

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number (To be completed by DGS/Records Management Division)	C1502
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Agency Information

Department / Agency	Baltimore County Public Schools
Division / Unit	School Climate and Safety
Missions Statement/Link to division/unit website	https://scs.bcps.org/

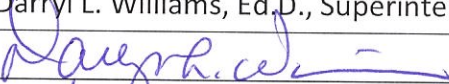
Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	

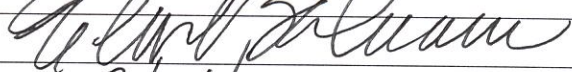
Preparer Information

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

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Record Series Title	Child Abuse or Neglect Reporting
Record Series Content	Actions and follow up Child Protective Services (CPS) reporting Disclosures to law enforcement Report of suspected abuse or neglect
Record Series Function	The function of this records series is to manage and document processes and records related to the reporting of child abuse or neglect.
Organization/Arrangement	Alphanumeric by Case Number
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; 42 U.S.C. §1320d, et seq., Health Insurance and Portability Accountability Act (HIPAA), with regulations promulgated at: 45 CFR PARTS 160, 162, and 164 (HIPAA); 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	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	1
Retention	Retain for 1 year after case resolved and then destroy.
Justification for Permanent	None

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Record Series Title	Climate Reviews
Record Series Content	External research requests Reviews, faculty Reviews, parents Reviews, student Student data, end of year summary
Record Series Function	The function of this records series is to manage and document processes and records of reviews of whether there is a "welcoming environment" for, students, faculty, parents, and to collect data for State's Tell Maryland program, using Survey Monkey; end of year shots of student data, ASPEN, external research requests, technical assistance.
Organization/Arrangement	Subject by Date
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	6901 N Charles St, Towson, 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 3 years and then destroy.
Justification for Permanent	None

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Record Series Title	Critical Incident Response
Record Series Content	Response records Response teams
Record Series Function	The function of this records series is to manage and document processes and records for critical incident response plans and drills.
Organization/Arrangement	Alphanumeric by Incident ID
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	6901 N Charles St, Towson, 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 3 years and then destroy.
Justification for Permanent	None

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Record Series Title Disability Determination	
Record Series Content	Assignment Request forms (including changes, cancellations and special equipment)
Record Series Function	The function of this records series is to manage and document processes and records for determination of disability and related accommodations.
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; 42 U.S.C. §1320d, et seq., Health Insurance and Portability Accountability Act (HIPAA), with regulations promulgated at: 45 CFR PARTS 160, 162, and 164 (HIPAA); 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	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	4
Retention	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.
Justification for Permanent	None

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Record Series Title	Emergency Plans and Files
Record Series Content	Comprehensive Safety Plan School emergency plans
Record Series Function	The function of this records series is to manage and document plans for any school emergency, including natural disasters, violent incidents and terrorist acts.
Organization/Arrangement	Alphanumeric by Date
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	6901 N Charles St, Towson, 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 1 year after superseded and then destroy.
Justification for Permanent	None

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Record Series Title	Family Involvement Planning
Record Series Content	Planning documentation Program documentation Student and family involvement
Record Series Function	The function of this records series is to manage and document processes and records of school-based Family Involvement Plans, a Title I requirement to engage families in students' education.
Organization/Arrangement	Chronological by Year
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	6901 N Charles St, Towson, 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 3 years and then destroy.
Justification for Permanent	None

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Record Series Title	Health Information Plans
Record Series Content	Health care provisions - employees Health care provisions - students
Record Series Function	The function of this records series is to manage and document processes and records of plans for continued provision of health care and information for both students and employees.
Organization/Arrangement	Alphanumeric by Student/Employee ID
Indexing System	N/A
Restrictions	(CONFIDENTIAL) Annotated Code of Maryland, General Provisions Article, §4-311, Personnel Records
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	6901 N Charles St, Towson, 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

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Record Series Title	Health Special Reporting, Outbreaks
Record Series Content	Annual State reports Communications with government authorities Health incidents Infectious diseases (Hep B, H1N1, COVID, etc.) OSHA reports Outbreak procedures
Record Series Function	The function of this records series is to manage and document processes, records and reports detailing special circumstances of health incident (e.g., an H1N1 Outbreak), communication with County and other government authorities, and the procedures to follow in case of an outbreak of contagious diseases
Organization/Arrangement	Alphanumeric by Date
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	6901 N Charles St, Towson, 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

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Record Series Title	Professional Development, Internships
Record Series Content	Internship - University documentation Internship agreements Interview documents and notes Memorandum of agreements
Record Series Function	The function of this records series is to manage and document processes and records for professional development programs for internships.
Organization/Arrangement	Alphanumeric by Student ID
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	6901 N Charles St, Towson, MD
Audit Requirements	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	9
Retention	Retain for 7 years after the completed internship school year and then destroy.
Justification for Permanent	None

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Record Series Title	Professional Development, Staff
Record Series Content	Agendas and registrations Attendance Attendance sheets Certificates and summaries Continuing Education Units (CEU) issued Continuous Professional Development (CPD) Meetings Program announcements Stipends paid
Record Series Function	The function of this records series is to manage and document processes and records for professional development programs for staff.
Organization/Arrangement	Alphanumeric by Employee ID
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	6901 N Charles St, Towson, MD
Audit Requirements	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	10
Retention	Retain for 7 years after school year and then destroy.
Justification for Permanent	None

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Record Series Title **Psychiatric Evaluation Services**

Record Series Content	Approved provider list Credentials
Record Series Function	The function of this records series is to manage and document processes and records of providers for psychiatric evaluation services to students.
Organization/Arrangement	Alphanumeric by Date
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	6901 N Charles St, Towson, MD
Audit Requirements	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	11
Retention	Retain for 3 years and then destroy.
Justification for Permanent	None

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Record Series Title	Psychological Assessment Reports
Record Series Content	Assessment guidelines Assessment statistics and reports Counselling guidelines
Record Series Function	The function of this records series is to manage and document processes and records of psychological assessments.
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; 42 U.S.C. §1320d, et seq., Health Insurance and Portability Accountability Act (HIPAA), with regulations promulgated at: 45 CFR PARTS 160, 162, and 164 (HIPAA); 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	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	12
Retention	Retain until student has reached 25 years of age and then destroy.
Justification for Permanent	None

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Record Series Title	Pupil Personnel Case Files
Record Series Content	Boundaries Hardship Home visits Homeless Referrals Suspension
Record Series Function	The function of this records series is to manage and document processes and records of personnel case files for pupil employment.
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; 42 U.S.C. §1320d, et seq., Health Insurance and Portability Accountability Act (HIPAA), with regulations promulgated at: 45 CFR PARTS 160, 162, and 164 (HIPAA); 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	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	13
Retention	Retain for 7 years and then destroy.
Justification for Permanent	None

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Record Series Title	Reportable Offenses, Criminal and Gang Related
Record Series Content	Documentation of reported offense Educational program plans Recommendations for action Report of offense, arrest or charges School counselor, psychologist or social worker reports
Record Series Function	The function of this series is to manage and document processes and records related to law enforcement notices related to the arrest of a student for a criminal reportable offense or an offense related to membership in a gang.
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; 42 U.S.C. §1320d, et seq., Health Insurance and Portability Accountability Act (HIPAA), with regulations promulgated at: 45 CFR PARTS 160, 162, and 164 (HIPAA); 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.08.01.17 School Use of Reportable Offenses; COMAR 13A.08.02, Student Records; General Provisions Article §4-311, Personnel Records; COMAR 13A.08.01.17C(7) State Board of Education School Use of Reportable Offenses
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	6901 N Charles St, Towson, MD
Audit Requirements	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	14
Retention	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.
Justification for Permanent	None

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Record Series Title	School Resource Officers
Record Series Content	Memorandum of Understanding, Police
Record Series Function	The function of this records series is to manage and document processes and records and memorandums of understanding for school resource officers.
Organization/Arrangement	Alphanumeric by Date
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	6901 N Charles St, Towson, MD
Audit Requirements	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	15
Retention	Retain for 3 years after superseded and then destroy.
Justification for Permanent	None

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Record Series Title	Special Permission Transfers
Record Series Content	Applications Assignment or Special Permission Transfers (Policy/Rule 5140)
Record Series Function	The function of this records series is to manage and document processes and records for applications for students requesting Assignment or Special Permission Transfers (Policy/Rule 5140) for a student to attend a school other than their assigned school.
Organization/Arrangement	Alphanumeric by Student ID
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	6901 N Charles St, Towson, MD
Audit Requirements	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	16
Retention	Retain for 7 years and then destroy.
Justification for Permanent	None

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Record Series Title Student Conduct Hearings

Record Series Content

Correspondence, parents
Decisions
Discipline referrals
Notices
Requests for hearing

Record Series Function

The function of this records series is to manage and document processes and records related to student conduct hearings, including board decisions, suspension audio hearing tapes, transcripts.

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; 42 U.S.C. §1320d, et seq., Health Insurance and Portability Accountability Act (HIPAA), with regulations promulgated at: 45 CFR PARTS 160, 162, and 164 (HIPAA); 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

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Audit Requirements

None

Date Span

Completeness / Gaps

Digital records prior to 11/25/2020 may be missing or incomplete

Item Number

17

Retention

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

Justification for Permanent

None

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Record Series Title	Student Social Work File
Record Series Content	Assessments, plans and strategies Counseling and intervention notes Determinations and diagnosis Income and family documentation Program applications and eligibility Referrals Release of information
Record Series Function	The function of this records series is to manage and document processes and records for social work related to a student.
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; 42 U.S.C. §1320d, et seq., Health Insurance and Portability Accountability Act (HIPAA), with regulations promulgated at: 45 CFR PARTS 160, 162, and 164 (HIPAA); 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	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	18
Retention	Retain until the student has reached 28 years of age then destroy.
Justification for Permanent	None