
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

