

BALTIMORE COUNTY PUBLIC SCHOOLS 6901 CHARLES STREET TOWSON, MD 21204

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*.

Division/Department or School Name				Office Name (Central Offices Only)				
Person Completing Form		Direct Telephone Number		E-mail Address				
Records to Be Destroyed								
Box No.	Record Series/Record		Schedule No.	Record	o./ Incl	usive Dates	Quantity of Material	
NOTE: Prior authorization from the BCPS Records Officer is required before the destruction of official school system records. BCPS physical records may ONLY be destroyed by the Office of Logistics following receipt of the Records Officer's authorization.								

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						