



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section:

Division: Vocational Rehabilitation

Sub-Section:

**TITLE:** Administrative Disbursement Files

**CUTOFF:** EOSFY

**DESCRIPTION:** Includes employee expense accounts, OASI monthly disbursements records, case service disbursements VR Program, DDO payment requisition files, vendor's invoice files. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22383

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/15/2005

**TITLE:** Annual Report of Civil Rights Review

**CUTOFF:** EOSFY

**DESCRIPTION:** Review by Vocational Rehabilitation staff of trade school, business colleges, and beauty colleges in regard to compliance with Title VI of the Civil Rights Act of 1964. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22379

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/15/2005

**TITLE:** Client Closed Case Files

**CUTOFF:** EOSFY

**DESCRIPTION:** Including all medical information, copies of authorizations for services provided, etc.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22378

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/15/2005



### Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Vocational Rehabilitation

Sub-Section:

**TITLE:** Disability Determination Program Budget

**CUTOFF:** EOSFY

**DESCRIPTION:** Budget of Disability Determination Operation within the section of Vocational Rehabilitation.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22377

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/15/2005

**TITLE:** Financial Report for Vocational Rehabilitation RSA-2

**CUTOFF:** EOSFY

**DESCRIPTION:** Annual Report of fiscal state to Rehabilitation Services Administration.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22380

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/15/2005

**TITLE:** Hearing Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Clients' grievances which have resulted in formal hearings and their findings.

**RETENTION:** Years: 25 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22385

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/15/2005



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section:

Division: Vocational Rehabilitation

Sub-Section:

**TITLE:** Individual Applications for Employment

**CUTOFF:**EOCY

**DESCRIPTION:** Indicates position applied for, experience references, and other pertinent information.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22375

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/15/2005

**TITLE:** Outstanding Check Data

**CUTOFF:**EOSFY

**DESCRIPTION:** Record of warrants issued which have not cleared the State Treasurer's Office.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22381

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/15/2005

**TITLE:** Personnel Payroll Files

**CUTOFF:**EOSFY

**DESCRIPTION:** Roster of terminated employees, their salaries and tenure.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22382

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/15/2005



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section:

Division: Vocational Rehabilitation

Sub-Section:

**TITLE:** State Plan-Vocational Rehabilitation

**CUTOFF:** EOFFY

**DESCRIPTION:** Document describing the method of operation of the Vocational Rehabilitation required by Federal government. May be destroyed after conclusoin of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22376

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/15/2005

**TITLE:** Vocational Rehabilitation and Disability Determination Program Surveys

**CUTOFF:** WSO

**DESCRIPTION:** Client/claimant case satisfaction surveys

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22384

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/15/2005