

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: **Suzy Brooks**

Date: 2022-05-23

Printed Name: Suzy Brooks

Title/Position: Director of Instructional Technology

SCHOOL DISTRICT NAME: Mashpee School District

DESIGNATED REPRESENTATIVE OF LEA

Name: Suzy Brooks

Title: Director of Instructional Technology

Address: 150 Old Barnstable Road, Mashpee, MA 02649 Mashpee, MA

Telephone Number: 5085393600

Email: sbrooks@mpspk12.org

COUNTY OF LEA: Barnstable