Adult Career and Continuing Education Services (ACCES)

General Administrative Files Management Information reports General Correspondence

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

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

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

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

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

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