

State of Nevada Approved Records Retention and Disposition Schedule

EDU: Elementary and Secondary Education and School Improvement;
Office of Special Education

Schedule ID # 321600

Version Date: 04/17/2014

This version supersedes all previous versions.

1987027 American Printing House for the Blind Records

Last Reviewed: 01/19/2011

Description: This record series documents and controls the functions of the American Printing House for the Blind activities in Nevada, funding for which is provided from federal sources. The files may contain: Related correspondence; Registration of blind pupils, and; Copies of accounting documents

Retention: Retain these records for a period of three (3) federal fiscal years from the end of the fiscal year to which the documents pertain.

Disposition: Destroy Securely

1987028 Complaint File

Last Reviewed: 10/27/2010

Description: This record series documents the procedural violations by individuals against school districts or programs. The record series may contain, but is not limited to: Complaint with supportive material; Investigative Report of Findings including recommendations, logs, exhibits, and progress reports, and; Related correspondence

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

Disposition: Destroy Securely

1987029 Due Process Case Files

Last Reviewed: 10/27/2010

Description: This record series documents the administrative hearings and any resultant court litigation due to adverse actions made against the Office. The files may include, but are not limited to: Administrative review documentation; Report on Evaluations; Hearing documentation, and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years from the close of the case.

Disposition: Destroy Securely

1987031 Monitoring Records

Last Reviewed: 10/28/2010

Description: This record series deals with the monitoring of school districts for compliance to state (NRS 388.450) and federal requirements for eligibility of special education needs. The files may contain, but are not limited to: Special Education Program Units in Operation lists with associated documentation; Special Education Monitoring Data Collection checklist with related documentation; Negotiated Action Plans with supportive documentaiton; Monitoring Schedules, and; Related correspondence

Retention: Retain these records for a period of five (5) federal fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

2010045 School Choice for Children in Foster Care

Last Reviewed: 11/10/2010

Description: These records document the Program of School Choice for Children in Foster Care (See NRS chapter 392B). The files may contain, but are not limited to: Application with supporting documentation, and; Related correspondence

Retention: Retain these records for three (3) calendar years from the end of the calendar year in which the application was approved.

Disposition: Destroy Securely

1987032 Special Ed Child Count Files

Last Reviewed: 10/27/2010

Description: This record series documents and verifies the number of handicapped students by age and category for federal and state allocation of monies. The record series may contain, but are not limited to: Class lists and supportive documentation; Exceptional Pupils Receiving Special Education report; Federal Report of Handicapped

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Retention: Children and Youth Receiving Special Education, and; Related correspondence
Retain these records for a period of five (5) federal fiscal years from the end of the fiscal year to which they pertain.
Disposition: Destroy Securely

1987033 Special Education Unit Verification

Last Reviewed: 01/19/2011

Description: This record series documents the requirement of NRS 387.1221 dealing with apportionment of the Distributive School Fund. The files may contain, but are not limited to: Special Education units in Operation report with supportive documentation; Waivers for substitutes and non-certified instructors; Audit reports; Discretionary program reports, and; Related correspondence

Retention: Retain these records for a period of five (5) federal fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy

1987034 Student Files

Last Reviewed: 01/19/2011

Description: This record series documents the education, board and room, medical expenses, and other benefits for handicapped persons under chapter 395 of NRS. The documents may include, but are not limited to: Applications with supportive documentation; Eligibility reports; Individualized Education Plans, Contract Summary, Intergovernmental Agreements, Parent/Guardian Agreements, Authorization and Request for Exchange of Information, etc.; Copies of accounting/fiscal records; Copies of medical records including evaluations, and; Related correspondence

Retention: Retain these records for a period of six (6) calendar years from the date the individual no longer receives services.

Disposition: Destroy Securely