

**Russell Independent Schools
Special Education (IDEA) Records Destruction**

In accordance with state and federal regulations implementing the Individuals with Disabilities Education Act (IDEA), this is to inform you of our intent to destroy personally identifiable information related to special education services maintained in the Russell Independent School's special education records. The Russell Independent School's special education department will be destroying items that are no longer needed to provide educational services if it has been three (3) years since this individual has received special education services in the Russell Independent School District. These items may include: IEP's, Evaluation Reports, Test Protocols, Notifications of Meetings, Notices of Action, and other personally identifiable information within the Special Education file. The district will maintain a permanent record, without time limitation, of some special education reference due process. The school district is required to maintain records for a minimum of three (3) years from the date the child was discharged from services or he/she graduated. Please be advised that the records may be needed by the student or the parent for social security benefits or other purposes. You may contact the office of Amy McGuire at 836-1881 for more information.