

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number (To be completed by DGS/Records Management Division)	C1506
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Agency Information

Department / Agency	Baltimore County Public Schools
Division / Unit	Division of Organizational Effectiveness
Missions Statement/Link to division/unit website	https://oe.bcps.org/

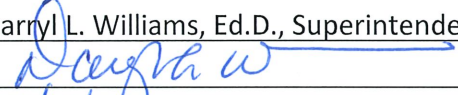
Schedule Information

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	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	2021-09-17

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

Schedule No. C1506

Department Division of Organizational Effectiveness

Page 1 of 5

Record Series Title Continuing Professional Development

Record Series Content	Course evaluations Credit report forms
Record Series Function	The function of this records series is to manage and document processes and records of continuing professional development for staff and teachers.
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	1
Retention	Retain for 7 years from date of last activity 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. C1506

Department Division of Organizational Effectiveness

Page 2 of 5

Record Series Title Databases

Record Series Content	Continuing professional development National board certification candidate Interns
Record Series Function	The function of this records series is to manage and document processes for internal data and information in structured systems for tracking employee participation in continuing education units (CEU) and internship placements such as databases and spreadsheets.
Organization/Arrangement	Alphanumeric by Subject
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 5 years from date of last activity 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. C1506

Department Division of Organizational Effectiveness

Page 3 of 5

Record Series Title	Internship Placements
Record Series Content	Applications
Record Series Function	The function of this records series is to manage and document processes and records of intern placements within the school system.
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	3
Retention	Retain for 3 years from date of last activity 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. C1506

Department Division of Organizational Effectiveness

Page 4 of 5

Record Series Title	Professional Development Courses
Record Series Content	Cohort invoices Cohort planning Continuing professional development course schedules Day schedules, professional study Funding requests, schools Placement agreements, teachers Placement procedures Provider documentation Provider lists Sign in sheets Professional Development Strategic plans, schools
Record Series Function	The function of this records series is to manage and document processes, records of professional development and teacher preparation courses that are provided by Baltimore County Public Schools and by other institutions under Cohort agreements..
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	4
Retention	Retain for 5 years from date of last activity 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. C1506

Department Division of Organizational Effectiveness

Page 5 of 5

Record Series Title Title II and Improving Teacher Quality Grants

Record Series Content	Budget worksheets Check requests Expenditure supporting documents Invoices Journal vouchers Purchase orders Travel reimbursements
Record Series Function	The function of this records series is to manage and document processes and records and data related to collection, management, and analysis of Title II grants under the Elementary and Secondary Education Act (ESEA) and Every Student Succeeds Act (ESSA), including feedback from the community about Title II-related programs.
Organization/Arrangement	Alphanumeric by Subject
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 from beginning of the grant and then destroy.
Justification for Permanent	None