

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number (To be completed by DGS/Records Management Division)	C1497
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Agency Information

Department / Agency	Baltimore County Public Schools
Division / Unit	Department of Business Services, Fiscal Services – Office of Third Party Billing
Missions Statement/Link to division/unit website	https://businessservices.bcps.org

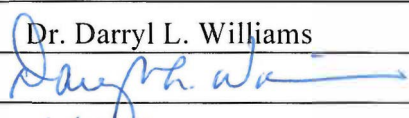
Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	

Preparer Information

Name of Preparer	Margaret-Ann Howie
Title of Preparer	Records Officer
Preparer Email Address	recordsmanagement@bcps.org
Preparer Telephone Number	443.809.4060
Date	April 12, 2021

Agency Approval

Name of Agency Director	Dr. Darryl L. Williams
Agency Director Signature	
Date	6/11/2021

State Archivist Approval

State Archivist Signature	Timothy Baker
Date	2021-06-11

Baltimore County Public Schools
6901 N. Charles Street
Towson, Maryland 21204
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Record Series Title	Audit Correspondence and Documents
Record Series Content	Audits, Federal and State State correspondence Student files prepared for Interagency Medicaid Monitoring Team
Record Series Function	The function of this records series is to manage and document processes and records used to prepare for, conduct and record audits, internal and external.
Organization/Arrangement	Chronological by Audit Title
Indexing System	N/A
Restrictions	(CONFIDENTIAL) 20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA); 34 CFR PART 99, Family Educational Rights and Privacy; General Provisions Article §4-313, Student Records; Annotated Code of Maryland, General Provisions Article §4-351, Investigatory Records; Annotated Code of Maryland, General Provisions Article §4-344, Inter- and Intra-Agency Memoranda; COMAR 13A.08.02, Student Records; General Provisions Article §4-311, Personnel Records
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	6901 N Charles St, Towson, MD
Audit Requirements	Federal and State
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	1
Retention	Retain for 15 years from the end of the fiscal year and then destroy.
Justification for Permanent	None

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Record Series Title	Maryland State Autism Waiver Program Billing Documents
Record Series Content	Eligibility documents Employee credentials Level of care forms Parent documents Plan of care Provider documents Student encounter forms Tracking logs
Record Series Function	The function of this records series is to manage and document processes and records prepared to support billing for services and costs submitted for reimbursement for the Autism Waiver Program.
Organization/Arrangement	Subject by Student Name
Indexing System	N/A
Restrictions	(CONFIDENTIAL) 20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA); 34 CFR PART 99, Family Educational Rights and Privacy; General Provisions Article §4-313, Student Records; Annotated Code of Maryland, General Provisions Article §4-351, Investigatory Records; Annotated Code of Maryland, General Provisions Article §4-344, Inter- and Intra-Agency Memoranda; COMAR 13A.08.02, Student Records; General Provisions Article §4-311, Personnel Records
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	6901 N Charles St, Towson, MD
Audit Requirements	State
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	2
Retention	Retain for 7 years from the end of the fiscal year in which the service occurred and then destroy.
Justification for Permanent	None

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Record Series Title	Medicaid Part B Program Billing Documents (3-21 years old)
Record Series Content	Individual Education Plans Non-Public encounter forms Nursing encounter data forms Registration forms Team meeting notes Transportation logs
Record Series Function	The function of this records series is to manage and document processes and records prepared to support billing for services and costs submitted for reimbursement for the Medicaid Program.
Organization/Arrangement	Subject by Student Name
Indexing System	N/A
Restrictions	(CONFIDENTIAL) 20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA); 34 CFR PART 99, Family Educational Rights and Privacy; General Provisions Article §4-313, Student Records; Annotated Code of Maryland, General Provisions Article §4-351, Investigatory Records; Annotated Code of Maryland, General Provisions Article §4-344, Inter- and Intra-Agency Memoranda; COMAR 13A.08.02, Student Records; General Provisions Article §4-311, Personnel Records
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	6901 N Charles St, Towson, MD
Audit Requirements	Federal and State
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	3
Retention	Retain for 7 years from the end of the fiscal year in which the service occurred and then destroy.
Justification for Permanent	None

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Record Series Title	Medicaid Part C Program Billing Documents (Infants and Toddlers)
Record Series Content	Billing documentation Billing forms Infants and toddlers program Registration forms
Record Series Function	The function of this records series is to manage and document processes and records prepared to support billing for services and costs submitted for reimbursement for the Medicaid Program.
Organization/Arrangement	Subject by Student Name
Indexing System	N/A
Restrictions	(CONFIDENTIAL) 20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA); 34 CFR PART 99, Family Educational Rights and Privacy; General Provisions Article §4-313, Student Records; Annotated Code of Maryland, General Provisions Article §4-351, Investigatory Records; Annotated Code of Maryland, General Provisions Article §4-344, Inter- and Intra-Agency Memoranda; COMAR 13A.08.02, Student Records; General Provisions Article §4-311, Personnel Records
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	6901 N Charles St, Towson, MD
Audit Requirements	Federal and State
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	4
Retention	Retain for 7 years from the end of the fiscal year in which the service occurred and then destroy.
Justification for Permanent	None

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Record Series Title	Non-Resident Tuition Documents
Record Series Content	Approval Letters and Applications, Hardship Cash Receipts Check Copies Invoices, Non-Resident Tuition Student Attendance Profile Reports
Record Series Function	The function of this records series is to manage and document processes and records prepared to support billing for non-resident children enrolled in the district.
Organization/Arrangement	Subject by Student Name
Indexing System	N/A
Restrictions	(CONFIDENTIAL) 20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA); 34 CFR PART 99, Family Educational Rights and Privacy; General Provisions Article §4-313, Student Records; Annotated Code of Maryland, General Provisions Article §4-351, Investigatory Records; Annotated Code of Maryland, General Provisions Article §4-344, Inter- and Intra-Agency Memoranda; COMAR 13A.08.02, Student Records; General Provisions Article §4-311, Personnel Records
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	6901 N Charles St, Towson, MD
Audit Requirements	State
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	5
Retention	Retain for 7 years from the end of the fiscal year in which the service occurred and then destroy.
Justification for Permanent	None

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Record Series Title	Out-of-County Living Arrangement Documents
Record Series Content	Applications, State-Supervised Care Approval and placement letters Birth certificates Court orders Driver's Licenses Individual Educational Plans Local verification reports Medical Assistance Cards Passports Report Cards Social Security Cards
Record Series Function	The function of this records series is to manage and document processes and records for reimbursements for non-resident children placed in another district by a placement agency.
Organization/Arrangement	Subject by Student Name
Indexing System	N/A
Restrictions	(CONFIDENTIAL) 20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA); 34 CFR PART 99, Family Educational Rights and Privacy; General Provisions Article §4-313, Student Records; Annotated Code of Maryland, General Provisions Article §4-351, Investigatory Records; Annotated Code of Maryland, General Provisions Article §4-344, Inter- and Intra-Agency Memoranda; COMAR 13A.08.02, Student Records; General Provisions Article §4-311, Personnel Records
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Annual Accumulation	
Current Location	6901 N Charles St, Towson, MD
Audit Requirements	State
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	6
Retention	Retain for 7 years from the end of the fiscal year in which the service occurred and then destroy.
Justification for Permanent	None

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Record Series Title	School Based Health Centers/Wellness Health Centers Billing Documents
Record Series Content	<p>Billing records</p> <p>Encounter forms, insured student</p> <p>Encounter forms, uninsured student</p> <p>Explanation of benefits (EOBs)</p> <p>Insurance claim forms, insured student</p> <p>Insurance claim forms, uninsured student</p> <p>Invoices, uninsured student</p> <p>Registration forms, insured student</p> <p>Registration forms, uninsured student</p>
Record Series Function	The function of this records series is to manage and document processes and records prepared to support billing for services and costs submitted for reimbursement for the eligible students.
Organization/Arrangement	Subject by Student Name
Indexing System	N/A
Restrictions	<p>(CONFIDENTIAL)</p> <p>20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA); 34 CFR PART 99, Family Educational Rights and Privacy; General Provisions Article §4-313, Student Records; Annotated Code of Maryland, General Provisions Article §4-351, Investigatory Records; Annotated Code of Maryland, General Provisions Article §4-344, Inter- and Intra-Agency Memoranda; COMAR 13A.08.02, Student Records; General Provisions Article §4-311, Personnel Records</p>
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	6901 N Charles St, Towson, MD
Audit Requirements	State
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	7
Retention	Retain for 7 years from the end of the fiscal year in which the service occurred and then destroy.
Justification for Permanent	None