

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number

(To be completed by DGS/Records Management Division)

C1500

Agency Information

Department / Agency	Baltimore County Public Schools
Division / Unit	Division of Research, Accountability and Assessment
Missions Statement/Link to division/unit website	https://draa.bcps.org/

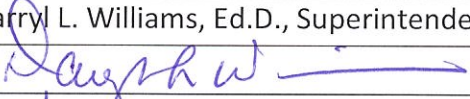
Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	

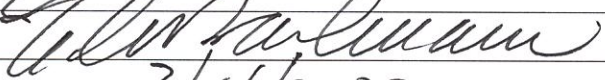
Preparer Information

Name of Preparer	Margaret-Ann Howie
Title of Preparer	Records Officer
Preparer Email Address	recordsmanagement@bcps.org
Preparer Telephone Number	443.809.4060
Date	January 17, 2022

Agency Approval

Name of Agency Director	Darryl L. Williams, Ed.D., Superintendent
Agency Director Signature	
Date	1/26/2022

State Archivist Approval

State Archivist Signature	
Date	3/4/2022

Baltimore County Public Schools
6901 N. Charles Street
Towson, Maryland 21204
RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. C1500

Department **Division of Research, Accountability and Assessment**

Page 1 of 8

Record Series Title	Assessments
Record Series Content	Standardized testing programs Testing documentation
Record Series Function	The function of this record series is to manage and document processes and records related to state mandated retention of testing logs, certification of training/non-disclosure forms, list of students and accommodations, Mark complete forms, and accommodation.
Organization/Arrangement	Subject by Date
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	9611 Pulaski Park Drive, Baltimore, MD
Audit Requirements	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	1
Retention	Retain for 7 years and then destroy.
Justification for Permanent	None

Baltimore County Public Schools
6901 N. Charles Street
Towson, Maryland 21204
RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. C1500

Department Division of Research, Accountability and Assessment

Page 2 of 8

Record Series Title	Bridge Planning
Record Series Content	Project acceptance or rejection Project scoring forms Student planner and agreement forms
Record Series Function	The function of this record series is to manage and document processes and records related to state-mandated Bridge Planning program, an instructional intervention designed by MSDE to allow students who are unable to pass the state graduation tests to be able to demonstrate their knowledge and skills via an alternative to traditional testing.
Organization/Arrangement	Subject by Date
Indexing System	N/A
Restrictions	Confidential, Bridge plans and documents are considered secure by MSDE. COMAR 13A.08.02 State Board of Education Code of Maryland Regulations - Student Records, 20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA)
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	9611 Pulaski Park Drive, Baltimore, MD
Audit Requirements	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	2
Retention	Retain for 7 years and then destroy.
Justification for Permanent	None

Baltimore County Public Schools
6901 N. Charles Street
Towson, Maryland 21204
RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. C1500

Department **Division of Research, Accountability and Assessment**

Page 3 of 8

Record Series Title	Evaluation and Monitoring
Record Series Content	Data briefs and story Inform Video segments Institutional review board materials Offices and Board of Education reports Presentations and executive summaries Targeted Support and Improvement (TSI) plans
Record Series Function	The function of this records series is to manage and document processes and records related to evaluation and monitoring of staff and school performance.
Organization/Arrangement	Subject by Date
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	9611 Pulaski Park Drive, Baltimore, MD
Audit Requirements	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	3
Retention	Retain for 7 years and then destroy.
Justification for Permanent	None

Baltimore County Public Schools
6901 N. Charles Street
Towson, Maryland 21204
RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. C1500

Department **Division of Research, Accountability and Assessment**

Page 4 of 8

Record Series Title	High School Waivers
Record Series Content	Maryland State Department of Education (MSDE) Testing graduation requirements waivers
Record Series Function	The function of this records series is to manage and document processes and records for Maryland State Department of Education (MSDE) Testing graduation requirement waivers.
Organization/Arrangement	Alphanumeric by Student ID
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	9611 Pulaski Park Drive, Baltimore, MD
Audit Requirements	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	4
Retention	Retain for 5 years and then destroy.
Justification for Permanent	None

Baltimore County Public Schools
6901 N. Charles Street
Towson, Maryland 21204
RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. C1500

Department **Division of Research, Accountability and Assessment**

Page 5 of 8

Record Series Title	Material and Literature Review
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Record Series Content	Applications Documents, presentations and slideshows
Record Series Function	The function of this records series is to manage and document processes and records of material and literature of the school system.
Organization/Arrangement	Subject by Date
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	9611 Pulaski Park Drive, Baltimore, MD
Audit Requirements	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	5
Retention	Retain for 3 years and then destroy.
Justification for Permanent	None

Baltimore County Public Schools
6901 N. Charles Street
Towson, Maryland 21204
RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. C1500

Department **Division of Research, Accountability and Assessment**

Page 6 of 8

Record Series Title Support Strategies

Record Series Content	Academic intervention Academic standards support Action steps and measures Articulation Consolidated needs assessment summary Department targets and goals, action steps, measures and professional development plans Every Student Succeeds Act Plans Professional development plans School support
Record Series Function	The function of this records series is to manage and document processes and records of programs developed to provide students with support to achieve higher academic standards.
Organization/Arrangement	Subject by Date
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	9611 Pulaski Park Drive, Baltimore, MD
Audit Requirements	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	6
Retention	Retain for 5 years and then destroy.
Justification for Permanent	None

Baltimore County Public Schools
6901 N. Charles Street
Towson, Maryland 21204
RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. C1500

Department **Division of Research, Accountability and Assessment**

Page 7 of 8

Record Series Title	Title 2, Higher Education Act Reporting
Record Series Content	Alternative certification Certification pass rates Professional development opportunity equity State standards achievement
Record Series Function	The function of this records series is to manage and document processes, records related to Title II reporting requirements on certification pass rate data for all teacher preparation providers, as well as information regarding state standards, alternative certification, and numbers of teachers who are employed but not fully qualified. Each school also has to demonstrate equitable participation in professional development opportunities.
Organization/Arrangement	Subject by Date
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	9611 Pulaski Park Drive, Baltimore, MD
Audit Requirements	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	7
Retention	Retain for 3 years and then destroy.
Justification for Permanent	None

Baltimore County Public Schools
6901 N. Charles Street
Towson, Maryland 21204
RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. C1500

Department **Division of Research, Accountability and Assessment**

Page 8 of 8

Record Series Title Title 3 Program Documentation

Record Series Content	Accountability results Achievement objectives Annual measurements English language proficiency
Record Series Function	The function of this records series is to manage and document processes and records of English language proficiency, annual measurement achievement objectives (AMAOs), and accountability results.
Organization/Arrangement	Subject by Date
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	9611 Pulaski Park Drive, Baltimore, MD
Audit Requirements	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	8
Retention	Retain for 3 years and then destroy.
Justification for Permanent	None