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## **Adult Career and Continuing Education Services (ACCES)**

General Administrative Files  
Management Information reports  
General Correspondence











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## **Museum Research & Collections**

Director's Office Files  
Loan Records  
Office/Operational Files

## **Cultural Education, Preservation**

Preservation Unit Surveys, Logs, Treatment Records

## **Public Broadcasting Program**

Station Finance Files  
Station General Files  
Administrative Office Files  
General Subject Files

## **State Library, Research Library**

General Correspondence of Division Director  
Internal Statistics  
Annual Reports

## **State Library, Office of Assistant Commissioner**

Requisitions & Contracts  
Administrative Files  
Correspondence & Informational Files

## **State Museum. Director**

Official Correspondence Files  
Museum Exhibit Design Drawings

## **Summer School of the Arts**

Files relating to the administration of the New York State Summer School of the Arts

## **Higher Education**

### **Office of College and University Evaluation**

Institution files:  
Registration documents  
General correspondence

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Complaints  
Site visits  
Program proposals  
Extension center and branch campus applications  
Master plan amendments  
Applications for degree-granting authority  
Inventory of Registered Programs  
Regents institutional accreditation institution files  
Site visit reports and responses  
Annual reports  
Regents Advisory Council records  
Operational records of the accrediting function  
Correspondence to USDE  
Regents accreditation of teacher education files  
Information on closed colleges  
Transcripts for certain closed institutions  
<http://www.highered.nysed.gov/ocue/spr/closedInstDirectory.htm>  
Policies, forms, rules, and regulations  
Miscellaneous policy development records (field memos, task forces, process improvement teams, research, etc.)  
Certifications of compliance with Article 129-A  
Preregistration database  
Travel and consultant records  
Permission to operate institution files  
Autism training provider applications  
Commissioner's consents  
Doctoral program statewide review project (historical)  
Office administration files (personnel, budget/financial, purchase orders, printing requisitions)  
Director/coordinator general correspondence

### **Office of K-16 Initiatives and Access Programs**

Higher Education Opportunity Program (HEOP)  
Interim Reports  
Final Reports  
Budgets





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Awards  
Medical Contract Awards  
Cook/Batcheller Scholarship Awards  
Regent Bridgman Scholarship Awards  
Standards of Academic Progress  
By Institution of Higher Education  
Standardized Testing Records  
Statewide Plan for Higher Education

### **Office of Teaching**

Office, Personnel, Financial Records  
Admin office General Correspondence  
Purchase Orders & Printing Requisitions  
Teacher Certification Microfilm Files  
Transcripts & Correspondence of Applicants for Teacher Certification (under our records retention we only maintain the paper record for three years)  
TEACH electronic files  
Electronic files for all documents generated by the Directors office

### **Office of Test Security and Educator Integrity**

Educator Moral Character Files (8 NYCRR Part 83)  
Complaints  
Investigative materials  
Legal Files  
Decisions  
Vouchers  
Fingerprint Criminal History Records (SAVE Law, 8 NYCRR Part 87)  
Rap sheets and related material  
Investigative materials  
Correspondence  
Teacher Tenure Hearing Cases (Education Law 3020-a)  
Case files  
Transcripts  
Vouchers  
Contracts  
Complaints  
Corrective Action Plans  
Case files  
General Correspondence



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TAG – Technical Advisory Group  
Legislation  
Administrative & Correspondence Files  
BOCES & Public School Files

### **ESEA/NCLB Title I**

Title I Consolidated Application and related documents  
Title II Application materials  
ECIA Chapter 1/PSED grant application – Migrant  
Migrant Education projects & correspondence  
Homeless Application materials and correspondence

### **School Improvement**

General Subject & Resource Files  
Grants Program Files  
Special Project Files  
Development & Training Files  
School Files  
Staff Administrative Files  
Administrative Files  
Resource Files  
Development & Training  
Federal & State Programs

### **School Operations and Management Services (Facilities Planning / Education Management)**

School Bus Driver & Instructor Training Records  
School District Capital Project & Correspondence Files  
Plans & Specific of School District Capital Construction  
State Environmental Quality Review Act & Site Approvals  
General Correspondence

### **Student Support Services**

Administrative & General Subject Files  
Regents Records  
School District Files  
Program Files

### **Special Education Services**

Child Count Records

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IDEA Applications for Federal Funds  
Administrative & Correspondence Records  
Legal guidelines & Publications  
Site Visit Reports & Documentation  
Application for Requests for Approval for Services  
Interagency Placement of Students with Disabilities  
Administrative Records  
Miscellaneous Subject files  
School Program Files  
Statewide Training Program Materials  
Impartial Hearing Officer Records  
Parent Center files  
Preschool approvals and modifications  
SED approved school-age special education program approvals and revisions  
PBIS Records  
Statewide Special education quality assurance monitoring reports  
Special education policy  
Special education publications  
Early childhood direction center records  
Non-district Unit records

**State Operated Schools - NY School for the Blind at Batavia**

Board of Visitors Minutes  
Resident Program Plans  
ICF Therapy Assessments of Residents

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Accounting/Payroll/Budget Manuals & Bulletins  
Administrative Services  
Correspondence Files  
In-service Training Education Files  
Asbestos Reports (AHERA Program)  
Transportation Records

### **Professions**

General Administrative Files  
Closed School Student & School Files (Nursing)  
School Supervision Files (Nursing)  
Professional License and registration records  
Professional disciplinary records  
Professional assistance program records  
Professional business entity records  
Professional Program Review Records  
Professional Licensing examination materials  
Approved Continuing Education providers

### **Project Improvement Management Services**

#### **Facilities and Business Services**

Capital Project Files  
Records Management Files  
Security Post Orders  
Parking Communication File  
Statewide Lease Files

#### **Office Services**

Inserting and Labeling Requests  
SED Statewide Health and Safety Meeting Minutes  
Automated External Defibrillators Administration File  
USPS Postage Records  
Surplus Property Records  
Supply Room Program Request Orders

#### **Facilities Operations**

Maintenance Work Orders  
Project Files

