

**SHARED SERVICES
BARKHAMSTED, COLEBROOK, HARTLAND, NORFOLK, REGIONAL #7
94 Battistoni Drive, Winsted, CT 06098-1879**

**Quentin Rueckert
Executive Director**

**Telephone: 860-379-8583
FAX: 860-379-3498**

**LEGAL NOTICE
FOR AREAWIDE**

Records Disposal

In keeping with state and federal regulations on records retention and disposal, school officials plan to destroy records of **Special Education and 504 students** who left or graduated from **Regional School District No. 7, Barkhamsted Elementary School, Colebrook Consolidated School, Botelle School in Norfolk or Hartland School** on or before **June 30, 2014** or were born before **July 1, 1996**.

Please be advised that records may be needed for Social Security benefits or other purposes. The **destruction is scheduled to take place after June 30, 2020**.

Anyone wishing to review his/her records or obtain the original may do so by calling Quentin Rueckert, Director of **Shared Services**, at 860-379-8583, **before June 15, 2020**.