

### **Procedure for Retention of Records**

Oyster River Cooperative School District generally retains records of Special Education students until their 25<sup>th</sup> birthday. The school district reserves the right to retain the records for a longer period of time.

Special Education records of students who turned 25 years old on or before Sept. 30, 2017, or have completed their special education program prior to Sept 30, 2017, will be destroyed on October 16, 2017.

Any parent or student wishing to inspect or have copies of these Spec Education files should contact Janet D'Amore at 868-5100 ext. 2005 to make arrangements to view the file prior to October 13, 2017.