

Notice Number 2019-42

Rule Number Ed 502.03

<p>1. Agency Name & Address:</p> <p>State Board of Education c/o NH Department of Education 101 Pleasant Street Concord, NH 03301</p>	<p>2. RSA Authority: <u>RSA 186:11, X(a)</u></p> <p>3. Federal Authority: _____</p> <p>4. Type of Action:</p> <p style="padding-left: 40px;">Adoption _____</p> <p style="padding-left: 40px;">Amendment _____</p> <p style="padding-left: 40px;">Repeal _____</p> <p style="padding-left: 40px;">Readoption _____</p> <p style="padding-left: 40px;">Readoption w/amendment <u> x </u></p>
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5. Short Title: **Custodian of Records**

6. (a) Summary of what the rule says and of any proposed amendments:

Ed 502.03 addresses the requirements for retaining records pertaining to educator credentials and is being readopted with amendment to include a timeline for keeping records that are no longer valid. The proposal also adds a requirement to keep any applications that result in a denial for a period of 50 years or until the Department is notified that the applicant is deceased.

6. (b) Brief description of the groups affected:

The bureau of credentialing and credentialed educators are affected by this rule.

6. (c) Specific section or sections of state statute or federal statute or regulation which the rule is intended to implement:

Rule	Statute
Ed 502.03	RSA 186:11, X(a)

7. Contact person for copies and questions including requests to accommodate persons with disabilities:

Name: **Amanda Phelps**

Title: **Administrative Rules
Coordinator**

Address: **Department of Education
101 Pleasant Street
Concord, NH 03301**

Phone #: **(603) 271-2718**

Fax#: **(603) 271-3830**

E-mail: **amanda.phelps@doe.nh.gov**

TTY/TDD Access: Relay NH 1-800-735-2964
or dial 711 (in NH)

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8. Deadline for submission of materials in writing or, if practicable for the agency, in the electronic format specified: **April 18, 2019**

 Fax E-mail Other format (specify):

9. Public hearing scheduled for:

Date and Time: **April 11, 2019 at 10:00 a.m.**

Place: **Department of Education, State Board Room, 101 Pleasant Street,
Concord, NH 03301**

10. Fiscal Impact Statement (Prepared by Legislative Budget Assistant)

FIS # 19:006, dated 1/29/19

- 1. Comparison of the costs of the proposed rule(s) to the existing rule(s):**

There is no difference in cost when comparing the proposed rules to the existing rules.

- 2. Cite the Federal mandate. Identify the impact on state funds:**

No federal mandate, no impact on state funds.

- 3. Cost and benefits of the proposed rule(s):**

- A. To State general or State special funds:**

None.

- B. To State citizens and political subdivisions:**

None.

- C. To independently owned businesses:**

None.

11. Statement Relative to Part I, Article 28-a of the N.H. Constitution:

Relative to Part I, Article 28-a of the N.H. Constitution, there are no added costs for this proposed rule to the state. This rule clarifies a process that is already in place regarding record keeping.