

<b>Carrollton - Farmers Branch ISD Amended Control Sub-Schedule</b>		Date: 04 Dec 2006	Kristie Keesee
Sub-Schedule: Special Education		ID: CFB-10	Carrollton TX 75011 Tel. (972) 968-6331 FAX (972) 968-6335
Item / Sch.	Records Series Title	Retention	Authority/Comments

1000-26 GR CORRESPONDENCE AND INTERNAL MEMORANDA (includes incoming and copies of outgoing correspondence and internal correspondence and memoranda).

*Retention Note: The minimum retention period for correspondence or internal memoranda in categories (a) and (b) directly linked to another record series or group listed in this or other commission schedules is that assigned to the other group or series. For example, a letter from an external auditor regarding an audit of a local government's financial records should be retained for the retention period given under item number 1025-01 (e); a letter concerning a workers compensation claim should be retained for the period given under item number 1050-32, etc. The retention periods that follow are for correspondence and internal memoranda that do not readily fall within other record groups.*

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| <p>a) Policy and program development - Correspondence and internal memoranda pertaining to the formulation, planning, implementation, modification, or redefinition of the policies, programs, services, or projects of a local government.</p> | <p>5 years.</p> | <p>Review before disposal; some correspondence of this type may merit permanent retention for historical reasons.</p> |
| <p>b) Administrative - Correspondence and internal memoranda pertaining to or arising from the routine administration or operation of the policies, programs, services, and projects of a local government.</p>                                 | <p>2 years.</p> |   |
| <p>c) Routine - Correspondence and internal memoranda such as letters of transmittal, requests for publications, internal meeting notices, and similar routine matters.</p>   | <p>AV</p>       | <p>Exempt from destruction request requirement.</p>   |

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**1505 Randolph St**

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**PART 3: RECORDS OF SPECIAL POPULATIONS AND SERVICES**

*Retention Note: The term "cessation of services" used in the retention periods set in sections 3-1 through 3-5 with reference to records created on students who are referred to but not subsequently enrolled in the special program described, means the date determination against enrollment is made.*

**SECTION 3-1: SPECIAL EDUCATION PROGRAM RECORDS**

3250-01 SD	ENROLLMENT LISTS AND ROSTERS	7 years.	See note (b) on page 7.
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3250-02 SD	STUDENT RECORDS - Records of each student referred to or receiving special education services, including referral, assessment, and reevaluation reports; enrollment and eligibility forms; admission, review, and dismissal (ARD) and transitional planning committee documentation; individual educational (IEP) and transitional (ITP) plans; parental consent forms for testing and placement; and other records of services required under federal and state regulation.	Cessation of services + 7 years, but see retention note (a).	See note (b) on page 7.
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*Retention Notes: a) It is an exception to the retention period given for this record group, that the following information must be retained PERMANENTLY in some form on each student in grades 9-12 participating in a special education program: name, last known address, student ID or Social Security number, grades, classes attended, and grade level and year completed. If an academic achievement record [see item number 3200-01(a)] is created for the student and maintained among those for students in the regular population, it is not necessary for special education records custodians to maintain the prescribed information beyond 7 years after the cessation of services, provided that it is contained in the Academic Achievement Record.*

b) Prior to the destruction of any records in this record group, the eligible student or the parents of the student, as applicable, must be notified in accordance with federal regulation. See 34 CFR 300.573.