

# 255-PUBLIC INSTRUCTION

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

RDA # RDA Title Retention Disposition PII

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**00019000.** **CORRESPONDENCE OF THE DEPUTY STATE SUPERINTENDENT** **EVT+4**

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**

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

**00262000.** **EXTERNAL COMMUNICATIONS** **EVT+5**

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

These records consist of external communications with media, legislature, and the public related to the Department of Public Instruction events and programs in print and electronic formats including multimedia formats such as photos, audio, video, text, and images.

May include: news/press releases, media advisories, speeches, photos, audio, and video recordings, op-ed columns and articles, and public service announcements.

Event is when the final versions of the communications have been approved.

DPI staff should contact the Wisconsin Historical Society (WHS) when records have met the retention period so WHS can do an appraisal to determine which external communications records they want transferred to them.

RETENTION: EVENT (Date final versions approved) + 5 years and transfer to State Historical Society

**00263000.** **INTERNAL COMMUNICATIONS** **EVT+3**

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

These records consist of internal communication from the Communications Office to Department of Public Instruction divisions, executive staff, management, or employees in print and electronic formats including multimedia such as photos, audio, video, text, and images.

May include: daily media logs, agency highlights, correspondence, photographs of staff events, and speeches and talking points developed for staff communications.

This RDA is not to be used for correspondence records covered by ADM00009 and ADM00010 or for internal newsletters covered by ADM00015. Event is when the final versions of the communications have been approved.

RETENTION: EVENT (Date final versions approved) + 3 years and destroy

**00264000.** **PHOTOGRAPH, VIDEO, AUDIO, AND/OR INTERVIEW RELEASE AUTHORIZATION** **EVT+5**

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.

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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

Dept #: /002/ Department Name: OFFICE OF LEGAL SERVICES

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**00001000.** **CHAPTER 115 APPEALS** **CR+7**

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**

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**

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 Appeal 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** **CR+7**

All legal correspondence generated from the Dept. of Public Instruction's Office of Legal Counsel. Included within these files are legal documents, decisions regarding school expulsions, licensing, legal briefs, and general correspondence.

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

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

Dept #: /100/ Department Name: LIBRARIES AND TECHNOLOGY

RDA #	RDA Title	Retention	Disposition	PII
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**00250000.** **WISCONSIN PUBLIC LIBRARY DIRECTOR CERTIFICATION - GRADE 1** **EVT+15**

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 PI6.03(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**

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 PI 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**

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**

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.

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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**

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

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

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 VII-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**

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**

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.

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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**

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**

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**

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**

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.

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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

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**00012000.** **WISCONSIN HIGH SCHOOL EQUIVALENCY TEST SCORES & APPLICATIONS** **CR+70**

Applications and test scores of Wisconsin citizens who received a high school completion credential (GED or HSED) issued by the State Superintendent of Public Instruction based on the tests of General Education Development (GED) or other criteria established by PI 5, Wis. Admin. Code. These records may be needed to gain entrance to college or to fulfill employment requirements.

Records may also include equivalency reports, underage reports and related correspondence. Records may also be covered by Federal Family Education Rights and Privacy Act (FERPA).

Retain 70 years and destroy confidential.

RETENTION: EVENT (Creation) + 70 years and destroy confidential

**00077000.** **CHILDREN AT RISK** **CR+50**

Under 118.153, Wis. Stats., Children at Risk: Eligible school districts were either required or allowed to apply to the State Superintendent for additional categorical aid. Upon the receipt of the school district's annual report the State Superintendent pays the school district an appropriation for each pupil enrolled in a program for children at risk who met program criteria. Additional state aid was paid in the amount of 10% of the school district's average per pupil aid. The funds were prorated when insufficient. Biennially the Legislative Audit Bureau was required to audit school district's eligibility, performance, criteria and state payments.

These files contain the records pertaining to the school district children at risk programs. Included are the school districts eligibility claims and any related correspondence. Records could contain personally identifying student information and should be protected under the Federal Family and Education Rights and Privacy Act (FERPA).

While the categorical aid was discontinued by 2011 Act 10, programming under s. 118.153 has continued and funding may be reauthorized or reconsidered in future biennial budgets due to the subject focus. Retention of records will aid in future documentation.

RETENTION: EVENT (Creation) + 50 years and destroy confidential

**00216000.** **YOUTH OPTIONS** **CR+7**

Youth Options and Post-Secondary Options Program documents created and maintained consistent with s. 188.55 Wis. Stats. And PI 40, Wis. Admin. Code. Documents include legislative analysis, program information and all documentation of student appeals and department decisions.

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

**00220000.** **PROFESSIONAL STANDARDS COUNCIL MEETING RECORDS (PI 34)** **CR+25**

In 1997 Wisconsin Act 298 was passed by the state legislature and signed by the governor which created the statutory Professional Standards Council (PSC) to assist and advise the state superintendent in improving teacher preparation, licensure and regulation. The text of this legislation can be found at Wisconsin Statutes - Chapter 15 (15.377). Specific information regarding the framework of the Professional Standards Council can be found at PI 34.36.

The purpose of the council, acting in an advisory capacity, is to ensure the quality of the profession of teaching by recommending to the state superintendent a set of standards regarding licensure and evaluation of teachers, evaluation and approval of teacher education programs, the status of teaching in Wisconsin, school board practices to develop effective teaching and peer mentoring programs. Statutory responsibilities also require an annual report to the appropriate standing legislative committees on the activities and

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effectiveness of the council.

This records series will include annual reports to the legislature, meeting minutes, and nomination and appointment letters to the council and Senate education committee.

RETENTION: EVENT (Creation) + 25 years and transfer to State Historical Society

00258000. CIVIL RIGHTS COMPLIANCE MONITORING EVT+6

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

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00041000. USDA FOOD DISTRIBUTION RECORDS CR+7

The files contain information on United States Department of Agriculture (USDA) food orders for child and adult nutrition programs (e.g. National Lunch Program, Charitable/Correctional Institution Programs, Summer Camp, The Emergency Food Assistance Program, etc.). Records contain data regarding orders, shipments and receipts files under Wis. Stats. § 39.04 and 40.30(8).

Included are records by vendors, warehouse confirmation of receipt, reports of shortages or damages, allotments of delivery orders indicating shipment dates and destinations. Also included are general correspondence dealing with a variety of topics including:

1. Inventories USDA foods
2. Delivery receipts
3. Warehouse reports
4. Requisitions
5. Vouchers
6. Storage, handling and transportation charges invoices (including detailed invoices received from commercial warehouses, trucking firms, and county distribution points supporting the payment of transportation, storage and handling charges received in the distribution of USDA Foods to Schools institutions and welfare agencies).

RETENTION: EVENT (Creation) + 7 years and destroy

00098000. COMMUNITY NUTRITION PROGRAMS CR+5

Community Nutrition Team administers the following USDA Child Nutrition Programs: Child and Adult Care Food Program (CACFP) 7 CFR part 226; Summer Food Service Program (SFSP) 7 CFR part 225; and the Special Milk Program (SMP) 7 CFR part 215.

The contents of these records include the following: federal contracts, program evaluations, correspondence, seriously deficient files, routine hearing records, and related material.

RETENTION: EVENT (Creation) + 5 years and destroy confidential

00103000. SCHOOL NUTRITION PROGRAM - SPECIAL CORRESPONDENCE EVT+5

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.

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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

**00134000.** **COMMUNITY NUTRITION PROGRAMS - SPECIAL HEARING AND APPEAL FILE** **CR+20**

Community nutrition Team administers the following USDA Child Nutrition Programs: Child and Adult Care Food Program (CACFP) 7 CFR part 226; Summer Food Service Program (SFSP) 7 CFR part 225; and the Special Milk Program (SMP) 7 CFR part 215.

The contents of these records including the following: special hearing and appeal files for federal contracts, program evaluations, correspondence, seriously deficient files, and related material. These files are from critical federal investigations that resulted in changes to how the USDA Child Nutrition Programs are administered. Access to these records are necessary for internal use to implement and track policy changes.

RETENTION: EVENT (Creation) + 20 years and transfer to State Historical Society

**00269000.** **ADMINISTRATIVE REVIEW OF SCHOOL NUTRITION PROGRAM** **EVT+7**

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**

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

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**00026000.** **STATE APPEAL BOARD REORGANIZATION HEARING FILES** **CR+25**

State Appeal Board reorganization hearing files 1965 - current (Currently known as School District Boundary Appeal Board hearing files 1984-) State Appeal Board School District reorganization hearing files consisting of hearing record appeals, briefs, board orders, and related correspondence filed under Wisconsin Statutes Chapter 117 and specifically 117.03 State Appeal Board.

Families from around the state petition the School District Boundary Appeal Board to change a district boundary to allow their children to attend a neighboring school district that may be closer to their property. As members of that district, families have voting rights and are subject to the tax laws applied to the county and municipality the district falls within. These files are kept not only for historical purposes, but also in case there is a question over where a district's boundary lies.

RETENTION: EVENT (Creation) + 25 years and transfer to State Historical Society

**00039000.** **HOME-BASED PRIVATE EDUCATIONAL REGISTRATION FORM, PI-1206** **CR+7**



RDA #	RDA Title	Retention	Disposition	PII
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Home-Based Private Educational Registration Form, PI-1206, which includes the grade level, gender, district of residence of the child or children enrolled in the home-based program, a series of questions that the parent(s) or guardian must answer, an attestation that the parent or guardian will follow the confines of the law, and parents or guardian must submit the form electronically in order to be registered. Parent or guardian must provide all curriculum materials and supplies used.

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

**00127000. ANNUAL SCHOOL DISTRICT FINANCIAL REPORTS CR+5**

This RDA consolidates 075, 120, 127a and 127b into one RDA.

School districts are required under Wis. Stat. Ch. 121, to file financial, annual, and budget reports to the WI Dept. of Public Instruction. 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 including the following reports: equalization aids, special education aids, transportation aids, common school fund (library aids), drivers' education and state tuition claims. School district annual financial audit reports, including single audit if required, include the following reports: CESA annual financial audit reports, CCDEB annual financial audit reports, membership audit reports, and library audit reports.

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

**00127C00. SUPPORTING INFORMATION FOR THE CALCULATION AND PAYMENT OF GE CR+5**

This RDA describes documents that provide supporting information used to calculate the payment of equalization and categorical aids. Supporting information may include: 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 DPI by school districts in compliance with Wis stat. Ch. 121

This RDA includes: 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, 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).

Some records are pupil records, or they may contain PII and student data. Therefore, the records must be kept confidential by the department as required under the Family Educational Rights and Privacy Act regulations, 7 C.F.R. § 99.

RETENTION: EVENT (Creation) + 5 years and destroy confidential

**00131000. PRIVATE SCHOOL CHOICE PROGRAM ADMINISTRATIVE RECORDS FIS+7**

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 FILES CR+7**

The record series contains the official record of parent appeals of open enrollment denials by school districts. The record contains the appeal filed by the parent, facts and arguments submitted by each party, and a copy of the Department's decision in the appeal. The Department's decision may be appealed to circuit court within 30 days of service of the decision, at which time the Department is required to provide a copy of the record to the court.

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 under Wis. Stats. 118.125 (2) (g) and FERPA (Federal Educational Rights and Privacy Act).

Retain records for seven years and destroy confidential.

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

**00156000.** **ORIGINAL DECISIONS IN OPEN ENROLLMENT APPEALS** **CR+25**

This record series contains the Decision and Order issued by the Department 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 Department in issuing orders in future appeals. These orders drive policy decisions and influence our daily work.

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

Retain records for 25 years and destroy confidential.

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

**00200E00.** **OPEN ENROLLMENT APPLICATIONS AND TRANSFER BASE** **CR+25**

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

**00200P00.** **OPEN ENROLLMENT APPLICATIONS-PAPER** **CR+7**

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. The statute also requires the nonresident school district to send a copy of the form to pupil's resident school district and to the Department.

Information from this initial application form is entered into an open enrollment database which is updated as information is received from school districts about approval or denial of applications, as well as actual transfers, and withdrawal from open enrollment. After the data is entered into the database, the print applications become duplicate records and are only retained for 7 years. The information in the database enables 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(16).

Paper applications were only received by the department through the 2008/09 school year.

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

**00221000.** **OPEN ENROLLMENT ADMINISTRATIVE FILES** **CR+7**

This record series contains transportation reimbursement claims and tuition waiver forms for the public school open enrollment program.

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

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

**00253000.** **PRIVATE SCHOOL CHOICE PROGRAM FINANCIAL RECORDS** **FIS+7**

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

Dept #: /400/ Department Name: FINANCE AND MANAGEMENT

RDA # RDA Title Retention Disposition PII

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

**00271000.** **CHARTER SCHOOL CONTRACT RECORDS** **EVT+5**

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

**00272000.** **GAINING EARLY AWARENESS AND READINESS FOR UNDERGRADUATE PR** **EVT+4**

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.

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

**00030000.** **TEAM DIRECTOR'S HISTORICAL OFFICE FILES** **EVT+10**

General files related to the Director for the Special Education Team work activities:

PI 11 and Chapter 115 historical files.

Team Director's chronological correspondence files.

Team director's historical office files of services provided to children.

Retain 10 years and transfer to WHS.

RETENTION: EVENT (Date of letter sent in response from DPI) + 10 years and transfer to State Historical Society

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

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 PI 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**

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**

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.

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

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

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 § PI 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

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

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 § PI 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.

Dept #: /500/ Department Name: LEARNING SUPPORT

RDA #	RDA Title	Retention	Disposition	PII
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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 § PI 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 § PI 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

<b><u>00267000.</u></b>	<b><u>ESSA &amp; IDEA ADMINISTRATIVE RECORDS</u></b>	<b><u>EVT+6</u></b>
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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

<b><u>00268000.</u></b>	<b><u>ESSA &amp; IDEA REPORTING RESULTS</u></b>	<b><u>EVT+6</u></b>
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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

Dept #: /700/ Department Name: TEACHER LICENSING

RDA #	RDA Title	Retention	Disposition	PII
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<b><u>00027000.</u></b>	<b><u>TEACHER EDUCATION PROGRAM REVIEW</u></b>	<b><u>EVT+25</u></b>
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Per Wis. Stat. § 118.19 and Wis. Admin. Code Ch. PI 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

<b><u>00037000.</u></b>	<b><u>TEACHER LICENSING, REVOCATION AND DENIAL RECORDS</u></b>	<b><u>CR+75</u></b>
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This RDA consolidates 00037000 and 00018A00 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. PI 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

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Department Name: TEACHER LICENSING

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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