

Record Closure, Retention, and Destruction

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Who is responsible: Service Coordinators

See procedures for service coordination for actions required in **transfer** of records.

Record Closure

When a child exits IDEA/Part C due to a planned closure prior to age three, (e.g. the child has met all IFSP outcomes, is no longer eligible, or the family notifies Service Coordinator that they are no longer interested in IDEA/Part C services, etc.) or at age 3, the Service Coordinator will:

- Send Prior Written Notice to the family informing of planned closure.
- Close the child to the IDEA/Part C system by entering exit data in BRIDGES following the guidelines as outlined in the Transition and Exiting Data Tool Kit and the Transition/Exit Data Input Tip Sheet available at <http://uscm.med.sc.edu/tecs/bridges.asp>.
- Notify all IDEA/Part C Early Intervention Service (EIS) providers of planned closure.
- Enter the exit ECO data in BRIDGES.

The Service Coordination agency at the time of exit will maintain hard copy records in accordance with the IDEA/Part C Records Retention and Destruction Policy as follows:

- IDEA/Part C is required to keep each child's early intervention records for 6 years after the child exits IDEA/Part C. At the end of the 6 years, the child's record will be automatically destroyed unless there is an ongoing audit or legal action using the record.
- In the event a child exits and is re-referred before age three, SPOE offices will maintain the hardcopy record for all referred children until their third birthday. Record retention and destruction guidelines will begin upon closure on the child's third birthday.

The parent/guardian, upon referral to IDEA/Part C, has the right to:

- Receive, at no cost, a full copy of the child's early intervention record at any time s/he is eligible for IDEA/Part C, or at any time during the 6 years after the child leaves IDEA/Part C.
- Request that the record not be destroyed.

IDEA/Part C will maintain a permanent record of the child's participation in IDEA/Part C to include the following information:

- The child's name and date of birth.
- Parent/guardian contact information (including address and phone number).
- Names of IDEA/Part C Service Coordinator(s) and EIS provider(s).
- Exit data (including year and age upon exit, and any programs entered upon exiting).

Adoption While Receiving IDEA/Part C Services

South Carolina is a closed adoption state and all public and private adoption records are sealed by the court until the adoptee reaches 18 years of age. Information regarding the adopted child's previous history and identity is confidential and information cannot be released without having the Consent to Release or Obtain Information form signed by the parent.

When the Service Coordinator (SC) learns that an IDEA/Part C eligible child with an active case has been adopted while receiving IDEA/Part C services, the SC will send a secure e-mail babynetcuramupdates@scdhhs.gov. The e-mail must include the following information and attachments:

- Child's BRIDGES ID
- Child's birth name and adoptive name
- Child's Medicaid number if available
- A copy of the revised birth certificate
- A copy of the adoption decree

It is the responsibility of the Service Coordinator to notify IFSP team members of the change of the child's name and demographic information. Service Coordinators affiliated with the SC Department of Disabilities and Special Needs (SCDDSN) and SC School for the Deaf and the Blind (SCSDB) will follow their agency protocol for hard copy records.