**WILLIAMSTOWN INDEPENDENT SCHOOLS**

**PUBLIC NOTICE – RETENTION/DESTRUCTION OF RECORDS**

The Williamstown Independent School District is required to maintain **special education** records for three (3) years after the date of the last activity for a student receiving special services. Any records that exist on a student that graduated or exited the program or our district over three years ago will be destroyed 30 days from the date this notice is advertised. After that time, your records will not be available.

If you have reason to believe you may need these records, you may request a copy of your child’s/your records by contacting the Director of Special Education for the Williamstown Independent Schools by phone, fax or email:

**Phone - 859-824-7144**

**Fax – 859-824-3237**

**Email – traci.albert@williamstown.kyschools.us**

Please be aware that you may need information from these records for social security benefits or other purposes. Also, the school district may maintain without time limitation a permanent record of a student’s name, address, phone number, grades, attendance records, classes attended, grade level completed, and year completed.

Items will be destroyed on July 1, 2023