

## State of Nevada HHS: Director's Office

Version Date: 2/28/2014

### **2010008 IDEA Complaint and Due Process Files**

Reviewed: 01/08/2014

Description: These records document the hearings held to resolve complaints and other problems by the Individuals with Disabilities Education Act (IDEA) Part 'C' Compliance Program (See 20 U.S.C. § 1439 (a)(1), 34 CFR Part 303.512 and 34 CFR 303.419-303.425). The record may include but is not limited to: complaint/problem documentation; investigation documentation; hearing documentation; and related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the date decision or other resolution of the case.

Disposition: Destroy Securely

### **2010006 IDEA Program Files**

Reviewed: 01/08/2014

Description: These records document the monitoring of services given to children through the Individuals with Disabilities Education Act (IDEA) Part 'C' Compliance Program (See 20 U.S.C. §§ 1431 et seq. and 34 CFR Part 303). This includes the various databases used to do program functions. The record may include but is not limited to: client identifying data; rating code for service progress; description of diagnosis; funding sources; eligibility data; referral data; services data including evaluations and individual service plans.

Retention: Retain these records for a period of three (3) calendar years from the date service was terminated.

Disposition: Destroy Securely