

## **CONFIDENTIALITY / DESTRUCTION OF RECORDS POLICY**

### **PUBLIC NOTICE**

### **INTENT TO DESTROY SPECIAL EDUCATION PROGRAM RECORDS**

In accordance with the Individuals with Disabilities Education Act §§300.611-300.625 and the Texas State Library and Archives Commission Local Retention Schedule (13 TAC §7.125(a)(6) Second Edition), Retention Schedule for Records of Public School Districts (Section 3-1); Special Education Program Records, the China Spring Independent School District intends to destroy special education records maintained for individual students who have not received special education services since the academic year 2014-2015.

Special education records inactive (DNQ, Withdrawal, Dismissal, Graduation) from the academic year 2014-2015 or before this date will be destroyed by shredding, burning or permanently deleting and purging in the student data management system. Destruction of these records conforms to the requirements of the above legal authorities.

A parent or adult student wanting to exercise the right to access those records and request copies must provide a written request no later than October 1<sup>st</sup>, 2022 to:

China Spring ISD Special Programs Department  
12166 Yankie Rd.  
China Spring, TX 76633

For more information, please contact:

Dr. Nickolas Smith, Executive Director of Special Programs  
(254) 836-1115

or

Janice Collander, Special Education Clerk

(254) 836-1115 / [jcollander@chinaspringisd.net](mailto:collander@chinaspringisd.net)