

BCPS Record Series Index by Dept Group

Record Series / Retention	Series Number
Board of Education Office	
Administrative Appeals Retain for 1 year and transfer to the Office of Law for archiving/ destruction.	C1458 Item 5
Area Education Advisory Council Records Retain for 3 years and then destroy.	C1458 Item 6
Board Member Handbook Retain 20 years and then transfer to Maryland State Archives. Permanent.	C1458 Item 7
Board Member Records Retain for 30 years and then transfer to Maryland State Archives. Permanent.	C1458 Item 4
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
Committees of the Board of Education of Baltimore County Retain for 30 years and then transfer to Maryland State Archives. Permanent.	C1458 Item 2
School Board Nominating Commission Retain for 10 years and then transfer to Maryland State Archives. Permanent.	C1458 Item 3
Business Services	
Action Groups and Teams Retain for 5 years and then destroy.	C1513 Item 1
Union Meetings Retain for 5 years and then destroy.	C1513 Item 2
Chief of Staff	
Legislation Retain for 2 years and then destroy.	C1515 Item 1
Communications and Community Outreach	
Logos & Branded Templates Retain for 1 year after superseded and then destroy.	C1512 Item 1
Marketing Records When no longer needed contact Records Management for review and disposition (send to Archives for review or destruction).	C1512 Item 2
Presentations to Public and Media Retain for 5 years and then destroy.	C1512 Item 3
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
Public School System Memorabilia When no longer needed contact Records Management for review and disposition (send to Archives for review or destruction).	C1512 Item 5
Publications When no longer needed contact Records Management for review and disposition (send to Archives for review or destruction).	C1512 Item 6
Recognition Event Files Retain for 1 year after the recognition date and then destroy.	C1512 Item 7

Record Series / Retention	Series Number
Communications and Community Outreach	
Video Library Retain for 10 years after superseded or when no longer needed and then destroy.	C1512 Item 8
Community Superintendents	
Administrative Appointments Retain for 7 years and then destroy.	C1508 Item 1
Capital Project Packets Retain for 7 years after completion of the project and then destroy.	C1508 Item 2
Community Superintendent's Communications Retain for 5 years and then destroy.	C1508 Item 3
Employment and Duty Activity Retain for 7 years and then destroy.	C1508 Item 4
Instructional Core Team (ICT) Retain for 5 years and then destroy.	C1508 Item 5
Professional Learning Community Retain for 5 years and then destroy.	C1508 Item 6
Responsibility Factors Retain for 7 years and then destroy.	C1508 Item 7
Curriculum and Instruction	
Appeals Retain for 7 years and then destroy.	C1509 Item 1
Bridge to Excellence Retain for 7 years and then destroy.	C1509 Item 2
Compliance Audits, State Retain for 7 years and then destroy.	C1509 Item 3
Compliance Case Files, Special Education Retain for 7 years and then destroy.	C1509 Item 4
Compliance Complaints Retain for 7 years and then destroy.	C1509 Item 5
Curriculum Administration Records Retain for 3 years and then destroy.	C1509 Item 6
Education Reports, Federal Retain for 3 years and then destroy.	C1509 Item 7
Education Reports, State Retain for 3 years and then destroy.	C1509 Item 8
Fitness Data Retain for 5 years and then destroy.	C1509 Item 9
Fitness for Duty Assessment Retain for 3 years and then destroy.	C1509 Item 10
Learning / Testing Records Retain for 7 years after test administration date and then destroy.	C1509 Item 11
Programs, Educational Retain for 5 years and then destroy.	C1509 Item 14

Record Series / Retention	Series Number
Curriculum and Instruction	
Programs, Home Instruction Retain for 5 years and then destroy.	C1509 Item 15
Programs, Homeless Education Retain for 7 years and then destroy.	C1509 Item 16
Programs, Nonpublic Placement Retain for 7 years and then destroy.	C1509 Item 17
Programs, Special Education Placement Retain for 7 years and then destroy.	C1509 Item 18
State Performance Plans Retain for 3 years and then destroy.	C1509 Item 19
Student Referral Files Retain for 7 years and then destroy.	C1509 Item 20
Teacher Effectiveness Retain for 3 years and then destroy.	C1509 Item 21
Teacher Schedules Retain for 5 years and then destroy.	C1509 Item 22
Team and Committees Retain for 7 years and then destroy.	C1509 Item 23
Ethics Review Panel	
Ethics Code Training Materials Retain until superseded and then destroy.	C1448 Item 9
Ethics Review Member Appointment Files Retain for 5 years following the end of the member's term and then destroy.	C1448 Item 1
Ethics Review Panel Complaint Files Retain 20 years and then transfer to Maryland State Archives. Permanent.	C1448 Item 5
Ethics Review Panel Meeting Minutes Retain 20 years and then transfer to Maryland State Archives. Permanent.	C1448 Item 7
Ethics Review Panel Opinions Retain 20 years and then transfer to Maryland State Archives. Permanent.	C1448 Item 6
Financial Disclosure Forms Retain until superseded and then destroy.	C1448 Item 8
Financial Disclosure Statement Logs Retain for 10 years and then destroy.	C1448 Item 4
Financial Disclosure Statements Retain for 4 years from date of receipt and then destroy.	C1448 Item 2
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
Facilities Management and Strategic Planning	
Asbestos Management Plan Retain for 30 years after building removed from use or possession and then destroy.	C1517 Item 1
Assessments and Studies Retain for 10 years and then destroy.	C1517 Item 2

Record Series / Retention	Series Number
Facilities Management and Strategic Planning	
Boundary Records Retain for 7 years after superseded and then destroy.	C1517 Item 3
Capital Budget Requests Retain for 7 years and then destroy.	C1517 Item 4
Capital Improvement Planning Retain for 3 years and then destroy.	C1517 Item 5
Commercial Driver Licensing (CDL) Retain for 5 years after employee separation and then destroy.	C1517 Item 6
Construction Contracts Retain for 7 years after completion of project and then destroy.	C1517 Item 7
Construction Files Retain for 7 years after the life of the building and then destroy.	C1517 Item 8
Construction Financing Retain for 7 years after completion of project and then destroy.	C1517 Item 9
Construction Plans Retain for 7 years after the life of the building and then destroy.	C1517 Item 10
Contingent and Progress Payments Retain for duration of contract plus 7 years, and then destroy.	C1517 Item 11
Contractor and Vendor Records Retain for 7 years after the final payment and then destroy.	C1517 Item 12
Damage Reports Retain for 3 years and then destroy.	C1517 Item 13
Design Documents Retain for 5 years after the life of the building and then destroy.	C1517 Item 14
Emergency Call Logs Retain for 7 years and then destroy.	C1517 Item 15
Facilities Use Records Retain for 3 years and then destroy.	C1517 Item 16
Fuel System Testing Retain for 3 years and then destroy.	C1517 Item 17
Fuel Systems Retain for 3 years afterlife of system or site closure and then destroy.	C1517 Item 18
Hazardous Material Files Retain for 30 years and then destroy.	C1517 Item 19
Hazardous Material Shipments Retain for 3 years and then destroy.	C1517 Item 20
Inspection Records Retain for 4 years after superseded and then destroy.	C1517 Item 21
Insurance Records Retain for 6 years after the premium due date and then destroy.	C1517 Item 22
Inventory Orders Retain for 3 years and then destroy.	C1517 Item 23

Record Series / Retention	Series Number
Facilities Management and Strategic Planning	
Maintenance Records Retain for 6 years and then destroy.	C1517 Item 24
Pesticide Management Retain for 2 years and then destroy.	C1517 Item 25
Project Files, Construction Retain for 7 years after completion of project and then destroy.	C1517 Item 26
Property Records Retain for 7 years after the life of the building and then destroy.	C1517 Item 27
Public School Construction Retain for 7 years after completion of project and then destroy.	C1517 Item 28
Safety Data Sheets Retain for 30 years and then destroy.	C1517 Item 29
Safety Reports Retain for 5 years after the report submission and then destroy.	C1517 Item 30
Security Records Retain for 1 year after superseded and then destroy.	C1517 Item 31
Stormwater Pollution Prevention Retain for 5 years and then destroy.	C1517 Item 32
Supply Requisitions Retain for 7 years and then destroy.	C1517 Item 33
Testing Reports - Air Quality Retain for 3 years after superseded and then destroy.	C1517 Item 34
Training, Hazardous Retain for 5 years after employee separation and then destroy.	C1517 Item 35
Underground Storage Tanks Retain for 5 years after the life of the tank and then destroy.	C1517 Item 36
Usage Reports Retain for 7 years and then destroy.	C1517 Item 37
Video Logs, Subpoenaed Retain for 7 years and then destroy.	C1517 Item 38
Wage Certified Payroll Reports Retain for 3 years after completion of project and then destroy.	C1517 Item 39
Water System Operation Retain for 10 years and then destroy.	C1517 Item 40
Water Testing, Lead and Copper Retain for 12 years and then destroy.	C1517 Item 41
Water Testing, Other than Lead and Copper Retain for 10 years and then destroy.	C1517 Item 42
Work Orders Retain for 1 year after superseded and then destroy.	C1517 Item 43
Fiscal Services	
Accounts Payable Reports Retain for 7 years and then destroy.	C1507 Item 1

Record Series / Retention	Series Number
Fiscal Services	
Accounts Receivable Reports Retain for 7 years and then destroy.	C1507 Item 2
Audit Reports, Financial Retain for 7 years after the receipt of report and then destroy.	C1507 Item 3
Authorized Signatures Retain for 7 years and then destroy.	C1507 Item 4
Banking Accounts and Activities Retain for 7 years and then destroy.	C1507 Item 5
Budget Reports and Workpapers Retain for 7 years and then destroy.	C1507 Item 6
Cash Reports Retain for 7 years and then destroy.	C1507 Item 7
Check Registers and Cancelled Checks Retain for 7 years and then destroy.	C1507 Item 8
Contractor and Vendor Records Retain for 7 years after the final payment and then destroy.	C1507 Item 9
Contracts, Agreements, and Leases Retain for duration of contract plus 7 years, and then destroy.	C1507 Item 10
Debit and Credit Memos Retain for 7 years and then destroy.	C1507 Item 11
Deeds, Mortgages, Easements Retain for 7 years after property disposition and then destroy.	C1507 Item 12
Depreciation Schedules Retain for 7 years and then destroy.	C1507 Item 13
Expense Reports Retain for 7 years and then destroy.	C1507 Item 14
Fixed Asset Reports Retain for 7 years after the disposition of asset and then destroy.	C1507 Item 15
Fund Raising Documents Retain for 7 years and then destroy.	C1507 Item 16
Garnishments Retain for 7 years after the date of garnishment and then destroy.	C1507 Item 17
Grants Retain for 7 years and then destroy.	C1507 Item 18
Inventory Reports and Lists Retain for 7 years and then destroy.	C1507 Item 19
Invoices Retain for 7 years and then destroy.	C1507 Item 20
Ledgers and Balance Sheets Retain for 7 years and then destroy.	C1507 Item 21
Payroll Adjustments Retain for 7 years and then destroy.	C1507 Item 22

Record Series / Retention	Series Number
Fiscal Services	
Payroll Registers and Reports Retain for 7 years and then destroy.	C1507 Item 23
Payroll Time Sheets Retain for 7 years and then destroy.	C1507 Item 24
Permits and Licenses Retain for 7 years after superseded and then destroy.	C1507 Item 25
Procurement Card Applications and Approvals Retain for 7 years and then destroy.	C1507 Item 26
Professional Development Funds Retain for 7 years and then destroy.	C1507 Item 27
Purchase Orders Retain for 7 years and then destroy.	C1507 Item 28
Purchase Requisitions Retain for 7 years and then destroy.	C1507 Item 29
Shipping and Receiving Reports Retain for 7 years and then destroy.	C1507 Item 30
Sick Banks Retain for 50 years after employee separation date and then destroy.	C1507 Item 31
Substitute Teacher Financial Arrangement Files Retain for 7 years and then destroy.	C1507 Item 32
Taxes, Federal Information Returns Retain for 7 years and then destroy.	C1507 Item 33
Taxes, Payroll Returns Retain for 7 years and then destroy.	C1507 Item 34
Taxes, Sales and Use Returns Retain for 7 years and then destroy.	C1507 Item 35
Taxes, State and Local Returns Retain for 7 years after the date of filing and then destroy.	C1507 Item 36
Unemployment Insurance Retain for 7 years after policy expiration and then destroy.	C1507 Item 37
Vendor Files Retain for 7 years after the filing date of claim or credit and then destroy.	C1507 Item 38
Fiscal Services - Third Party Billing	
Audit Correspondence and Documents Retain for 15 years from the end of the fiscal year and then destroy.	C1497 Item 1
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
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

Record Series / Retention	Series Number
Fiscal Services - Third Party Billing	
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
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
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
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
Food and Nutrition Services	
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
Equipment Inventory Retain for 3 years plus current year and until all audit requirements are met and then destroy.	C1516 Item 2
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
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
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
School Cafeteria Records Retain for 7 years plus current year and until all audit requirements are met and then destroy.	C1516 Item 6
USDA Commodity Records Retain for 3 years plus current year and until all audit requirements are met and then destroy.	C1516 Item 7
Human Resources, Operations	
Applications and Resumes (not hired) Retain for 1 year after the application date and then destroy.	C1510 Item 1
Benefit Files Retain for 6 years after the premium due date and then destroy.	C1510 Item 2
Benefits, Employee Files Retain for 6 years after employee separation and then destroy.	C1510 Item 22
Compensation Records Retain for 4 years and then destroy.	C1510 Item 3
Eligibility and Credentials Retain for 1 year after the employee separation and then destroy.	C1510 Item 4

Record Series / Retention	Series Number
Human Resources, Operations	
Employment History Review Retain for 1 year and then destroy.	C1510 Item 5
Employment Verification Records Retain for the later of 3 years or separation plus 1 year and then destroy.	C1510 Item 6
Equal Employment Opportunity (EEO-5) Case Files Retain for 15 years after the employee separation and then destroy.	C1510 Item 7
Equal Employment Opportunity (EEO-5) Reports Retain for 5 years after the employee separation and then destroy.	C1510 Item 8
Fingerprint and Background Files Retain for 5 years after separation and then destroy.	C1510 Item 9
Investigative Reports Retain for 25 years and then destroy.	C1510 Item 10
Leave Records Retain for 30 years after the employee separation and then destroy.	C1510 Item 23
Management Referrals Retain for 15 years and then destroy.	C1510 Item 11
Medical Records Retain for 30 years after the employee separation and then destroy.	C1510 Item 12
Occupational Injury & Health (OSHA) Reports Retain for 5 years and then destroy.	C1510 Item 13
Reasonable Accommodations Retain for 15 years after the employee separation and then destroy.	C1510 Item 14
Recruiting Files Retain for 5 years after the application date and then destroy.	C1510 Item 15
Retirement, Employee Files Retain for 6 years after employee separation and then destroy.	C1510 Item 24
Staff Development and Training Retain for 3 year after separation and then destroy.	C1510 Item 16
Termination Case Files Retain for 50 years after separation from employment, and then destroy.	C1510 Item 17
Training, Dispute Resolution Retain for 15 years and then destroy.	C1510 Item 18
Work History, Employee Retain for 5 years after separation and then destroy.	C1510 Item 19
Workers' Compensation Claims Retain for 5 years after the claim resolution and then destroy.	C1510 Item 20
Workers Compensation Employee Files Retain for 30 years after the employee separation and then destroy.	C1510 Item 21
Human Resources, Recruitment and Staffing	
Board Exhibits Retain for 7 years after Board approval and then destroy	C1514 Item 1
Contractual Employees Records Retain for 7 school years after last date worked and then destroy.	C1514 Item 1

Record Series / Retention	Series Number
Human Resources, Recruitment and Staffing	
Grievances Retain for 7 years after all appeals have been exhausted and then destroy.	C1514 Item 2
Job Descriptions Retain for 3 years after superseded and then destroy.	C1514 Item 1
New Hire Pre-Employment Physical Exam Retain for 3 years and then destroy.	C1514 Item 2
News Hub and Weekly Bulletins Retain for 5 years and then destroy.	C1514 Item 3
Official Personnel File Retain for 50 years after separation from employment, and then destroy.	C1514 Item 3
Organizational Charts Retain for 10 years and then destroy.	C1514 Item 4
Reclassification Retain for 3 years after final decision is made and then destroy.	C1514 Item 2
Recruitment Events Documentation Retain for 7 years after the school year in which the recruitment took place and then destroy.	C1514 Item 4
Reorganization of School/Division/Department/Office Retain for 3 years after final reorganization decision is made and then destroy.	C1514 Item 3
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
Screened Applicant Files - Not Hired Retain for 3 school years after application received and then destroy.	C1514 Item 5
Staffing Reports Retain for 5 years and then destroy.	C1514 Item 5
Summer Program & Education Options Programs Hiring Records Retain for 3 school years after last date worked and then destroy.	C1514 Item 6
Temporary and Substitute Employees Retain for 3 school years after last date worked and then destroy.	C1514 Item 7
Information Technology	
Application, Software and System Documentation Retain for 1 year after superseded and then destroy.	C1504 Item 1
Event Monitoring Logs Retain until superseded or no longer needed and then destroy.	C1504 Item 2
Help Desk Tickets Retain for 1 year and then destroy.	C1504 Item 3
Job Scheduling System Retain until superseded or no longer needed and then destroy.	C1504 Item 4
Software Licenses Retain for 3 years after expiration and then destroy.	C1504 Item 5
Software Manuals Retain until superseded or no longer needed and then destroy.	C1504 Item 6

Record Series / Retention	Series Number
Information Technology	
Student Record Cards Information Management Retain data and system documentation until after decommissioning and the records have been migrated or are no longer needed.	C1504 Item 7
Internal Audit	
Annual Work Plan Retain for 7 years and then destroy.	C1505 Item 1
Audit and Review Documentation Retain for 7 years following issuance of final report and then destroy.	C1505 Item 2
Audit Committee Support Retain for 5 years and then destroy.	C1505 Item 3
External Audit Request Documentation Retain for 7 years following issuance of final report and then destroy.	C1505 Item 4
External Investigation Request Documentation (unsubstantiated or inconclusive) Retain for 7 years following issuance of final report and then destroy.	C1505 Item 5
External Investigation Request Documentation (with any level of substantiation) Retain for 10 years and then destroy.	C1505 Item 6
Fraud Hotline Administrative Documentation Retain for 7 years and then destroy.	C1505 Item 7
Fraud Investigation Documentation (unsubstantiated or inconclusive) Retain for 7 years following issuance of final report and then destroy.	C1505 Item 8
Fraud Investigation Documentation (with any level of substantiation) Retain for 10 years and then destroy.	C1505 Item 9
Non-Fraud Investigation Documentation Retain for 7 years following issuance of final report and then destroy.	C1505 Item 10
Office of Law	
Administrative Appeals, Labor Arbitrations Retain for 10 years after all appeals are exhausted and then destroy	C1447 Item 13
Advice and Counsel Memoranda Retain 20 years and then transfer to Maryland State Archives. Permanent.	C1447 Item 25
Board Meeting/Committee Meeting Documents and Notes Retain for 1 year and then destroy	C1447 Item 19
Claims Retain for 4 years, or until the statute of limitations has run out, whichever is later, and then destroy	C1447 Item 8
Contract Files Retain for duration of contract, plus 3 years, and then destroy.	C1447 Item 20
Employee Fraud Crime Loss Claims Retain for 7 years following last activity and then destroy.	C1447 Item 27
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
Escheats Retain for 5 years and then destroy.	C1447 Item 4

Record Series / Retention	Series Number
Office of Law	
Labor Impasse Retain for 5 years following declaration of impasse and then destroy.	C1447 Item 21
Legal Files of General Counsel Retain for 25 years and then destroy.	C1447 Item 6
Litigation Retain for 7 years beyond conclusion of all appeals and then destroy.	C1447 Item 9
Litigation Audit Responses Retain for 7 years and then destroy.	C1447 Item 16
Office of Civil Rights (OCR) Files Retain 3 years after all requirements and mandates from OCR are met and then destroy.	C1447 Item 11
Open Meetings Act Complaints Retain for 3 years following issuance of opinion and then destroy.	C1447 Item 26
Policy Documents Retain for 10 years and then destroy.	C1447 Item 18
Policy Review Committee Support Retain for 5 years and then destroy.	C1447 Item 17
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
Protective Orders Retain for 3 years from date of last activity and then destroy	C1447 Item 3
Public Information Act Requests Retain for 3 years from last activity and then destroy	C1447 Item 1
Records Retention Schedule Retain for 25 years after revised and then destroy.	C1447 Item 7
Responses to Custody and Guardianship Requests Retain for 3 years from date of last activity and then destroy	C1447 Item 2
Settlement Agreements Retain for 25 years and then destroy.	C1447 Item 15
Special Education and Section 504 Mediation Matters Retain until student is age 25 and then destroy.	C1447 Item 23
Special Education Due Process Matters Retain until student is age 25 and then destroy.	C1447 Item 22
Special Education Potential Litigation and Potential Administrative Actions Retain for 3 years from date of last activity and then destroy	C1447 Item 24
Student Disciplinary Expulsion and Suspension Files If settled/resolved, retain for 5 years and then destroy.	C1447 Item 12
Subpoenas Retain for 3 years from date of last activity and then destroy	C1447 Item 5
Organizational Effectiveness	
Continuing Professional Development Retain for 7 years from date of last activity and then destroy.	C1506 Item 1

Record Series / Retention	Series Number
Organizational Effectiveness	
Internship Placements Retain for 3 years from date of last activity and then destroy.	C1506 Item 3
Professional Development - External Providers Retain for 5 years from date of last activity and then destroy.	C1506 Item 4
Title II and Improving Teacher Quality Grants Retain for 7 years from beginning of the grant and then destroy.	C1506 Item 5
Tracking Databases Retain for 5 years from date of last activity and then destroy.	C1506 Item 2
Records Common to All Offices and Schools	
Activity Reports and Logs Retain for 1 year and then destroy.	C1511 Item 1
Administrative Correspondence and Memoranda Retain for 3 years and then destroy.	C1511 Item 2
Bids and Quotes Retain for 3 years and then destroy.	C1511 Item 3
Board Committee Support, Departments Retain for 1 year and then destroy.	C1511 Item 4
Board Support, Departments Retain for 4 years and then destroy.	C1511 Item 5
Budget Documents Retain for 5 years and then destroy.	C1511 Item 6
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
Complaints and Issues Retain for 3 years after closed and then destroy.	C1511 Item 8
Contact/Distribution Lists and Rosters Retain until superseded and then destroy.	C1511 Item 9
Contracts and Agreements Retain for duration of contract, plus 7 years, and then destroy.	C1511 Item 10
Employment Records Retain for 5 years following employee separation and then destroy.	C1511 Item 11
Executive Correspondence and Memoranda Retain for 5 years and then transfer to Maryland State Archives. Permanent.	C1511 Item 12
General Accounting and Budget Records Retain for 7 years and then destroy.	C1511 Item 13
Gift Inventory Retain for 7 years after useful life of donated item and then destroy.	C1511 Item 14
Mail and Phone Logs Retain for 1 year and then destroy	C1511 Item 15
Meeting Notes and Agendas Retain for 1 year and then destroy.	C1511 Item 16

Record Series / Retention	Series Number
Records Common to All Offices and Schools	
News Hub and Weekly Bulletins Retain for 5 years and then destroy.	C1511 Item 17
Notices and Announcements, General Retain until superseded and then destroy.	C1511 Item 18
Payroll Records Retain for 5 years and then destroy.	C1511 Item 19
Planners and Calendars Retain for 3 years and then destroy.	C1511 Item 20
Procedures Retain for the later of 6 years from creation date or date last used and then destroy.	C1511 Item 21
Procurement Card Records Retain for 5 years and then destroy.	C1511 Item 22
Project Files Retain for 1 year and no longer needed, then destroy.	C1511 Item 23
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
Records Retention Records Retain for 25 years and then destroy.	C1511 Item 25
Reference Materials Retain until superseded and then destroy.	C1511 Item 26
Software Licenses Retain for 3 years after expiration and then destroy.	C1511 Item 27
Software Manuals Retain for 1 year and no longer needed, then destroy.	C1511 Item 28
Statistics and Surveys Retain for 3 years after superseded and then destroy.	C1511 Item 29
Strategic Planning Records Retain for 7 years and then destroy.	C1511 Item 30
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
Transitory Correspondence and Memoranda Retain until administrative need ends and then destroy.	C1511 Item 32
Transitory Records Destroy when no longer needed.	C1511 Item 33
Visitor and Staff Sign In Retain for 1 year and then destroy.	C1511 Item 34
Website-Related Records Retain for 1 year after superseded and no longer needed, then destroy.	C1511 Item 35
Research, Accountability and Assessment	
Assessments Retain for 7 years and then destroy.	C1500 Item 1

Record Series / Retention	Series Number
Research, Accountability and Assessment	
Bridge Planning Retain for 7 years and then destroy.	C1500 Item 2
Evaluation and Monitoring Retain for 7 years and then destroy.	C1500 Item 3
High School Waivers Retain for 5 years and then destroy.	C1500 Item 4
Material and Literature Review Retain for 3 years and then destroy.	C1500 Item 5
Support Strategies Retain for 5 years and then destroy.	C1500 Item 6
Title 2, Higher Education Act Reporting Retain for 3 years and then destroy.	C1500 Item 7
Title 3 Program Documentation Retain for 3 years and then destroy.	C1500 Item 8
School Climate and Safety	
Child Abuse or Neglect Reporting Retain for 1 year after case resolved and then destroy.	C1502 Item 1
Climate Reviews Retain for 3 years and then destroy.	C1502 Item 2
Critical Incident Response Retain for 3 years and then destroy.	C1502 Item 3
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.	C1502 Item 4
Emergency Plans and Files Retain for 1 year after superseded and then destroy.	C1502 Item 5
Family Involvement Planning Retain for 3 years and then destroy.	C1502 Item 6
Health Information Plans Retain for 3 years and then destroy.	C1502 Item 7
Health Special Reporting, Outbreaks Retain for 3 years and then destroy.	C1502 Item 8
Professional Development, Internships Retain for 7 years after the completed internship school year and then destroy.	C1502 Item 9
Professional Development, Staff Retain for 7 years after school year and then destroy.	C1502 Item 10
Psychiatric Evaluation Services Retain for 3 years and then destroy.	C1502 Item 11
Psychological Assessment Reports Retain until student has reached 25 years of age and then destroy.	C1502 Item 12
Pupil Personnel Case Files Retain for 7 years and then destroy.	C1502 Item 13

Record Series / Retention	Series Number
School Climate and Safety	
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.	C1502 Item 14
School Resource Officers Retain for 3 years after superseded and then destroy.	C1502 Item 17
Special Permission Transfers Retain for 7 years and then destroy.	C1502 Item 18
Student Conduct Hearings Retain until the student has reached 24 years of age then destroy.	C1502 Item 19
Student Social Work File Retain until the student has reached 28 years of age then destroy.	C1502 Item 20
Schools - School Records	
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
Capital Projects Funded by Private Donations Maintain records for 7 years after the asset has been disposed of, and then destroy.	C1483 Item 2
Child Care Selection Documents (For School-Based Child Care Programs) Retain for 7 years after award of contract and then destroy.	C1483 Item 4
Child Sex Offender Notifications Retain for 1 year and then destroy.	C1483 Item 5
Class Rank Lists Retain for 1 year and then destroy.	C1483 Item 3
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
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
Health Clinic Records Retain for 1 year and then destroy.	C1483 Item 7
Individual Educational Assessments and Testing Proposals Retain for 7 years after test administration and then destroy.	C1483 Item 8
Parent Releases Retain for 1 year and then destroy.	C1483 Item 9
Principal's Records Related to Students Retain until the student has reached 21 years of age and then destroy.	C1483 Item 10
Scholarship Donation and Award Records Maintain for 10 years after the exhaustion of funds and then destroy.	C1483 Item 11
School Activity Fund Investments Maintain for 10 years after termination or expiration of investment and then destroy.	C1483 Item 12

Record Series / Retention	Series Number
Schools - School Records	
School Activity Funds (SAF) Records Retain for 7 years and then destroy.	C1483 Item 13
School Based Personnel Records Retain for 5 years following employee separation or transfer and then destroy.	C1483 Item 14
School Budget Records Retain for 7 years and then destroy.	C1483 Item 15
School Facilities Use Records Retain for 3 years and then destroy.	C1483 Item 16
School Master Schedules Retain for 1 year and then destroy.	C1483 Item 17
School Safety Plans Retain for 5 years and then destroy.	C1483 Item 18
Student Absence Lists Retain for 5 years and then destroy.	C1483 Item 19
Student Class Schedules and Rosters Retain for 5 years and then destroy.	C1483 Item 20
Student Handbook Acknowledgement Form Retain until superseded and then destroy.	C1483 Item 21
Student Privacy Options Form Retain until superseded and then destroy.	C1483 Item 22
Threat Assessment Committee Documents Retain for 3 years after student's graduation or departure from school system and then destroy.	C1483 Item 23
Title I Grant Awards Retain for 7 years after the final fiscal expenditure report is submitted and then destroy.	C1483 Item 24
Volunteer Records Retain for 1 year and then destroy.	C1483 Item 25
Workplace Injuries Records Retain for 7 years and then destroy.	C1483 Item 26
Year-End Forms Retain for 7 years and then destroy.	C1483 Item 27
Schools - Student Records	
Student Records - 504 Folder Retain until the student has reached 24 years of age then destroy.	C1482 Item 5
Student Records - Cumulative Folder Retain until the student has reached 21 years of age then destroy.	C1482 Item 2
Student Records - Health Folder Retain until the student has reached 21 years of age then destroy.	C1482 Item 3
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
Student Records - Permanent Folder Retain 30 years and then transfer to the Maryland State Archives. Permanent.	C1482 Item 1

Record Series / Retention	Series Number
Schools - Student Records	
Student Records - Special Education Folder	C1482 Item 4
Retain until the student has reached 24 years of age then destroy.	
Staff Relations and Employee Performance	
Complaints, Employee Non-Union	C1503 Item 1
Retain for 3 years after separation and then destroy.	
Ineffective Teacher Letters	C1503 Item 2
Retain for 10 years after separation and then destroy.	
Labor Agreements	C1503 Item 3
Retain for 25 years after the effective date of contract and then destroy.	
Labor Negotiations	C1503 Item 4
Retain for 3 years after the effective date of contract and then destroy.	
Staff Relations Committee	C1503 Item 5
Retain for 7 years after separation and then destroy.	
Unpaid Leave Letters	C1503 Item 6
Retain for 5 years and then destroy.	
Superintendent	
Board of Education Policies and Superintendent's Rules	C1457 Item 1
Retain for 30 years and then transfer to Maryland State Archives. Permanent.	
Superintendent's Advisory Councils	C1457 Item 2
Retain for 30 years and then transfer to Maryland State Archives. Permanent.	
Superintendent's Cabinet Records	C1457 Item 6
Retain for 5 years and then destroy.	
Superintendent's Communications to Staff	C1457 Item 5
Retain for 5 years and then destroy.	
Weekly Update to Team BCPS (Baltimore County Public Schools)	C1457 Item 4
Retain for 5 years and then destroy.	
Weekly Updates to the Board of Education	C1457 Item 3
Retain for 5 years and then destroy.	
Transportation	
Bus Referrals	C1501 Item 1
Retain for 2 years and then destroy.	
Bus Scheduling	C1501 Item 2
Retain for 5 years and then destroy.	
Bus Videos	C1501 Item 3
Retain for 2 years and then destroy.	
Dispatch Records	C1501 Item 4
Retain for 10 years and then destroy.	
Drug and Alcohol Screening, Vehicle Drivers	C1501 Item 5
Retain for 10 years and after all audit requirements have been met and then destroy.	
Evacuation Drills	C1501 Item 6
Retain for 10 years and after all audit requirements have been met and then destroy.	

Record Series / Retention	Series Number
Transportation	
Field and Athletic Trips Retain for 5 years after date of trip then destroy.	C1501 Item 7
State Reporting Retain for 7 years and then destroy.	C1501 Item 8
Students with Disabilities Retain for 10 years and then destroy.	C1501 Item 9
Transportation Approved-Providers List Retain for 1 year after superseded and then destroy.	C1501 Item 10
Vehicle Accident Reports, School Property or Field Trips Retain for 3 years after the accident date and then destroy.	C1501 Item 11
Vehicle Drivers and Attendants Retain until 5 years after employee separation and then destroy.	C1501 Item 12
Vehicle Files Retain for 14 months after vehicle ownership ends and then destroy.	C1501 Item 13