

NOTICE OF RECORDS DESTRUCTION

The Government Code, Section 441.158, provides that the Texas State Library and Archives Commission shall issue records retention schedules for each type of local government, including a schedule for records common to all types of local governments. The law provides further that each schedule must state the retention period prescribed by federal or state law, rule of court, or regulation for a record for which a period is prescribed; and prescribe retention periods for all other records, which periods have the same effect as if prescribed by law after the records retention schedule is adopted as a rule of the commission

The retention period for Special Education records is: cessation of services plus 5 years. All records beyond the required retention timeline will be reviewed and destroyed the first week of June annually, unless parent/guardian or student of legal age request that these records be maintained. Ore City I.S.D. Special Education records are housed at 100 Rebel Rd, Ore City, Texas. For more information, please contact the Special Education office at 903-968-3300, ext. 2275.