

1. Requesting Agency DEPARTMENT OF EDUCATION	2. Division or Bureau of Requesting Agency DIVISION CERTIFICATION & ACCREDITATION
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3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p><u>TRADE SCHOOL AND PRIVATE SCHOOL FILE</u></p> <p>Size of Documents: 8 1/2" x 11" Period Covered: 1947 - Quantity: 14 drawers (21 cubic feet) File Arrangement: alphabetically by school Annual Accumulation: 2 drawers (3 cubic feet) Disposable Amount: 5 cubic feet)</p> <p>All private schools, except church schools, must obtain a certificate of approval from the State Superintendent of Schools before beginning operations. Included in the folder maintained for each school are the application for certification, a detailed account of the physical plant and finances of the school; reports of periodic inspections made by the Department; correspondence; monthly enrollment reports; and information about the training, experience and salaries of the teachers.</p> <p>RECOMMENDATION: RETAIN WHILE SCHOOL IS IN OPERATION AND FOR SEVEN YEARS THEREAFTER AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p>
2.	<p><u>SCHOOL TEACHERS SUMMER SCHOOL GRADES</u></p> <p>Size of Documents: 5" x 8" Period Covered: 1918 - Quantity: 10 drawers (6 cubic feet) File Arrangement: alphabetical Annual Accumulation: 1/2 cubic foot Disposable Amount: 1 1/2 cubic feet</p> <p>Report of summer school grades of teachers seeking renewal of</p>	<p><i>Approved Hall of Records Commission</i></p>

7. Agency, Division or Bureau Representative

<i>Merle S. Bateman</i> Signature	- Director of Certification and Accreditation - Title	<i>March 10, 1955</i> Date
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Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

<i>March 11, 1955</i> Date	<i>Morris S. Radloff</i> Archivist	MAR 14 1955 Date	<i>[Signature]</i> Secretary
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KEY FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

teaching certificate submitted to the Department by Registrar of college where classwork was taken. Upon completion of required courses, a transcript is filed in the Teacher's Certification file and the report cards are destroyed. Cards of teachers who have failed to complete required courses and are no longer teaching are retained in this file.

RECOMMENDATION: RETAIN FOR TWENTY-FIVE YEARS AND THEN DESTROY.

3. TEACHERS COLLEGE CORRESPONDENCE

Size of Documents: 8 1/2" x 11"
Period Covered: 1928
Quantity: 3 drawers (4 1/2 cubic feet)
File Arrangement: alphabetically by college and chronologically therein
Annual Accumulation: 1 drawer (1 1/2 cubic feet)

Correspondence with the five State Teachers Colleges on subjects relating to teacher training. File also contains reference material considered non-record within the meaning of Section 155, Article 41, of the Annotated Code, 1951 edition.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CREATION OR RECEIPT AND THEN DESTROY.

4. GENERAL COLLEGE ACCREDITATION

Size of Documents: 8 1/2" x 11"
Period Covered: 1920 - -
Quantity: 5 drawers (7 1/2 cubic feet)
File Arrangement: alphabetically by college and chronologically therein
Annual Accumulation: 1/2 cubic foot.

Records relating to accreditation of the college and Veterans Administration approval of the college for veteran training program under Public Laws 16 and 346. File includes reports of evaluation of college, actions of State Board of Education authorizing college to grant degrees and veteran letters.

RECOMMENDATION: RETAIN PERMANENTLY.

5. CERTIFICATION CORRESPONDENCE

Size of Documents: 8 1/2" x 11"
Period Covered: 1916
Quantity: 20 cubic feet
File Arrangement: alphabetical
Annual Accumulation: 1/2 cubic foot
Disposable Amount: 15 cubic feet

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Records Commission*

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Records Commission*

APPROVED
BOARD OF PUBLIC WORKS
Date: 11.14.1955

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LIST FOR RECORDS RETENTION
(Continuation Sheet)

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Correspondence with individuals applying for certification or seeking renewal of teaching certificate; filed in the individual certification folders.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CREATION OR RECEIPT AND THEN DESTROY.

APPROVED BY
SECRETARY OF PUBLIC WORKS
Date MAR 14 1955
J. M. Cluskey
Secretary