

NEWS RELEASE

**NOTIFICATION OF DESTRUCTION OF RECORDS**

December 23, 2024

Cumulative Records: In keeping with State and Federal Regulations, the Plymouth Public School District will be destroying all Cumulative Records of students who graduated in June 2015 thru June 2018. Destruction of records is scheduled to take place in February 2025. Requests to obtain your Cumulative records must be received before February 7, 2025. Requests must include your name, current address, date of birth and a contact phone number. Please submit your request in writing to: Terryville High School, Attention Patricia Borda (Counseling Office Secretary), 33 North Harwinton Avenue, Terryville, CT 06786 or by email with the required information to: [bordap@plymouth.k12.ct.us](mailto:bordap@plymouth.k12.ct.us)

Medical Records: In keeping with State and Federal Regulations, the Plymouth Public School District will be destroying all Medical Records of students who graduated in June 2015 thru June 2018. Destruction of records is scheduled to take place in February 2025. Requests to obtain your Medical records must be received before February 7, 2025. Requests must include your name, current address, date of birth and a contact phone number. Please submit your request in writing to: Terryville High School, Attention Roberta Lanning, Nurse, 33 North Harwinton Avenue, Terryville, CT 06786 or by email with the required information to: [lanningr@plymouth.k12.ct.us](mailto:lanningr@plymouth.k12.ct.us)

Special Education Records: In keeping with State and Federal Regulations, the Plymouth Public School District will be destroying all Special Education Records of students whose birth year is 1995 thru 1999 . Destruction of records is scheduled to take place in February 2025. Requests to obtain your Special Education records must be received before February 7, 2025. Requests must include your name, current address, date of birth and a contact phone number. Please submit your request in writing to: Plymouth Public Schools, Attention Melody O'Loughlin (Pupil Personnel Secretary), 27 North Harwinton Avenue, Terryville, CT 06786 or by email with the required information to: [oloughlinm@plymouth.k12.ct.us](mailto:oloughlinm@plymouth.k12.ct.us)