

SECTION 24M

¹DESTRUCTION OF RECORDS POLICY

Record Retention

SELPA will keep all Master Contracts and Individual Service Agreements initiated by the SELPA office on behalf of member LEAs. Such documents will only be destroyed pursuant to the notes below. For active students in our system with due process and/or compliance complaint files, records will be retained for seven years after having been deemed no longer useful by the Assistant Superintendent, SELPA.

Record Destruction

SELPA will destroy all other documents of the types noted above, that are three or more years old. Again, noted exceptions include contracts, and documents pertaining to due process and compliance complaints regarding specific students.

¹ Adopted by COS, 9/30/02