

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number

(To be completed by DGS/Records Management Division)

C1507

Agency Information

Department / Agency	Baltimore County Public Schools
Division / Unit	Division of Business Services, Fiscal Services
Missions Statement/Link to division/unit website	https://businessservices.bcps.org/departments/fiscal_services

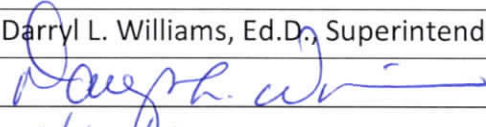
Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	

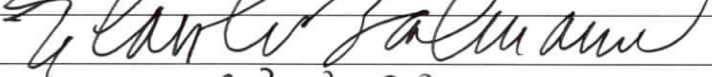
Preparer Information

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	1/20/2022

State Archivist Approval

State Archivist Signature	
Date	2-23-2022

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

Schedule No. C1507

Department **Division of Business Services, Fiscal Services**

Page 1 of 38

Record Series Title	Accounts Payable Reports
Record Series Content	Cash distribution Financial obligations Invoice registers Invoices and statements Payment records Payment schedules
Record Series Function	The function of this records series is to manage and document processes and records of accounts payable registers and reports such as invoice registers, billing reports, statements, payment of work orders, payment records, payment schedules and outstanding financial obligations.
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	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. C1507

Department **Division of Business Services, Fiscal Services**

Page 2 of 38

Record Series Title	Accounts Receivable Reports
Record Series Content	Aging reports Billing reports Collections Registers Statements
Record Series Function	The function of this records series is to manage and document processes and records of accounts receivable registers and reports such as billing reports, statements, aging and collections.
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	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. C1507

Department **Division of Business Services, Fiscal Services**

Page 3 of 38

Record Series Title	Audit Reports, Financial
Record Series Content	Annual audit Formal opinions
Record Series Function	The function of this records series is to manage and document processes and records used to prepare for, conduct and record financial audits, internal and external.
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	3
Retention	Retain for 7 years after the receipt of report 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. C1507

Department **Division of Business Services, Fiscal Services**

Page 4 of 38

Record Series Title	Authorized Signatures
Record Series Content	Authorization lists
Record Series Function	The function of this records series is to manage and document processes and records of signing authorizations for financial (spending authority) and personnel matters (such as announcements and interim appointments.)
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 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. C1507

Department **Division of Business Services, Fiscal Services**

Page 5 of 38

Record Series Title	Banking Accounts and Activities
----------------------------	--

Record Series Content	Accounts management Signature cards
Record Series Function	The function of this records series is to manage and document processes and records of bank operations and activities.
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	5
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. C1507

Department **Division of Business Services, Fiscal Services**

Page 6 of 38

Record Series Title	Budget Reports and Workpapers
Record Series Content	Amendments Budget reports Supporting documentation
Record Series Function	The function of this records series is to manage and document processes and records for preparing annual budgets for the school system.
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 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. C1507

Department **Division of Business Services, Fiscal Services**

Page 7 of 38

Record Series Title **Cash Reports**

Record Series Content	Cash receipt
Record Series Function	The function of this records series is to manage and document processes and records of cash received.
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	7
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. C1507

Department **Division of Business Services, Fiscal Services**

Page 8 of 38

Record Series Title	Check Registers and Cancelled Checks
Record Series Content	Cleared checks Manual payroll checks Registers
Record Series Function	The function of this records series is to manage and document processes and records of demand drafts drawn on a bank against funds and cleared or cancelled checks.
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	8
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. C1507

Department **Division of Business Services, Fiscal Services**

Page 9 of 38

Record Series Title	Contractor and Vendor Records
Record Series Content	Approved contractor lists Consultant procurement documents Contractor files Contractor lists
Record Series Function	The function of this records series is to manage Information on active providers of goods and services.
Organization/Arrangement	Alphanumeric by Vendor 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 final payment 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. C1507

Department **Division of Business Services, Fiscal Services**

Page 10 of 38

Record Series Title	Contracts, Agreements, and Leases
Record Series Content	Bidders proposals Child care leases Consultant agreements Evaluation of proposals Minority business enterprise reports Partnership documents Protest/appeals Provider agreements Solicitation documents Termination letters Vendor agreements Vendor performance
Record Series Function	The function of this records series is to manage and document processes and records legal agreements between BCPS and providers/vendors.
Organization/Arrangement	Alphanumeric by Contract 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 duration of contract plus 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. C1507

Department Division of Business Services, Fiscal Services

Page 11 of 38

Record Series Title	Debit and Credit Memos
Record Series Content	Accounting/bookkeeping entries
Record Series Function	The function of this records series is to manage and document processes and records of internal memos documenting an accounting/bookkeeping entries.
Organization/Arrangement	Alphanumeric by Memo 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	11
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. C1507

Department **Division of Business Services, Fiscal Services**

Page 12 of 38

Record Series Title	Deeds, Mortgages, Easements
Record Series Content	Financial arrangements Property acquisition
Record Series Function	The function of this records series is to manage and document processes and records related to BCPS's acquisition and ownership of property, including financial arrangements.
Organization/Arrangement	Alphanumeric by Property 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	12
Retention	Retain for 7 years after property disposition 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. C1507

Department **Division of Business Services, Fiscal Services**

Page 13 of 38

Record Series Title	Depreciation Schedules
Record Series Content	Asset lists Depreciation rates and calculations
Record Series Function	The function of this records series is to manage and document processes and records detailing the original purchase price of equipment / property, etc., and the rates at which they are being depreciated.
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	13
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. C1507

Department **Division of Business Services, Fiscal Services**

Page 14 of 38

Record Series Title	Expense Reports
Record Series Content	Approvals Expense reports Reimbursements
Record Series Function	The function of this records series is to manage and document processes and records of employees' request for reimbursement for authorized business and travel costs.
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	14
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. C1507

Department **Division of Business Services, Fiscal Services**

Page 15 of 38

Record Series Title	Fixed Asset Reports
Record Series Content	Real property assets
Record Series Function	The function of this records series is to manage and document processes and records of BCPS's real property assets attributes and descriptions.
Organization/Arrangement	Chronological by Asset 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	15
Retention	Retain for 7 years after the disposition of asset 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. C1507

Department **Division of Business Services, Fiscal Services**

Page 16 of 38

Record Series Title	Fund Raising Documents
Record Series Content	Approved organizations Fundraising organizations Reviews
Record Series Function	The function of this records series is to manage and document processes and records on approved fundraising companies, purchasing reviews and vendors.
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	16
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. C1507

Department Division of Business Services, Fiscal Services

Page 17 of 38

Record Series Title	Garnishments
Record Series Content	Child support Tax levy Wage attachment
Record Series Function	The function of this records series is to manage and document processes and records of attachments or tax levies to wages to satisfy an employee's contractual liability.
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	17
Retention	Retain for 7 years after the date of garnishment 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. C1507

Department **Division of Business Services, Fiscal Services**

Page 18 of 38

Record Series Title Grants

Record Series Content	Application materials and supporting documentation Grant applications Grant awards Grant funds, Federal and State Meeting agendas and notes
Record Series Function	The function of this records series is to manage and document processes and records of grant applications, awards, and use of Federal and state funds.
Organization/Arrangement	Alphanumeric by Grant 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	18
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. C1507

Department **Division of Business Services, Fiscal Services**

Page 19 of 38

Record Series Title	Inventory Reports and Lists
Record Series Content	Technology equipment Technology hardware Technology supplies
Record Series Function	The function of this records series is to manage and document processes for itemized inventories and records of BCPS technology hardware, equipment, and supplies.
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	19
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. C1507

Department **Division of Business Services, Fiscal Services**

Page 20 of 38

Record Series Title	Invoices
Record Series Content	Contract payments Vendor invoices
Record Series Function	The function of this records series is to manage and document processes and records of monetary charges submitted by outside parties providing fulfilled services or products that are submitted for payment processing
Organization/Arrangement	Chronological by Invoice 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	20
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. C1507

Department **Division of Business Services, Fiscal Services**

Page 21 of 38

Record Series Title	Ledgers and Balance Sheets
Record Series Content	Chart of accounts Credit memos Debit memos General Ledger Journal entries Trial balances
Record Series Function	The function of this records series is to manage and document processes and records of all financial transactions.
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	21
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. C1507

Department **Division of Business Services, Fiscal Services**

Page 22 of 38

Record Series Title	Payroll Adjustments
Record Series Content	Deductions or refunds Direct deposit forms External adjustments File maintenance Retirement adjustments Worker's compensation
Record Series Function	The function of this records series is to manage and document processes and records related to adjustments to payrolls.
Organization/Arrangement	Chronological 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	22
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. C1507

Department **Division of Business Services, Fiscal Services**

Page 23 of 38

Record Series Title	Payroll Registers and Reports
Record Series Content	Affiliate deductions Employee and employer contributions Employment verifications Supplemental payroll reconciliations Wage reports Weekly payroll reconciliations
Record Series Function	The function of this records series is to manage and document processes and records and reports of wages, deductions and other data by year or quarters, by department, by employee / employer contributions, etc.
Organization/Arrangement	Chronological by Year
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	23
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. C1507

Department Division of Business Services, Fiscal Services

Page 24 of 38

Record Series Title	Payroll Time Sheets
Record Series Content	Attendance reports Salary adjustments Time cards Time sheets
Record Series Function	The function of this records series is to manage and document processes and records of hours worked and leave taken by non-exempt employees.
Organization/Arrangement	Chronological 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	24
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. C1507

Department **Division of Business Services, Fiscal Services**

Page 25 of 38

Record Series Title	Permits and Licenses
Record Series Content	Certifications to use of perform a service or commodity Legal permission to use of perform a service or commodity Permits to use of perform a service or commodity
Record Series Function	The function of this records series is to manage and document processes and records of certifications, permits, and legal permission to use a service or commodity, or to perform same.
Organization/Arrangement	Subject by Permit/License 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	25
Retention	Retain for 7 years after superseded 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. C1507

Department **Division of Business Services, Fiscal Services**

Page 26 of 38

Record Series Title	Procurement Card Applications and Approvals
Record Series Content	Applications Cardholder activity reports Procurement card receipts Statement Supporting documentation
Record Series Function	The function of this records series is to manage and document procurement card receipts, statements, cardholder activity reports and other supporting documentation.
Organization/Arrangement	Chronological by Employee ID
Indexing System	N/A
Restrictions	(CONFIDENTIAL) Maryland Annotated Code General Provisions Section § 4-329
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	26
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. C1507

Department Division of Business Services, Fiscal Services

Page 27 of 38

Record Series Title Professional Development Funds

Record Series Content	Funding Uses
Record Series Function	The function of this records series is to manage and document processes and records of professional development funding and its uses.
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	27
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. C1507

Department **Division of Business Services, Fiscal Services**

Page 28 of 38

Record Series Title	Purchase Orders
Record Series Content	Supporting documentation
Record Series Function	The function of this records series is to manage and document processes and records of the purchase of goods and services.
Organization/Arrangement	Chronological by PO Number
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	28
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. C1507

Department **Division of Business Services, Fiscal Services**

Page 29 of 38

Record Series Title Purchase Requisitions

Record Series Content	Approvals Supporting documentation
Record Series Function	The function of this records series is to manage and document processes and records of requests to purchase goods and services from budgeted funds.
Organization/Arrangement	Chronological by PR Number
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	29
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. C1507

Department **Division of Business Services, Fiscal Services**

Page 30 of 38

Record Series Title	Shipping and Receiving Reports
Record Series Content	Bills of lading Packing lists Receiving logs Shipping reports
Record Series Function	The function of this records series is to manage and document processes and records of information from vendor on items shipped and delivered.
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	30
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. C1507

Department **Division of Business Services, Fiscal Services**

Page 31 of 38

Record Series Title	Sick Banks
Record Series Content	Sick bank calendars Supporting documentation
Record Series Function	The function of this records series is to manage and document processes and records relating to employee donations to and use of the Unified Sick Leave Bank (USLB) benefit, and providing documentation of USLB leave usage to the Baltimore County Employee Retirement System upon request for retirees.
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	31
Retention	Retain for 50 years after employee separation date 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. C1507

Department Division of Business Services, Fiscal Services

Page 32 of 38

Record Series Title	Substitute Teacher Financial Arrangement Files
Record Series Content	Arrangement/agreements Payments Schedule
Record Series Function	The function of this records series is to manage and document processes and records relating to the scheduling and payment of substitute teachers hired to replace a teacher undergoing training or an educational opportunity.
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	32
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. C1507

Department **Division of Business Services, Fiscal Services**

Page 33 of 38

Record Series Title	Taxes, Federal Information Returns
Record Series Content	IRS form 1098 and 1099
Record Series Function	The function of this records series is to manage records of 1098 and 1099 reporting to vendors and contractors.
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	33
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. C1507

Department **Division of Business Services, Fiscal Services**

Page 34 of 38

Record Series Title	Taxes, Payroll Returns
Record Series Content	Employee tax filings (W-4 and MW507) Federal payroll tax reports and payments FICA reports and payments Maryland unemployment State tax deposits W-2 reconciliation
Record Series Function	The function of this records series is to manage and document processes and records for the reporting and payment of federal (including FICA) and state tax deposits.
Organization/Arrangement	Chronological by Year
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	34
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. C1507

Department **Division of Business Services, Fiscal Services**

Page 35 of 38

Record Series Title	Taxes, Sales and Use Returns
Record Series Content	Supporting documentation Tax returns
Record Series Function	The function of this records series is to manage and document processes, records and supporting documentation relating to tax returns for sales of products and services or use tax by the school system.
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	35
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. C1507

Department Division of Business Services, Fiscal Services

Page 36 of 38

Record Series Title	Taxes, State and Local Returns
Record Series Content	Supporting documentation Tax returns
Record Series Function	The function of this records series is to manage and document processes, records and supporting documentation relating to State and Local tax returns.
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	36
Retention	Retain for 7 years after the date of filing 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. C1507

Department **Division of Business Services, Fiscal Services**

Page 37 of 38

Record Series Title	Unemployment Insurance
Record Series Content	Policies and supporting documentation
Record Series Function	The function of this records series is to manage and document processes and records related to insurance for unemployment benefits.
Organization/Arrangement	Chronological by Policy 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	37
Retention	Retain for 7 years after policy expiration 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. C1507

Department **Division of Business Services, Fiscal Services**

Page 38 of 38

Record Series Title	Vendor Files
Record Series Content	Catalogs and price lists Vendor files
Record Series Function	The function of this records series is to manage and document processes and records of sellers of goods and services.
Organization/Arrangement	Chronological by Vendor 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	38
Retention	Retain for 7 years after the filing date of claim or credit and then destroy.
Justification for Permanent	None