

RICHTON SCHOOL DISTRICT
Special Services Department
701 Elm Avenue
Richton, MS 39476

**NOTICE TO FORMER SPECIAL EDUCATION STUDENTS OR PARENTS OF FORMER
SPECIAL EDUCATION STUDENTS OF THE RICHTON SEPARATE SCHOOL DISTRICT**

These general records retention schedules are issued by the Department of Archives and History, Local Government Records Office, as found in Section 39-5-9, Mississippi Code of 1972, Annotated, as amended. The Local Government Records Committee approved these schedules on the dates indicated. Additions and revisions to the schedules may be issued in the future by the Local Government Records Office and will be distributed accordingly. The retention period listed in the general schedules for each records series is the minimum time necessary to retain the records. There may be conditions or factors in a local government that require retention of a particular record series for a longer period than is required by the general records schedule, and, in such cases, the local governments are urged to continue retention of the records series as needed. In no case, however, may records series be destroyed sooner than the scheduled retention period.

In Mississippi, special education records can be destroyed five years after special education services have ended for the student. This includes situations where the student graduates, completes their education program at age 21, moves from the district, or becomes no longer eligible for services. Before destruction, the school district must notify parents/guardians or the eligible (adult) student about the intent to destroy the records.

Notice is hereby given that beginning September 30, 2025; the Richton School District Department of Special Education will destroy all records relating to special education students whose records were accumulated between August 1, 2018 and May 31, 2020. Said records are no longer needed to provide educational services and destruction of the records is the best prevention against improper and unauthorized disclosure. However, said records may be needed by former students or the parents of former students for other purposes. If any former students or parents of former students wishes to obtain said records for said student, he/she should contact the Special Education Case Manager at the Richton School District, 701 Elm Avenue, Richton, MS 39476, telephone number (601)788-6803. Contact should be made no later than 2:00 PM on August 29, 2025, in order to make arrangements to retrieve said records. Failure to contact the Richton School District by that date will be deemed as consent for destruction of said records.

Richton School District
Lynn Daniels, Case Manager