

Baltimore County Public Schools 6901 N. Charles Street Towson, Maryland 21204 RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. C1458
		Page <u>1</u> of <u>3</u>
Division/Department: Board of Education of Baltimore County		
Office Name: Board of Education Office		
Series No.	Description	Retention
1.0.01	<u>Board of Education of Baltimore County (Board) Meeting and Public Hearing Records</u> Records of Board meetings, including agendas, documents related to all items on the agenda, resolutions, legal notices of meetings, stakeholder sign-in sheets, public comment cards, written testimony from the public, presiding officer's closing statement, written minutes of open and closed sessions, video/audio minutes, and Education Transparency Act descriptions. Records related to public hearings convened by the Board as required by law. [In accordance with Board of Education of Baltimore County Policy 8330, records relating to the Board's meetings and public hearings shall be retained permanently.] <i>[CONFIDENTIAL¹ - minutes and any recording of a closed session shall be sealed and may not be open to the public, except as permitted by law]</i>	Permanent. Retain for 30 years and then transfer to the Maryland State Archives.
1.0.02	<u>Committees of the Board of Education of Baltimore County</u> Records of the Board of Education's standing and ad hoc committees, including agendas, documents related to all items on the agenda, records received or created by the committee, presiding officer's closing statement, written minutes, video/audio minutes, and Education Transparency Act descriptions. [Records in this series are kept permanently for administrative and historical purposes.] <i>[CONFIDENTIAL¹ - minutes and any recording of a closed session shall be sealed and may not be open to the public, except as permitted by law]</i>	Permanent. Retain for 30 years and then transfer to the Maryland State Archives.
Schedule Approved by Superintendent of Schools Date <u>4/16/19</u> Signature <u>Verletta White</u> Typed Name <u>Verletta B. White</u>		Schedule Authorized by State Archivist Date <u>5-17-19</u> Signature <u>Timothy D. Baker</u> Typed Name <u>Timothy D. Baker</u>
The above signatures constitute legal approval of this records retention and disposal schedule.		

<p align="center">Baltimore County Public Schools 6901 N. Charles Street Towson, Maryland 21204 RECORDS INVENTORY AND RETENTION SCHEDULE</p>		<p>Schedule No. C1458</p>
		<p>Page 2 of 3</p>
<p>Division/Department: Board of Education of Baltimore County</p>		
<p>Office Name: Board of Education Office</p>		
Series No.	Description	Retention
1.0.03	<p><u>School Board Nominating Commission</u> Records created pursuant to MD ED CODE ANN § 3-2B-03, including applications, agenda, minutes of meetings, records received or created by the commission, correspondence, and procedures.</p> <p>[Records in this series are kept permanently for administrative and historical purposes.]</p> <p><i>[CONFIDENTIALⁱⁱⁱ - minutes of a closed session shall be sealed and may not be open to the public, except as permitted by law]</i></p>	<p>Permanent. Retain for 10 years and then transfer to the Maryland State Archives.</p>
1.0.04	<p><u>Board Member Records</u> Records of gubernatorial appointments, correspondence concerning elected members, and annual board membership lists.</p> <p>[Records in this series are kept permanently for administrative and historical purposes.]</p> <p><i>[CONFIDENTIAL^{iv} - records include confidential personal information of Board members, which may include, but not be limited to, personal contact information and social security numbers]</i></p>	<p>Permanent. Retain for 30 years and then transfer to the Maryland State Archives.</p>
1.0.05	<p><u>Administrative Appeals</u> Includes appeal-related documents received by the Board of Education Office.</p> <p>(Administrative appeal records received by the Board of Education Office are transferred to the Office of Law and retained in accordance with Office of Law's Records Retention Schedule, Schedule No. C 1447, Series 3.0.13.)</p> <p><i>[CONFIDENTIAL - portions of these records that are subject to attorney-client privilege and/or attorney work product are confidential. These records may also contain confidential student and employee information^v]</i></p>	<p>Retain for 1 year and transfer to the Office of Law for archiving/destruction.</p>
1.0.06	<p><u>Area Education Advisory Council Records</u> Includes records received by the Board Office from its area educational advisory councils.</p>	<p>Retain for 3 years and then destroy.</p> <p>Appointments of citizens to the Board's area educational councils are part of the official record of the Board and will be maintained in accordance with Series 1.0.01.</p>

Baltimore County Public Schools 6901 N. Charles Street Towson, Maryland 21204 RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. C 1458
		Page 3 of 3
Division/Department: Board of Education of Baltimore County		
Office Name: Board of Education Office		
Series No.	Description	Retention
1.0.07	<u>Board Member Handbook</u> Handbook published by the Board of Education governing internal board operations, board norms, and establishment of board standing committees. [Records in this series are kept permanently for administrative and historical purposes.]	Permanent. Retain for 20 years and then transfer to the Maryland State Archives.

ⁱ Annotated Code of Maryland, General Provisions Article §3-306(c)(3)(iii), *Minutes; Tape Recording*

ⁱⁱ Annotated Code of Maryland, General Provisions Article §3-306(c)(3)(iii), *Minutes; Tape Recording*

ⁱⁱⁱ Annotated Code of Maryland, General Provisions Article §3-306(c)(3)(iii), *Minutes; Tape Recording*

^{iv} Annotated Code of Maryland, General Provisions Article §4-334, *Social Security Numbers*

^v 20 U.S.C. §1232g, *Family Educational Rights and Privacy Act (FERPA)*; 34 C.F.R. PART 99, *Family Educational Rights and Privacy*; General Provisions Article §4-313, *Student Records*; COMAR 13A.08.02, *Student Records*; General Provisions Article §4-311, *Personnel Records*