

Destruction of Special Education Student Records

Wyoming Statute 9-2-410 states: "All public records are the property of the state. They shall be delivered by outgoing officials and employees to their successors and shall be preserved, stored, transferred, destroyed or disposed of, and otherwise managed, only in accordance with W.S. 9-2-405 through 9-2-413."

Weston County School District #1 will retain for 3 years, then destroy the special education records of students who have moved, or are no longer in WCSD #1. WCSD #1 will retain for 1 year, and then destroy special education records of students who have graduated or reached 21 years of age after notification to the parent/guardian, unless litigation is pending or unless the parent/guardian requests earlier destruction of the records; and the district no longer requires the records. If the School District determines that a specific file needs to be permanently maintained, that file may be sent to the State Archives. WCSD #1 will retain for 5 years, and then destroy special education records of students who have become inactive after notification to parent/guardian unless litigation is pending or unless the parent/guardian requests earlier destruction of the records and the district no longer requires the records.

WCSD #1 pupil's permanent record cards will have permanent retention unless transferred to State Archives after graduation or age 22.

WCSD #1 will destroy the following records on the corresponding basis unless such records are requested by the parent/student/guardian by July 1, 2020. Please make requests to Taren Olson, Special Education Case Manager at 746-9713 or 116 Casper Ave., Newcastle, WY 82701

Special Education Student Records – Dropped/Transferred out of district
Retain 3 years then destroy
*Records prior to August 2017

Special Education Student Records – Graduates or 21 years of age
Retain 1 year after student graduates or reaches age 21 then destroy
*If a student graduated in May 2020: files will be destroyed in May 2021

Special Education Student Records – Inactive/Exited SPED program
Retain 5 years then destroy
*Records prior to August 2015

*Indicates notification of records to be destroyed.