

**DESTRUCTION OF
ALLEGANY COUNTY INFANTS & TODDLERS PROGRAM
EARLY INTERVENTION RECORDS**

The collection, maintenance, distribution and destruction of early intervention records are subject to the requirements of many different statutes. At the federal level are the Family Educational Rights and Privacy Regulations (FERPA), the Federal Educational Department General Regulations (EDGAR), the Individuals with Disabilities Education Regulations (IDEA) and the Early Intervention Program for Infants and Toddlers with Disabilities Regulations (Part C). In accordance with these guidelines and standards, individual early intervention records not required or specifically regulated by other state or local regulations, shall be destroyed when they no longer serve a legitimate early intervention purpose. The retention period for Early Intervention Records including Individualized Family Service Plans (IFSP), Assessment reports, service coordination logs and Medical Assistance Records is six years.

Any child whose early intervention services were ended due to ineligibility or who reached the age of three, or exited the Allegany County Infants and Toddlers Program and received early intervention services or evaluation during any time enrolled from July 1, 2013 through June 30, 2014, may contact the Allegany County Infants and Toddlers Program at 301-759-2065 or 301-759-2415 to make arrangements to obtain a copy of their child's early intervention folder. If notification to obtain records has not been received at the Allegany County Infants and Toddlers Program office by August 19, 2020 all records will be destroyed.

If you are aware of anyone who may wish to obtain their records please notify them so they may contact the Allegany County Infants and Toddlers Program before the deadline.