

Instructions: This form documents the destruction of official records in accordance with Superintendent's Rule 2380, *Records Retention*. List all records to be destroyed, sign, and send a copy of the completed CERTIFICATE OF RECORDS DESTRUCTION (CORD) FORM to the Records Officer via email recordsretention@bcps.org. Upon receipt of the signed form from the Records Officer, you may request transfer of the records to Logistics for immediate destruction. *Retain a copy of the approved form for 25 years.*

[illegible]

Approvals			
I certify the records described above are approved for destruction in the normal course of business pursuant to the applicable retention schedule and Board Policy and Superintendent's Rule 2380.			
Title	Print Name	Signature	Date
Records Liaison or Alternate Liaison			
Office Head/Principal			
BCPS Records Officer			
Office of Logistics Use Only			
Date Records Received by Logistics:		Date Records Sent to Third Party Vendor:	
I certify the records described above were sent to the school system's third-party vendor on the above date for destruction by shredding/recycling and have been certified as destroyed by the vendor.			
Title	Print Name	Signature	Date