

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF EDUCATION

Vocational-Technical Education

AGENCY

DIVISION

Item No.	Description	Retention
1	<p>RECORDS MAINTAINED BY THE DIVISION OF VOCATIONAL-TECHNICAL EDUCATION WHOSE RETENTION IS BASED ON REQUIREMENTS ESTABLISHED BY THE FEDERAL GOVERNMENT OR OTHER AGENCIES</p> <p>This series composes all records necessary to conduct the business of the Division of Vocational-Technical Education where the requirements and use of those records are defined and governed by some organization outside the legal or administrative jurisdiction of Maryland law, the State Board of Education, or the State Superintendent of Schools.</p> <p>The following records are included in this category:</p> <ul style="list-style-type: none"> a. Application for Approval of Vocational-Technical Education Programs b. Long-Range and Annual Plan for Vocational-Technical Education c. New Programs/Activities for the Coming Fiscal Year d. Long-Range and Annual Plan for Vocational-Technical Education Ancillary Services, Programs and Activities e. Policy and Procedures for Submitting 300 Series Proposals f. Preliminary Application - Exemplary Projects g. Application by Local Educational Agency to Participate in Work-Study Program h. Agreement to Participate in Work-Study Program i. Student Application for the Work-Study Program 	<p>RETAIN FOR THREE (3) YEARS; AND FOLLOW THE GUIDELINES AND REQUIREMENTS ESTABLISHED BY THE FEDERAL GOVERNMENT OR OTHER AGENCY AS APPROPRIATE</p>

Schedule approved by Department, Agency or Division Representative

[Signature]
Signature

Assistant State Superintendent
in Vocational-Technical Education

Title

3/31/76
Date

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
1	<p>(continued)</p> <ul style="list-style-type: none"> j. Allocation of Vocational-Technical Funds k. Quarterly Progress Report - Due Dates 08/30, 10/15, 01/15, and 04/15 l. Annual Financial Report of Expenditures m. Equipment Inventory n. Descriptive Report of Program Activities for Vocational Education o. Secondary Vocational-Technical Education Teacher Record p. Secondary Vocational-Technical Education Student Record q. College Faculty Record Form r. College Student Record Form s. Adult Vocational-Technical Education Teacher Record t. Adult Vocational-Technical Education Student Record u. Count of Secondary Vocational-Technical Education Students - Form 0901 v. Count of Secondary Vocational-Technical Education Students - Form 0902 w. Vocational-Technical Education Student Placement Report x. Placement of Program Completions in Vocational-Technical Education y. Follow-up of Program Completions in Post-Secondary Vocational-Technical Education Programs z. Status of Teacher Training in Vocational-Technical Education aa. Count of Vocational-Technical Education Students 	

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. **634**

PAGE
NO. 3 of 5

Item No.	Description	Retention
1	<p>(continued)</p> <ul style="list-style-type: none"> <li data-bbox="244 374 1058 438">bb. Enrollments in Vocational-Technical Education Programs <li data-bbox="244 474 1087 538">cc. Placement of Program Completions in Vocational-Technical Education Programs <li data-bbox="244 574 1014 668">dd. Number of Teachers and Status of Teacher Training and Local Administrative Staff in Vocational Education <li data-bbox="244 704 703 736">ee. Financial Status Report <li data-bbox="244 772 1075 836">ff. Supplementary Financial Status Report - Expenditures by Legislative Purpose <li data-bbox="244 872 1045 936">gg. Descriptive Report of Program Activities for Vocational-Technical Education <li data-bbox="244 972 1014 1036">hh. Research Training; Pilot and Demonstration Projects <li data-bbox="244 1072 802 1104">ii. Summer Program Outcome Report <li data-bbox="244 1140 1014 1212">jj. Request for Vocational-Technical Education Student and Teacher Data Forms: Secondary Programs <li data-bbox="244 1249 1014 1321">kk. Request for Vocational-Technical Education Student and Faculty Data Forms: College Programs <li data-bbox="244 1357 1087 1430">ll. Request for Vocational-Technical Education Student and Teacher Data Forms: Adult Programs <li data-bbox="244 1466 1045 1538">mm. Request for Vocational-Technical Education Student and Teacher Data Forms: Apprenticeship Programs <li data-bbox="244 1574 1014 1606">nn. Certification of use of Unencumbered Funds <li data-bbox="244 1642 997 1715">oo. Vocational Education Programs and Special Services Survey <li data-bbox="244 1751 493 1783">pp. Resolution <li data-bbox="244 1819 931 1851">qq. Construction Application for Approval <li data-bbox="244 1887 948 1919">rr. Proposed Expenditures for Construction <li data-bbox="244 1955 852 1987">ss. Summary of Proposed Construction 	

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 634

PAGE
NO. 4 of 5

Item No.	Description	Retention
1	<p>(continued)</p> <ul style="list-style-type: none"> tt. Area School Construction Weekly Statement of Compliance uu. Area Vocational School Construction Routine Labor Relations Interview vv. Applicant's Quarterly Compliance Report - Due Dates: 07/10, 10/10, 01/10, and 04/10 ww. Certificate of Expenditure xx. Cost of Occupational Training Manpower Development and Training Act yy. Individual Termination/Transfer Report zz. Request for Funds and Financial Status Report Due Dates: 09/30, 12/31, 03/31, and 06/30 aaa. Request for Reimbursement bbb. Monthly Report of Attendance ccc. Equipment Inventory ddd. Manpower Development and Training - Project Evaluation eee. Attendance Report for MDTA and ARA Programs in State of Maryland (for DoI) fff. Control of State Educational Agency Inventory of MDTA Equipment ggg. Individual Certification for Manpower Training hhh. Manpower Development and Training - Application for Less than Class Size Group - Individual Referral iii. Less Than Class Size - Individual Referral - Private School Agreement to Act as Training Agent jjj. Monthly Report of Attendance - Individual Referral kkk. Receipt for Training Supplies and Equipment lll. Expenditures for State Direction and Supervision MDTA 	

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO. **634**

PAGE NO. 5 of 5

Item No.	Description	Retention
1	<p>(continued)</p> <p>mmm. Comprehensive Employment and Training Act</p> <p>nnn. CETA Individual Certification for Manpower Training</p> <p>ooo. Request for Reimbursement</p> <p>ppp. Monthly Attendance Report - Individual Referral</p> <p>qqq. Application for Less-Than-Class-Size Training - Individual Training</p> <p>rrr. Receipt for Training Supplies and Equipment</p> <p>sss. Individual Termination/Transfer Report</p> <p>ttt. Individual Referral School Agreement</p> <p>uuu. Trainee Enrollment Report</p> <p>vvv. Monthly Attendance Report</p> <p>www. Major Equipment Inventory</p> <p>xxx. Agriculture Teacher's Schedule</p> <p>yyy. Adult Education/Vocational-Technical Education Staff Development Workshop Evaluation Form</p> <p>zzz. Cooperative Programs Wage and Hour Report</p> <p>aaaa. Application for Teacher's Certificate</p> <p>bbbb. Application for School Solicitor's Permit</p> <p>cccc. Application for Approval as a Nonpublic Specialized School</p> <p>dddd. Information Requested of Out-of-State Schools</p> <p>eeee. Annual Report - Nonpublic Specialized Schools</p> <p>ffff. Supervisory Visit Report</p> <p>gggg. Application for Approval as an On-The-Job Training Establishment</p> <p>hhhh. On-the-Job Training Agreement</p> <p>iiii. Veteran Trainee Monthly Progress Record</p> <p>jjjj. Supervisory Visit Report</p>	