

## RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

<b>Schedule Number</b> (To be completed by DGS/Records Management Division)	C1503
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### Agency Information

Department / Agency	Baltimore County Public Schools
Division / Unit	Division of Human Resources, Staff Relations and Employee Performance
Missions Statement/Link to division/unit website	<a href="https://hr.bcps.org/">https://hr.bcps.org/</a>

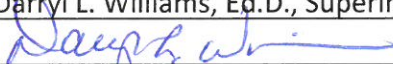
### Schedule Information

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	May 14, 2021

### Agency Approval

Name of Agency Director	Darryl L. Williams, Ed.D., Superintendent
Agency Director Signature	X 
Date	5/20/2021

### State Archivist Approval

State Archivist Signature	Elaine Bachmann
Date	

Baltimore County Public Schools  
6901 N. Charles Street  
Towson, Maryland 21204  
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<b>Record Series Title</b>	<b>Complaints, Employee Non-Union</b>
Record Series Content	Complaints - official
Record Series Function	The function of this records series is to manage and document processes and records related to the filing of official complaints by non-union employees.
Organization/Arrangement	Subject by Date
Indexing System	N/A
Restrictions	(CONFIDENTIAL) Annotated Code of Maryland, General Provisions Article, §4-311, Personnel Records, Annotated Code of Maryland, General Provisions Article §4-351, Investigatory Records; Annotated Code of Maryland
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 3 years after separation and then destroy.
Justification for Permanent	None

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<b>Record Series Title</b>	<b>Ineffective Teacher Letters</b>
Record Series Content	Class II Non-renewals Notice of dismissal Reinstatement Termination Warnings
Record Series Function	The function of this records series is to manage and document processes and records for letters sent to teachers for ineffective performance.
Organization/Arrangement	Alphanumeric by 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	2
Retention	Retain for 10 years after separation and then destroy.
Justification for Permanent	None



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<b>Record Series Title</b>	<b>Labor Agreements</b>
Record Series Content	Memorandums of understanding Workpapers and notes
Record Series Function	The function of this records series is to manage and labor agreements with bargaining units.
Organization/Arrangement	Alphanumeric by Agreement 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 25 years after the effective date of contract and then destroy.
Justification for Permanent	None

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<b>Record Series Title</b>	<b>Labor Negotiations</b>
Record Series Content	Proposals, bargaining unit
Record Series Function	The function of this records series is to manage and document processes and records of communications and proposals from either BCPS or the bargaining unit that may result in an agreement.
Organization/Arrangement	Alphanumeric by Agreement 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	4
Retention	Retain for 3 years after the effective date of contract and then destroy.
Justification for Permanent	None

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<b>Record Series Title</b>	<b>Staff Relations Committee</b>
Record Series Content	Agendas, calendars and minutes Corresponding documentation
Record Series Function	The function of this records series is to manage and document processes and records of the staff relations committee.
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	5
Retention	Retain for 7 years after separation and then destroy.
Justification for Permanent	None



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<b>Record Series Title</b>	<b>Unpaid Leave Letters</b>
Record Series Content	Letters approving unpaid leave Letters denying unpaid leave
Record Series Function	The function of this records series is to manage and document processes and records sent to employees authorizing unpaid leaves of absence.
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	6
Retention	Retain for 5 years and then destroy.
Justification for Permanent	None