MEMORANDUM

To: Department Heads, Principals, Directors, Coordinators, and Supervisors
From: Andrew O'Leary, Assistant Superintendent of Finance & Operations
Date: April 29, 2019
Subject: Shredding

STEP 1: To request documents for shredding, a Shred Request Form (attached hereto) must be submitted to the Finance and Operations Office for approval. This form is also available on the NBPS website under Departments/Programs > Finance and Operations > Forms.

The Shred Request Form must include the following or will be returned for revision:
- State Series / Regulation Number
- Description of the shredded documents
- Date(s) / Age of the shredded documents
- Location of the shredded boxes
- A printout of the corresponding State Schedule / Regulation

The State Schedule / Regulation printout must be attached to the back of the Shred Request. Refer to the links below to obtain the appropriate printout:

- http://retweb.sec.state.ma.us/retweb/retention/schedules.asp
  - Municipal Records Retention Schedule > School Department OR Records in Common
  - Statewide Agency Schedule > Executive Office of Education > All Schools

- http://www.doe.mass.edu/lawsregs/603cmr23.html?section=06
  DESE Education Laws & Regulations > 23.06 Destruction of Student Records

STEP 2: Once the Shred Request is approved, submit an estimated Requisition to Finance & Operations for our current shredding company, Shred-It – Vendor # 6908. (Shred-It prorates their invoices after pick-up). Current rates per pick-up are: a minimum of $225.00 for up to twenty (20) banker’s boxes and $8.00 per box thereafter, plus a fuel charge that is calculated after pick-up. These rates / fees are subject to change – see https://www.shredit.com/en-us/service-fees for an idea of fee rates when budgeting. (Shred-It sends a final invoice to Finance & Operations, who forwards it to Bookkeeping to update the Purchase Order and process payment).

STEP 3: Finance & Operations will schedule a pick-up with Shred-It once the PO # is generated and will notify you of the pick-up date / timeframe. Make the appropriate preparations for pick-up.

The New Bedford Public Schools do not discriminate on the basis of age, gender, race, color, religion, ethnicity, national origin, disability, sexual orientation, ancestry, homelessness, gender identity, gender expression, or immigration status.
NEW BEDFORD PUBLIC SCHOOLS
SHRED REQUEST FORM

To: Andrew B. O’Leary, Assistant Superintendent of Finance & Operations

From: _____________________________________________

Dept./School: _______________________________________

Date: _____________________________________________

In adherence to Massachusetts Records Law, I declare and submit the following items for shredding:

<table>
<thead>
<tr>
<th>State Series / Regulation #</th>
<th>Description of Shred Documents</th>
<th>Item Date / Age</th>
<th>Location of Shred Box(es)</th>
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Total # of Boxes Submitted: ________________

Submitted by: ______________________________ Approved by: ______________________________

Signature of Dept./School Representative  Signature of Asst. Supt. of Finance & Operations
Hello, Guest Web!

Schedules

Jurisdiction / Department

Select a Jurisdiction and/or Department to view schedules

- Municipal Records
  Retention Schedule
- Statewide Agency
  Schedule 06-18

William Francis Galvin, Secretary of the Commonwealth of Massachusetts

Terms and Conditions
Education Laws and Regulations

603 CMR 23.00
Student Records

Section:
23.01: Application of Rights
23.02: Definition of Terms
23.03: Collection of Data: Limitations and Requirements
23.04: Personal Files of School Employees
23.05: Privacy and Security of Student Records
23.06: Destruction of Student Records
23.07: Access to Student Records
23.08: Amending the Student Record
23.09: Appeals
23.10: Notification
23.11: Monitoring
23.12: Severance Clause
View All Sections

Most Recently Amended by the Board of Education: August 15, 2006

23.06: Destruction of Student Records

(1) The student’s transcript shall be maintained by the school department and may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

(2) During the time a student is enrolled in a school, the principal or his/her designee shall periodically review and destroy misleading, outdated, or irrelevant information contained in the temporary record provided that the eligible student and his/her parent are notified in writing and are given opportunity to receive the information or a copy of it prior to its destruction. A copy of such notice shall be placed in the temporary record.

(3) The temporary record of any student enrolled on or after the effective date of 603 CMR 23.00 shall be destroyed no later than seven years after the student transfers, graduates, or withdraws from the school system. Written notice to the eligible student and his/her parent of the approximate date of destruction of the record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. Such notice shall be in addition to the routine information letter required by 603 CMR 23.10.

(4) In accordance with M.G.L. c. 71, section 87, the score of any group intelligence test administered to a student enrolled in a public school shall be removed from the record of said student at the end of the school year in which such test was so administered.

Regulatory Authority:
603 CMR 23.000: M.G.L. c. 71, 34D, 34E.

Last Updated: September 18, 2006