

# BCPS Records Series Index by Category

Schedule and RS Item #

## Administrative

### Communication and Outreach

#### Bulletins and Publications

##### Community Superintendent's Communications

Retain for 5 years and then destroy.

SeriesNo MSA  
C1508 Item 3  
11.00.03

##### News Hub and Weekly Bulletins

Retain for 5 years and then destroy.

SeriesNo MSA  
C1511 Item 17  
AA.10  
C1514 Item 3  
7.07.03

##### Notices and Announcements, General

Retain until superseded and then destroy.

SeriesNo MSA  
C1511 Item 18  
AA.11

##### Publications

When no longer needed contact Records Management for review and disposition (send to Archives for review or destruction).

SeriesNo MSA  
C1512 Item 6  
4.05.06

##### Superintendent's Communications to Staff

Retain for 5 years and then destroy.

SeriesNo MSA  
C1457 Item 5  
2.0.05

##### Video Library

Retain for 10 years after superseded or when no longer needed and then destroy.

SeriesNo MSA  
C1512 Item 8  
4.05.08

##### Weekly Update to Team BCPS (Baltimore County Public Schools)

Retain for 5 years and then destroy.

SeriesNo MSA  
C1457 Item 4  
2.0.04

##### Weekly Updates to the Board of Education

Retain for 5 years and then destroy.

SeriesNo MSA  
C1457 Item 3  
2.0.03

#### Correspondence

##### Administrative Correspondence and Memoranda

Retain for 3 years and then destroy.

SeriesNo MSA  
C1511 Item 2  
A.02

##### Executive Correspondence and Memoranda

Retain for 5 years and then transfer to Maryland State Archives. Permanent.

SeriesNo MSA  
C1511 Item 12  
A.03

##### Transitory Correspondence and Memoranda

Retain until administrative need ends and then destroy.

SeriesNo MSA  
C1511 Item 32  
A.01

## Administrative

### Communication and Outreach

#### Press Releases, Speeches and Presentations

##### Presentations to Public and Media

Retain for 5 years and then destroy.

C1512 Item 3

SeriesNo MSA

4.05.03

##### Press and News Releases

When no longer needed contact Records Management for review and disposition (send to Archives for review or destruction).

C1512 Item 4

SeriesNo MSA

4.05.04

### Distribution and Contact Lists

#### Contact Lists and Rosters

##### Contact/Distribution Lists and Rosters

Retain until superseded and then destroy.

C1511 Item 9

SeriesNo MSA

AA.06

### General

#### Activity Reports and Logs

##### Activity Reports and Logs

Retain for 1 year and then destroy.

C1511 Item 1

SeriesNo MSA

AA.01

##### Job Scheduling System

Retain until superseded or no longer needed and then destroy.

C1504 Item 4

SeriesNo MSA

5.18.04

##### Usage Reports

Retain for 7 years and then destroy.

C1517 Item 37

SeriesNo MSA

5.00.37

##### Video Logs, Subpoenaed

Retain for 7 years and then destroy.

C1517 Item 38

SeriesNo MSA

5.00.38

##### Visitor and Staff Sign In

Retain for 1 year and then destroy.

C1511 Item 34

SeriesNo MSA

AA.23

#### Meeting Notes and Agendas

##### Meeting Notes and Agendas

Retain for 1 year and then destroy.

C1511 Item 16

SeriesNo MSA

AA.09

#### Memorabilia, School System

##### Public School System Memorabilia

When no longer needed contact Records Management for review and disposition (send to Archives for review or destruction).

C1511 Item 24

SeriesNo MSA

AA.15

C1512 Item 5

SeriesNo MSA

4.05.05

## Administrative

### General

#### Phone and Mail Logs

##### Mail and Phone Logs

Retain for 1 year and then destroy

C1511 Item 15

SeriesNo MSA

A.05

#### Project Files, General

##### Project Files

Retain for 1 year and no longer needed, then destroy.

C1511 Item 23

SeriesNo MSA

AA.14

#### Reference Materials

##### Boundary Records

Retain for 7 years after superseded and then destroy.

C1517 Item 3

SeriesNo MSA

5.00.03

##### Legislation

Retain for 2 years and then destroy.

C1515 Item 1

SeriesNo MSA

4.00.01

##### Reference Materials

Retain until superseded and then destroy.

C1511 Item 26

SeriesNo MSA

AA.16

#### Systems of Record

##### Systems of Record

Retain until the records in the system are migrated or have met the retention requirements and system is decommissioned, then destroy.

C1511 Item 31

SeriesNo MSA

AA.21

##### Tracking Databases

Retain for 5 years from date of last activity and then destroy.

C1506 Item 2

SeriesNo MSA

8.00.02

## Administrative

### General

#### Teams and Committees

##### Action Groups and Teams

Retain for 5 years and then destroy.

C1513 Item 1

SeriesNo MSA

5.01.01

##### Instructional Core Team (ICT)

Retain for 5 years and then destroy.

C1508 Item 5

SeriesNo MSA

11.00.05

##### Professional Learning Community

Retain for 5 years and then destroy.

C1508 Item 6

SeriesNo MSA

11.00.06

##### Staff Relations Committee

Retain for 7 years after separation and then destroy.

C1503 Item 5

SeriesNo MSA

7.12.05

##### Team and Committees

Retain for 7 years and then destroy.

C1509 Item 23

SeriesNo MSA

6.00.23

##### Union Meetings

Retain for 5 years and then destroy.

C1513 Item 2

SeriesNo MSA

5.01.02

#### Transitory

##### Transitory Records

Destroy when no longer needed.

C1511 Item 33

SeriesNo MSA

AA.22

### Planning and Forecasting

#### Organizational Structure

##### Organizational Charts

Retain for 10 years and then destroy.

C1514 Item 4

SeriesNo MSA

7.07.04

##### Reorganization of School/Division/Department/Office

Retain for 3 years after final reorganization decision is made and then destroy.

C1514 Item 3

SeriesNo MSA

7.09.03

#### Strategic Planning

##### Statistics and Surveys

Retain for 3 years after superseded and then destroy.

C1511 Item 29

SeriesNo MSA

AA.19

##### Strategic Planning Records

Retain for 7 years and then destroy.

C1511 Item 30

SeriesNo MSA

AA.20

## Administrative

### Scheduling

#### Planners and Calendars

##### Planners and Calendars

Retain for 3 years and then destroy.

C1511 Item 20  
SeriesNo MSA AA.12

##### Teacher Schedules

Retain for 5 years and then destroy.

C1509 Item 22  
SeriesNo MSA 6.00.22

#### Transportation

##### Bus Scheduling

Retain for 5 years and then destroy.

C1501 Item 2  
SeriesNo MSA 5.05.02

##### Dispatch Records

Retain for 10 years and then destroy.

C1501 Item 4  
SeriesNo MSA 5.05.04

##### Field and Athletic Trips

Retain for 5 years after date of trip then destroy.

C1501 Item 7  
SeriesNo MSA 5.05.07

## Assets

### Facilities and Equipment

#### Capital Projects

##### Capital Budget Requests

Retain for 7 years and then destroy.

C1517 Item 4  
SeriesNo MSA 5.00.04

##### Capital Improvement Planning

Retain for 3 years and then destroy.

C1517 Item 5  
SeriesNo MSA 5.00.05

##### Capital Project Packets

Retain for 7 years after completion of the project and then destroy.

C1508 Item 2  
SeriesNo MSA 11.00.02

##### Capital Projects Funded by Private Donations

Maintain records for 7 years after the asset has been disposed of, and then destroy.

C1483 Item 2  
SeriesNo MSA 12.0.02

## Assets

## Facilities and Equipment

## Construction

## Construction Contracts

Retain for 7 years after completion of project and then destroy.

C1517 Item 7

SeriesNo MSA

5.00.07

## Construction Files

Retain for 7 years after the life of the building and then destroy.

C1517 Item 8

SeriesNo MSA

5.00.08

## Construction Financing

Retain for 7 years after completion of project and then destroy.

C1517 Item 9

SeriesNo MSA

5.00.09

## Construction Plans

Retain for 7 years after the life of the building and then destroy.

C1517 Item 10

SeriesNo MSA

5.00.10

## Design Documents

Retain for 5 years after the life of the building and then destroy.

C1517 Item 14

SeriesNo MSA

5.00.14

## Project Files, Construction

Retain for 7 years after completion of project and then destroy.

C1517 Item 26

SeriesNo MSA

5.00.26

## Public School Construction

Retain for 7 years after completion of project and then destroy.

C1517 Item 28

SeriesNo MSA

5.00.28

## Wage Certified Payroll Reports

Retain for 3 years after completion of project and then destroy.

C1517 Item 39

SeriesNo MSA

5.00.39

## Facilities Use

## Facilities Use Records

Retain for 3 years and then destroy.

C1517 Item 16

SeriesNo MSA

5.00.16

## Fixed Asset

## Fixed Asset Reports

Retain for 7 years after the disposition of asset and then destroy.

C1507 Item 15

SeriesNo MSA

5.12.15

## Assets

## Facilities and Equipment

## Inventory

## Inventory Orders

Retain for 3 years and then destroy.

C1517 Item 23

SeriesNo MSA

5.00.23

## Inventory Reports and Lists

Retain for 7 years and then destroy.

C1507 Item 19

SeriesNo MSA

5.12.19

## Supply Requisitions

Retain for 7 years and then destroy.

C1517 Item 33

SeriesNo MSA

5.00.33

## Maintenance and Repair

## Fuel System Testing

Retain for 3 years and then destroy.

C1517 Item 17

SeriesNo MSA

5.00.17

## Fuel Systems

Retain for 3 years afterlife of system or site closure and then destroy.

C1517 Item 18

SeriesNo MSA

5.00.18

## Maintenance Records

Retain for 6 years and then destroy.

C1517 Item 24

SeriesNo MSA

5.00.24

## Stormwater Pollution Prevention

Retain for 5 years and then destroy.

C1517 Item 32

SeriesNo MSA

5.00.32

## Underground Storage Tanks

Retain for 5 years after the life of the tank and then destroy.

C1517 Item 36

SeriesNo MSA

5.00.36

## Water System Operation

Retain for 10 years and then destroy.

C1517 Item 40

SeriesNo MSA

5.00.40

## Water Testing, Lead and Copper

Retain for 12 years and then destroy.

C1517 Item 41

SeriesNo MSA

5.00.41

## Water Testing, Other than Lead and Copper

Retain for 10 years and then destroy.

C1517 Item 42

SeriesNo MSA

5.00.42

## Work Orders

Retain for 1 year after superseded and then destroy.

C1517 Item 43

SeriesNo MSA

5.00.43

## Assets

## Facilities and Equipment

## Planning and Compliance

## Assessments and Studies

Retain for 10 years and then destroy.

C1517 Item 2

SeriesNo MSA

5.00.02

## Vehicle Operation

## Bus Videos

Retain for 2 years and then destroy.

C1501 Item 3

SeriesNo MSA

5.05.03

## State Reporting

Retain for 7 years and then destroy.

C1501 Item 8

SeriesNo MSA

5.05.08

## Vehicle Files

Retain for 14 months after vehicle ownership ends and then destroy.

C1501 Item 13

SeriesNo MSA

5.05.13

## Information Technology

## Application Software

## Application, Software and System Documentation

Retain for 1 year after superseded and then destroy.

C1504 Item 1

SeriesNo MSA

5.18.01

## Domain Names and Website-Related

## Website-Related Records

Retain for 1 year after superseded and no longer needed, then destroy.

C1511 Item 35

SeriesNo MSA

AA.24

## Help Desk Tickets

## Help Desk Tickets

Retain for 1 year and then destroy.

C1504 Item 3

SeriesNo MSA

5.18.03

## Software Licenses

## Software Licenses

Retain for 3 years after expiration and then destroy.

C1504 Item 5

SeriesNo MSA

5.18.05

C1511 Item 27

SeriesNo MSA

AA.17

## Software Manuals

## Software Manuals

Retain until superseded or no longer needed and then destroy.

C1504 Item 6

SeriesNo MSA

5.18.06

Retain for 1 year and no longer needed, then destroy.

C1511 Item 28

SeriesNo MSA

AA.18



## Assets

### Information Technology

#### Systems Documentation

##### Event Monitoring Logs

Retain until superseded or no longer needed and then destroy.

SeriesNo MSA C1504 Item 2  
5.18.02

### Intellectual Property

#### Logos and Branded Templates

##### Logos & Branded Templates

Retain for 1 year after superseded and then destroy.

SeriesNo MSA C1512 Item 1  
4.05.01

### Real Property

#### Deeds, Mortgages, Easements

##### Deeds, Mortgages, Easements

Retain for 7 years after property disposition and then destroy.

SeriesNo MSA C1507 Item 12  
5.12.12

##### Property Records

Retain for 7 years after the life of the building and then destroy.

SeriesNo MSA C1517 Item 27  
5.00.27

## Finance

### Accounting

#### Accounts Payable

##### Accounts Payable Reports

Retain for 7 years and then destroy.

SeriesNo MSA C1507 Item 1  
5.12.01

##### Contingent and Progress Payments

Retain for duration of contract plus 7 years, and then destroy.

SeriesNo MSA C1517 Item 11  
5.00.11

##### Invoices

Retain for 7 years and then destroy.

SeriesNo MSA C1507 Item 20  
5.12.20

## Finance

### Accounting

#### Accounts Receivable

##### Accounts Receivable Reports

Retain for 7 years and then destroy.

C1507 Item 2

SeriesNo MSA

5.12.02

##### Medicaid Part B Program Billing Documents (3-21 years old)

Retain for 7 years from the end of the fiscal year in which the service occurred and then destroy.

C1497 Item 3

SeriesNo MSA

5.17.03

##### Medicaid Part C Program Billing Documents (Infants and Toddlers)

Retain for 7 years from the end of the fiscal year in which the service occurred and then destroy.

C1497 Item 4

SeriesNo MSA

5.17.04

##### School Based Health Centers/Wellness Health Centers Billing Documents

Retain for 7 years from the end of the fiscal year in which the service occurred and then destroy.

C1497 Item 7

SeriesNo MSA

5.17.07

#### Budgets and Workpapers

##### Budget Documents

Retain for 5 years and then destroy.

C1511 Item 6

SeriesNo MSA

A.08

##### Budget Reports and Workpapers

Retain for 7 years and then destroy.

C1507 Item 6

SeriesNo MSA

5.12.06

#### Cash Reports

##### Cash Reports

Retain for 7 years and then destroy.

C1507 Item 7

SeriesNo MSA

5.12.07

#### Depreciation Schedules

##### Depreciation Schedules

Retain for 7 years and then destroy.

C1507 Item 13

SeriesNo MSA

5.12.13

#### Escheats

##### Escheats

Retain for 5 years and then destroy.

C1447 Item 4

SeriesNo MSA

3.0.04

#### Expense Reports

##### Expense Reports

Retain for 7 years and then destroy.

C1507 Item 14

SeriesNo MSA

5.12.14

## Finance

### Accounting

#### Financial Arrangements

##### Substitute Teacher Financial Arrangement Files

Retain for 7 years and then destroy.

C1507 Item 32

SeriesNo MSA

5.12.32

#### General

##### General Accounting and Budget Records

Retain for 7 years and then destroy.

C1511 Item 13

SeriesNo MSA

A.04

#### Gifts and Fundraising

##### Fund Raising Documents

Retain for 7 years and then destroy.

C1507 Item 16

SeriesNo MSA

5.12.16

##### Gift Inventory

Retain for 7 years after useful life of donated item and then destroy.

C1511 Item 14

SeriesNo MSA

A.10

#### Grants

##### Grants

Retain for 7 years and then destroy.

C1507 Item 18

SeriesNo MSA

5.12.18

#### Ledgers and Balance Sheets

##### Debit and Credit Memos

Retain for 7 years and then destroy.

C1507 Item 11

SeriesNo MSA

5.12.11

##### Ledgers and Balance Sheets

Retain for 7 years and then destroy.

C1507 Item 21

SeriesNo MSA

5.12.21

#### Purchasing Card (P-Cards)

##### Procurement Card Applications and Approvals

Retain for 7 years and then destroy.

C1507 Item 26

SeriesNo MSA

5.12.26

##### Procurement Card Records

Retain for 5 years and then destroy.

C1511 Item 22

SeriesNo MSA

A.06

### Banking

#### Banking Activities

##### Banking Accounts and Activities

Retain for 7 years and then destroy.

C1507 Item 5

SeriesNo MSA

5.12.05

##### Check Registers and Cancelled Checks

Retain for 7 years and then destroy.

C1507 Item 8

SeriesNo MSA

5.12.08

## Finance

### Payroll

#### Employee Adjustments and Documents

##### Garnishments

Retain for 7 years after the date of garnishment and then destroy.

C1507 Item 17

SeriesNo MSA

5.12.17

#### Registers and Reports

##### Payroll Adjustments

Retain for 7 years and then destroy.

C1507 Item 22

SeriesNo MSA

5.12.22

##### Payroll Records

Retain for 5 years and then destroy.

C1511 Item 19

SeriesNo MSA

A.07

##### Payroll Registers and Reports

Retain for 7 years and then destroy.

C1507 Item 23

SeriesNo MSA

5.12.23

##### Sick Banks

Retain for 50 years after employee separation date and then destroy.

C1507 Item 31

SeriesNo MSA

5.12.31

#### Time Sheets

##### Payroll Time Sheets

Retain for 7 years and then destroy.

C1507 Item 24

SeriesNo MSA

5.12.24

### Procurement

#### Bids and Quotes

##### Bids and Quotes

Retain for 3 years and then destroy.

C1511 Item 3

SeriesNo MSA

AA.02

#### Contractors

##### Contractor and Vendor Records

Retain for 7 years after the final payment and then destroy.

C1507 Item 9

SeriesNo MSA

5.12.09

C1517 Item 12

SeriesNo MSA

5.00.12

#### Marketing

##### Marketing Records

When no longer needed contact Records Management for review and disposition (send to Archives for review or destruction).

C1512 Item 2

SeriesNo MSA

4.05.02

#### Professional Development Funds

##### Professional Development Funds

Retain for 7 years and then destroy.

C1507 Item 27

SeriesNo MSA

5.12.27

## Finance

### Procurement

#### Providers List

##### Transportation Approved-Providers List

Retain for 1 year after superseded and then destroy.

C1501 Item 10

SeriesNo MSA

5.05.10

#### Purchase Orders and Requisitions

##### Purchase Orders

Retain for 7 years and then destroy.

C1507 Item 28

SeriesNo MSA

5.12.28

##### Purchase Requisitions

Retain for 7 years and then destroy.

C1507 Item 29

SeriesNo MSA

5.12.29

#### Shipping and Receiving

##### Shipping and Receiving Reports

Retain for 7 years and then destroy.

C1507 Item 30

SeriesNo MSA

5.12.30

#### Vendor Files

##### Vendor Files

Retain for 7 years after the filing date of claim or credit and then destroy.

C1507 Item 38

SeriesNo MSA

5.12.38

### Tax Management

#### Federal Information Returns

##### Taxes, Federal Information Returns

Retain for 7 years and then destroy.

C1507 Item 33

SeriesNo MSA

5.12.33

#### Payroll Tax Returns

##### Taxes, Payroll Returns

Retain for 7 years and then destroy.

C1507 Item 34

SeriesNo MSA

5.12.34

#### State and Local Tax Returns

##### Taxes, Sales and Use Returns

Retain for 7 years and then destroy.

C1507 Item 35

SeriesNo MSA

5.12.35

##### Taxes, State and Local Returns

Retain for 7 years after the date of filing and then destroy.

C1507 Item 36

SeriesNo MSA

5.12.36

## Governance

### Boards and Commissions

#### Board of Education Records and Reports

##### Annual Work Plan

Retain for 7 years and then destroy.

C1505 Item 1

SeriesNo MSA

1.02.01

##### Area Education Advisory Council Records

Retain for 3 years and then destroy.

C1458 Item 6

SeriesNo MSA

1.0.06

##### Board Committee Support, Departments

Retain for 1 year and then destroy.

C1511 Item 4

SeriesNo MSA

AA.03

##### Board Exhibits

Retain for 7 years after Board approval and then destroy

C1514 Item 1

SeriesNo MSA

7.07.01

##### Board Meeting/Committee Meeting Documents and Notes

Retain for 1 year and then destroy

C1447 Item 19

SeriesNo MSA

3.0.19

##### Board Member Handbook

Retain 20 years and then transfer to Maryland State Archives. Permanent.

C1458 Item 7

SeriesNo MSA

1.0.07

##### Board Member Records

Retain for 30 years and then transfer to Maryland State Archives. Permanent.

C1458 Item 4

SeriesNo MSA

1.0.04

##### Board of Education of Baltimore County (Board) Meeting and Public Hearing Records

Retain for 30 years and then transfer to Maryland State Archives. Permanent.

C1458 Item 1

SeriesNo MSA

1.0.01

##### Board Support, Departments

Retain for 4 years and then destroy.

C1511 Item 5

SeriesNo MSA

AA.04

##### Committees of the Board of Education of Baltimore County

Retain for 30 years and then transfer to Maryland State Archives. Permanent.

C1458 Item 2

SeriesNo MSA

1.0.02

##### Complaints and Issues

Retain for 3 years after closed and then destroy.

C1511 Item 8

SeriesNo MSA

AA.05

##### School Board Nominating Commission

Retain for 10 years and then transfer to Maryland State Archives. Permanent.

C1458 Item 3

SeriesNo MSA

1.0.03

##### Superintendent's Advisory Councils

Retain for 30 years and then transfer to Maryland State Archives. Permanent.

C1457 Item 2

SeriesNo MSA

2.0.02

## Governance

### Boards and Commissions

#### Board of Education Records and Reports

##### Superintendent's Cabinet Records

Retain for 5 years and then destroy.

C1457 Item 6

SeriesNo MSA

2.0.06

### Complaints and Grievances

#### Human and Civil Rights

##### Equal Employment Opportunity Commission (EEOC) Files

Retain for 4 years after agency determination and right to sue letter is issued and then destroy.

C1447 Item 10

SeriesNo MSA

3.0.10

##### Office of Civil Rights (OCR) Files

Retain 3 years after all requirements and mandates from OCR are met and then destroy.

C1447 Item 11

SeriesNo MSA

3.0.11

### Contracts and Agreements

#### Contracts, Agreements, & Leases

##### Contract Files

Retain for duration of contract, plus 3 years, and then destroy.

C1447 Item 20

SeriesNo MSA

3.0.20

##### Contracts and Agreements

Retain for duration of contract, plus 7 years, and then destroy.

C1511 Item 10

SeriesNo MSA

AA.07

##### Contracts, Agreements, and Leases

Retain for duration of contract plus 7 years, and then destroy.

C1507 Item 10

SeriesNo MSA

5.12.10

#### Labor Agreements

##### Labor Agreements

Retain for 25 years after the effective date of contract and then destroy.

C1503 Item 3

SeriesNo MSA

7.12.03

##### Labor Impasse

Retain for 5 years following declaration of impasse and then destroy.

C1447 Item 21

SeriesNo MSA

3.0.21

##### Labor Negotiations

Retain for 3 years after the effective date of contract and then destroy.

C1503 Item 4

SeriesNo MSA

7.12.04

#### Permits and Licenses

##### Permits and Licenses

Retain for 7 years after superseded and then destroy.

C1507 Item 25

SeriesNo MSA

5.12.25

## Governance

### Contracts and Agreements

#### Personnel Contracts

##### Contractual Employees Records

Retain for 7 school years after last date worked and then destroy.

C1514 Item 1

SeriesNo MSA

7.10.01

### Legal

#### Advice and Opinions

##### Advice and Counsel Memoranda

Retain 20 years and then transfer to Maryland State Archives. Permanent.

C1447 Item 25

SeriesNo MSA

3.0.25

#### Appeals and Hearings

##### Administrative Appeals

Retain for 1 year and transfer to the Office of Law for archiving/ destruction.

C1458 Item 5

SeriesNo MSA

1.0.05

##### Administrative Appeals, Labor Arbitrations

Retain for 10 years after all appeals are exhausted and then destroy

C1447 Item 13

SeriesNo MSA

3.0.13

##### Appeals

Retain for 7 years and then destroy.

C1509 Item 1

SeriesNo MSA

6.00.01

##### Student Conduct Hearings

Retain until the student has reached 24 years of age then destroy.

C1502 Item 19

SeriesNo MSA

10.00.19

#### Legal and Investigation Case Files

##### Investigative Reports

Retain for 25 years and then destroy.

C1510 Item 10

SeriesNo MSA

7.00.10

##### Legal Files of General Counsel

Retain for 25 years and then destroy.

C1447 Item 6

SeriesNo MSA

3.0.06



## Governance

### Legal

#### Litigation

##### Litigation

Retain for 7 years beyond conclusion of all appeals and then destroy.

C1447 Item 9

SeriesNo MSA

3.0.09

##### Potential Litigation and Potential Administrative Actions

Retain for 3 years, or until the statute of limitations has run out, whichever is later, and then destroy

C1447 Item 14

SeriesNo MSA

3.0.14

##### Settlement Agreements

Retain for 25 years and then destroy.

C1447 Item 15

SeriesNo MSA

3.0.15

##### Special Education and Section 504 Mediation Matters

Retain until student is age 25 and then destroy.

C1447 Item 23

SeriesNo MSA

3.0.23

##### Special Education Due Process Matters

Retain until student is age 25 and then destroy.

C1447 Item 22

SeriesNo MSA

3.0.22

##### Special Education Potential Litigation and Potential Administrative Actions

Retain for 3 years from date of last activity and then destroy

C1447 Item 24

SeriesNo MSA

3.0.24

#### Protective Orders

##### Protective Orders

Retain for 3 years from date of last activity and then destroy

C1447 Item 3

SeriesNo MSA

3.0.03

#### Subpoenas

##### Subpoenas

Retain for 3 years from date of last activity and then destroy

C1447 Item 5

SeriesNo MSA

3.0.05

### Oversight, Audit and Compliance

#### Accommodations (ADA)

##### Reasonable Accommodations

Retain for 15 years after the employee separation and then destroy.

C1510 Item 14

SeriesNo MSA

7.00.14

##### Students with Disabilities

Retain for 10 years and then destroy.

C1501 Item 9

SeriesNo MSA

5.05.09

#### Appointments

##### Administrative Appointments

Retain for 7 years and then destroy.

C1508 Item 1

SeriesNo MSA

11.00.01

## Governance

### Oversight, Audit and Compliance

#### Audits

##### Audit and Review Documentation

Retain for 7 years following issuance of final report and then destroy.

C1505 Item 2

SeriesNo MSA

1.02.02

##### Audit Committee Support

Retain for 5 years and then destroy.

C1505 Item 3

SeriesNo MSA

1.02.03

##### Audit Correspondence and Documents

Retain for 15 years from the end of the fiscal year and then destroy.

C1497 Item 1

SeriesNo MSA

5.17.01

##### Audit Reports, Financial

Retain for 7 years after the receipt of report and then destroy.

C1507 Item 3

SeriesNo MSA

5.12.03

##### External Audit Request Documentation

Retain for 7 years following issuance of final report and then destroy.

C1505 Item 4

SeriesNo MSA

1.02.04

##### External Investigation Request Documentation (unsubstantiated or inconclusive)

Retain for 7 years following issuance of final report and then destroy.

C1505 Item 5

SeriesNo MSA

1.02.06

##### External Investigation Request Documentation (with any level of substantiation)

Retain for 10 years and then destroy.

C1505 Item 6

SeriesNo MSA

1.02.05

##### Fraud Hotline Administrative Documentation

Retain for 7 years and then destroy.

C1505 Item 7

SeriesNo MSA

1.02.07

##### Fraud Investigation Documentation (unsubstantiated or inconclusive)

Retain for 7 years following issuance of final report and then destroy.

C1505 Item 8

SeriesNo MSA

1.02.08

##### Fraud Investigation Documentation (with any level of substantiation)

Retain for 10 years and then destroy.

C1505 Item 9

SeriesNo MSA

1.02.09

##### Litigation Audit Responses

Retain for 7 years and then destroy.

C1447 Item 16

SeriesNo MSA

3.0.16

##### Non-Fraud Investigation Documentation

Retain for 7 years following issuance of final report and then destroy.

C1505 Item 10

SeriesNo MSA

1.02.10

## Governance

### Oversight, Audit and Compliance

#### Authorized Signatures

##### Authorized Signatures

Retain for 7 years and then destroy.

C1507 Item 4

SeriesNo MSA

5.12.04

#### Complaints and Grievances, External

##### Open Meetings Act Complaints

Retain for 3 years following issuance of opinion and then destroy.

C1447 Item 26

SeriesNo MSA

3.0.26

#### Complaints and Grievances, Internal

##### Complaints, Employee Non-Union

Retain for 3 years after separation and then destroy.

C1503 Item 1

SeriesNo MSA

7.12.01

##### Grievances

Retain for 7 years after all appeals have been exhausted and then destroy.

C1514 Item 2

SeriesNo MSA

7.07.02

## Governance

### Oversight, Audit and Compliance

#### Compliance and Ethics

##### Compliance Audits, State

Retain for 7 years and then destroy.

C1509 Item 3

SeriesNo MSA

6.00.03

##### Compliance Case Files, Special Education

Retain for 7 years and then destroy.

C1509 Item 4

SeriesNo MSA

6.00.04

##### Compliance Complaints

Retain for 7 years and then destroy.

C1509 Item 5

SeriesNo MSA

6.00.05

##### Equal Employment Opportunity (EEO-5) Case Files

Retain for 15 years after the employee separation and then destroy.

C1510 Item 7

SeriesNo MSA

7.00.07

##### Equal Employment Opportunity (EEO-5) Reports

Retain for 5 years after the employee separation and then destroy.

C1510 Item 8

SeriesNo MSA

7.00.08

##### Ethics Review Member Appointment Files

Retain for 5 years following the end of the member's term and then destroy.

C1448 Item 1

SeriesNo MSA

1.1.01

##### Ethics Review Panel Complaint Files

Retain 20 years and then transfer to Maryland State Archives. Permanent.

C1448 Item 5

SeriesNo MSA

1.1.05

##### Ethics Review Panel Meeting Minutes

Retain 20 years and then transfer to Maryland State Archives. Permanent.

C1448 Item 7

SeriesNo MSA

1.1.07

##### Ethics Review Panel Opinions

Retain 20 years and then transfer to Maryland State Archives. Permanent.

C1448 Item 6

SeriesNo MSA

1.1.06

##### Financial Disclosure Forms

Retain until superseded and then destroy.

C1448 Item 8

SeriesNo MSA

1.1.08

##### Financial Disclosure Statement Logs

Retain for 10 years and then destroy.

C1448 Item 4

SeriesNo MSA

1.1.04

##### Financial Disclosure Statements

Retain for 4 years from date of receipt and then destroy.

C1448 Item 2

SeriesNo MSA

1.1.02

##### Requests to Examine Financial Disclosure Statements

Retain with related financial disclosure statement as outlined in Series No 1.1.02 and then destroy.

C1448 Item 3

SeriesNo MSA

1.1.03

## Governance

### Policies and Procedures

#### Policies, BCPS

##### Board of Education Policies and Superintendent's Rules

Retain for 30 years and then transfer to Maryland State Archives. Permanent. C1457 Item 1

SeriesNo MSA 2.0.01

##### Policy Documents

Retain for 10 years and then destroy. C1447 Item 18

SeriesNo MSA 3.0.18

##### Policy Review Committee Support

Retain for 5 years and then destroy. C1447 Item 17

SeriesNo MSA 3.0.17

#### Procedures, Department

##### Procedures

Retain for the later of 6 years from creation date or date last used and then destroy. C1511 Item 21

SeriesNo MSA AA.13

### Records Management

#### Public Information Requests

##### Public Information Act Requests

Retain for 3 years from last activity and then destroy C1447 Item 1

SeriesNo MSA 3.0.01

#### Retention and Disposition

##### Certificate of Records Destruction

Retain for 25 years, then destroy. (A copy of the certificate of records destruction is also submitted to the State Archives for permanent retention. C1511 Item 7

SeriesNo MSA A.11

##### Records Retention Records

Retain for 25 years and then destroy. C1511 Item 25

SeriesNo MSA A.12

##### Records Retention Schedule

Retain for 25 years after revised and then destroy. C1447 Item 7

SeriesNo MSA 3.0.07

## Personnel

### Employee Management

#### Certificates and Certifications

##### Bus Referrals

Retain for 2 years and then destroy.

C1501 Item 1

SeriesNo MSA

5.05.01

##### Commercial Driver Licensing (CDL)

Retain for 5 years after employee separation and then destroy.

C1517 Item 6

SeriesNo MSA

5.00.06

##### Eligibility and Credentials

Retain for 1 year after the employee separation and then destroy.

C1510 Item 4

SeriesNo MSA

7.00.04

##### Request for Evaluation of Certification

Retain unsuccessful requests for 5 years after the evaluation decision and then destroy. Successful requests are retained with the Official Personnel File.

C1514 Item 1

SeriesNo MSA

7.08.01

#### Compensation

##### Compensation Records

Retain for 4 years and then destroy.

C1510 Item 3

SeriesNo MSA

7.00.03

##### Reclassification

Retain for 3 years after final decision is made and then destroy.

C1514 Item 2

SeriesNo MSA

7.09.02

#### Job Descriptions

##### Job Descriptions

Retain for 3 years after superseded and then destroy.

C1514 Item 1

SeriesNo MSA

7.09.01

#### Performance Reviews

##### Unpaid Leave Letters

Retain for 5 years and then destroy.

C1503 Item 6

SeriesNo MSA

7.12.06

## Personnel

### Employee Management

#### Personnel Records

##### Drug and Alcohol Screening, Vehicle Drivers

Retain for 10 years and after all audit requirements have been met and then destroy. C1501 Item 5

SeriesNo MSA 5.05.05

##### Employment and Duty Activity

Retain for 7 years and then destroy. C1508 Item 4

SeriesNo MSA 11.00.04

##### Employment History Review

Retain for 1 year and then destroy. C1510 Item 5

SeriesNo MSA 7.00.05

##### Employment Records

Retain for 5 years following employee separation and then destroy. C1511 Item 11

SeriesNo MSA A.09

##### Fingerprint and Background Files

Retain for 5 years after separation and then destroy. C1510 Item 9

SeriesNo MSA 7.00.09

##### Ineffective Teacher Letters

Retain for 10 years after separation and then destroy. C1503 Item 2

SeriesNo MSA 7.12.02

##### Official Personnel File

Retain for 50 years after separation from employment, and then destroy. C1514 Item 3

SeriesNo MSA 7.10.03

##### Responsibility Factors

Retain for 7 years and then destroy. C1508 Item 7

SeriesNo MSA 11.00.07

##### Summer Program & Education Options Programs Hiring Records

Retain for 3 school years after last date worked and then destroy. C1514 Item 6

SeriesNo MSA 7.10.06

##### Temporary and Substitute Employees

Retain for 3 school years after last date worked and then destroy. C1514 Item 7

SeriesNo MSA 7.10.07

##### Termination Case Files

Retain for 50 years after separation from employment, and then destroy. C1510 Item 17

SeriesNo MSA 7.00.17

##### Vehicle Drivers and Attendants

Retain until 5 years after employee separation and then destroy. C1501 Item 12

SeriesNo MSA 5.05.12

##### Work History, Employee

Retain for 5 years after separation and then destroy. C1510 Item 19

SeriesNo MSA 7.00.19

## Personnel

### Employee Management

#### Recognition Events

##### Recognition Event Files

Retain for 1 year after the recognition date and then destroy.

C1512 Item 7

SeriesNo MSA

4.05.07

#### Verification

##### Employment Verification Records

Retain for the later of 3 years or separation plus 1 year and then destroy.

C1510 Item 6

SeriesNo MSA

7.00.06

### Health and Benefits

#### Benefits

##### Benefit Files

Retain for 6 years after the premium due date and then destroy.

C1510 Item 2

SeriesNo MSA

7.00.02

##### Benefits, Employee Files

Retain for 6 years after employee separation and then destroy.

C1510 Item 22

SeriesNo MSA

7.00.22

##### Retirement, Employee Files

Retain for 6 years after employee separation and then destroy.

C1510 Item 24

SeriesNo MSA

7.00.24

#### Medical

##### Leave Records

Retain for 30 years after the employee separation and then destroy.

C1510 Item 23

SeriesNo MSA

7.00.23

##### Medical Records

Retain for 30 years after the employee separation and then destroy.

C1510 Item 12

SeriesNo MSA

7.00.12

##### New Hire Pre-Employment Physical Exam

Retain for 3 years and then destroy.

C1514 Item 2

SeriesNo MSA

7.10.02

### Recruitment

#### Applications and Resumes

##### Applications and Resumes (not hired)

Retain for 1 year after the application date and then destroy.

C1510 Item 1

SeriesNo MSA

7.00.01

##### Screened Applicant Files - Not Hired

Retain for 3 school years after application received and then destroy.

C1514 Item 5

SeriesNo MSA

7.10.05



## Personnel

### Recruitment

#### Recruiting

##### Management Referrals

Retain for 15 years and then destroy.

C1510 Item 11

SeriesNo MSA

7.00.11

##### Recruiting Files

Retain for 5 years after the application date and then destroy.

C1510 Item 15

SeriesNo MSA

7.00.15

##### Recruitment Events Documentation

Retain for 7 years after the school year in which the recruitment took place and then destroy.

C1514 Item 4

SeriesNo MSA

7.10.04

### Staff Development

#### Internships

##### Internship Placements

Retain for 3 years from date of last activity and then destroy.

C1506 Item 3

SeriesNo MSA

8.00.03

##### Professional Development, Internships

Retain for 7 years after the completed internship school year and then destroy.

C1502 Item 9

SeriesNo MSA

10.00.09

#### Staffing

##### Staffing Reports

Retain for 5 years and then destroy.

C1514 Item 5

SeriesNo MSA

7.07.05

## Personnel

### Staff Development

#### Training

##### Continuing Professional Development

Retain for 7 years from date of last activity and then destroy.

C1506 Item 1

SeriesNo MSA

8.00.01

##### Ethics Code Training Materials

Retain until superseded and then destroy.

C1448 Item 9

SeriesNo MSA

1.1.09

##### Professional Development, Staff

Retain for 7 years after school year and then destroy.

C1502 Item 10

SeriesNo MSA

10.00.10

##### Staff Development and Training

Retain for 3 year after separation and then destroy.

C1510 Item 16

SeriesNo MSA

7.00.16

##### Training, Dispute Resolution

Retain for 15 years and then destroy.

C1510 Item 18

SeriesNo MSA

7.00.18

##### Training, Hazardous

Retain for 5 years after employee separation and then destroy.

C1517 Item 35

SeriesNo MSA

5.00.35

## Risk Management

### Insurance

#### Damage

##### Damage Reports

Retain for 3 years and then destroy.

C1517 Item 13

SeriesNo MSA

5.00.13

#### Insurance

##### Claims

Retain for 4 years, or until the statute of limitations has run out, whichever is later, and then destroy

C1447 Item 8

SeriesNo MSA

3.0.08

##### Employee Fraud Crime Loss Claims

Retain for 7 years following last activity and then destroy.

C1447 Item 27

SeriesNo MSA

3.0.27

##### Insurance Records

Retain for 6 years after the premium due date and then destroy.

C1517 Item 22

SeriesNo MSA

5.00.22

##### Unemployment Insurance

Retain for 7 years after policy expiration and then destroy.

C1507 Item 37

SeriesNo MSA

5.12.37

## Risk Management

### Insurance

#### Vehicle Accident

##### Vehicle Accident Reports, School Property or Field Trips

Retain for 3 years after the accident date and then destroy.

C1501 Item 11

SeriesNo MSA

5.05.11

#### Workers' Compensation

##### Workers' Compensation Claims

Retain for 5 years after the claim resolution and then destroy.

C1510 Item 20

SeriesNo MSA

7.00.20

##### Workers Compensation Employee Files

Retain for 30 years after the employee separation and then destroy.

C1510 Item 21

SeriesNo MSA

7.00.21

### Safety and Security

#### Emergency Plans

##### Emergency Call Logs

Retain for 7 years and then destroy.

C1517 Item 15

SeriesNo MSA

5.00.15

##### Emergency Plans and Files

Retain for 1 year after superseded and then destroy.

C1502 Item 5

SeriesNo MSA

10.00.05

##### Evacuation Drills

Retain for 10 years and after all audit requirements have been met and then destroy.

C1501 Item 6

SeriesNo MSA

5.05.06

#### Hazardous Material

##### Asbestos Management Plan

Retain for 30 years after building removed from use or possession and then destroy.

C1517 Item 1

SeriesNo MSA

5.00.01

##### Hazardous Material Files

Retain for 30 years and then destroy.

C1517 Item 19

SeriesNo MSA

5.00.19

##### Hazardous Material Shipments

Retain for 3 years and then destroy.

C1517 Item 20

SeriesNo MSA

5.00.20

##### Pesticide Management

Retain for 2 years and then destroy.

C1517 Item 25

SeriesNo MSA

5.00.25

#### Inspections

##### Inspection Records

Retain for 4 years after superseded and then destroy.

C1517 Item 21

SeriesNo MSA

5.00.21

## Risk Management

### Safety and Security

#### OSHA

##### Occupational Injury & Health (OSHA) Reports

Retain for 5 years and then destroy.

C1510 Item 13

SeriesNo MSA

7.00.13

#### Safety

##### Safety Reports

Retain for 5 years after the report submission and then destroy.

C1517 Item 30

SeriesNo MSA

5.00.30

#### Safety Data Sheets

##### Safety Data Sheets

Retain for 30 years and then destroy.

C1517 Item 29

SeriesNo MSA

5.00.29

#### Security Incidents

##### Critical Incident Response

Retain for 3 years and then destroy.

C1502 Item 3

SeriesNo MSA

10.00.03

##### School Resource Officers

Retain for 3 years after superseded and then destroy.

C1502 Item 17

SeriesNo MSA

10.00.17

##### Security Records

Retain for 1 year after superseded and then destroy.

C1517 Item 31

SeriesNo MSA

5.00.31

#### Testing and Inspections

##### Testing Reports - Air Quality

Retain for 3 years after superseded and then destroy.

C1517 Item 34

SeriesNo MSA

5.00.34

## Students

### Curriculum

#### Curriculum / Administration Records

##### Assessments

Retain for 7 years and then destroy.

C1500 Item 1

SeriesNo MSA

9.00.01

##### Curriculum Administration Records

Retain for 3 years and then destroy.

C1509 Item 6

SeriesNo MSA

6.00.06

##### Evaluation and Monitoring

Retain for 7 years and then destroy.

C1500 Item 3

SeriesNo MSA

9.00.03

##### Material and Literature Review

Retain for 3 years and then destroy.

C1500 Item 5

SeriesNo MSA

9.00.05

### Programs

#### Education Programs

##### Bridge Planning

Retain for 7 years and then destroy.

C1500 Item 2

SeriesNo MSA

9.00.02

##### Programs, Educational

Retain for 5 years and then destroy.

C1509 Item 14

SeriesNo MSA

6.00.14

##### Programs, Home Instruction

Retain for 5 years and then destroy.

C1509 Item 15

SeriesNo MSA

6.00.15

##### Programs, Homeless Education

Retain for 7 years and then destroy.

C1509 Item 16

SeriesNo MSA

6.00.16

##### Programs, Nonpublic Placement

Retain for 7 years and then destroy.

C1509 Item 17

SeriesNo MSA

6.00.17

##### Programs, Special Education Placement

Retain for 7 years and then destroy.

C1509 Item 18

SeriesNo MSA

6.00.18

## Students

### Programs

#### Federal and State Repots

##### Education Reports, Federal

Retain for 3 years and then destroy.

C1509 Item 7

SeriesNo MSA 6.00.07

##### Education Reports, State

Retain for 3 years and then destroy.

C1509 Item 8

SeriesNo MSA 6.00.08

##### Health Special Reporting, Outbreaks

Retain for 3 years and then destroy.

C1502 Item 8

SeriesNo MSA 10.00.08

##### State Performance Plans

Retain for 3 years and then destroy.

C1509 Item 19

SeriesNo MSA 6.00.19

##### Title 2, Higher Education Act Reporting

Retain for 3 years and then destroy.

C1500 Item 7

SeriesNo MSA 9.00.07

##### Title 3 Program Documentation

Retain for 3 years and then destroy.

C1500 Item 8

SeriesNo MSA 9.00.08

## Students

### Programs

#### Food & Nutrition Service

##### Child Nutrition Program - Agreements and Applications

Retain for 3 years after expiry and until all audit requirements are met and then destroy. C1516 Item 1

SeriesNo MSA 5.04.01

##### Equipment Inventory

Retain for 3 years plus current year and until all audit requirements are met and then destroy. C1516 Item 2

SeriesNo MSA 5.04.02

##### Food Services Staff Personnel Files

Retain for 3 years plus current year and until all audit requirements are met and then destroy. C1516 Item 3

SeriesNo MSA 5.04.03

##### Menu, Production and Food Safety

Retain for 3 years plus current year and until all audit requirements are met and then destroy. C1516 Item 4

SeriesNo MSA 5.04.04

##### Orders for Food, Supplies and Smallware's

Retain for 3 years plus current year and until all audit requirements are met and then destroy. C1516 Item 5

SeriesNo MSA 5.04.05

##### School Cafeteria Records

Retain for 7 years plus current year and until all audit requirements are met and then destroy. C1516 Item 6

SeriesNo MSA 5.04.06

##### USDA Commodity Records

Retain for 3 years plus current year and until all audit requirements are met and then destroy. C1516 Item 7

SeriesNo MSA 5.04.07

## Students

### Programs

#### Support Strategies

##### Bridge to Excellence

Retain for 7 years and then destroy.

C1509 Item 2

SeriesNo MSA 6.00.02

##### Climate Reviews

Retain for 3 years and then destroy.

C1502 Item 2

SeriesNo MSA 10.00.02

##### Family Involvement Planning

Retain for 3 years and then destroy.

C1502 Item 6

SeriesNo MSA 10.00.06

##### Fitness for Duty Assessment

Retain for 3 years and then destroy.

C1509 Item 10

SeriesNo MSA 6.00.10

##### Health Information Plans

Retain for 3 years and then destroy.

C1502 Item 7

SeriesNo MSA 10.00.07

##### Professional Development - External Providers

Retain for 5 years from date of last activity and then destroy.

C1506 Item 4

SeriesNo MSA 8.00.04

##### Psychiatric Evaluation Services

Retain for 3 years and then destroy.

C1502 Item 11

SeriesNo MSA 10.00.11

##### Support Strategies

Retain for 5 years and then destroy.

C1500 Item 6

SeriesNo MSA 9.00.06

##### Teacher Effectiveness

Retain for 3 years and then destroy.

C1509 Item 21

SeriesNo MSA 6.00.21

##### Title II and Improving Teacher Quality Grants

Retain for 7 years from beginning of the grant and then destroy.

C1506 Item 5

SeriesNo MSA 8.00.05

### Student Records

#### Autism Waivers

##### Maryland State Autism Waiver Program Billing Documents

Retain for 7 years from the end of the fiscal year in which the service occurred and then destroy.

C1497 Item 2

SeriesNo MSA 5.17.02

#### Child Abuse and Neglect

##### Child Abuse or Neglect Reporting

Retain for 1 year after case resolved and then destroy.

C1502 Item 1

SeriesNo MSA 10.00.01



## Students

### Student Records

#### Cumulative File

##### Student Record Cards Information Management

Retain data and system documentation until after decommissioning and the records have been migrated or are no longer needed.

SeriesNo MSA 5.18.07

#### Disability Act Plans and Accommodations

##### Disability Determination

Retain until student has reached 25 years of age for requests that are fulfilled or 1 year for requests that are not fulfilled and then destroy.

SeriesNo MSA 10.00.04

#### Disciplinary

##### Student Disciplinary Expulsion and Suspension Files

If settled/resolved, retain for 5 years and then destroy.

SeriesNo MSA 3.0.12

#### Learning / Testing

##### Learning / Testing Records

Retain for 7 years after test administration date and then destroy.

SeriesNo MSA 6.00.11

#### Psychological Evaluation

##### Psychological Assessment Reports

Retain until student has reached 25 years of age and then destroy.

SeriesNo MSA 10.00.12

#### Reportable Offenses

##### Reportable Offenses, Criminal and Gang Related

Retain until the student graduates, the student permanently leaves school, the student turns 22 years of age, the criminal case involving the reportable offense is dismissed, the student is found not guilty of the reportable offense, or the student pleads to a lesser offense that is not a reportable offense, whichever comes first, and then destroy.

SeriesNo MSA 10.00.14

#### School Confidential

##### Responses to Custody and Guardianship Requests

Retain for 3 years from date of last activity and then destroy

SeriesNo MSA 3.0.02

## Students

### Student Records

#### Student Records - Non Permanent

##### Fitness Data

Retain for 5 years and then destroy.

C1509 Item 9  
SeriesNo MSA 6.00.09

##### High School Waivers

Retain for 5 years and then destroy.

C1500 Item 4  
SeriesNo MSA 9.00.04

##### Non-Resident Tuition Documents

Retain for 7 years from the end of the fiscal year in which the service occurred and then destroy.

C1497 Item 6  
SeriesNo MSA 5.17.06

##### Out-of-County Living Arrangement Documents

Retain for 7 years from the end of the fiscal year in which the service occurred and then destroy.

C1497 Item 5  
SeriesNo MSA 5.17.05

##### Pupil Personnel Case Files

Retain for 7 years and then destroy.

C1502 Item 13  
SeriesNo MSA 10.00.13

##### Special Permission Transfers

Retain for 7 years and then destroy.

C1502 Item 18  
SeriesNo MSA 10.00.18

##### Student Records - Health Folder

Retain until the student has reached 21 years of age then destroy.

C1482 Item 3  
SeriesNo MSA 12.1.03

##### Student Referral Files

Retain for 7 years and then destroy.

C1509 Item 20  
SeriesNo MSA 6.00.20

##### Student Social Work File

Retain until the student has reached 28 years of age then destroy.

C1502 Item 20  
SeriesNo MSA 10.00.20

## Students

### Student Records

#### Student Records - Permanent

##### Academic Award Records: List of Recipients

Maintain records for 1 year following issuance of award and compilation of list and then destroy.

C1483 Item 1

SeriesNo MSA

12.0.01

##### Child Care Selection Documents (For School-Based Child Care Programs)

Retain for 7 years after award of contract and then destroy.

C1483 Item 4

SeriesNo MSA

12.0.04

##### Child Sex Offender Notifications

Retain for 1 year and then destroy.

C1483 Item 5

SeriesNo MSA

12.0.05

##### Class Rank Lists

Retain for 1 year and then destroy.

C1483 Item 3

SeriesNo MSA

12.0.03

##### Field Trip Records - With Student Injury

If the trip resulted in a student injury, retain all records for 4 years and then destroy.

C1483 Item 6.b

SeriesNo MSA

12.0.06.b

##### Field Trip Records - Without Student Injury

Retain for 1 year after the completion of the trip and then destroy. If the trip resulted in a student injury, retain all records for 4 years and then destroy.

C1483 Item 6.a

SeriesNo MSA

12.0.06.a

##### Health Clinic Records

Retain for 1 year and then destroy.

C1483 Item 7

SeriesNo MSA

12.0.07

##### Individual Educational Assessments and Testing Proposals

Retain for 7 years after test administration and then destroy.

C1483 Item 8

SeriesNo MSA

12.0.08

##### Parent Releases

Retain for 1 year and then destroy.

C1483 Item 9

SeriesNo MSA

12.0.19

##### Principal's Records Related to Students

Retain until the student has reached 21 years of age and then destroy.

C1483 Item 10

SeriesNo MSA

12.0.10

##### Scholarship Donation and Award Records

Maintain for 10 years after the exhaustion of funds and then destroy.

C1483 Item 11

SeriesNo MSA

12.0.11

##### School Activity Fund Investments

Maintain for 10 years after termination or expiration of investment and then destroy.

C1483 Item 12

SeriesNo MSA

12.0.12

##### School Activity Funds (SAF) Records

## Students

### Student Records

#### Student Records - Permanent

##### School Activity Funds (SAF) Records

Retain for 7 years and then destroy.

C1483 Item 13

SeriesNo MSA

12.0.13

##### School Based Personnel Records

Retain for 5 years following employee separation or transfer and then destroy.

C1483 Item 14

SeriesNo MSA

12.0.14

##### School Budget Records

Retain for 7 years and then destroy.

C1483 Item 15

SeriesNo MSA

12.0.15

##### School Facilities Use Records

Retain for 3 years and then destroy.

C1483 Item 16

SeriesNo MSA

12.0.16

##### School Master Schedules

Retain for 1 year and then destroy.

C1483 Item 17

SeriesNo MSA

12.0.17

##### School Safety Plans

Retain for 5 years and then destroy.

C1483 Item 18

SeriesNo MSA

12.0.18

##### Student Absence Lists

Retain for 5 years and then destroy.

C1483 Item 19

SeriesNo MSA

12.0.19

##### Student Class Schedules and Rosters

Retain for 5 years and then destroy.

C1483 Item 20

SeriesNo MSA

12.0.20

##### Student Handbook Acknowledgement Form

Retain until superseded and then destroy.

C1483 Item 21

SeriesNo MSA

12.0.21

##### Student Privacy Options Form

Retain until superseded and then destroy.

C1483 Item 22

SeriesNo MSA

12.0.22

##### Student Records - 504 Folder

Retain until the student has reached 24 years of age then destroy.

C1482 Item 5

SeriesNo MSA

12.1.05

##### Student Records - Cumulative Folder

Retain until the student has reached 21 years of age then destroy.

C1482 Item 2

SeriesNo MSA

12.1.02

##### Student Records - Overturned Disciplinary Matters

Remove from the student's file upon notice that the student's disciplinary action has been overturned by the Board or the Superintendent's designee, and then destroy.

C1482 Item 6

SeriesNo MSA

12.1.06

## Students

### Student Records

#### Student Records - Permanent

##### Student Records - Permanent Folder

Retain 30 years and then transfer to the Maryland State Archives. Permanent.

C1482 Item 1

SeriesNo MSA

12.1.01

##### Student Records - Special Education Folder

Retain until the student has reached 24 years of age then destroy.

C1482 Item 4

SeriesNo MSA

12.1.04

##### Threat Assessment Committee Documents

Retain for 3 years after student's graduation or departure from school system and then destroy.

C1483 Item 23

SeriesNo MSA

12.0.23

##### Title I Grant Awards

Retain for 7 years after the final fiscal expenditure report is submitted and then destroy.

C1483 Item 24

SeriesNo MSA

12.0.24

##### Volunteer Records

Retain for 1 year and then destroy.

C1483 Item 25

SeriesNo MSA

12.0.25

##### Workplace Injuries Records

Retain for 7 years and then destroy.

C1483 Item 26

SeriesNo MSA

12.0.26

##### Year-End Forms

Retain for 7 years and then destroy.

C1483 Item 27

SeriesNo MSA

12.0.27