

DISPOSING OF NON-RECORDS

CERTIFICATE OF RECORDS DESTRUCTION FORM INSTRUCTIONS

These instructions apply to the destruction of non-records. *Non Records* are defined as: "Documents that *are not* considered BCPS records include, but are not limited to, extra copies of original documents, documents kept only for convenience or reference, drafts of documents, and blank forms."

The following are examples of non-record materials:

- Extra copies of documents preserved only for convenience or reference.
- Preliminary drafts not circulated for comment.
- Extra copies of printed or processed materials for which a complete record set exists, such as current and superseded manuals maintained outside the office responsible for maintaining the record set.
- Stocks of publications or other processed documents and of publications, including annual and special reports, special studies, brochures, pamphlets, forms, books, handbooks, manual, posters, and maps.
- Information copies of correspondence, directives, forms, and other documents on which no administrative action is recorded or taken.
- Routing slips and transmittal sheets adding no information to that contained in the transmittal material.
- Duplicate copies of documents maintained in the same file.

Only the Records Officer may determine non-record status. Non-Records may not be destroyed without the prior written approval of the Records Officer on a CORD FORM.

Step 1: Identifying the Type(s) of Non-Records

- a. Maintain a list of non-records identified for disposal.
- b. If shared "non-records disposal box" is used, the records liaison should maintain a listing of the types of non-records placed in the box. (This information is needed in completing the CORD form)

Step 2: Complete the CORD Form Information Section

Field 1: Division/Department or School Name

- Central Offices - Type the title of your division/department (see your records retention schedule)
- Schools - Type your complete school's name (e.g., Dundalk High School)

Field 2: Office Name (Central Offices Only) <schools leave this field blank>

- 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: Record Series/Record Type

Type "**Non-Records**" and then list the types of non-records in the box. (Sample: Non-Records: Draft copies; duplicate student records; extra copies.) "

Field 8: Schedule No.

Type "N/A"

Field 9: Record Series or Item No.

Type "N/A"

Field 10: Inclusive Dates

Enter inclusive dates of when **non-records were placed in the disposal box** (e.g., "9/2019 - 12/2019")

Field 11: Quantity of Material

Quantity of the non-records to be sent for destruction. (e.g., 1 box; 2 boxes; 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 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** 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 for **25 years**. (See, Schedule C1511, Item 25)

Sample CORD Form – Non Records



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)		
Superintendent			Office of Law		
Person Completing Form		Direct Telephone Number	E-mail Address		
Jane Law		41069	jlaw@bcps.org		
Records to Be Destroyed					
Box No.	Record Series/Record Type	Schedule No.	Record Series No./Item No.	Inclusive Dates	Quantity of Material
Law-1 to Law-2	Non-Records, drafts - duplicates	N/A	N/A	1/15/22-2/15/22	2 boxes
Law-3	Non-Records, copies of student records	N/A	N/A	12/1/21 - 1/2/22	1 box