

GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY

TO: Mark Silverstein
FROM: Scott Henry
DATE: June 7, 2017
RE: Records Retention Update

Kathy Mastran was engaged to review our stored records, organize them and prepare destruction schedules. The process is 85% complete. Records have been organized by type of record and have been marked with dates for destruction. Permanent records are in the process being moved into plastic storage boxes to protect them, from water damage. Kathy will meet with administrative support staff to instruct them in a new system of storing records that will make destruction easier.