings Of The Educational Approval Board, And Its Predecessors, Held Under Wis. Stats. S. 38.51, Including The Minutes Of Board Actions.  The Agency Existed As The Governor'S Educational Advisory Committee From 1944 To 1966; Its Name Was Changed To Educational Approval Council On July 1, 1966, And Revised To Educational Approval Board In 1968. Since Its Inception The Agency Has Approved And Supervised Schools And Courses For Training Of Veterans Under Various Federal Laws Pertaining To Veterans; It Has Also Licensed Private Vocational, Business, And Correspondence Schools (For-Profit) Since 1957 And Has The Responsibility For Licensing Private School Agents (Solicitors) Since 1964. In 1992 The Agency Began Licensing Certain Private Non-Profit Educational Institutions.  One Copy Of The Negative Is Retained By The Educational Approval Board.  The Microfilm Security Negative Is Transferred To The State Historical Society.	<u>CR+10</u>	<u>SHSW</u>	<u>N</u>
<u>00002000.</u>	<u>RECORDINGS OF MEETINGS</u>  Audio Recordings Of Meetings Of The Educational Approval Board, Held Under Wis.Stats., S. 38.51. The Agency Existed As The Governor'S Educational Advisory Committee From 1944 To 1966; Its Name Was Changed To Educational Board In 1968. Since Its Inception The Agency Has Approved And Supervised Schools And Courses For The Training Of Veterans Under Various Federal Laws Pertaining To Veterans; It Has Also Licensed Private Vocational, Business, And Correspondence Schools Since 1957 And Has Had Responsibility For Licensing Private School Agents (Solicitors) Since 1964.  Retain Two Months Or Until Minutes Are Prepared, Whichever Is Later, Then Reuse Tapes.	<u>CR+0/2</u>	<u>DEST</u>	
<u>00003000.</u>	<u>HEARING FILES</u>  All For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology), Located In Wisconsin Or Elsewhere, Which Offer Vocational Courses To Wisconsin Residents And The Representatives Of Those Schools Who Solicit Enrollments Within Wisconsin Are Required To Be Approved By The Educational Approval Board..  This Record Series Is The Official Record Of All Contested Case Hearings Held Under Wis. Stats. 38.51 By The Agency Or Its Designee, Including, But Not Limited To, Transcripts (If Prepared), Copies Of Notices Of Hearing, Exhibits, Agency Decisions And Related Correspondence.	<u>EVT+5</u>	<u>DEST</u>	

RDA # RDA Title Retention Disposition PII

The Files Are Organized By Docket Numbers, Which Are Assigned In Numeric Order Within The Following Three Groups; Student (St-1), Solicitor (Sol-) And School (Sch-).

Retain Five Years After Time Period For All Appeal Has Expired And Destroy.

**00004000.** **RECORDING OF HEARINGS** **EVT+0/2** **DEST**

All For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology), Located In Wisconsin Or Elsewhere, Which Offer Vocational Courses To Wisconsin Residents And The Representatives Of Those Schools Who Solicit Enrollments Within Wisconsin Are Required To Be Approved By The Educational Approval Board.

This Series Consists Of Audio Recordings Of Hearings Held By The Educational Approval Board Under Wis.Stats.,S.38.51.

Retain For Two Months After The Time Period For Appeals Has Expired And Destroy

**00005000.** **COMPLAINT FILES** **CR+7** **DEST**

All For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology), Located In Wisconsin Or Elsewhere, Which Offer Vocational Courses To Wisconsin Residents And Representatives Of Those Schools Who Solicit Enrollments Within Wisconsin Are Required To Be Approved By The Educational Approval Board.

This Series Includes Files For Complaints Received Regarding Schools Approved Under Wis.Stats.S.38.51, And Include But Are Not Limited To Related Correspondence With And About The School.

Retain 7 Years And Destroy.

**00006000.** **SCHOOL FILES - APPROVED** **CR+7** **SHSW**

All Schools Offering Veterans Training In Wisconsin And Their Courses Of Instruction Must Be Approved By The Educational Approval Board. All For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology), Located In Wisconsin Or Elsewhere, Which Offer Vocational Courses To Wisconsin Residents And Representatives Of Those Schools Who Solicit Enrollments Within Wisconsin Are Required To Be Approved By The Educational Approval Board.

This Record Series Includes The General Files For All Schools Currently Approved Under Title 38, U.S. Code, Or Wis.Stats.S. 38.51, Or Their Equivalents. The Files Include, But Are Not Limited To, The Schools' Original Applications For Approval, Applications For Renewal, Copies Of All Correspondence (Except That Pertaining To Complaints) With Or About The School, Inspection Reports And Copies Of The Official Notification Of Acceptance Of Eab Approval By The Veterans Administration (Va Form 22-1998 Or Its Equivalent).

If A School Becomes Unapproved, Its Entire Folder Is Transferred To Record Series 292A-00006A(School Files-Unapproved).

Retain 7 Years And Transfer To Shs.

**00006A00.** **SCHOOL FILES - UNAPPROVED** **CR+7** **SHSW**

All Schools Offering Veterans Training In Wisconsin And Their Courses Of Instruction Must Be Approved And Inspected By The Educational Approval Board. All For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology), Located In Wisconsin Or Elsewhere, Which Offer Vocational Courses To Wisconsin Residents And Representatives Of Those Schools Who Solicit Enrollments Within Wisconsin Are Required To Be Approved By The Educational Approval Board.

RDA # RDA Title Retention Disposition PII

This Record Series Includes The General Files For Schools Other Than Those Currently Approved Under Title 38, U.S. Code, Or Wis. Stats.S.38.51, Or Their Equivalents. The Files For Schools Which Were Formerly Approved Include, But Are Not Limited To, The Schools' Original Applications For Approval, Applications For Renewal, Correspondence (Except That Pertaining To Complaints) With Or About The School, Inspection Reports And Copies Of The Official Notifications Of Acceptance Of Eab Approval By The Veterans Administration (Va Form 22-1998 Or Its Equivalent). Files For Schools That Have Never Been Approved Include General Correspondence And Memoranda.

Retain 7 Years And Transfer To Shs.

**00007000.** **SCHOOL APPLICATIONS FOR RENEWAL OF APPROVAL** **CR+4** **SHSW**

Courses To Wisconsin Residents And Representatives Of Those Schools Who Solicit Enrollments Within Wisconsin Are Required To Be Approved By The Educational Approval Board. As A Condition For Continued Approval, The Schools Are Required To Submit Annual Applications For Renewal If The School Approval(Form Eab 1.07 Or Its Equivalent) To The Agency.

This Record Series Included Applications For Renewal Of Approval Which Has Been Superseded.

This Series Was Discontinued In 1986 And The Materials Which Would Have Been Inserted Into This Series Were Incorporated Into Record Series 292A-0000-6(School Files-Approved).

Retain 4 Years And Transfer To Shs.

**00008000.** **SCHOOL INFORMATION SUMMARY (ATTACHMENTS)** **CR+4** **DEST**

All For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology), Located In Wisconsin Or Elsewhere, Which Offer Vocational Courses To Wisconsin Residents And The Representatives Of Those Schools Who Solicit Enrollments Within Wisconsin Are Required To Be Approved By The Educational Approval Board.

As A Condition For Continued Approval, Schools Are Required To Submit Annual Applications For Renewal Of School Approval

This Record Series Consists Of duplicative copies of the attachments To Applications For Renewals Of School Approval. The Attachments Include General Information, Ownership Information And Course Information Regarding Each School. The Original Attachments Are Filed With The Applications For Renewal in record series 292A-0000-6.

**00008A00.** **SCHOOL INFORMATION SUMMARY (ATTACHMENTS)** **EVT** **DEST**

All For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology), Located In Wisconsin Or Elsewhere, Which Offer Vocational Courses To Wisconsin Residents And The Representatives Of Those Schools Who Solicit Enrollments Within Wisconsin Are Required To Be Approved By The Educational Approval Board.

As A Condition For Continued Approval, Schools Are Required To Submit Annual Applications For Renewal Of School Approval (Eab Form 1.07 Or Its Equivalent) To The Agency.

This Record Series Consists Of Machine Readable Files Of Information From The Attachments To Applications For Renewals Of School Approval, Record Series 292A-0000-8. The Attachments Include General Information, Ownership Information And Course Information Regarding Each School. The Original Attachments Are Filed With The Applications For Renewal Of Approval. The Machine Readable Files Are Stored On A Word Processing Disk And The Information Is Updated Or Deleted As Revised Information Is Received From The Schools. The Machine Readable Files Are Used To Produce The Wisconsin Directory Of

RDA # RDA Title Retention Disposition PII

For-Profit Postsecondary Schools (Available To The Public), To Produce Lists Of Approved Schools For In-Office Use By Eab Staff, And To Prepare The Applications For Renewal Of Approval To Be Sent Each Year To Each Approved School.

Retain 0 Years After Superseded And Reuse Block Of Memory On Word Processing Disk (Destroy).

**00009000.** **WISCONSIN DIRECTORY OF AUTHORIZED PRIVATE POSTSECONDARY SCH** **EVT+2** **DEST** **N**

This Records Series Title Was Formerly "Wisconsin Directory Of For-Profit Postsecondary Schools." The Records Series Title Was Changed Because Of Expanded Jurisdiction To Also Include Certain Private Non-Profit Educational Institutions. The Wisconsin Directory Of Authorized Private Postsecondary Schools Is A Listing Prepared By The Agency Of Private For-Profit And Certain Private Non-Profit Educational Institutions. It Also Lists The Type Of Programs Offered By The Schools Which Have Been Authorized By The Educational Approval Board To Do Business In Wisconsin. This Directory Is Produced Periodically And Is Available To The Public.

Evt=Microfilmed.

**00009A00.** **WISCONSIN DIRECTORY OF AUTHORIZED PRIVATE POSTSECONDARY SCH** **CR+10** **SHSW** **N**

This Records Series Title Was Formerly "Wisconsin Directory Of For-Profit Postsecondary Schools." The Records Series Title Was Changed Because Of Expanded Jurisdiction To Also Include Certain Private Non-Profit Educational Institutions. The Wisconsin Directory Of Authorized Private Postsecondary Schools Is A Listing Prepared By The Agency Of Private For-Profit And Certain Private Non-Profit Educational Institutions. It Also Lists The Type Of Programs Offered By The Schools Which Have Been Authorized By The Educational Approval Board To Do Business In Wisconsin. This Directory Is Produced Periodically And Is Available To The Public.

One Copy Of The Negative Is Retained By The Educational Approval Board.

The Microfilm Security Negative Is Transferred To The State Historical Society.

**00010000.** **LISTING OF PROGRAM FOR DIRECTORY** **EVT** **DEST**

All For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology), Located In Wisconsin Or Elsewhere, Which Offer Vocational Courses To Wisconsin Residents And The Courses Of Study Offered By Those Schools Are Required To Be Approved By The Educational Approval Board. All Schools Of Cosmetology And Their Programs Are Required To Be Approved By The Cosmetology Examining Board.

This Record Series Consists Of Machine Readable Files Stored On A Word Processing Disk Containing Cross-Listing Information On Programs Offered By For-Profit Postsecondary Schools Which The Educational Approval Board And The Cosmetology Examining Board Have Approved To Do Business In Wisconsin. These Files Are Used To Produce An Index Of The Programs Offered By Schools Listed In The Wisconsin Directory Of For-Profit Postsecondary Schools.

Retain 0 Years After Superseded And Destroy.

**00011000.** **QUARTERLY REPORT FILES** **CR+7** **DEST**

All For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology), Located In Wisconsin Or Elsewhere, Which Offer Vocational Courses To Wisconsin Residents And The Representatives Of Those Schools Who Solicit Enrollments Within Wisconsin Are Required To Be Approved By The Educational Approval Board.

As A Condition For Continued Approval, Schools Were Required To File Quarterly Reports. This Record Series Includes Material Submitted By Schools Approved Under Wis.Stats.S.38.51(10) To Meet Statutory Requirements For Quarterly Reports.

RDA # RDA Title Retention Disposition PII

This Series Was Discontinued In 1980.

Retain 7 Years And Destroy.

**00012000.** **SCHOOL FINANCIAL STATEMENTS** **CR+4** **SHSW**

All For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology), Located In Wisconsin Or Elsewhere, Which Offer Vocational Courses To Wisconsin Residents And Representatives Of Those Schools Who Solicit Enrollments Within Wisconsin Are Required To Be Approved By The Educational Approval Board. As A Condition For Continued Approval, The Schools Are Required To Submit Annual Statements To The Agency.

This Series Includes Financial Statements For All Schools Approved Under Wis.Stats.S.38.51(10).

Retain 4 Years And Transfer To Shs.

**00013000.** **INSTRUCTOR BACKGROUND** **CR+4** **DEST**

All For-Profit Vocational, Occupational And Technical Schools (Except Cosmetology), Located In Wisconsin Or Elsewhere, Which Offer Vocational Courses To Wisconsin Residents And The Representatives Of Those Schools Who Solicit Enrollments Within Wisconsin Are Required To Be Approved By The Educational Approval Board.

This Record Series Includes Files Of Instructor Background Information Submitted By Private Schools Approved Under Wis.Stats.S.38.51(10).

Retain 4 Years And Destroy.

**00014000.** **SCHOOL BOND FILES** **EVT+20** **DEST**

All For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology), Located In Wisconsin Or Elsewhere, Which Offer Vocational Courses To Wisconsin Residents And Representatives Of Those Schools Who Solicit Enrollments Within Wisconsin Are Required To Be Approved By Educational Approval Board.

This Series Includes Bonds Which Were Filed By Private Schools Approved Under Wis.Stats.S.38.51(10), And Which Have Effective Dates Of Cancellation Prior To July 1, 1980, Riders For And Notices Regarding Those Bonds, Requests For Reduction In Amount Of Required Bond, And All Correspondence Regarding The Bonds. If A Claim Is Filed Prior To The Expiration Of The Statute Of Limitations The File Is Transferred To Record Series 292A-00015(Claims Proceedings Files)

These Bonds Have A 20 Year Statute Of Limitations. Retain 0 Years After The Statute Of Limitations Has Run.

**00014A00.** **SCHOOL BOND FILES** **EVT+6** **DEST**

All For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology), Located In Wisconsin Or Elsewhere, Which Offer Vocational Courses To Wisconsin Residents And Representatives Of Those Schools Who Solicit Enrollments Within Wisconsin Are Required To Be Approved By The Educational Approval Board.

This Series Includes Bonds Which Were Filed By Private Schools Approved Under Wis.Stats.S.38.51(10) And Which Were In Effect As Of July 1, 1980, Riders And Notices Of Cancellation For Those Bonds, Requests For Reduction In Amount Of Required Bond, And All Correspondence Regarding The Bonds. If A Claim Is Filed Prior To The Expiration Of The Statute Of Limitations The File Is Transferred To Record Series 292A-00015(Claims Proceedings Files).

RDA # RDA Title Retention Disposition PII

These Bonds Have A 6 Year Statute Of Limitations. Retain 0 Years After The Statute Of Limitations Has Run.

**00015000.** **CLAIMS PROCEEDINGS FILES** **EVT+5** **DEST**

All For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology), Located In Wisconsin Or Elsewhere, Which Offer Vocational Courses To Wisconsin Residents And Representatives Of Those Schools Who Solicit Enrollments Within Wisconsin Are Required To Be Approved By The Educational Approval Board.

This Record Series Includes Claim Forms, Data Summary Cards, Notices Of Hearing, Correspondence And Other Documents From Administrative Proceedings And Litigation Regarding Students' Claims On Bonds Filed By Schools Which Have Since Closed.

Retain Five Years After The Period For All Appeals Has Expired And Destroy.

**00016000.** **CATALOGS - STATE** **EVT** **DEST** **N**

Private For-Profit And Certain Non-Profit Educational Institutions Must Be Authorized By The Educational Approval Board To Do Business In Wisconsin.

This Series Includes Catalogs Submitted By Authorized Schools Under Wis. Stats. S. 38.51(10).

Do Not Retain After Superseded By A Third Catalog (I.E., Retain The Current And Two Previous Catalogs At All Times).

Transfer To Record Series Rda 6A (School Files-Unapproved) When School Closes Operation Or Authorization Is Withdrawn.

Evt=Superseded By A Third Catalog.

**00019000.** **SOLICITORS' FILES - ACTIVE** **CR+7** **DEST**

All Representatives Of For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology) Are Required To Obtain Solicitors' Permits From The Educational Approval Board Before Soliciting Enrollments Within Wisconsin.

This Record Series Includes Individual Applications For Solicitors' Permits, References Received For Individual Applicants, Crime Information Bureau Checks For Individual Applicants, Correspondence Regarding Issuance Of Solicitors' Permits And Bonding For Solicitors.

Transfer Individual Applications And Supporting Materials (References, Cib Checks, Correspondence Regarding Applications) To Record Series 292A-0000-19B (Solicitors' Files-Inactive) When Individual Solicitor No Longer Holds A Permit For The School.

**00019A00.** **SOLICITOR'S FILES - INACTIVE** **CR+7** **DEST**

All Representatives Of For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology) Are Required To Obtain Solicitors' Permits From The Educational Approval Board Before Soliciting Enrollments Within Wisconsin.

This Series Includes Applications For Solicitors' Permits, References Received, Crime Information Bureau Checks, And Correspondence Regarding Issuance Of Solicitors' Permits For Individuals Who Have Held Permits In The Past.

Retain For 7 Years After Last Permit Was Issued Or Last Correspondence Was Sent, Then Destroy.

RDA #	RDA Title	Retention	Disposition	PII
<b><u>00020000.</u></b>	<b><u>SOLICITORS' PERMIT HISTORY CARDS</u></b>	<b><u>EVT+50</u></b>	<b><u>DEST</u></b>	
	<p>All Representatives Of For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology) Are Required To Obtain Solicitors' Permits From The Educational Approval Board Before Soliciting Enrollments Within Wisconsin.</p> <p>This Record Series Consists Of File Cards Showing Individual Solicitors' Names, Number Of Each Permit Issued To The Individual, School For Which Each Permit Was Issued, Date Of Issue, Cancellation Or Expiration Date Of Each Permit, And Summary Of Any Disciplinary Action Taken By The Agency Against The Individual Solicitor.</p> <p>Retain Cards 50 Years After The Last Permit Was Issued.</p>			
<b><u>00021000.</u></b>	<b><u>DUPLICATE SOLICITOR'S PERMITS</u></b>	<b><u>EVT</u></b>	<b><u>DEST</u></b>	
	<p>All Representatives Of For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology) Are Required To Obtain Solicitors' Permits From The Educational Approval Board Before Soliciting Enrollments Within Wisconsin.</p> <p>This Series Includes Duplicate Copies Of Solicitors' Permits Which Are Kept In Chronological Order By Month. These Copies Are Used To Send Renewal Notices To The Solicitors When Their Permits Expire.</p> <p>Retain 0 Years After Renewal Notices Have Been Sent To The Solicitors.</p>			
<b><u>00022000.</u></b>	<b><u>SOLICITORS' BONDS</u></b>	<b><u>EVT+20</u></b>	<b><u>DEST</u></b>	
	<p>All Representatives Of For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology) Are Required To Obtain Solicitors' Permits From The Educational Approval Board Before Soliciting Enrollments Within Wisconsin.</p> <p>A Surety Bond Acceptable To The Board Is Required To Accompany All Applications For Solicitors' Permits And All Applications For Renewal Of Solicitor'S Permits If A Continuous Bond Has Not Been Furnished.</p> <p>This Record Series Includes Solicitors' Bonds Which Were Cancelled Prior To July 1, 1980, Riders For And Notices Regarding Those Bonds, And All Correspondence Regarding Bonds.</p> <p>If A Claim Is Filed Prior To The Expiration Of The Statute Of Limitations The File Is Transferred To Record Series 292A-00015 (Claims Proceeding Files).</p> <p>These Bonds Have A 20 Year Statute Of Limitations. Retain 0 Years After The Statute Of Limitations Has Run.</p>			
<b><u>00022A00.</u></b>	<b><u>SOLICITORS' BONDS</u></b>	<b><u>EVT+6</u></b>	<b><u>DEST</u></b>	
	<p>All Representatives Of For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology) Are Required To Obtain Solicitors' Permits From The Educational Approval Board Before Soliciting Enrollments In Wisconsin.</p> <p>A Surety Bond Acceptable To The Board Is Required To Accompany All Applications For Solicitors' Permits And All Applications For Renewal Of Solicitors' Permits If A Continuous Bond Has Been Furnished.</p> <p>This Record Series Includes Solicitors' Bonds Which Were In Effect July 1 1980, Riders For And Notices Regarding Those Bonds, And All Correspondence Regarding Bonds.</p>			

RDA # RDA Title Retention Disposition PII

If A Claim Is Filed Prior To The Expiration Of The Statute Of Limitations The File Is Transferred To Record Series 292A-00015 (Claims Proceedings Files).

These Bonds Have A 6 Year Statute Of Limitations. Retain 0 Years After The Statute Of Limitations Has Run.

**00030000.** **LISTS OF APPLICATIONS FOR APPROVAL AND FOR SOLICITOR'S PERMITS** **CR+7** **DEST**

All For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology), Located In Wisconsin Or Elsewhere, Which Offer Vocational Courses To Wisconsin Residents And The Representatives Of Those Schools Who Solicit Enrollments Within Wisconsin Are Required To Be Approved By The Educational Approval Board.

This Record Series Includes Lists Of Applications For School And Course Approval And For Solicitors' Permits Under Wis.Stats.S.38.51.

This Series Was Discontinued In 1985.

**00031000.** **RECORD OF SCHOOL AND SOLICITOR APPLICATIONS UNDER S.38.51 WI. S1** **CR+7** **DEST**

All For-Profit Vocational, Occupational And Technical Schools (Schools Of Cosmetology), Located In Wisconsin Or Elsewhere, Which Offer Vocational Courses To Wisconsin Residents And Representatives Of Those Schools Who Solicit Enrollments Within Wisconsin Are Required To Be Approved By The Educational Approval Board.

This Record Series Consists Of File Cards Containing Records Of Applications Under S.38.51,Wis.Stats., For Schools Approvals, Course Approvals, Teaching Locations, Changes Of Ownership Or Control, Annual School Renewals, Original Solicitor Permits And Renewals Of Solicitor Permits.

**00033000.** **RECEIPTS FOR APPLICATIONS FOR APPROVAL** **CR+7** **DEST**

All For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology), Located In Wisconsin Or Elsewhere, Which Offer Vocational Courses To Wisconsin Residents And The Representatives Of Those Schools Who Solicit Enrollments Within Wisconsin Are Required To Be Approved By The Educational Approval Board.

This Series Consists Of Duplicate Copies Of Receipts For Fees Received With Applications For School Approval And Solicitors' Permits Under Wis.Stats.S.38.51.

Since October 1985 The Duplicate Receipts Have Been In Numerical Order In A Spiral Bound Notebook. Prior To October 1985 Duplicate Receipts For Solicitor Permits Were Kept Separately In Numerical Order In A Card File Box And Other Duplicate Receipts Were Kept In Numerical Order In 3-Ring Binders.

The Original Receipts Are Forwarded With The Fees To The Fiscal Section Of The Board Of Vocational, Technical And Adult Education (Vtae) For Processing And Deposit Of The Fees. The Educational Approval Board (Eab) Is Attached To The Board Of Vocational, Technical And Adult Education (Vtae) Under Section 15.03, Wisconsin Statutes. As A Distinct Unit Within The Vtae, Eab Exercises Its Rule-Making, Licensing And Regulatory, And Operational Planning Functions Independently Of Vtae. Administrative Functions Such As Payroll And Financial Services Are Provided By Vtae.

**00034000.** **ADMINISTRATIVE WORKING FILES** **CR+7** **DEST**

The Educational Approval Board And Its Predecessors



RDA #	RDA Title	Retention	Disposition	PII
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Have Since 1944 Approved And Inspected Schools And Courses Of Instruction For The Training Of Veterans Authorized Under Various Federal Laws. Since 1957, The Agency Has Licensed All For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology), Located In Wisconsin Or Elsewhere, Which Offer Vocational Courses To Wisconsin Residents And The Courses Of Instruction Offered By These Schools. Since 1964 The Agency Has Licensed Private School Agents Who Solicit Enrollments Within Wisconsin.

This Record Series Consists Of Reference Materials Concerning Approving Agencies In Other States, Accrediting Agencies, And Other Pertinent Organizations; Correspondence With Other State And Federal Agencies; Records And Forms Management Reports.

<b><u>00035000.</u></b>	<b><u>LEGISLATION FILES</u></b>	<b><u>CR+7</u></b>	<b><u>SHSW</u></b>	
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The Educational Approval Board And Its Predecessors Have Since 1944 Approved And Inspected Schools And Courses Of Instruction For The Training Of Veterans Authorized Under Various Federal Laws. Since 1957, The Agency Has Licensed All For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology), Located In Wisconsin Or Elsewhere, Which Offer Vocational Courses To Wisconsin Residents And The Courses Of Instruction Offered By These Schools. Since 1964 The Agency Has Licensed Private School Agents Who Solicit Enrollments Within Wisconsin.

This Record Series Includes Drafts Of Proposed Legislation Concerning The Agency And Copies Of Correspondence Regarding The Proposals.

Retain Seven Years From Last Correspondence And Transfer To Shs.

<b><u>00036000.</u></b>	<b><u>RULEMAKING FILES</u></b>	<b><u>CR+7</u></b>	<b><u>SHSW</u></b>	
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The Educational Approval Board And Its Predecessors Have Since 1944 Approved And Inspected Schools And Courses Of Instruction For The Training Of Veterans Authorized Under Various Federal Laws. Since 1957, The Agency Has Licensed All For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology), Located In Wisconsin Or Elsewhere, Which Offer Vocational Courses To Wisconsin Residents And The Courses Of Instruction Offered By These Schools. Since 1964, The Agency Has Licensed Private School Agents Who Solicit Enrollments Within Wisconsin.

This Record Series Includes Drafts Of Proposed Rules, Copies Of Notices, Correspondence And Reports Relating To Proposed Rules, Transcripts (If Any) And Exhibits From Rulemaking Hearings, And Original Of Final Rule Adopted By Agency.

Retain Seven Years After Last Correspondence And Transfer To Shs.

<b><u>00037000.</u></b>	<b><u>CORRESPONDENCE FILES</u></b>	<b><u>CR+2</u></b>	<b><u>DEST</u></b>	
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The Educational Approval Board And Its Predecessors Have Since 1944 Approved And Inspected Schools And Courses Of Instruction For The Training Of Veterans Authorized Under Various Federal Laws. Since 1957, The Agency Has Licensed All For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology), Located In Wisconsin Or Elsewhere, Which Offer Vocational Courses To Wisconsin Residents And The Courses Of Instruction Offered By These Schools. Since 1964 The Agency Has Licensed Private School Agents Who Solicit Enrollments Within Wisconsin.

This Record Series Includes Duplicate Copies Of All Correspondence Originating In The Agency, Organized In Chronological Order.

RDA # RDA Title Retention Disposition PII

The First Copy Of Correspondence Regarding Schools Is Included In The School File(Record Series 292A-0006) And The Original Copies Of Other Correspondence Are Included In The Appropriate Record Series.

**00038000.** **FORM LETTERS** **EVT** **DEST**

The Educational Approval Board And Its Predecessors Have Since 1944 Approved And Inspected Schools And Courses Of Instruction For The Training Of Veterans Authorized Under Various Federal Laws. Since 1957, The Agency Has Licensed All For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology), Located In Wisconsin Or Elsewhere, Which Offer Vocational Courses To Wisconsin Residents And The Courses Of Instruction Offered By These Schools. Since 1964 The Agency Has Licensed Private School Agents Who Solicit Enrollments Within Wisconsin.

This Record Series Consists Of Paper Copies Of The Machine Readable Master Files Stored On Word Processing Disks Containing Form Letters And Standard Paragraphs Which Are Used To Correspond With Schools And The Public Regarding Applications For Approval, Renewal Of Approval, Withdrawal Of Approval And Notices Of Board Action. These Letters Are Kept On File And Used Consistently, With Minor Variations, By All Board Staff Until They Are Revised.

Retain Until Superseded By Revised Form Letter.

**00038A00.** **FORM LETTERS** **EVT** **DEST**

The Educational Approval Board And Its Predecessors Have Since 1944 Approved And Inspected Schools And Courses Of Instruction For The Training Of Veterans Authorized Under Various Federal Laws. Since 1957, The Agency Has Licensed All For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology), Located In Wisconsin Or Elsewhere, Which Offer Vocational Courses To Wisconsin Residents And The Courses Of Instruction Offered By These Schools. Since 1964 The Agency Has Licensed Private School Agents Who Solicit Enrollments Within Wisconsin.

This Record Series Consists Of Machine Readable Master Files Stored On Word Processing Disks Containing Form Letters And Standard Paragraphs Which Are Used To Correspond With Schools And The Public Regarding Applications For Approval, Renewal Of Approval, Withdrawal Of Approval And Notices Of Board Action. These Letters Are Kept On File And Used Consistently, With Minor Variations, By All Board Staff Until They Are Revised.

Retain Until Superseded By Revised Form Letter. The Block Of Memory On The Word Processing Disk Which Contained The Original Form Letter Is Reused To Store The Revised Form Letter.

**00039000.** **FORMS** **EVT+50** **DEST**

The Educational Approval Board And Its Predecessors Have Since 1944 Approved And Inspected Schools And Courses If Instruction For The Training Of Veterans Authorized Under Various Federal Laws. Since 1957, The Agency Has Licensed All For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology), Located In Wisconsin Or Elsewhere, Which Offer Vocational Courses To Wisconsin Residents And The Courses Of Instruction Offered By These Schools. Since 1964 The Agency Has Licensed Private School Agents Who Solicit Enrollments Within Wisconsin.

This Record Series Consists Of Historical Files Of One Copy Each Of All Versions Of Forms Used By The Agency. These Documents Are Used As Masters For Printing And Copying Agency Forms. The Most Current Version Of Each Form Is Used As A Master File Until It Is Revised, Superseded Or Deleted, And It Is Retained In The Historical File Thereafter.

RDA # RDA Title Retention Disposition PII

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FORMS

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This Record Series Consists Of Machine Readable Master Files Of Forms Used By The Agency. These Files Are Used To Prepare Masters For Printing And Copying Agency Forms. Each Document Is Retained Until It Is Revised, Superseded Or Deleted. The Block Of Memory On The Word Processing Disk Is Then Reused To Store The Revised Of The Form Or A New Form.

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CLOSED SCHOOL RECORDS

EVT+50

DEST

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As Licensing Agency For Private For-Profit And Certain Private Non-Profit Educational Institutions Doing Business In Wisconsin, The Educational Approval Board Is The Repository Of Last Resort For Student Academic Records From Licensed Schools When The Schools Close.

This Record Series Consists Of Permanent Student Academic Records From Schools Which The Agency Licensed Prior To Closing. The Records Are Used To Provide Transcripts To Closed School Graduates, Former Students, And Other Individuals Or Entities At The Written Request Of Those Students.

The Records Are First Arranged Alphabetically By School, And Then Alphabetically By Student Name Within Each School.

Evt=Date Of School Closing.