

DISPOSING OF WEEDED LIBRARY BOOKS FROM SCHOOL INVENTORIES CERTIFICATE OF RECORDS DESTRUCTION FORM INSTRUCTIONS

These instructions apply to the removal from school inventories of weeded library books that have been purchased with school system funds.

The removal of weeded materials from library/media centers that were purchased with BCPS funds may be transferred to the Office of Logistics for destruction only if one of the following conditions applies:

- a. The Office of Digital Safety, Educational Technology & Library Media has identified the library/media materials for removal
- b. The library/media materials that are no longer used
- c. The library/media materials are damaged or irrelevant

**Library books may not be destroyed without the
prior written approval of the Records Officer on a CORD FORM.**

Step 1: Removal

- a. Weeded Library Books - remove the books in *Destiny* and from shelving (follow the Office of Digital Safety, Educational Technology & Library Media procedures, *Collection Maintenance: Weeding and Inventory*.)
- b. [Library Weeding Log Required](#)
For weeded library books, retain the **Library Weeding Log report** that lists the book title and number of books that were removed from shelving.

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Type “**Withdrawn library materials**”
- 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 *copies of the weeded library books were removed from school inventory* (e.g., "9/2019 - 12/2019") (as listed on the Library Weeding Log (See, **Step 1**))

Field 11: Quantity of Material

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 **Library Weeding 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 Library Weeding 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 Library Weeding Log report) for **25 years**. (See, Schedule C1511, Item 25)

SAMPLE CORD FORM **WITHDRAWN LIBRARY 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 Ever					
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
L-1	Withdrawn Library Materials	N/A	N/A	12/20 - 12/21	1 gaylord
L-2	Withdrawn Library Materials	N/A	N/A	12/21 - 6/22	1 Box
	<See Attached Library Weeding Log>				