

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

| | |
|--|--------------|
| Schedule Number (To be completed by DGS/Records Management Division) | C1504 |
|--|--------------|

Agency Information

| | |
|--|---|
| Department / Agency | Baltimore County Public Schools |
| Division / Unit | Division of Business Services, Department of Information Technology |
| Missions Statement/Link to division/unit website | Department website is being rebuilt after the 11/25/2020 Ransomware attack. Refer to https://www.bcps.org/system for current information. |

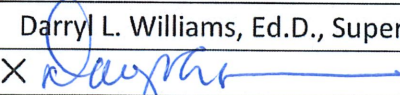
Schedule Information

| | |
|------------------------|--|
| Supersedes Schedule(s) | |
| Amends Schedule(s) | |

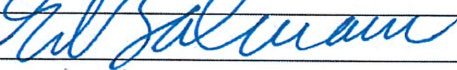
Preparer Information

| | |
|---------------------------|----------------------------|
| Name of Preparer | Margaret-Ann Howie |
| Title of Preparer | Records Officer |
| Preparer Email Address | recordsmanagement@bcps.org |
| Preparer Telephone Number | 443.809.4060 |
| Date | September 2, 2021 |

Agency Approval

| | |
|---------------------------|--|
| Name of Agency Director | Darryl L. Williams, Ed.D., Superintendent |
| Agency Director Signature | X  |
| Date | 2/9/2022 |

State Archivist Approval

| | |
|---------------------------|--|
| State Archivist Signature |  |
| Date | 11/30/2021 |

Baltimore County Public Schools
6901 N. Charles Street
Towson, Maryland 21204
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Department **Division of Business Services, Department of Information Technology**

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Record Series Title Application, Software and System Documentation

| | |
|-----------------------------|---|
| Record Series Content | Application software product development Approaches to tasks or activities Change control notices Design specs Interface product development Operation documentation |
| Record Series Function | The function of this records series is to manage and document processes and records about the structure and development of an application software product, describing approaches to a variety of tasks or activities that take place during the process. |
| Organization/Arrangement | Subject by Product ID |
| 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 1 year after superseded and no longer needed, then destroy. |
| Justification for Permanent | None |

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Record Series Title Event Monitoring Logs

| | |
|-----------------------------|--|
| Record Series Content | SQL server events System events |
| Record Series Function | The function of this records series is to manage information documenting the changes to the design and operation of a platform/system. |
| Organization/Arrangement | Chronological by Year |
| 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 | 2 |
| Retention | Retain until superseded and no longer needed, then destroy. |
| Justification for Permanent | None |

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Record Series Title Help Desk Tickets

| | |
|-----------------------------|--|
| Record Series Content | Issues resolved Logs |
| Record Series Function | The function of this records series is to manage and document processes and records of effort to solve, correct, or update an IT issue for software users. |
| Organization/Arrangement | Chronological by Ticket ID |
| 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 1 year and then destroy. |
| Justification for Permanent | None |

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| | |
|------------------------------------|---|
| Record Series Title | Job Scheduling System |
| Record Series Content | Activity reports and logs |
| Record Series Function | The function of this records series is to manage and document processes and records activities and logs in the job scheduling system. |
| Organization/Arrangement | Chronological by Year |
| 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 | 4 |
| Retention | Retain until superseded and no longer needed, then destroy. |
| Justification for Permanent | None |

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Record Series Title Software Licenses

| | |
|-----------------------------|---|
| Record Series Content | Software license documentation Software license information |
| Record Series Function | The function of this records series is to manage and document processes and records regarding the legal use or redistribution of software |
| Organization/Arrangement | System by Product Type |
| 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 after expiration and then destroy. |
| Justification for Permanent | None |

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Record Series Title Software Manuals

| | |
|-----------------------------|---|
| Record Series Content | Technical communications Technical documentation |
| Record Series Function | The function of this records series is to manage technical communications intended to render assistant to users of a platform/system. |
| Organization/Arrangement | System by Product Type |
| 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 until superseded and no longer needed, then destroy. |
| Justification for Permanent | None |

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Record Series Title Student Record Cards Information Management

| | |
|-----------------------------|---|
| Record Series Content | Image files or Microfilm Student Record Cards CR-1, CR-5, PDS-1, PDS-2, SR-1, SR-2, SR-3, or equivalents. |
| Record Series Function | The function of this records series is to manage and document processes and records for the administration, development and management of the Student Record Cards in the Student Information System. |
| Organization/Arrangement | Alphanumeric by Student ID |
| Indexing System | N/A |
| Restrictions | (CONFIDENTIAL) Refer to Schedule C1482 12.1.01 Student Records - Permanent File for records required for transfer to the Maryland State Archives for Permanent retention. |
| Formats | 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 | Permanent. Retain for 30 years and then transfer to Maryland State Archives. |
| Justification for Permanent | COMAR 13A.08.02, Individual Student Records; See Maryland Student Records System Manual |