Cape Henlopen School District

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TO: **Cape Henlopen Principals, Special Education Department Chairs, Coordinators and Secretarial Staff**

FROM: **Oliver Gumbs, Director of Business Operations**
Dr. Jeff Conrad, Supervisor of Special Education
Mrs. Angie Biller, Special Education Assistant

DATE: **April 30, 2019**

RE: **Special Education Document Retention and Archiving**

All, the following guidance has been established to ensure that the Cape Henlopen School District is in compliance with the State of Delaware records retention schedule managed by the Delaware Division of Archives. This guidance goes beyond the current schedule requirements. Any questions regarding these requirements should be addressed with the Special Education Department.

1. Schools will keep initial special education determinations and/or evaluation information
2. Schools will keep all active special education files and required documents on-site (at the school) and in the cumulative folder (if possible and/or feasible)
3. Schools will scan "draft" IEPs into IEPPlus prior to destroying all paper copies
4. Schools must combine all special education files with the students' cumulative file for all transfers, withdrawals and graduates prior to being internally transferred (i.e. elementary to middle, middle to high, any school to district archives)
5. Upon transfer, graduation or withdrawal, student files should be sent to the District archive office for the 3-year storage period. **These files should include the initial IEP and the final 5 years of IEP's.** All other IEPs will be prepared for destruction after confirmation that they are in IEPPlus
6. District Archives will retain special education files for 3 years after transfer, graduation or withdrawal.
7. Out-of-State Transfers - District will retain the original special education file and forward a copy of the file to the out of state school district
8. Due Process and Legal Matters - District will keep any/all files related to legal matters, including Due process and/or legal settlements
9. We are awaiting guidance related to the retention of communication books. We will look at options for keeping these documents in an electronic format

Additional archiving information can be found on the district website under staff resources, business operations, archiving. Should you have any questions and/or need assistance with the preparation of the appropriate documents for file transfer/destruction, please contact Vickie Hurd (Document Retention Secretary) at 302-703-3497 or Vickie.hurd@cape.k12.de.us

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