



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section:

**TITLE:** Administrative Hearing Files

**CUTOFF:** EOSFY

**DESCRIPTION:** Cases where parents have made complaints against a particular special education program set out specifically for their child; includes general correspondence, exhibits, transcripts, etc.

**RETENTION:** Years: 25 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21858

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** Application for State Reimbursement from Workshops

**CUTOFF:** EOSFY

**DESCRIPTION:** Documents and signature sheets supplied to the Sheltered Workshop director for use in certifying a potential workshop

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21854

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** Child Complaint Files

**CUTOFF:** EOSFY

**DESCRIPTION:** Cases where parents have filed a complaint against a school district, DESE, or SSSH implying that the district is out of compliance

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21860

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section:

**TITLE:** Contract Files - Federal and State Funds

**CUTOFF:** Close of Grant

**DESCRIPTION:** Includes all records pertaining to contracts entered into by the Division of Special Education, including copies of contracts and payment records to contractors

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21851

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** Data Verification Forms

**CUTOFF:** EOSFY

**DESCRIPTION:** One page document used for the purpose of verifying Screen 11 Child Count Data submitted by all school districts in the state and for state auditing purposes

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21849

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** Due Process Files

**CUTOFF:** EOSFY

**DESCRIPTION:** Cases where parents or school districts have filed for a due process hearing with DESE; includes general correspondence, transcripts, and exhibits.

**RETENTION:** Years: 15 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21861

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section:

**TITLE:** Federal Grants

**CUTOFF:** EOFFY

**DESCRIPTION:** State Improvement Grant applications, Local Improvement Grant applications and approvals, General Supervision Enhancement Grant applications, and all reports sent to the federal government regarding the implementation or completion of activities related t

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21863

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** Litigation Files

**CUTOFF:** Final disposition of court case

**DESCRIPTION:** Cases where parents have taken a school district, state school for the severely handicapped, etc., to court; includes general correspondence, exhibits, transcripts, etc.

**RETENTION:** Years: 25 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21857

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** Local Education Agency (LEA) Review Files

**CUTOFF:** EOSFY

**DESCRIPTION:** Supporting data of activities by the section on local school districts

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21862

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section:

**TITLE:** Monthly State Aid Report/Requisition

**CUTOFF:** EOSFY

**DESCRIPTION:** Printed copy of electronic submission from certified workshops detailing the number of hours worked by certified employees used for calculation of the Monthly State Aid payment to the respective workshop

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21853

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** Payment Requisitions

**CUTOFF:** EOSFY

**DESCRIPTION:** Printed copy of electronic submission from certified workshops detailing the number of hours worked by certified employees used for calculation of the Monthly State Aid payment to the respective workshop

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21852

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** Regulations and Guidelines for the Establishment and Operation of Missouri Extended Employment Sheltered Workshops

**CUTOFF:** WSO

**DESCRIPTION:** Statutes and regulations, along with section-created guidelines for the establishment and operation of sheltered workshops. (Electronic Format)

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21855

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section:

**TITLE:** Reports - Annual, Quarterly

**CUTOFF:** EOSFY

**DESCRIPTION:** Reports calculated by the Sheltered Workshop section consisting of compiled data provided by all certified workshops throughout the state. (Average hourly wage, Gross and Net Sales, etc.)

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21856

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** School Payment Files - Federal and State Funds

**CUTOFF:** Close of Grant

**DESCRIPTION:** Includes all files pertaining to federal and state payments to schools, including EPA, Part B, ECSE, Homebound, Contractual, Special Purpose Funds, and Discretionary funding and grants

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21850

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** Special Education Compliance Assurance Statements

**CUTOFF:** EOFFY

**DESCRIPTION:** Assurance from SBOPs, Special School District Component Districts, Educational Cooperative members and other State Agencies, that agency will remain in compliance with state and federal regulations implementing the Individuals with Disabilities Education

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21859

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001