

**NOTICE**  
**DESTRUCTION OF RECORDS**  
**(DUE-PROCESS FOLDERS)**

This statement serves as notice that in accordance with the Kentucky Department for Libraries and Archives (KDLA) Public School Model Records Retention Schedule, The Russell County Board of Education's adopted records retention schedule, Special Education Due-Process Folders will be destroyed/ purged three (3) years from the last activity of the student.

Authorized parties (students or parents/ guardians) wishing a copy of student's records before the destruction, must contact the Special Education Director's office by December 1 of the year that the student reaches age 24 and must pick up the records no later than December 31 of the year the student reaches 24 years of age. Appropriate identification and authorization must be presented at the time of pickup of the records, and the recipient must sign for the records when he/ she receives them.

If the Special Education Director's office does not receive notification of the intent to pick up the Due-Process folders and if the records are not picked up by December 31, the records will be shredded in January of the new year following the end of the year that the student reaches age 24.