

**RETENTION AND DISPOSITION
POLICY FOR
THE SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**

According to the New Mexico Commission of Public Records, Management Analyst as long as we maintain our files longer than the records retention period annotated there is no need to add the items to the NMSBVI New Mexico Annotated Codes. This memo is to be maintained with the General Records and Retention and Disposition Schedule of the Education Department for the retention period of the following record that will be maintained as noted below as determined by the Co-Superintendents of NMSBVI. These records descriptions were taken from Title 1, Chapter 20, Part 2 of the Education Records Retention and Disposition Schedules, New Mexico Public Schools.

COUNSELING RECORDS:

- A. Program:** student support services record
- B. Maintenance:** alphabetical.
- C. Description:** Including but not limited to registration record, student information sheet, screening evaluation reports, program participation records, progress reports or referral form remedial program participation record, counselor notes, teacher notes, special reports, summary, parent communication, staff reports, behavior plans, etc.
- D. Retention:** inactive records shall be kept 10 years, or one year after the person reaches the age of majority, whichever period of time is greater.

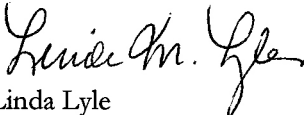
DIAGNOSTIC EVALUATIONS:

- A. Program:** student records.
- B. Maintenance system:** entity preference.
- C. Description:** intelligence, and achievement tests, adaptive behavior scales, summary report.
- D. Retention:** six years after close of calendar year in which created.

TRANSCRIPTS:

- A. Program:** student records.
- B. Maintenance:** alphabetical.
- C. Description:** Cumulative achievement record equivalent for elementary and secondary school including information on school entry, withdrawal, graduation, subjects taken, grades received, high school proficiency exam score, etc.
- D. Retention:** 100 years after date of high school graduation or 100 years after student concerned would normally have graduated from high school, whichever applies.

Approved 21 May 2008



Linda Lyle
Superintendent