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 to the Records Officer via email recordsretention@bcps.org. Upon receipt of the signed form from the Records Officer, you may destroy the records or request transfer of the records to Logistics for immediate destruction. Once destroyed, complete the last two columns of the form, sign where indicated, and return the signed form to the Records Officer via email recordsretention@bcps.org. Retain a copy of the approved form permanently.

| Division/Department or School Name: | |
| Office Name: | |

						(Complete After Approval to Destroy is Received from Records Officer)	
Box No.	**Record Series Title**	**Schedule No.**	**Series No.**	**Inclusive Dates**	**Quantity of Material**	**Date of Destruction**	**Method of Destruction**

AUTHORIZATION TO DESTROY:

TITLE	PRINT NAME	SIGNATURE	DATE
RECORDS LIAISON			
OFFICE HEAD/PRINCIPAL			
RECORDS OFFICER			
DESTROYED BY			

Revised: 7/1/19