



Agency Records Disposition Schedule

Department: Department of Elementary & Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section:

TITLE: Child Count Data - Verification Forms

CUTOFF: End of State Fiscal Year

DESCRIPTION: Forms used by Local Education Agencies (LEAs) to verify Special Education child count data submitted to the department.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21849

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2024

TITLE: Local Education Agency Self-Assessment Compliance Verifications

CUTOFF: Completion of Compliance Monitoring

DESCRIPTION: Documentation of self-assessment verification performed by responsible public agencies. Records include, but are not limited to: evidence of correction of non-compliance, data sets for IDEA Part B compliance timelines, final reports, and supporting documentation. Records created pursuant to 20 U.S.C. 1413 (a)(7).

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21862

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2024

TITLE: Sheltered Workshop Application and Certification Records

CUTOFF: End of State Fiscal Year

DESCRIPTION: Applications submitted by registered not-for-profit organizations to become certified Sheltered Workshops and documentation of the annual renewal of certification of existing workshops. Records maintained pursuant to 178.920 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21854

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2024



Agency Records Disposition Schedule

Department: Department of Elementary & Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section:

TITLE: Special Education Compliance Assurance Statements

CUTOFF: End of Federal Fiscal Year

DESCRIPTION: Records of assurance statements from responsible public agencies that affirm the agency will remain in compliance with state and federal regulations implementing the Individuals with Disabilities Education Act, Part B and the department's state plan. Records maintained pursuant to 20 U.S.C. 1412-1413.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21859

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2024