



# *Lewiston-Porter Central School District*

*Aiming Higher*

## **Memorandum**

NA-4

Date: July 23, 2021  
To: Paul J. Casseri, Superintendent of Schools  
From: Patricia Grupka, Assistant Superintendent of Administrative Services  
Subject: Request to dispose of outdated/damaged books, textbooks and testing materials

This memo serves as a request for the approval to dispose of outdated/damaged books, textbooks and testing materials from the High School, psychology department, Intermediate Education Center and Primary Education Center.