255-PUBLIC INSTRUCTION

Dept # /001/ Department Name **OFFICE OF THE STATE SUPERINTENDENT**

RDA #	RDA Title	Retention	Disposition	PII
00019000.	**CORRESPONDENCE OF THE DEPUTY STATE SUPERINTENDENT**	**EVT+4**	**SHSW**	**Y**

DPI Legal does not feel the use of ADM0009, EVT+3 with event as separation from position, for the management of the correspondence of the deputy state superintendent is appropriate because the retention period is not sufficient to make the transition between state superintendent administrations. We are changing the retention of this RDA from CR+8 to EVT+4 with event being separation from position to make it easier to transfer an entire administration's records to WHS all at once.

These files contain general correspondence of the Deputy State Superintendent of Public Instruction. This includes correspondence to the U.S. Department of Education, as well as state and federal correspondence, legislative and congressional, local education agencies (LEAs), Chief Council of State School Officers (CCSSO), Cooperative Educational Service Agency (CESA), education organizations and associations and interagency and constituent correspondence.

RETENTION: EVENT (Separation from position) + 4 years and transfer to State Historical Society

00021000.	**GENERAL CORRESPONDENCE OF THE STATE SUPERINTENDENT**	**EVT+4**	**SHSW**	**Y**

DPI Legal does not feel the use of ADM0009, EVT+3 with event as separation from position, for the management of the correspondence of the state superintendent is appropriate because the retention period is not sufficient to make the transition between state superintendent administrations. We are changing the retention of this RDA from CR+8 to EVT+4 with event being separation from position to make it easier to transfer an entire administration's records to WHS all at once.

These files contain correspondence originated in the Office of the State Superintendent.This includes correspondence to the U.S. Department of Education, as well as state and federal correspondence, legislative and congressional, local education agencies (LEAs), UW-Regent, Council of Chief State School Officers (CCSSO), Cooperative Educational Service Agency (CESA), education organizations and associations, interagency and intragency, and constituent correspondence.

RETENTION: EVENT (Separation from position) + 4 years and transfer to State Historical Society

00133000.	**PUPIL NONDISCRIMINATION INVESTIGATION**	**EVT+7**	**DEST**	**Y**

This series contains case files generated by the department in resolving pupil nondiscrimination appeals arising under Wis. Stat. § 118.13(3)(a)1, and Wis. Admin. Code § Pl 9.08(1)(a). Case files contain the record created by the school district in investigating a pupil nondiscrimination complaint, supplementary materials provided by the appellant, related correspondence, and the department's written determination of the appeal.

These records are in print and electronic formats including multimedia formats such as photos, audio, video, text, and images. Records are confidential under Wis. Stat. § 118.125 and FERPA (Family Educational Rights and Privacy Act).

Event is when the investigation and the due process hearing request is closed and all appellate actions are complete, or the student case file is closed.

RETENTION: EVENT (Case closed/appellate actions complete) + 7 years and destroy confidential

00264000.	**PHOTOGRAPH, VIDEO, AUDIO, AND/OR INTERVIEW RELEASE AUTHORIZATI**	**EVT+5**	**DEST**	**Y**

This new RDA is necessary to cover records that have not previously had an approved RDA.

Forms signed by individuals photographed, recorded, or interviewed by the Department of Public Instruction (DPI) releasing rights and claims in connection with the photographs or recordings.

Authorizations forms containing pupil records in this series are required to be kept confidential by DPI as required under Wis. Stat. § 118.125 (2)(g) and FERPA (Federal Educational Rights and Privacy Act).

Event is when form is signed.

RETENTION: EVENT (Date form signed) + 5 years and destroy confidential

00265000.	**PUPIL NONDISCRIMINATION REPORTS AND EVALUATIONS**	**EVT+2**	**DEST**	**N**

This RDA was renumbered from 00134000 to 00265000 to fix a duplicate number being used by another division.

This series contains two groups of records collected by the department related to school district responsibilities under Wisconsin Pupil Nondiscrimination Law, Wis. Stat. § 118.13.

The first group contains an annual report required by Wis. Admin. Code § Pl 9.07(2) from each school district which includes the name of district employee designated to receive complaints of pupil discrimination; and the number of pupil discrimination complaints received during the year, a description of each complaint and its status.

The second group contains an assurance a school district has evaluated the status of nondiscrimination and equality of educational opportunity in the school district as required by Wis. Admin. Code § Pl 9.06. The district conducts the specified evaluation and prepares and maintains a report of the evaluation results. DPI collects the assurance as evidence the district has complied with the requirements of Wis. Admin. Code § Pl 9.06. The assurance is submitted by each school district every five years.

Event is the date the report or evaluation is superseded or the school closes.

RETENTION: EVENT (Date superseded or school closes) + 2 years and destroy

00001000. CHAPTER 115 APPEALS CR+7 SHSW Y

Files concerning appeals to the state superintendent, under Wis. Stat. § 115.80, regarding parental appeals of decisions relating to special education for the child. Files include the transcript of the local level hearing officer's decision, appeal to the state superintendent, correspondence, briefs, and the decision and order of the state superintendent.

Records are confidential under S.C.R. § 20:1 :6, Wis. Stat. § 118.125 and FERPA.

RETENTION: EVENT (Creation) + 7 years and transfer to State Historical Society

00002000. INACTIVE COURT/APPEAL CASES/ADMINISTRATION COMPLAINTS CR+7 SHSW Y

Cases involving the Dept. of Public Instruction in administrative appeals and court actions generated from personnel matters, unusual hazard transportation appeals, special education appeals, expulsion appeals, Library Services and Construction Act (LSCA) appeals, Title 1 appeals, Parental Choice Program appeals, Open Enrollment appeals, Food and Nutrition program appeals, and any complaint brought against the agency. Files include the complaint, correspondence, briefs, and the decision.

Records are confidential under S.C.R. § 20:1:6, Wis. Stat. § 118.125, FERPA and 42 U.S.C. § 1758(b)(6).

RETENTION: EVENT (Creation) + 7 years and transfer to State Historical Society

00004000. STATE BOARD FILES AND APPEALS CR+7 SHSW Y

School district reorganization appeals made to the School District Boundary Appeal Board Wis. Stat. ch. 117. Files include: local decision, appeal to the School District Boundary Appear Board, correspondence, exhibits, and the decision and order from the board. Appeals made to the state superintendent before July 1984 were heard by the State Appeal Board.

Inactive court cases regarding school district reorganization plans resulting from state appeal board decisions under Wis. Stat. § 117.03. Files include the local decision, appeal to the state superintendent, correspondence, briefs, order of the state superintendent, appeal to circuit court, and the decision of the circuit court. If appeals are made to the Wisconsin Court of Appeals or the State Supreme Court, the appeals, correspondence, briefs, and decision will also be included in the file.

Records are confidential under S.C.R. § 20:1 :6, Wis. Stat. § 118.125, and FERPA.

RETENTION: EVENT (Creation) + 7 years and transfer to State Historical Society

00066000. LEGAL CORRESPONDENCE - EXTERNAL EVT+7 SHSW Y

All external, non-privileged legal correspondence created by and received by the Dept. of Public Instruction's Office of Legal Services. Records include, but are not limited to, legal documents provided to external parties, correspondence regarding school expulsions and pupil discrimination, legal briefs filed with administrative law judges or in court, and general correspondence to external parties.

Records may be confidential under Wis. Stat. § 118.125 and FERPA, 20 U.S.C. § 1232g and 34 CFR Part 99.

RETENTION: EVENT (DATE OF CREATION OR RECEPIT) + 7 years and transfer to State Historical Society

00275000. LEGAL CLIENT CONSULTATION RECORDS - PRIVILEGED EVT+6 DEST Y

Consultation records include, but are not limited to, client records, legal analysis, responses and recommendations, correspondence and associated documents.

Records are confidential under S.C.R. § 20:1:6, Wis. Stat. § 118.125, FERPA, 20 U.S.C. § 1232g, 34 CFR Part 99, and Wis. Stat. § 905.03, the attorney-client privilege and the attorney work product doctrine.

RETENTION: EVENT (DATE OF RESOLUTION) + 6 YEARS AND DESTROY CONFIDENTIAL

00250000. **WISCONSIN PUBLIC LIBRARY DIRECTOR CERTIFICATION - GRADE 1** **EVT+15** **DEST** **Y**

New RDA is the result of a routine records inventory review. No records from this series have previously been discarded.

Administrators of public library systems, county libraries, county library services, and municipal public libraries, except Milwaukee Public Library, must hold a public librarian certification issued by the Dept. of Public Instruction (DPI) as described in Wis. Stat. § 43.09(1) and Wis. Admin. Code Pl6.03(2).

These records contain information necessary to validate criteria has been met to receive a Grade 1 public librarian certification from DPI. Criteria include a Master's degree from an American Library Association accredited program and continuing education (CE) requirements. Certifications are valid for 5 years contingent upon fulfilling CE requirements. Temporary certifications are frequently issued throughout a librarian's career to extend the amount of time needed to fulfill CE requirements. (See RDA 00251000 for Temporary license retention/disposition.)

Records include applications containing information about a person's general and library education in the form of transcripts and/or copies of degrees to document educational status. Some of the transcripts contain social security numbers because colleges and universities used the SS# as student ID numbers for many years. There are also completion reports from college library programs as part of the certification process.

RETENTION: EVENT (Certification is lapsed) + 15 years and destroy confidential

00251000. **WISCONSIN PUBLIC LIBRARY DIRECTOR CERTIFICATION - GRADES 2, 3, AN** **EVT+5** **DEST** **Y**

New RDA is the result of a routine records inventory review. No records from this series have previously been discarded.

Administrators of public library systems, county libraries, county library services, and municipal public libraries, except Milwaukee Public library, must hold a public librarian certification issued by the Dept. of Public Instruction (DPI) as described in Wis. Stat.§ 43.09(1) and Wis. Admin. Code Pl 6.03(2).

These records contain information necessary to validate criteria has been met to receive a Grade 2, 3 or temporary public librarian certification from DPI. Criteria include completing approved college/university level coursework approved by DPI and fulfilling continuing education (CE) requirements. Certifications vary in the number of years valid as outlined in the Certification Manual for Wisconsin Public Library Directors. Certifications are renewed contingent upon fulfilling CE requirements.

Records include applications containing information about a person's general and library education in the form of transcripts and/or copies of degrees to document educational status. Some of the transcripts contain social security numbers because colleges and universities used the SS# as student ID numbers for many years. There are also completion reports from college library programs as part of the certification process.

RETENTION: EVENT (Expiration of certification) + 5 years and destroy confidential

00254000. **PUBLIC LIBRARY SYSTEM REDESIGN PROJECT** **EVT+7** **SHSW** **Y**

This RDA was developed because of the significant impact the project will have statewide with the way library services are provided.

The Public Library System Redesign project (PLSR) is a community-based project to consider how to best provide public library system services in Wisconsin. The goal of PLSR is to develop a plan for implementation of new models of service. The process, led by a DPI-appointed Steering Committee and coordinated by a contracted project manager, includes various workgroups considering new models for services. The outcome of the process will be recommendations for new models of service and how to implement these new models.

Records in this series include agendas, minutes and attached documentation, member listings, project manager reports, workgroups created to work with the project manager, their final reports, and summaries of meetings. The project charter, operating rules, staff or project manager roles and responsibilities, interim reports, work papers and related presentations, final report and related presentations, work plans, compiled survey results,
charts, diagrams, statistics, research materials and other documentation related to the project. In addition, information, notices, agendas, project updates, and other project information.

RETENTION: EVENT (Final recommendations approved) + 7 years and transfer to State Historical Society

00259000. **WISCONSIN PUBLIC LIBRARY SYSTEM PLANS** **EVT+10** **SHSW** **N**

This new RDA is being developed to cover records that have not previously had their own RDA.

Public library systems develop a plan with input from member libraries and submit the plan to the Dept. of Public Instruction (DPI}, Division for Libraries and Technology describing the program and budget for library service to be carried out in the subsequent calendar year as required by Wis. Stats. §§ 43.17(5) and 43.24(3).

The plan includes assurances required under Wis. Stat. § 43.24(2) that the public library system is compliant with all statutory requirements and describes the ongoing, new, and priority activities the public library system will engage in to ensure statutory compliance for the subsequent calendar year. The plan details collaborative activities with libraries, public library systems, and other organizations, and an estimated cost benefit that will be realized by each collaborative activity.

Event is when the plan is approved by DPI.

RETENTION: EVENT (Plan is approved by DPI) + 10 years and transfer to State Historical Society

00260000. **WISCONSIN PUBLIC LIBRARY AND PUBLIC LIBRARY SYSTEM ANNUAL REP(EVT+10 SHSW N**

This new RDA is being developed to cover records that have not previously had their own RDA. ADM00002 Biennial or Annual Report Documentation cannot be used because these annual reports will be transferred to WHS.

Per Wis. Stat. §§ 43.58(6)(a), 43.58(6)(c), and 43.17(5), public libraries and public library system boards are required to file an annual report to the Dept. of Public Instruction (DPI), Division for Libraries and Technology, after the conclusion of the fiscal year of the municipality or county in which the public library is located.

The annual report includes information about the financial standing of the library and data concerning library materials, facilities, personnel, operations and such other information as the division requests. The report also contains a statement by the library board indicating whether the public library system in which the library participated during the year of the report did or did not provide effective leadership and adequately meet the needs of the library and an explanation of why the library board believes so.

Event is the annual report submittal deadline to DPI.

RETENTION: EVENT (Annual report submittal deadline) + 10 years and transfer to State Historical Society

00206000. **MCKINNEY - VENTO HOMELESS ASSISTANCE ACT GRANT FILES EVT+5 SHSW N**

The Wisconsin Historical Society continues to request these records be transferred, therefore, we cannot use ADM00013.

The McKinney-Vento Homeless Education Assistance Act was initiated by Congress in 1987. Subtitle Vll-B of The McKinney-Vento Homeless Assistance Act authorizes the federal Education for Homeless Children and Youth (EHCY) Program and is the primary piece of federal legislation related to the education of children. and youth experiencing homelessness. Per 42 US Code §§11431-11435, State EHCY Program Coordinators ensure the implementation of the McKinney-Vento Homeless Assistance Act. Homeless children and unaccompanied homeless youth must have equal access to the same free, appropriate public education, including a public preschool education, and other services as provided to other children and youths to ensure that homeless children and youth have an opportunity to meet the same challenging State academic standards to which all students are held. ·

Records may include grant applications, notifications of award or denial of grant funds, grant monitoring reports and documentation, narrative and financial reports, supporting documentation, and EHCY compliance monitoring reports of Local Educational Agencies (LEAs), including those not receiving EHCY funds.

Event is when the final grant expenditure report is submitted.

RETENTION: EVENT (Final expenditure report submitted) + 5 years and transfer to State Historical Society

00208000. **SCHOOLS OF RECOGNITION CR+5 DEST N**

The records in this series are for the Schools of Recognition program that recognizes and awards Title I schools that have demonstrated success in educating students. To be eligible, schools must receive federal Title I funding to provide services to large numbers, or high percentages of economically disadvantaged children and meet other achievement criteria. This program recognizes and awards Title I schools that have demonstrated success in educating students. Schools of Recognition are announced through agency press releases.

Records in this series include information and documentation used to determine a school's eligibility for being recognized as a School of Recognition.

RETENTION: EVENT (Creation) + 5 years and destroy

00209000. MIGRANT EDUCATION PROGRAM FILES & STUDENT RECORDS CR+10 DEST Y

The purposes of the Migrant Education Program under Title I, Part C of the Elementary and Secondary Education Act are as follows : (1) To assist States in supporting high-quality and comprehensive educational programs and services during the school year and, as applicable, during summer or intersession periods that address the unique educational needs of migratory children. (2) To ensure that migratory children who move among the States are not penalized in any manner by disparities among the States in curriculum, graduation requirements, and challenging State academic standards. (3) To ensure that migratory children receive full and appropriate opportunities to meet the same challenging State academic standards that all children are expected to meet. (4) To help migratory children overcome educational disruption, cultural and language barriers, social isolation, various health-related problems, and other factors that inhibit the ability of such children to succeed in school. (5) To help migratory children benefit from State and local systemic reforms.

Records may include, but are not limited to, Certificates of Eligibility (COEs), student enrollment reports, and student academic reports.

Confidential under Wis. Stat. § 118.125 and FERPA (Family Educational Rights and Privacy Act).

DPI needs to maintain student records for ten years because once a student is identified as a migratory child under 20 U.S.C. § 6399(3), a child may be eligible for continuation of services as defined in 20 U.S.C. § 6394(e).

RETENTION: EVENT(Creation) + 10 years and destroy confidential

00210000. MIGRANT EDUCATION PROGRAM SERVICE MODEL RECORDS CR+5 SHSW N

The purposes of the Migrant Education Program under Title I, Part C of the Elementary and Secondary Education Act are as follows: (1) To assist States in supporting high-quality and comprehensive educational programs and services during the school year and, as applicable, during summer or intersession periods that address the unique educational needs of migratory children. (2) To ensure that migratory children who move among the States are not penalized in any manner by disparities among the States in curriculum, graduation requirements, and challenging State academic standards. (3) To ensure that migratory children receive full and appropriate opportunities to meet the same challenging State academic standards that all children are expected to meet. (4) To help migratory children overcome educational disruption, cultural and language barriers, social isolation, various health-related problems, and other factors that inhibit the ability of such children to succeed in school. (5) To help migratory children benefit from State and local systemic reforms.

Records include information on the Wisconsin Migrant Education Program model and delivery of services such as Service Delivery Plans, Comprehensive Needs Assessments, and evaluation plans and reports.

RETENTION: EVENT (Creation) + 5 years and transfer to State Historical Society

00256000. SCHOOL AND DISTRICT REPORT CARDS DOWNLOAD FILES EVT+10 SHSW N

This new RDA is necessary to facilitate the transfer of data records to WHS that are produced in conjunction with the publication of School and District Report Cards.

Wis. Stat. § 115.385 requires the production of accountability reports referred to by DPI as the School and District Report Cards. They report on the performance of schools and districts serving students supported through public funds, whether in traditional public schools, charter schools, or private schools that participate in the Private Choice Program. Metrics reported on include mathematics and English language arts proficiency rates, graduation, dropouts, attendance, and absenteeism. These various facets of school performance are combined to produce an overall report card score and rating.

The records are data accessed through download files that summarize the score information for all schools and districts that received a report card in a given year. Each school or district entry in the download files contains the scores for each of the major topics on the report card (referred to as Priority Areas), the overall score and rating, and demographic and school characteristic information.

RETENTION: EVENT (Final reports cards are distributed) +10 years and transfer to State Historical Society

00257000. SCHOOL AND DISTRICT REPORT CARDS ADMINISTRATIVE RECORDS EVT+5 DEST Y

This new RDA is necessary to properly dispose of administrative records created in conjunction with the publication of School and District Report Cards.

Wis. Stat. § 115.385 requires the production of accountability reports referred to by DPI as the School and District Report Cards. They report on the performance of schools and districts serving students supported through public funds, whether in traditional public schools , charter schools, or private schools that participate in the Private Choice Program. Metrics reported on include mathematics and English language arts proficiency rates, graduation, dropouts, attendance, and absenteeism. These various facets of school performance are combined to produce an overall report card score and rating.

Records include administrative files that are created and revised each year to produce the School and District Report Cards. These files include specialized programs written within the R and Microsoft Access environments, and files created in an annual correction process to data used in report cards. The report card production process involves iterative refinements to program scripts and

incorporation of data corrections submitted by schools and districts. In order to compare the results of various versions in this iterative process, multiple copies of the R and Access program scripts with their outputs are saved. Files from a data correction process offered to schools and districts are also saved and used in the report card production process. These correction files include data files sent by DPI to schools/districts for review, correspondence with school/district administrators in the process of conducting corrections, corrected data files returned by schools/district, and evidence provided by schools/districts to support corrections.

Event = final report cards are distributed + 5 Yrs and destroyed confidentially

Confidential under Wis. Stat. § 118.125 and FERPA (Family Educational Rights and Privacy Act).

RETENTION: EVENT (Final report cards are distributed) + 5 years and destroy confidential

00261000. ACHIEVEMENT GAP REDUCTION (AGR) PROGRAM EVT+5 SHSW N

This RDA covers a new program that fully replaced the Student Achievement Guarantee in Education (SAGE) program that ended at the end of the 2017- 18 school year.

The Achievement Gap Reduction (AGR) program requires participating schools to create performance objectives designed to reduce the achievement gap between low-income students in that school and students in the same grade and subject statewide. Per Wis. Stat. § 20.255(2), the AGR program allows participating schools to receive state aid on a five year contractual basis to implement one or more of these strategies in every kindergarten through grade three classroom:
*One-to-one tutoring provided by a licensed teacher
Instructional coaching for teachers provided by a licensed teacher
*Maintaining 18:1 or 30:2 classroom ratios and providing professional development on small group instruction

The AGR program requires school board review of implementation and progress towards achieving performance objectives in each participating school at the end of every semester.

Records in this series may include applications, contracts, AGR entitlement and strategies report, performance objectives and school board reports. Event is when the 5 year contract for funding has ended.

RETENTION: EVENT (End of the 5 year contract) + 5 years and transfer to State Historical Society

00012000. WISCONSIN HIGH SCHOOL EQUIVALENCY TEST SCORES & APPLICATIONS EVT+70 DEST Y

Per Wis. Stat. § 115.29 (4)(a), the state superintendent may issue a high school equivalency diploma to a person who, in the state superintendent's judgment, has presented satisfactory evidence of having completed a recognized high school course of study or its equivalent; and the state superintendent may establish the standards by which high school graduation equivalency may be determined. The purpose of the high school equivalency diploma is to provide a credential to adults who did not graduate from high school and are unable to receive a high school diploma from their school district of residence, but are able to demonstrate attainment of credits, knowledge, and skills that are equivalent to those which would be attained in a high school program of study.

Records include, but are not limited to, General Educational Development test (GED) and High School Equivalency Diploma (HSED) applications and related correspondence.

Records must be retained for 70 years to be available for recipient to gain entrance into college or to fulfill employment requirements.

The records in this series constitute "pupil records" under Wis. Stat. § 118.125 and must, therefore, be kept confidential by the DPI as required under Wis. Stat. § 118.125 (2)(g) and FERPA (Federal Educational Rights and Privacy Act).

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable).

RETENTION: EVENT (date received) + 70 years and destroy confidential

00216000. DUAL ENROLLMENT EVT+7 DEST Y

Per Wis. Stat. § 38.12(14), Wis. Stat. § 118.55, and Wis. Admin. Code § PI 40, the Dual Enrollment Program, formerly known as the Youth Options Program and Course Options Program, allows high school students to enroll simultaneously in both high school and college to earn both high school and college credit. Records include, but are not limited to, Early College Credit Program

reimbursement claims, Early College Credit Program appeal cases, and Start College Now appeal cases.

Records are confidential under Wis. Stat. § 118.125 and FERPA (Family Educational Rights and Privacy Act) 7 C.F.R. pt. 99.

RETENTION: EVENT (End of school year) + 7 years and destroy confidential

00258000. CIVIL RIGHTS COMPLIANCE MONITORING EVT+6 SHSW Y

This new RDA is being developed to cover records unique to the work the Dept. of Public Instruction (DPI) does to monitor schools.

This records series includes information on civil rights compliance by public agencies in Wisconsin from on-site monitoring visits conducted by DPI staff relating to the vocational education program guidelines designed to eliminate discrimination per 34 C.F.R. Part 100, Appendix B. This includes:

*Title VI of the Civil Rights Act of 1964 (prohibiting discrimination based on race, color, and national origin) 34 CFR Part 100
*Title IX of the Education Amendments of 1972 (prohibiting discrimination based on sex) 34 CFR Part 106
*Section 504 of the Rehabilitation Act of 1973 (prohibiting discrimination based on disability) 34 CFR Part 104
*Title II of the Americans with Disabilities Act of 1990 (prohibiting discrimination based on disability) 28 CFR Part 35

Records include correspondence, exhibits, monitoring activities, and other materials and documentation related to compliance monitoring and approval of vocational education guidelines for eliminating discrimination and denial of services, procedures, and programs.

Confidential under Wis. Stat. § 118.125 and FERPA (Family Educational Rights and Privacy Act). Event is when monitoring activities are complete.

RETENTION: EVENT (Monitoring activities complete) + 6 years and transfer to State Historical Society

00098000. COMMUNITY NUTRITION PROGRAM RECORDS EVT+5 DEST Y

The Department of Public Instruction (DPI) administers community nutrition programs that are funded by the United States Department of Agriculture (USDA):

• Child and Adult Care Food Program (CACFP), 7 C.F.R. § 226
• Non-School Special Milk Program (SMP), 7 C.F.R. § 225
• Summer Food Service Program (SFSP), 7 C.F.R. § 215

Records include, but are not limited to, federal contracts, program evaluations, correspondence, seriously deficient files, routine hearing records and related materials.

RETENTION: EVENT (End of Federal Fiscal Year) + 5 years and destroy confidential

00103000. SCHOOL NUTRITION PROGRAM - SPECIAL CORRESPONDENCE EVT+5 DEST N

Correspondence and documents concerning appealed Administrative Review audit report findings including but not limited to findings of fraudulent actions potentially resulting in legal and fiscal actions. Correspondence with the United States Department of Agriculture concerning operation of the School Nutrition Programs including policies and regulations, specifically pertaining to 7 CFR 210.18- 7 CFR 210.20. Child Nutrition Programs include School Lunch, School Breakfast, Special Milk Programs, and related programs.

This retention period ensures that records will be available for reference by the Officer of the Inspector General.

RETENTION: EVENT (Date of signature on appeal resolution or issue of final correspondence, policy or regulation) + 5 years and destroy

00269000. ADMINISTRATIVE REVIEW OF SCHOOL NUTRITION PROGRAM EVT+7 DEST N

This new RDA was created to replace both RDAs 00116000 and 00117000 which are now closed. RDAs 00116000 and 00117000 grouped the administrative review process in with other school nutrition records. These two types of records need to be managed separately due to the need for two separate events that initiate the start of the retention time period.

Per 7 C.F.R. § 210.18, the Dept. of Public Instruction must conduct administrative reviews of school food authorities participating in the National School Lunch Program and the School Breakfast Program.

Records include, but are not limited to, documented corrective action, documentation of withholding of payments and fiscal action,

including recoveries made, as well as criteria for selecting schools for administrative review and documentation demonstrating compliance with the statistical sampling requirement.

RETENTION: EVENT (Date administrative review is closed) + 7 YEARS AND DESTROY

00270000. SCHOOL NUTRITION PROGRAM RECORDS EVT+7 DEST N

This new RDA has been created to replace both RDAs 00116000 and 00117000 which are now closed. RDAs 00116000 and 00117000 grouped the administrative review process in with other school nutrition program records. These two types of records need to be managed separately due to the need for two separate events that initiate the start of the retention time period.

These records pertain to the administration of state and federally funded nutrition programs by the School Nutrition Team at the Department of Public Instruction, including, but not limited to, the National School Lunch Program, School Breakfast Program, Special Milk Program, and Wisconsin School Day Milk Program.

Records include, but are not limited to, statistics, contracts, correspondence, bids, and procurement documents.

RETENTION: EVENT (Date the school year ends) + 7 YEARS AND DESTROY

00276000. SCHOOL NUTRITION PROGRAM RECORDS - CONFIDENTIAL EVT+7 DEST Y

These records pertain to the administration of state and federally funded nutrition programs by the School Nutrition Team at the Department of Public Instruction that contain PII. Programs include, but are not limited to Direct Certification, Summer EBT, and individual student eligibility for free or reduced priced meals and/or free milk in the USDA school nutrition programs.

Records include, but are not limited to, applications, benefit issuance lists, enrollment lists, verification documentation, and correspondence.

The records in this series constitute "Pupil Records" under Wis. Stat. § 118.125, and must be kept confidential by the Department as required by Wis. Stats. § 118.125 (2) (g), the National School Lunch Act (NSLA) 7 CFR 210.15, 7 CFR Part 245, and 7 CFR Part 292.

RETENTION: EVENT (DATE THE SCHOOL YEAR ENDS) + 7 YEARS AND DESTROY CONFIDENTIAL

00026000. SCHOOL DISTRICT BOUNDARY APPEAL BOARD HEARING RECORDS EVT+25 SHSW Y

The School District Boundary Appeal Board (SDBAB) is created within the Department of Public Instruction (DPI) by Wis. Stat. § 15.375 to address issues related to school district reorganization including: detachment and attachment of territories; school district consolidation, dissolution, and creation; annexation of territories to certain municipalities; and school district boundary dispute resolution. Records include, but are not limited to, hearing record appeals, briefs, board orders, district maps, and related correspondence filed under Wis. Stat. Ch. 117, School District Reorganization.

Records of the hearings are kept for 25 years to assist the DPI with any disputes over established district boundaries.

RETENTION: EVENT (Date of appeal resolution) + 25 years and transfer to State Historical Society

00039000. HOME-BASED PRIVATE EDUCATION PROGRAM RECORDS EVT+7 DEST Y

Under Wis. Stat. § 118.15(4), a parent or guardian has the right to select a home-based private educational program, commonly referred to as homeschooling, for his or her child or children, in order to comply with the compulsory school attendance law. The parent or guardian that chooses this option is required per Wis. Stat. § 115.30(3) to file the PI-1206 Homeschool Enrollment Report form annually with the Dept. of Public Instruction (DPI).

Records include, but are not limited to, the PI-1206 Homeschool Enrollment Report form and correspondence.

The records in this series constitute "pupil records" under Wis. Stat. § 118.125 and must, therefore, be kept confidential by the DPI as required under Wis. Stat. § 118.125 (2)(g) and FERPA (Federal Educational Rights and Privacy Act).

RETENTION: EVENT (Date school year begins) + 7 years and destroy confidential

00127000. SCHOOL DISTRICT FINANCIAL, ANNUAL AND BUDGET REPORTS EVT+5 SHSW N

School districts are required under Wis. Stat. ch. 121 to file financial, annual, and budget reports with the Dept. of Public Instruction (DPI). These reports contain information about enrollment, membership, attendance, buildings, type of school organization, analysis of

teaching staff, instructors in particular fields, non-instructional staff, salaries of teachers and non-teaching staff, school tax levies, expenditures for new buildings and additions,
outstanding long-term indebtedness, computation of state aids for transportation, board and lodging, driver education, special education services, financial and audit statements and related information, and summer school programs.

The reporting done by school districts is used in the calculation and payment of equalization and categorical aids. Records include, but are not limited to, the following reports: equalization aids, special education aids, transportation aids, common school fund (library aids), driver's education and state tuition claims. School district annual financial audit reports, including single audit if required, include the following reports: Cooperative Educational Service Agency (CESA) annual financial audit reports, County Children with Disability Education
Board (CCDEB) annual financial audit reports, membership audit reports, and library audit reports.

RETENTION: EVENT (Date report filed) + 5 years and transfer to State Historical Society

00127C00. SUPPORTING INFORMATION FOR THE CALCULATION AND PAYMENT OF GE EVT+5 DEST Y

Supporting information is used to calculate the payment of equalization and categorical aids generally in the form of correspondence, reports that include student information used in its redacted format to produce final reports described in RDA 127, and other additional clarifying information submitted to the Department of Public Instruction (DPI) by school districts in compliance with Wis Stat. ch. 121.

Records include, but are not limited to, budget and annual report signature pages and audit statements, state aids edit reports, and manual adjustments made to the payees for the aids payments. Also included are tax levy certifications, annual addendum reports, Special Education (SPED) adjustments and related correspondence, summary listings of financial report reviews and single audit monitoring documents, membership audit review documents, group and foster care students reports, common school fund census tables, audit variance reports and related material, impact aid supporting materials, membership reports and manual count adjustments, revenue limit reports, transfer of service reports, summer school and other equalization supporting materials and charter school reports (2R Reports).
Records are confidential under Wis. Stat. § 118.125 and FERPA (Family Educational Rights and Privacy Act) 7
C.F.R. pt. 99.

RETENTION: EVENT (Date submitted to DPI) + 5 years and destroy confidential

00131000. PRIVATE SCHOOL CHOICE PROGRAM ADMINISTRATIVE RECORDS FIS+7 DEST Y

The records in this series are administrative records for the Private School Choice Programs including the Milwaukee Parental Choice Program (MPCP), Wis. Stat. § 119.23, the Racine Parental Choice Program (RPCP) and the Wisconsin Parental Choice Program or statewide program (WPCP), Wis. Stat. § 118.60, and the Special Needs Scholarship Program (SNSP), Wis. Stat. § 115.7915. Schools participating in the program receive a state aid payment for each eligible student on behalf of the student's parent or guardian to attend private schools in Wisconsin.

Records in this series include applications, transfer requests, payment records by student name, summer school participant and course lists, disclosure of information forms, hours of instructions reports including necessary revisions, school accreditation letters, enrollment audits, surety bonds, certificates of occupancy, school information update forms, designee and intent to participate forms, general program correspondence, and other administrative documents.

Confidential under Wis. Stat. § 118.125, Wis. Adm. Code PI 35.20(4), PI 48.20(4), and PI 49.14(3), and FERPA (Family Educational Rights and Privacy Act).

RETENTION: EVENT (Fiscal) + 7 years and destroy confidential

00155000. OPEN ENROLLMENT APPEAL RECORDS EVT+7 DEST Y

This record series contains the official record of parent or guardian appeals of open enrollment denials by school districts. Records include, but are not limited to, the appeal filed by the parent or guardian, supporting documentation submitted by each party, and correspondence. These records need to be provided to circuit court if the Department of Public Instruction's (DPI) decision is appealed within 30 days of service of the decision.

The records in this series constitute "pupil records" under Wis. Stat. § 118.125 and must, therefore, be kept confidential by the DPI as required under Wis. Stat. § 118.125 (2)(g) and FERPA (Federal Educational Rights and Privacy Act).

RETENTION: EVENT (Date appeal is filed) + 7 years and destroy confidential

00156000. ORIGINAL DECISIONS IN OPEN ENROLLMENT APPEALS EVT+25 DEST Y

This record series contains the Decision and Order issued by the Department of Public Instruction (DPI) in open enrollment appeals. These records are filed by appeal and case number. These orders will serve as research documents for attorneys representing their clients in appeals and as precedents for the DPI in issuing orders in future appeals. These orders drive policy decisions and influence daily work at the DPI.

The records in this series constitute "pupil records" under Wis. Stat. § 118.125 and must, therefore, be kept confidential by the DPI as required under Wis. Stat. § 118.125 (2)(g) and FERPA (Federal Educational Rights and Privacy Act).

RETENTION: EVENT (Date of final decision) + 25 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00200E00.	OPEN ENROLLMENT APPLICATIONS AND STUDENT TRANSFERS	EVT+18	DEST	Y

All of the records in this series constitute "pupil records" under Wis. Stats. 118.125, and must, therefore, be kept confidential by the Department as required by Wis. Stats. 118.125(2)(g).

Section 118.51(3) Wis. Stats., requires the parent of a pupil who wishes to attend a nonresident school district under open enrollment to submit an application form to the nonresident school district on a form provided by the Department. Since the 2008-09 school year, paper applications have not been sent to the Department. Instead, parents apply on the Department's website or submit a paper application to the non-resident school district, that then enters the application data into the Department's online application database. The Department does not receive paper applications. Information in this database along with the tracking of applications and transfers allows the Department to generate the annual report to the Governor and Legislature required under Wis. Stats. 118.51(15)(C) and to transfer state aid from the resident to the nonresident school district for each open enrollment pupil as required under Wis. Stats. 118.51(15)(c) and to transfer state aid from the resident of the nonresident school district for each open enrollment pupil as required under Wis. Stats. 118.51(16). It also enables the Department to respond to questions from the legislature, media, and public. Only statistical information is provided. No personally identifiable information is released.

Retention justification: An open enrolled pupil can potentially be enrolled for 17 years (early childhood to 21). Records should be retained for an additional 8 years, for a retention total of 25 years, for the historical data needed to generate reports to the governor and legislature.

RETENTION: EVENT (Creation) + 25 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00221000.	OPEN ENROLLMENT ADMINISTRATIVE FILES	EVT+7	DEST	Y

These records contain administrative files related to the Open Enrollment Program. Records include, but are not limited to, transportation reimbursement claims, tuition waiver forms, and correspondence from the Dept. of Public Instruction and school districts relating to the public school open enrollment program.

All the records in this series constitute "pupil records" under Wis. Stat. §118.125 and must, therefore, be kept confidential by the Department as required under Wis.Stat. §118.125(2)(g).

RETENTION: EVENT (date of creation or receipt) + 7 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00253000.	PRIVATE SCHOOL CHOICE PROGRAM FINANCIAL RECORDS	FIS+7	SHSW	Y

This new RDA is necessary to reflect statutory changes and expansion of the program.

The records in this series are financial records for the Private School Choice Programs including the Milwaukee Parental Choice Program (MPCP), Wis. Stat.§ 119.23, the Racine Parental Choice Program (RPCP) and the Wisconsin Parental Choice Program or statewide program (WPCP), Wis. Stat.§ 118.60, and the Special Needs Scholarship Program (SNSP), Wis. Stat.§ 115.7915. Schools participating in the program receive a state aid payment for each eligible student on behalf of the student's parent or guardian to attend private schools in Wisconsin.

Records in this series include financial audits, fiscal and internal control practices reports, new school budgets, continuing school budgets, and SNSP budgets.

Some records in this series may contain PII in the form of bank account information for individuals within the budgets. These records are confidential as defined by Wis. Stat. § 19.62(5).

RETENTION: EVENT (Fiscal) + 7 years and transfer to State Historical Society

RDA #	RDA Title	Retention	Disposition	PII
00271000.	CHARTER SCHOOL CONTRACT RECORDS	EVT+5	SHSW	N

This new RDA was created in response to legislative changes made to the Charter School Program with 2015 Wisconsin Act 55. Following this act, the Dept. of Public Instruction (DPI) updated its process to review and to maintain charter school contracts.

Per Wis. Stat. § 118.40(3), charter schools must have a duly executed contract that satisfies all provisions required under state and federal law, where applicable. DPI verifies the legitimacy of the charter school per the requirements set forth as part of Wis. Stat. § 118.40.

Records include, but are not limited to, charter school contracts, benchmarks documents, survey statistics, and other outputs related to federally mandated reporting.

RETENTION: EVENT (end of contract) + 5 years and transfer to WHS

RDA #	RDA Title	Retention	Disposition	PII
00272000.	GAINING EARLY AWARENESS AND READINESS FOR UNDERGRADUATE PR(	EVT+4	DEST	Y

Per Wis. Stat. § 115.28(23), the Wisconsin Department of Public Instruction (DPI) administers the Gaining Early Awareness and Readiness for Undergraduate Program (GEAR UP) with federal funds provided through the Higher Education Act of 1965 to prepare youth and adults to pursue higher educational opportunities by providing college and career readiness programs, resources, scholarships, and support.

Dept #	/400/	Department Name	FINANCE AND MANAGEMENT

RDA #	RDA Title	Retention	Disposition	PII

Financial assistance to students and colleges is awarded annually through an application process. All scholarship funds not utilized within the fiscal year are rolled into a trust fund. Students are eligible to apply for scholarship funds between grades 6-12 and can receive funds up to ten (10) semesters for program participants and four (4) semesters for outreach participants. Eligible students can receive
scholarships up to the maximum number of semesters indicated or until trust funds are exhausted, whichever comes first.

Records include, but are not limited to: student enrollment applications, teacher, counselor and/or coach recommendations, scholarship applications, documentation to support program services completed such as sign-in sheets and record of attendance, communication with students and families pertaining to programming, and scholarship payment information.

Records are confidential under Wis. Stat. § 118.125 and FERPA (Family Educational Rights and Privacy Act).

RETENTION: EVENT(trust fund is depleted) + 4 years and destroy confidential

Dept #	/500/	Department Name	LEARNING SUPPORT

RDA #	RDA Title	Retention	Disposition	PII

00065000. SPECIAL EDUCATION STUDENT COMPLAINT REQUESTS, CASE FILES, AND **EVT+5** **DEST** **Y**

This RDA supersedes 0095000 and 00114000.

Records in this series contain the official hearing records of cases filed with the Dept. of Public Instruction under Wis. Stat. ch. 115 or Pl 11 Wis. Admin Code regarding complaints pertaining to educational services provided to children and youth with disabilities under the federal Individuals with Disabilities Education Act (IDEA) 34 CFR §§ 300.151-300.153.

Records include but are not limited to IDEA complaint requests including correspondence , student records , corrective actions plans and documentation of the investigations and compliance resolutions; student specific case files including materials related to contacts with parents and school districts in the form of inquiries, complaints , local appeals , requests for out-of-state or private placements, extension timelines, or other student specific activities; and due process hearing requests including transcripts of the hearing, briefs, correspondence , hearing decisions , and any other records submitted as part of the
due process proceeding . 34 CFR §§ 300.507-300 .514 and Wis. Stat. § 115.80.

Records are confidential under S.C.R. § 20:1:6, Wis . Stat. § 118.125, and FERPA (Family Educational Rights and Privacy Act). In addition, some records in this RDA may be subject to the attorney-client privilege.

Event is when the IDEA complaint and the due process hearing request is closed and all appellate actions are complete, or the student case file is closed.

RETENTION: EVENT (Case is completed) + 5 years and destroy confidential
EVT = Case is completed; EVT + 5; Destroy Confidential

00069000. SPECIAL EDUCATION COMPLIANCE MONITORING **EVT+6** **DEST** **Y**

This records series includes information on compliance by public agencies in Wisconsin with state and federal laws and regulations relating to programs for children with disabilities. Records include correspondence, self-assessments , monitoring activities, and other materials and documentation related to compliance monitoring and approval of special education policies, procedures , and programs per 34 CFR §§ 300.149, 300.150 , 300.600 and Wis. Stat. § 115.762(3).

Confidential under Wis. Stat. § 118.125 and FERPA (Family Educational Rights and Privacy Act).

Event is when monitoring activities are complete.

RETENTION: EVENT (Monitoring activities complete) + 6 years and destroy confidential

00074000. INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) FEDERAL GRANTS **EVT+4** **SHSW** **N**

The Wisconsin Historical Society continues to request these records be transferred , therefore , we cannot use ADM00013 .

Information related to the state education agency's administration of federal special education grant programs under the Individuals with Disabilities Education Act (IDEA) per 2 CFR § 200.333 , 34 CFR §§ 300.700-300.705, 300.800-300 .816.

The records in this series contain state plans and grant applications to the federal government, notification of funding availability , notification of grant awards, grant evaluation activities, grant communications , master budget, correspondence, and other related records .

Event is when the final grant expenditure report is submitted.

RDA #	RDA Title	Retention	Disposition	PII

RETENTION: EVENT (Final expenditure report submitted) + 4 years and transfer to State Historical Society

00267000. ESSA & IDEA ADMINISTRATIVE RECORDS — EVT+6 — DEST — Y

The records in this series are the administrative files generated to create the final reporting results described in RDA 00268000 ESSA & IDEA Reporting Results.

Administrative files include, but are not limited to, files containing computer programming code that performs data calculations, data files from school districts that apply corrections to their student data, files containing evidence of the validity of the data corrections, correspondence and other related records.

Records are confidential under Wis. Stat. § 118.125 and FERPA (Family Educational Rights and Privacy Act).

RETENTION: EVENT (Date results are finalized) + 6 years and destroy confidential

00268000. ESSA & IDEA REPORTING RESULTS — EVT+6 — SHSW — N

Every Student Succeeds Act (ESSA) requires Wisconsin to develop accountability systems that comply with and implement ESSA to identify lowperforming public schools for support and interventions. Similarly, Individuals with Disabilities Act (IDEA), 20 U.S.C § 1412(a)(11)(A)(i), and Wis. Stat. § 115.762(3)(g) require that Wisconsin determines which districts' students with disabilities are underperforming compared to state goals as well as districts with racial disproportionality in Special Education. Records include the download files containing scores for each of the major topics and metrics that summarize the score information for all public schools and districts included in ESSA or IDEA accountability in a given year.

RETENTION: EVENT (Date results are superseded) + 6 years and transfer to WHS

RDA #	RDA Title	Retention	Disposition	PII

00027000. TEACHER EDUCATION PROGRAM REVIEW — EVT+25 — DEST — N

Per Wis. Stat. § 118.19 and Wis. Ad min. Code Ch. Pl 34, the Department of Public Instruction's (DPI) Licensing, Educator Advancement and Development Team is responsible for establishing rules and regulations governing teacher education and certification for approved programs in Wisconsin. Those programs may be offered at public, private, and non-profit entities. Reviews of programs for certification of school personnel at each preparation program are conducted annually and comprehensive reviews at least every fifth year. The DPI is also required to complete reviews at other times new programs are submitted, when changes are made to existing approved courses, or when there are concerns with program compliance or performance.

An EVT + 25 year retention is required to ensure DPI consultants have access to documentation needed to complete reviews for licensure conducted years after graduation by the completer. Records are needed to determine how programs were approved at the time to ensure the appropriate license is conferred.

Records include, but are not limited to, program applications, program review documentation, program recommendations, complaint forms, and program related correspondence.

RETENTION: EVENT (Date review is complete) + 25 years and destroy

00037000. TEACHER LICENSING, REVOCATION AND DENIAL RECORDS — CR+75 — DEST — Y

This RDA consolidates 00037000 and 00018AOO into one RDA. CR+75 year retention necessary to fulfill obligation to retain records for each individual applying for a license for the life of the applicant.

These records pertain to the State Superintendent of Public Instruction's authority under Wis. Stat. § 115.31, Wis. Stat. § 118.19 and Wis. Admin. Code Ch. Pl 34 to issue Wisconsin educator licenses. Actions taken by DPI include authorization of new and/or renewed licensure requests as well as investigations to determine license revocations or denials for immoral conduct, conviction for certain criminal offenses or incompetency.

New applications and/or renewed licensure requests include documents, attestations, correspondence and other evidence that license requirements are met. Examples include academic transcripts, employment history, performance evaluations, grade reports, test scores and institutional endorsements. Additionally, the application materials may also include documentation and information related to an individual's background check, including but not limited to police reports, psychological reports, disciplinary findings, other investigative reports and findings, court records, medical records, and criminal history information.

During the investigative and determinative processes in response to alleged immoral conduct, conviction for a certain criminal offense or incompetency by a license holder and/or an applicant for licensure, materials collected that assist the State Superintendent (or designee) in making a decision regarding revocation and/or denial of a credential may include, but are not limited to investigative reports, court records, photographs, correspondence, hearing transcripts, other documentary evidence, witness and victim statements,

federally protected information (e.g. medical and educational records), and electronic media (e.g. flash drives, CDs, DVDs) containing various documents, photographs, videos, etc. Also included as appropriate are the State Superintendent's (or designee's) decision, findings of fact, case settlement/stipulation documents, and revocation order.

Records contain PII and are also protected under HIPAA and FERPA and other state and federal laws requiring them to be confidential.

RETENTION: EVENT (Creation) + 75 years and destroy confidential