DISPOSING OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS FROM SCHOOL INVENTORIES

CERTIFICATE OF RECORDS DESTRUCTION FORM INSTRUCTIONS

These instructions apply to the removal from school inventories of instructional materials (textbooks) 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b. The material is obsolete; no longer used in school curriculum
c. The material has been superseded by new material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

No instructional materials/textbooks may be destroyed without the prior written approval of the Records Officer on a CORD FORM.

Step 1: Removal and Disposal Inventory

a. Remove the instructional materials (textbooks) from shelving/storage
b. 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.

Step 2: Complete the Certificate of Records Destruction (CORD) Form

Field 1: Division/Department or School Name - Type your complete school name
Field 2: Office Name – 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., PHES-2018-001) (Do not re-use box numbers)
Field 4: Record Series Title - Type "Textbooks/Instructional materials"
Field 5: Schedule No. - Type "N/A"
Field 6: Series No. - Type "N/A"
Field 7: Inclusive Dates
   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 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.

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)
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CERTIFICATE OF RECORDS DESTRUCTION FORM INSTRUCTIONS

Sample CORD Form

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>Division/Department or School Name</th>
<th>Pleasant Plains Elementary School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Name:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<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>PPE-20-01 to PPE-20-06 Textbooks/Instructional Materials (See Attached Disposal Inventory Log)</td>
<td>N/A</td>
<td>N/A</td>
<td>12/19 - 2/20</td>
<td>4 Boxes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Revised: 03/10/2020