

927 – New Mexico School for the Deaf File Plan

This file plan was developed to be a guide for New Mexico School for the Deaf 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 New Mexico School for the Deaf. 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.

927-001 WELL FILES:

Division/unit: Administrative services

Maintenance system: Alphabetical by location, then by well name

Record series content: Records concerning water rights for properties owned by NMSD. File may contain location of well, permit to drill, well specifications, well changes, well development, pump information, water testing results, plats, surveys, correspondence, etc.

Classification: 1.21.2.679 NMAC, Water Rights

File closure: Date file created

[New - 03/31/2021]

927-002 to 927-010

927-011 STUDENT FILES:

Division/unit: Student services

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

Record series content: Record concerning students enrolled at NMSD. File may contain application for admission, (name, address, telephone number, DOB, parent's and guardian's name's, grade level, ethnicity, native American registration number), eligibility for special education services, progress reports, counselor reports, prior school records, IEP, diagnostic evaluations, test records, special education reports, *request for information* form; *changes for improvement* form; health records; insurance information; student contact sheet; clinical identification number; medical problems; infirmary visits; hearing test results; immunization records; dental and vision screenings; growth chart, doctors notes and orders; flu shot record; history of physicals, type of therapy; (i.e. physical, health, speech), correspondence; etc.

Classification:

(A) **Transcript:** 1.21.2.189 NMAC, Student Transcripts

(B) **Other student records:** 1.21.2.188 NMAC, Student Records

File closure:

(A) **Transcript:** Date of high school graduation or date student would normally have graduated from high school, whichever applies

(B) **Other student records:** Date student no longer enrolled

Confidentiality: Portions of file may be confidential per 20 USCA 1232g (family educational and privacy rights), and Section 14-6-1 NMSA 1978 (health information).

[New - 03/31/2021]

927-012 STUDENT IMMUNIZATION SYSTEM:

Division/unit: Student services

Maintenance system: Numerical by primary key (alphabetical by student surname)

Record series content: System used to track student's immunization records. Data include student name, age, grade level, DOB, type and date immunization given, etc.

Classification: 1.21.2.832 NMAC, Patient Records - Minor (≥ 9 Years of Age)

File closure: Date student reaches age of majority

Confidentiality: Portions of file may be confidential per 20 USCA 1232g (family educational and privacy rights), and Section 14-6-1 NMSA 1978 (health information).

[New - 03/31/2021]

927-013 STUDENT INDIVIDUAL EDUCATIONAL PLAN SYSTEM:

Division/unit: Student services

Maintenance system: Numerical by primary key [student social security number]

Record series content: System used to track students' IEP and academic information yearly. Data includes student information, (name, address, DOB, parent's and guardian's names), attendance, grades, prescribed services, student assessments, etc.

Classification:

(A) **Transcript:** 1.21.2.189 NMAC, Student Transcripts

(B) **Other student records:** 1.21.2.188 NMAC, Student Records

File closure:

(A) **Transcript:** Date of high school graduation or date student would normally have graduated from high school, whichever applies

(B) **Other student records:** Date student reaches age 21

Confidentiality: Portions of file may be confidential per 20 USCA 1232g (family educational and privacy rights) and Section 14-6-1 NMSA 1978 (health information).

[New - 03/31/2021]

927-014 to 927-020

927-021 NMSD PROJECT FILES:

Division/unit: Development and community relations

Maintenance system: Chronological by school year, then month

Record series content: Record concerning the layouts of publication designs. File may contain, purchase order, hard copy of brochure, print quotes, design samples, original photographs, design layout, etc.

Classification:

(A) **Photographs:** 1.21.2.146 NMAC, Publicity and Promotion

(B) **Publications:** 1.21.2.114 NMAC, Publications

(C) **All other:** 1.21.2.301 NMAC, Accounts Payable

File closure: Date created

[New - 03/31/2021]

927-022 to 927-030

927-031 TEACHER FILES:

Division/unit: Academic services

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

Record series content: Records concerning teacher's school year involvement with students and parents. File may contain principal notes, parent meeting notes, date and time of calls to parents, copies of letters sent to parents, etc.

Classification: 1.21.2.188 NMAC, Student Records

File closure: Close of school year in which created

Confidentiality: Portions of file may be confidential per 20 USCA 1232g (family educational and privacy rights)
[New - 03/31/2021]

927-032 to 927-040

927-041 HEARING AID INVENTORY FILE:

Division/unit: Audiology services

Maintenance system: Alphabetical by manufacturer name, then chronological by date of manufacture

Record series content: Record concerning hearing aids available to students enrolled at NMSD. File may contain, receiver number, frequency and channel numbers, manufacturer name, serial number, invoice, amount paid, manufacturer operating guide, date shipped, date received, warranty expiration date, purchased for pre-school or high school students, letter requesting repair, vendor name, vendor address, type of hearing aid, etc.

Classification: 1.21.2.317 NMAC, Inventories

File closure: Date of final disposition of hearing aid

[New - 03/31/2021]

927-042 HEARING AID LOANER FILE:

Division/unit: Audiology services

Maintenance system: Alphabetical by student name, then chronological by date loaned

Record series content: Record concerning loaning of hearing aids to students enrolled at NMSD. File may contain student's name, date loaned, manufacturer name, serial number, classroom roster, teacher's name, etc.

Classification: 1.21.2.317 NMAC, Inventories

File closure: Date hearing aid returned

[New - 03/31/2021]

927-043 AUDIOLOGY TEST FILES:

Division/unit: Audiology services

Maintenance system: Chronological by school year, then alphabetical by student last name

Record series content: Record concerning hearing tests given to NMSD students. File may contain currently or previously enrolled student name, social security number, age, DOB, parent's or guardian's name's, parent's addresses, names of siblings, home phone number, date hearing aid loaned, medical releases, test date, hearing assessment, audio report, evaluation schedule, test data, etc.

Classification: 1.21.2.832 NMAC, Patient Records - Minor (≥ 9 Years of Age)

File closure: Date of test

Confidentiality: Portions of file may be confidential per 5 USC 552a (social security number), 20 USCA 1232g (family educational and privacy rights) and Section 14-6-1 NMSA 1978 (health information).

[New - 03/31/2021]

927-044 to 927-050

927-051 STEP HI PROGRAM FILES:

Division/unit: Early childhood programs and outreach

Maintenance system: Chronological by school year, then alphabetical by surname

Record series content: Record concerning early childhood and pre-school intervention for children ages zero through six with or at risk of developmental delays due to hearing loss. File may contain child's name, DOB, address, parent's or guardian's name's, level of hearing loss, referral name and date, IEP, IFSP, FIT information, service coordination, name of pre-school attending, student roster, teacher's name, etc.

Classification: 1.21.2.188 NMAC, Student Records

File closure: Date child no longer enrolled in program

Confidentiality: Portions of file may be confidential per 20 USCA 1232g (family educational and privacy rights) and Section 14-6-1 NMSA 1978 (health information).

[New - 03/31/2021]

927-052 EDUCATIONAL OUTREACH PROGRAM FILES:

Division/unit: Early childhood programs and outreach

Maintenance system: Alphabetical by school district name, then alphabetical by student surname.

Record series content: Records concerning hearing loss services provided by NMSD to school districts in New Mexico. File may contain *ERCD referral* form; *educational support services contact log*; *LEA consent for initial observation* form; *release of information permission to provide services* form; *initial school visit* report; *observation and recommendation* report; *outreach plan*; *ERCD recommendations* report; *outreach implementation schedule*; *outreach evaluations*, type of outreach; LEA and family activity and responsibility; LEA representatives; parent name; NMSD outreach specialist signatures; etc.

Classification: 1.21.2.188 NMAC, Student Records

File closure: Date student reaches age 21

Confidentiality: Portions of file may be confidential per 20 USCA 1232g (family educational and privacy rights) and Section 14-6-1 NMSA 1978 (health information).

[New - 03/31/2021]