DISPOSING OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS
CERTIFICATE OF RECORDS DESTRUCTION FORM INSTRUCTIONS

These instructions apply to the removal from school inventories of textbooks and other instructional materials that have been purchased with school system funds.

Instructional materials (textbooks) may be transferred to the Office of Logistics for destruction **only** if one of the following conditions applies:

a. The material is damaged in such a manner as to become unusable (e.g., water-damaged)
b. The material is obsolete; no longer used in school curriculum
c. The material has been superseded by new material
d. The material is deemed unsuitable for another reason

Instructional materials/textbooks and weeded library books _may not be destroyed_ without the prior written approval of the Records Officer on a CORD FORM.

Step 1: Removal
a. ***Instructional Materials***
Remove the instructional materials (textbooks) from shelving/storage.
b. ***Disposal Inventory Log Required***
For instructional materials/textbooks, maintain a list of all instructional materials identified for destruction by completing a *disposal inventory* that identifies: (1) the title of instructional material/textbook; (2) number of copies identified for destruction; (3) reason for destruction; (4) the date the materials were removed from your school's inventory.
(**YOU WILL NEED THIS INVENTORY LIST TO ATTACH TO THE CORD FORM.**)
➢ Click here for sample Disposal Inventory log. *(The disposal inventory log will open in a downloaded file as an Excel Worksheet)*

Step 2: Complete the CORD Form Information Section
Field 1: Division/Department or School Name
o Central Offices - Type the title of your division/department (see your records retention schedule)
o Schools - Type your complete school's name (e.g., Dundalk High School)
Field 2: Office Name (Central Offices Only) *<schools leave this field blank>*
o Central Offices - Type the title of your office
Field 3: Person Completing Form – type your name here.
Field 4: Direct Telephone Number – type your direct telephone number so that the Records Management Team can contact you with any questions regarding your form.
Field 5: E-mail address – type your BCPS email address so that the Records Management Team can contact you with any questions regarding your form.

Step 3: Complete the *"Records to Be Destroyed"* Section
Field 6: Box No.
Assign a box number to identify boxes, use a consistent, sequential numbering system such as an office/school acronym, fiscal year-001, -002, etc. (e.g., Box TC-22-1; TC-22-2; etc.) You may also use a range of box numbers (e.g. TC-22-1 to TC-22-10) (**Do not re-use numbers.)** *If the font in the table becomes too small, please use more than one line.*

Field 7: <u>Record Series/Record Type</u>
   Type "**Textbooks/Instructional Materials**"
Field 8: <u>Schedule No.</u>
   Type "N/A"
Field 9: <u>Record Series</u> or <u>Item No.</u>
   Type "N/A"
Field 10: <u>Inclusive Dates</u>
   Enter inclusive dates of when Enter inclusive dates of when ***copies of the textbooks/instructional materials were removed from school inventory*** (e.g., "9/2019 - 12/2019") (as listed on the Disposal Inventory Log (See, **Step 1**))
Field 11: <u>Quantity of Material</u>
   Quantity of the records to be sent for destruction. (e.g., 1 box; 1 gaylord)

Step 4: **Complete the "Approvals" Section** (*the approvals section must be on each page of the CORD form*)
Field 12: Type the name of the records liaison or alternate liaison. Have the records liaison/alternate liaison sign and date the form.
Field 13: Type the name of the office head or principal. Have the office head/principal sign and date the form.
Field 14: Once the records liaison/alternate and the office head/principal have signed the CORD form, e-mail the **CORD** form **and** the ***Disposal Inventory Log*** to recordsretention@bcps.org for review and approval.

Step 5: If approved, the Records Officer will sign the CORD form and return the signed form to the Records Liaison/Alternate Liaison who initially completed the form.

Step 6: The Records Liaison/Alternate Liaison will then complete a T-Req form (must be signed by the principal or office head), and e-mail the signed **T-Req** form **and** the approved **CORD form and** the ***Disposal Inventory Log*** to logistics@bcps.org
<Questions about the T-Req form and scheduling pick up by Logistics should be directed to logistics@bcps.org>

Step 7: Maintain the approved CORD form and the Disposal Inventory Log for **25 years**. (See, Schedule C1511, Item 25)

SAMPLE CORD FORM
TEXTBOOKS/INSTRUCTIONAL MATERIALS

BALTIMORE COUNTY PUBLIC SCHOOLS
6901 CHARLES STREET
TOWSON, MD 21204
      Certificate of Records Destruction

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)		
Best School					
Person Completing Form		Direct Telephone Number		E-mail Address	
Jane Doe		887-1234		jdoe@bcps.org	

Records to Be Destroyed					
Box No.	Record Series/Record Type	Schedule No.	Record Series No./ Item No.	Inclusive Dates	Quantity of Material
TC-1	Textbooks/Instructional Materials	N/A	N/A	1/2/22 - 2/1/22	1 box
TC-2	Textbooks/Instructional Materials	N/A	N/A	12/1/21 - 1/31/22	1 box
TC-3	Textbooks/Instructional Materials	N/A	N/A	11/1/21 - 2/1/22	1 gaylord
	<See attached Disposal Inventory Log>				