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- Extra copies of printed or processed materials for which a complete record set exists, such as current and superseded manuals maintained outside the office responsible for maintaining the record set.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 transmitted 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**
- Maintain a list of non-records identified for disposal.
- 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 Certificate of Records Destruction (CORD) Form**

- **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 name

- **Field 2:** Office Name
  - Central Offices - Type the title of your division/department (see your records retention schedule)
  - Schools - Schools type "N/A"

- **Field 3:** Box No.
  Assign a box number to identify boxes, use a consistent, sequential numbering system such as a school acronym, fiscal year-001, -002, etc. (e.g., Perry Hall Elementary School would be “PHES” therefore a box number could be: “PHES-2018-001”) (Do not re-use box numbers)

- **Field 4:** Record Series Title - Type “Non-Records” Then list the types of non-records in the box. (Sample: Non-Records: Draft copies; duplicate student records; extra copies.)

- **Field 5:** Schedule No. - Type "N/A"

- **Field 6:** Series No. - Type "N/A"

- **Field 7:** Inclusive Dates
  Enter inclusive dates of the *non-records that were placed in the disposal box* (e.g., “9/1/2019 - 9/30/2019”)

- **Field 8:** Quantity of Material
  The number of boxes being sent to Logistics for destruction (e.g., 15 boxes)

- **Field 9:** Date of Destruction
  Leave Blank. *For Office of Logistics only.*

- **Field 10:** Method of Destruction
  Leave Blank. *For Office of Logistics only.*

- **Field 11:** Records Liaison - Type name, then sign and date.

- **Field 12:** Office Head/Principal - Type name, then sign and date.
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Step 3: Email CORD form and Disposal Inventory list, to the Records Officer for review and approval (recordsretention@bcps.org)

Step 4: Once the CORD form is approved, the Records Officer will send a signed copy to the school's Records Liaison.

Step 5: The Records Liaison will complete a T-Req form (must be signed by the principal), and e-mail the signed T-Req form and approved CORD form to logistics@bcps.org.

Step 6: Maintain the approved CORD form and Disposal Inventory List (Schedule C1446, Series A.12)

CORD Form Sample

Baltimore County Public Schools
6901 Charles Street
Towson, MD 21204

Certificate of Records Destruction

Instructions: This form is to be used in conjunction with 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.

<table>
<thead>
<tr>
<th>Box No.</th>
<th>Record Series Title</th>
<th>Schedule No.</th>
<th>Record Series No.</th>
<th>Inclusive Dates</th>
<th>Quantity of Material</th>
<th>Date of Destruction</th>
<th>Method of Destruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW-20-01</td>
<td>Non-Records, duplicate copies of documents</td>
<td>N/A</td>
<td>N/A</td>
<td>SY 16-17</td>
<td>1 Box</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAW-20-02</td>
<td>Non-Records, stock of forms no longer needed, convenience copies, handbooks</td>
<td>N/A</td>
<td>N/A</td>
<td>SY 16-17 through SY 17-18</td>
<td>1 Box</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>