

TITLE 1 GENERAL GOVERNMENT ADMINISTRATION
CHAPTER 18 EXECUTIVE RECORDS RETENTION AND DISPOSITION SCHEDULES (ERRDS)
PART 926 ERRDS, SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

1.18.926.1 ISSUING AGENCY: State Commission of Public Records
[1.18.926.1 NMAC - Rp, 1.18.926.1 NMAC, 1/7/2008; A, 04/13/2015]

1.18.926.2 SCOPE: school for the blind and visually impaired
[1.18.926.2 NMAC - Rp, 1.18.926.2 NMAC, 1/7/2008]

1.18.926.3 STATUTORY AUTHORITY: Public Records Act, Section 14-3-1 et seq. NMSA 1978
[1.18.926.3 NMAC - Rp, 1.18.926.3 NMAC, 1/7/2008; A, 04/13/2015]

1.18.926.4 DURATION: permanent
[1.18.926.4 NMAC - Rp, 1.18.926.4 NMAC, 1/7/2008]

1.18.926.5 EFFECTIVE DATE: January 7, 2008 unless a later date is cited at the end of a section.
[1.18.926.5 NMAC - Rp, 1.18.926.5 NMAC, 1/7/2008]

1.18.926.6 OBJECTIVE: To establish a records retention schedule for the orderly management, retention, disposition and preservation of records necessary for carrying out the Public Records Act, Section 14-3-1 et seq. NMSA 1978.
[1.18.926.6 NMAC - Rp, 1.18.926.6 NMAC, 1/7/2008; A, 04/13/2015]

1.18.926.7 DEFINITIONS: For general definitions applicable to all agencies refer to 1.15.1.7 NMAC.
[1.18.926.7 NMAC - Rp, 1.18.926.7 NMAC, 1/7/2008; A, 04/13/2015]

1.18.926.8 ABBREVIATIONS AND ACRONYMS: For general abbreviations and acronyms applicable to all agencies refer to 1.15.1.8 NMAC.

A. "IEP" stands for individual education program.
[1.18.926.8 NMAC - N, 1/7/2008; A, 04/13/2015]

1.18.926.9 INSTRUCTIONS: For general instructions applicable to all agencies refer to 1.15.1.9 NMAC.
[1.18.926.9 NMAC - Rp, 1.18.926.9 NMAC, 1/7/2008; A, 04/13/2015]

1.18.926.10 - 1.18.926.13 [RESERVED]

1.18.926.14 FEDERAL QUOTA FUND FILES:

- A. Program:** financial
 - B. Maintenance system:** chronological by fiscal year, then numerical by purchase order number
 - C. Description:** 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.
 - D. Retention:** six years after close of fiscal year in which created
- [1.18.926.14 NMAC - Rp, 1.18.926.122 NMAC, 1/7/2008]

1.18.926.15 - 1.18.926.16 [RESERVED]

1.18.926.17 PRESCHOOL SERVICES FILES:

- A. Program:** early childhood education
- B. Maintenance system:** chronological by school year, then alphabetical by child's surname
- C. Description:** 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.

D. Retention:

- (1) **Student records:** five years after completion of funded activities
- (2) **Transferred students:** transfer materials to educational institution

E. 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).

[1.18.926.17 NMAC - Rp, 1.18.926.119 NMAC, 1/7/2008]

[Note one: for the destruction of these records refer to the annotation notes of 1.20.2.102 NMAC for *special education records*. Note two: information for the American printing house annual report it transmitted to them from the preschool via the American printing house website.]

1.18.926.18 AMERICAN PRINTING HOUSE REPORTS:

A. Program: special education eligibility

B. Maintenance system: chronological by calendar year, then by date

C. Description: reports concerning American printing house registrations for visually impaired students eligible for federal funding for special education. Report may contain year, student number, student name, date of birth, grade, right eye vision acuity, left eye vision acuity, primary reading media of the student, secondary reading media of the student, other reading media of the student, school district, etc.

D. Retention: until superseded

E. Confidentiality: Portions of this file 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).

[1.18.926.18 NMAC - Rp, 1.18.926.121 NMAC, 1/7/2008]

1.18.926.19 - 1.18.926.30 [RESERVED]

1.18.926.31 DORMITORY DAILY LOGS:

A. Program: student services

B. Maintenance system: chronological by school year

C. Description: 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.

D. Retention: two years from the close of school year

[1.18.926.31 NMAC - N, 04/13/2015]

1.18.926.32 INDEPENDENT STUDENT SIGN IN-OUT LOG:

A. Program: student services

B. Maintenance system: chronological by school year

C. Description: 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.

D. Retention: two years from the close of school year

[1.18.926.32 NMAC - N, 04/13/2015]

1.18.926.33 STUDENT INCIDENT REPORT FILES:

A. Program: student services

B. Maintenance system: chronological by school year

C. Description: 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.*

D. Retention: 10 years from the close of school year from date of superintendent letter

[1.18.926.33 NMAC - N, 04/13/2015]

HISTORY OF 1.18.926 NMAC:

Pre-NMAC History: The material in this part was derived from that previously filed with the State Records Center under:

SRC Rule No. 85-25, Records Retention and Disposition Schedule for School for the Visually Handicapped, 1/6/86.

SRC Rule 80-5, Records Retention and Disposal Schedule for School for the Visually Handicapped, 4/25/80.

SRC Rule 71-20, Records Retention and Disposal Schedule for School for the Visually Handicapped, 11/29/71.

History of Repealed Material:

1.18.926 NMAC, ERRDS, School for the Visually Handicapped, filed 6/21/2002, Repealed 1/7/2008.

REPEALED