

You are the **RECORDS** *liaison*

WHAT DOES THIS MEAN?

You are a guardian



You know what records are kept in your office



You help the system follow Rule 2380



You answer questions from your office mates



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what a liaison needs to know

Your Office's Schedule



The Schedule's Timelines



How to Transfer Records to Logistics for storage or purging



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You are the office's expert

About the schedule

About how records are maintained

About how records are purged

HOW CAN I GET MORE INFORMATION?



Superintendent's Rule 2380



The Records Retention Webpages



Email us!
recordsretention@bcps.org