



NEW BEDFORD PUBLIC SCHOOLS
 PAUL RODRIGUES ADMINISTRATION BUILDING
 455 COUNTY STREET
 NEW BEDFORD, MASSACHUSETTS 02740
 www.newbedfordschools.org

(508) 997-4511

"We are committed to developing a community of learners who are academically proficient, demonstrate strong character and exhibit self-confidence."

THOMAS ANDERSON
 SUPERINTENDENT

KAREN A. TREADUP
 DEPUTY SUPERINTENDENT

ANDREW O'LEARY
 ASSISTANT SUPERINTENDENT
 OF FINANCE & OPERATIONS

HEATHER EMSLEY
 EXECUTIVE DIRECTOR OF
 HUMAN CAPITAL SERVICES

KIMBERLI A. BETTENCOURT
 EXECUTIVE DIRECTOR OF
 SPECIAL EDUCATION & STUDENT SERVICES

SONIA WALMSLEY
 EXECUTIVE DIRECTOR OF
 EDUCATIONAL ACCESS & PATHWAYS

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 shred documents
- Date(s) / Age of the shred documents
- Location of the shred 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.





[HOME](#)
 [DIRECTIONS](#)
 [CONTACT US](#)

Search

Hello, Guest Web!

Report Format: ▼

[Help](#)
 [Abbreviations](#)

Schedules



Jurisdiction / Department

Select Jurisdiction and/or Department to view schedules

[Expand All](#)
 [Collapse All](#)

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

William Francis Galvin, Secretary of the Commonwealth of Massachusetts
Terms and Conditions



- > [Laws & Regulations Home](#)
- > [State Regulations](#)
- > [State Laws](#)
- > [Federal Laws](#)
- > [Legal Advisories](#)
- > [Arbitration Awards](#)
- > [Litigation Reports](#)

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 23.00: M.G.L. c. 71, 34D, 34E.

Last Updated: September 18, 2006

[E-mail this page](#) | [Print View](#) | [Print Pdf](#)

Disclaimer:
For an official copy of these regulations, please contact the [State House Bookstore](#), at 617-727-2834.