

926 – School for the Blind and Visually Impaired File Plan

This file plan was developed to be a guide for School for the Blind and Visually Impaired employees. This guidance document was created to ensure consistent records classification and to provide agencies with other relevant record information. The final disposition authority resides in the Functional Records Retention and Disposition Schedule (FRRDS), 1.21.2 NMAC.

This file plan only list records series of program's specific to the School for the Blind and Visually Impaired. For records series of a general administrative nature, refer to the General Administrative Records File Plan. For records of a financial nature, refer to the General Financial Records File Plan. For records of a personnel or medical nature, refer to the General Personnel/Medical Records File Plan.

926-001 FEDERAL QUOTA FUND FILES:

Division/unit: Financial

Maintenance system: Chronological by fiscal year, then numerical by purchase order number

Record series content: Records concerning the tracking of expenditures from federal funds allocated for materials that are provided to support the specialized education of the visually impaired. File may contain copies of certificate of federal quota allocation, purchase orders, delivery notes, packing lists, invoices, memorandums, etc.

Classification: 1.21.2.301 NMAC, Accounts Payable

File closure: Close of fiscal year in which created

[New - 03/31/2021]

926-002 to 926-010

926-011 PRESCHOOL SERVICES FILES:

Division/unit: Early childhood education

Maintenance system: Chronological by school year, then alphabetical by child's surname

Record series content: Records of blind and visually impaired students that attend daily preschool childhood development. File may contain *student information* (IEP-01), *student profile* (IEP-02a, IEP-02b and IEP-02c), *transition services* (IEP-03a and IEP-03b), *present levels of performance-annual goals* (IEP-04), *goals and objectives-benchmarks- alternate page*.(IEP-04 alternate), *least restrictive environment* (IEP-05), *summary of services* (IEP-06), *supplementary aids and services* (IEP-07), *modifications-accommodations* (IEP-08), *meeting participants* (IEP-09), *prior written notice of proposed actions* (IP-16), correspondence, etc.

Classification: 1.21.2.188 NMAC, Student Records

File closure: Date of completion for funded activities

Confidentiality: Portions of this record may be confidential per 20 USCA 1232g (i.e., family educational and privacy rights), and per Health Insurance Portability and Accountability Act of 1996 Public Law 104-191 104th Congress (i.e. health information).

[New - 03/31/2021]

926-012 to 926-020

926-021 DORMITORY DAILY LOGS:

Division/unit: Student services

Maintenance system: Chronological by school year

Record series content: Records documenting activities (e.g., ice cream party, sleep over, etc.) and incidents recorded that occur during a shift. Logs may show dormitory name, date, dorm counselor and

shift, number of students on campus, total people in dormitory, dormitory happenings (i.e., time, happenings, staff initials, etc.), etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Close of school year

[New - 03/31/2021]

926-022 INDEPENDENT STUDENT SIGN IN-OUT LOG:

Division/unit: Student services

Maintenance system: Chronological by school year

Record series content: Records documenting outside travel activities of student. Log may show date, time, dormitory, student's name, destination, time out, time in, counselor on duty, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Close of school year

[New - 03/31/2021]

926-023 STUDENT INCIDENT REPORT FILES:

Division/unit: Student services

Maintenance system: Chronological by school year

Record series content: Records documenting student involved incidents on campus. Files may include *New Mexico school for the blind and visually impaired student incident report, report of incident not involving disciplinary action form, student incident report, letter from superintendent, correspondence, etc.*

Classification: 1.21.2.926 NMAC, Accidents and Incidents

File closure: Close of school year from date of superintendent letter

[New - 03/31/2021]