

<p align="center">Baltimore County Public Schools Department of Facilities Management</p> <p align="center">Standard Operating Procedures</p>	
Subject: Archives - Central Offices	Number: LOG-0008
Subject Description: Procedure establishes the steps required to store and retrieve archived documents for central offices.	
Reference: Superintendent's Rule 2380, Records Retention	
Date Issued: 02/21/19	Revised:

Purpose

The purpose of this procedure is to provide clear instructions to all Baltimore County Public Schools' (BCPS) central office staff regarding the archive storage and record retrieval process.

Background

The Office of Logistics (Logistics) provides warehouse space and transportation needs for storage and retrieval of central office archive documents.

Procedure

It is the responsibility of the BCPS records officer, records liaison, and records custodian to ensure that archived documents are in compliance with Superintendent's Rule 2380, Records Retention. In addition, the records liaison is responsible for maintaining a detailed list of the information stored in each archive box.

Archive Storage

1. Archive Supplies
 - Contact Logistics (e-mail: logistics@bcps.org)
 - Request archive boxes, maximum 25
 - Request archive labels, BEBCO# 39527120255, 2 labels per box
 - One roll of clear packing tape provided per 25 boxes
2. Archive Label – Must be completed in its entirety to be stored (Attachment #1)
 - Box No. - Records Liaison creates the identification number for each archive box.
 - Date Archived – Date of request that is on the Transfer Requisition Form.
 - Office Name – Name that is indicated on the Office of Law, Records Retention Schedule (Attachment #2)

Refer to the BCPS Records Transfer Form for the following definitions (Attachment #3):

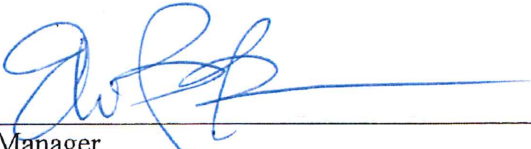
- Schedule No. - Division/Department/Office Series Numbering, Records Retention Schedules

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 - Inclusive Dates – The year(s) that the files are associated within the box
 - Contents – Short description of contents in the box
 - Destroy Date – Please refer to the BCPS Office of Law's Records Retention Schedule
 - SKID No. - Completed by Logistics staff ONLY
3. Archive Boxes
- Pack files in the archive boxes provided by Logistics
 - Complete a BCPS Records Transfer Form and list of contents for each box, by Box No., per the archive label. This list will be maintained by the records liaison and used to retrieve files as needed.
 - Secure the lid of the archive box with clear packing tape.
 - Place the completed blue archive label on one end and one side of the box (Attachment #4)
4. Transfer Requisition Form
- Locate the Transfer Requisition form from the BCPS intranet site under "Forms"
 - Complete the Transfer Requisition form in its entirety (see **highlighted sections** on Attachment #5)
 - Approved Signature of Office Head is **REQUIRED**
 - Once completed and approved, scan and e-mail the signed form to logistics@bcps.org

Archive Retrieval

1. Complete the Transfer Requisition process as indicated above in Procedure #4
2. The identifying Box No. and Office Name, as described on the archive label, must be indicated on the Transfer Requisition form under the "ITEM" line.
3. To return the archive box to storage, follow Procedure #4 above.

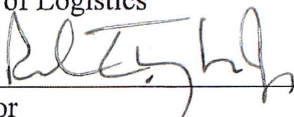
Note: The records liaison is required to maintain an updated BCPS Records Transfer Form for files that have been removed or returned.



Manager
Office of Logistics

2/25/2019


Date



Director
Office of Facilities Support Services

2/25/19

Date



Executive Director
Department of Facilities Management

2/25/19

Date



Records Officer

2.25.19
Date