

1. Extent of Disposition

\_\_\_ Disposition is partial. The categories of data to be disposed of are set forth below or are found in an attachment to this Directive:

[Insert categories of data here]

\_\_\_ Disposition is Complete. Disposition extends to all categories of data.

2. Nature of Disposition

\_\_\_ Disposition shall be by destruction or deletion of data.

\_\_\_ Disposition shall be by a transfer of data. The data shall be transferred to the following site as follows:

[Insert or attach special instructions.]

3. Timing of Disposition

Data shall be disposed of by the following date:

\_\_\_ As soon as commercially practicable

\_\_\_ By (Insert Date)

4. Signature

\_\_\_\_\_  
(Authorized Representative of LEA)

By: **Cheryl Lewis**

Date: 2022-07-22

Printed Name: Cheryl Lewis

Title/Position: Director of Instructional Technology

SCHOOL DISTRICT NAME: Duxbury School District

DESIGNATED REPRESENTATIVE OF LEA

Name: Cheryl Lewis

Title: Director of Instructional Technology

Address: 93 Chandler St. Duxbury, MA

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COUNTY OF LEA: Plymouth County