

# Records Liaison Training

July 11, 2019



## Administration: Administrative Operations

Records Retention

## I. Purpose

To establish systemwide standards and procedures for the retention and disposition of records in Baltimore County Public Schools (BCPS).

## II. Definitions

- A. *Certificate of Records Destruction* – A formal, written notice that identifies records that have been destroyed.
- B. *Destruction* – The disposal of records through shredding, deletion or other methods after the record has passed its retention period.
- C. *Employee* – For the purpose of this rule, an employee includes an individual employed by BCPS on a regular or temporary basis, interns, consultants, contractors, volunteers and authorized agents of BCPS who use BCPS technology and communications.
- D. *Litigation Hold* – A process used by BCPS to preserve all records relevant to potential or actual litigation.
- E. *Record* – Any documentary material created or received by a Baltimore County public school or office, or a school system official in connection with the transaction of BCPS business. A record includes:
  - 1. Written materials, e-mail, books, photographs, photocopies, publications, forms, microfilms tapes, computerized records, maps, drawings, and other materials in any format; and
  - 2. Data generated, stored, received, or communicated by electronic means for use by, or storage in, an information system or for transmission from one information system to another.
- F. *Records Officer* – The person designated by the superintendent whose responsibilities include, but are not limited to, coordinating the BCPS records

# What is a “record”?



[This Photo](#) by Unknown Author is licensed under [CC BY-SA](#)

**Any documentary material created or received by a Baltimore County public school or office, or a school system official in connection with the transaction of BCPS business.**

**Written materials, e-mail, books, photographs, photocopies, publications, forms, microfilms tapes, computerized records, maps, drawings, and other materials in any format; and**

**Data generated, stored, received, or communicated by electronic means for use by, or storage in, an information system or for transmission from one information system to another**

Any **documentary material** created or received by a Baltimore County public school or office, or a **school system official** in connection with the transaction of **BCPS business**.

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**Data** generated, stored, received, or communicated by electronic means for use by, or storage in, an information system or for transmission from one information system to another

# Is It A Record?



# Who cares about records?









I Heroby Certify, That on this 5<sup>th</sup> day  
of November One Thousand, Nine Hundred and 3<sup>d</sup>  
at Residence <sup>1105 1/2 W. ...</sup> William Henry Holliday  
and Maggie Williams were by me united in Marriage in accordance  
with the License issued by the Clerk of the Court of Common Pleas for Baltimore City,  
in the State of Maryland.

R R Riggs  
Minister M E Church

(OFFICIAL CHARACTER.)

This Certificate to be given to the contracting parties.

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“These are the people’s records.”

Tim Baker

Maryland State Archivist

# Maryland Public Information Act

“All persons are entitled to have access to information about the affairs of government and the official acts of public officials and employees.”

Md. General Provisions Article, §4-103

Bonny BCPS has left the building...



# Bonny BCPS

1. Last week's grocery shopping list
2. Husband's army discharge documents
3. Tax Returns, 1988 - 1994
4. Auto Registration, 1963 Mustang
5. End of year evaluations, 1985-2000
6. Christmas gift list, 2015

BCPS has approved Records Retention Schedules (RRS) for retaining and disposing of records to enable offices to make **informed decisions** about their records. These Schedules are designed to ensure that BCPS records are retained for **as long as they are needed** for administrative, legal, fiscal, or audit purposes, and that they are properly disposed of once their value to the office and to the school system has passed.



# Bob BCPS

(He took Bonny's place)



|  |                            |
|--|----------------------------|
| Baltimore County Public Schools<br>6901 N. Charles Street<br>Towson, Maryland 21204<br><b>RECORDS INVENTORY AND RETENTION SCHEDULE</b> | Schedule No. <u>C 1446</u> |
|  | Page <u>1</u> of <u>2</u>  |

**Division/Department:** All Divisions and Departments

**Office Name:** All Offices and Schools

| Series No. | Description   | Retention   |
|------------|---|---|
| A.01       | <u>Transitory Correspondence and Memoranda</u><br>Incoming and outgoing correspondence and memoranda related to matters of short-term interest. Transmittal correspondence and memoranda between individuals, departments or external parties containing no final contractual, financial or policy information. This correspondence and memoranda does not impact agency functions. When resolved, there is no further use or purpose.  | Retain until administrative need ends and then destroy.                     |
| A.02       | <u>Administrative Correspondence and Memoranda</u><br>Incoming and outgoing business-related correspondence and memorandum created in the course of administering school system functions and programs. Administrative correspondence and memorandum documents work assigned, work accomplished, transactions made, or actions taken. This correspondence and memorandum documents the implementation of school system functions rather than the creation of functions or policies. Business-related correspondence and memorandum that is essential to a core function of another series should follow the retention period for that series. | Retain for 3 years and then destroy.  |
| A.03       | <u>Executive Correspondence and Memoranda</u><br>Incoming and outgoing non-transitory, business-related correspondence and memoranda of the superintendent and the superintendent's cabinet members. These records document executive decisions made regarding agency interests and provide unique information relating to the functions, policies, procedures, or programs of an agency.   | Permanent. Retain for 5 years and then transfer to Maryland State Archives. |
| A.04       | <u>General Accounting and Budget Records</u><br>Includes purchase orders, check requisitions, invoices, receipts, travel/mileage requests/reimbursements, and budget tracking logs.   | Retain for 7 years and then destroy.  |

Schedule Approved by Superintendent of Schools  
 Date 12/2/18  
 Signature Verletta White  
 Typed Name Verletta B. White

Schedule Authorized by State Archivist  
 Date 6-17-19  
 Signature Tim Baker  
 Typed Name Timothy D. Baker

# Bob's Saga: What Now?

1. Bonny's files marked "files"
2. Phone and Mail Logs, 2010-2012
3. Bonny's memoranda to staff, 2000-2018
  1. Bonny is the former chief.
  2. Bonny is the former chief's admin

# Bob's Saga: What Now?

1. Bonny's Procure card statements from 2019
2. Bonny's Procure Card Statements from 2010
3. Bonny's water damaged files marked "Files, 2000"

|  |                            |
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# Maryland "Flavor"



MARYLAND STATE DEPARTMENT OF  
EDUCATION

PREPARING WORLD CLASS STUDENTS

**BCPS  
sends  
to MSA  
for  
informal  
review**

**MSA  
sends  
to  
DGS**

**DGS  
review**

**LEA  
sends  
three  
signed  
copies  
to the  
DGS**

**DGS  
assigns a  
schedule  
number  
and  
forwards  
to MSA**

**Archivist  
signs &  
returns to  
LEA**



Baltimore County Public Schools  
6901 N. Charles Street  
Towson, Maryland 21204  
RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. C 1446

Page 1 of 2

Division/Department: All Divisions and Departments

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Schedule Approved by Superintendent of Schools

Date 12/15/18

Signature Verletta White

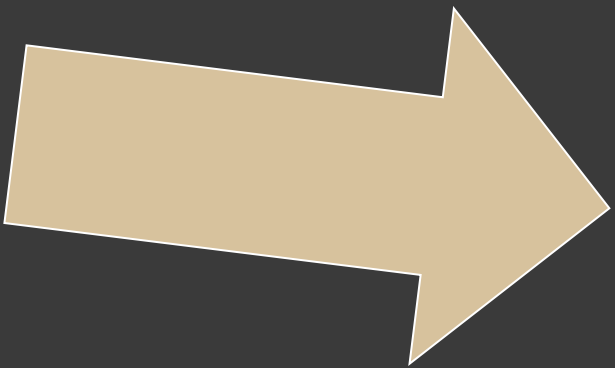
Typed Name Verletta B. White

Schedule Authorized by State Archivist

Date 1-17-19

Signature Tim Baker

Typed Name Timothy D. Baker



- BCPS Records Management Program
- Superintendent's Rule 2380
- Records Retention Schedules
- General Records/All Offices (Series A)
- Litigation Hold
- Department/Office Records Liaisons
- Department/Office Series Numbers
- Procedures
- Archives-Central Office Standard Operating Procedures
- Forms
- Student Records
- MSDE Records Retention Guidance
- FAQs

## Baltimore County Public Schools Records Retention Schedules

State law mandates that each unit of state government have a program for the continual, economical, and efficient management of records. A records management program must include procedures to ensure the security of records and their prompt and orderly disposal when they are no longer needed. Although BCPS is not a "unit" of state government, the school system has opted to use the state's procedures to guide and inform its records management program. As a result of this program, the school system maintains Records Retention Schedules.

Baltimore County Public Schools has approved records retention schedules that enable offices to decide when to dispose of their records. These records retention schedules are designed to ensure the school system records are retained for as long as they are needed for administrative, legal, fiscal, or audit purposes, and that they are properly disposed of once their value to the office and the school system has passed. Adherence to the schedule is important for the efficient and proper functioning of BCPS.

Whenever records are destroyed, a Certificate of Records Disposal must be prepared. [Click procedures for detailed instructions on how to obtain approval for and to destroy records.](#)

### *BCPS Records Retention Schedules*

- The records retention schedule for general records held by all offices and schools throughout BCPS is found in All Offices and Schools.
- The records retention schedules for BCPS offices may be accessed by clicking on the office/division name below:
- Select the plus symbol (+) to expand the links, and minus symbol (-) to collapse the links

- + General Records/All Offices and Schools
- + Board of Education
- + Superintendent
  - Chief of Staff
  - Community Superintendents
- + Division of Business Services
- + Division of Curriculum and Instruction
- + Division of Human Resources



# What do you think?: Schedule A

- What would **Logistics** need to be able to retrieve your files?
- What **information** would you need to be able to give them to get the right files?

# Archiving Records



- BCPS public site
- BCPS Records Management Program
- Superintendent's Rule 2380
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## Baltimore County Public Schools Records Management Program

Superintendent's Rule 2380, *Records Retention*, establishes systemwide standards and procedures for the management of the school system's records retention program. The purpose of the record retention program is to efficiently manage BCPS records by adopting records retention schedules and managing the disposition and/or timely disposal of records in compliance with Board Policy, Superintendent's Rules, and state and federal retention requirements.

### ***What does "Records" Include?***

As defined by Superintendent's Rule 2380, records include all forms of recorded information-- regardless of physical characteristics or format--that are created, received, recorded, or legally filed in connection with the transaction of school system business. While records are easily recognizable in paper formats, most records are now created electronically, including e-mail, word-processing files, spreadsheets, databases, Web pages, videos and a variety of other electronic formats.

### ***Records Management***

BCPS has approved Records Retention Schedules (RRS) for retaining and disposing of records to enable offices to make informed decisions about their records. These Schedules are designed to ensure that BCPS records are retained for as long as they are needed for administrative, legal, fiscal, or audit purposes, and that they are properly disposed of once their value to the office and to the school system has passed.

### ***Records Liaison***

Each office is required to identify a member of its staff to serve as its records liaison. The records liaison will be responsible for managing the office's records retention schedule, completing and submitting records disposal forms, and scheduling office records for transfer to archives and/or for disposal.

### ***Records Officer***

The Superintendent has appointed a records officer to serve as the primary records management contact for the school system. The records officer will provide oversight and management of the records retention program.



- [BCPS public site](#)
- [BCPS Records Management Program](#)
- [Superintendent's Rule 2380](#)
- [Records Retention Schedules](#)
- [General Records/All Offices \(Series A\)](#)
- [Litigation Hold](#)
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### Baltimore County Public Schools Archives - Central Offices Standard Operating Procedures

The Department of Facilities Management, Office of Logistics, has instituted the following Standard Operating Procedures to provide clear instructions to all Baltimore County Public Schools central office staff regarding the archive storage and record retrieval process.

- [Archives-Central Office - Standard Operating Procedures](#)
  - [Attachment 1, Sample Archive Label](#)
  - [Attachment 2, Series Numbering](#)
  - [Attachment 3, Records Transfer Form](#)
  - [Attachment 4, Sample Labeled Box Sample](#)
  - [Attachment 5, Sample Transfer Requisition Form](#)

*Have any questions or need more help? Please email [recordsretention@bcps.org](mailto:recordsretention@bcps.org)*



# ATTACHMENT #3

## BALTIMORE COUNTY PUBLIC SCHOOLS RECORDS TRANSFER FORM

|                              |  |                              |  |
|------------------------------|--|------------------------------|--|
| <b>TEMPORARY BOX NUMBER:</b> |  | <b>PERMANENT BOX NUMBER:</b> |  |
|------------------------------|--|------------------------------|--|

### CONTACT

|                         |  |                   |  |
|-------------------------|--|-------------------|--|
| DIVISION/DEPARTMENT:    |  | OFFICE NAME:      |  |
| RECORDS LIAISON:        |  | TELEPHONE NUMBER: |  |
| PERSON COMPLETING FORM: |  | TELEPHONE NUMBER: |  |

### APPROVALS

| TITLE           | PRINT NAME | SIGNATURE | DATE |
|-----------------|------------|-----------|------|
| RECORDS LIAISON |            |           |      |
| OFFICE HEAD     |            |           |      |

### DOES YOUR TRANSFER CONTAIN CONFIDENTIAL INFORMATION?

Yes  No

If you answered "Yes", then please list the categories of confidential information (e.g., student record, employee record, medical record, etc.)

CATEGORY OF CONFIDENTIAL INFORMATION:

### RECORDS LIST/DESCRIPTION

| FILE NO. | FILE TITLE/RECORDS CLASS/BRIEF DESCRIPTION | SCHEDULE NO. | SERIES NO. | INCLUSIVE DATES<br>(YYYY TO YYYY) | DESTROY DATE (MM/YYYY) |
|----------|--|--------------|------------|-----------------------------------|------------------------|
| 1        |  |              |            |                                   |                        |
| 2        |  |              |            |                                   |                        |
| 3        |  |              |            |                                   |                        |
| 4        |  |              |            |                                   |                        |
| 5        |  |              |            |                                   |                        |
| 6        |  |              |            |                                   |                        |
| 7        |  |              |            |                                   |                        |
| 8        |  |              |            |                                   |                        |
| 9        |  |              |            |                                   |                        |
| 10       |  |              |            |                                   |                        |
| 11       |  |              |            |                                   |                        |
| 12       |  |              |            |                                   |                        |
| 13       |  |              |            |                                   |                        |
| 14       |  |              |            |                                   |                        |
| 15       |  |              |            |                                   |                        |
| 16       |  |              |            |                                   |                        |

**Instructions:** Use one Records Transfer form per box; place a copy of the form in the front of the box, and attach a copy of the form to the T-Req. for transfer to Logistics for archiving. Maintain a copy of the form for your records.

Revised: 12/07/18

# Back to Bob's Saga: How would you fill out the transfer form?

1. Bonny's Procure card statements, 2017-2019
2. Copies of her division Chief's memos to staff from 2015




# Destroying Records




# Purging Records



← → ↻ 🏠 [https://intranet.bcps.org/records\\_retention\\_program/](https://intranet.bcps.org/records_retention_program/)

 **intranet**  search

... my account ... access your e-mail

Baltimore County Public Schools Intranet 

... BCPS public site ... BCPS intranet home

## Baltimore County Public Schools Records Management Program

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# Your Next Steps

- Starting your own office's schedule! **You can do this!**
- Telling us what questions you have.
- Communicating with staff members in your office about records retention matters





***We are Team  
BCPS!***



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with BMI and ASCAP*

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