

STUDENT SUPPORT SERVICES




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State Assessment Shredding Service
2023 - 2024 Letter of Intent

The Nassau BOCES Regional Information Center – Test Scoring Department, will now offer school districts an opportunity to have their outdated state assessment documents shredded. This service follows all New York State guidelines when handling Personal Identifiable Information (PII). Intake of materials will occur by scheduled appointment.

Pricing

Size of Box	Cost/Box
 12x9x2	\$6.25
 12x9x4	\$12.45
 (Standard 5,000 Sheet Paper Box) 12x9x10	\$41.55

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Procedure:

- **Sign and Return Letter of Intent and Consent to Shred Form:**
Before Nassau BOCES can shred documents, we must have on file a signed “Letter of Intent” and “Consent to Shred” form with signatures of the Superintendent, Business Administrator or Records Management Officer, and where applicable the supervisor/principal of the affected department. Be sure to include a description of the assessment/s including the range of dates they represent.
- **Review the Local Government Schedule (LGS-01):** The “Retention and Disposition Schedule for New York State Local Government Records” indicates the minimum length of time that local government officials must retain their records before they may be disposed legally. The Local Government Schedule (LGS-01) can be found at <https://www.archives.nysed.gov/records/local-government-record-schedule/lgs-1-title-page> Information regarding the retention and disposition of state assessment materials can be found on page 275.
- **After Records Have Been Shredded:** Nassau BOCES personnel will complete the “Shredding Verification” form, attach it to the order, and return it with a copy of the signed “Consent to Shred” form to the district.
- **Duplicate Copies of Records Set for Shredding:** Any copies of the records that have been authorized to be destroyed should also be destroyed by any district personnel that may have copies. It is strongly advised that District Records Management Officers inform personnel of the records series and date span of the records set for shredding so that they can destroy the copies.

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Note: Nassau BOCES will not be legally responsible for documents that are shredded due to school district error.

If you are interested in using the Nassau BOCES State Assessment Shredding Service, please have all authorizing entities sign this Letter of Intent. Also, be sure to complete the “Consent to Shred” form. Send electronically via scan to Ryan Franzese or fax to the attention of Fran Werner at (516)832-2850.

Approved by: _____
Signature of Superintendent of Schools or Assistant Superintendent for Business

Print name: _____ Date: _____