

000 8005
001 009
002 003
003
004
005 Department of Education
006 Professional Standards Board
140 Administrative Records
141 Policy and Program Records
200 2001
210 2009
220
240 0.8 cf
241 1 cfb
261 Various types of administrative records, especially board membership records and quarterly reports.
270 Records include retreat planning files, sign-in sheets for board meetings, professional membership lists, professional development clusters records, quarterly reports, licensure and denial revocation correspondence, teacher of the year stipend files, and board orientation material. The quarterly reports were made to the governor, General Assembly, State Board of Education, and the Department of Education. Sections in the report include legislative action, board membership, mission statement, standing committees, and board activities. The professional development clusters records include the vendor manual, evaluation, correspondence, and finance approvals.

290
310
329 WORK STATUS:

- needs sorting
- needs unfolding
- needs foldering/reboxing
- other:

330 Arranged alphabetically by file heading.
331 No index.
332 Typed.
350
360 Good condition.
370 ONE FILE IS CONFIDENTIAL - NEW EMPLOYEES APPLICATIONS
390 In-house database.
420 2011019;
430
990 January 20, 2011
995 February 7, 2011;
rlg