

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number

(To be completed by DGS/Records Management Division)

C1508

Agency Information

Department / Agency	Baltimore County Public Schools
Division / Unit	Community Superintendents
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.

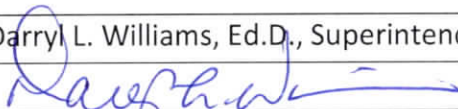
Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	

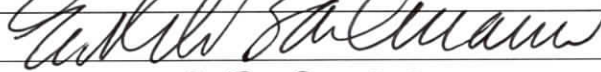
Preparer Information

Name of Preparer	Margaret-Ann Howie
Title of Preparer	Records Officer
Preparer Email Address	recordsmanagement@bcps.org
Preparer Telephone Number	443.809.4060
Date	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
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Record Series Title	Administrative Appointments
Record Series Content	Appointment recommendations Forms and corresponding documentation Interview, selection and appointment process
Record Series Function	The function of this records series is to manage and document processes and records related to administrative appointments.
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	1
Retention	Retain for 7 years and then destroy.
Justification for Permanent	None

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Record Series Title Capital Project Packets

Record Series Content	Approval packets and requests Private donations
Record Series Function	The function of this records series is to manage and document processes and records related to funding and approval of capital projects.
Organization/Arrangement	Alphanumeric by Project 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	2
Retention	Retain for 7 years after completion of the project and then destroy.
Justification for Permanent	None

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Record Series Title	Community Superintendent's Communications
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Record Series Content	Announcements Information Weekly newsletter and communications
Record Series Function	The function of this records series is to manage processes and records related to announcements and information provided by Superintendent' and in Weekly Bulletins.
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 5 years and then destroy.
Justification for Permanent	None

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Record Series Title **Employment and Duty Activity**

Record Series Content	Allocations Documents and justifications Extended Year Employment (EYE) Extra Duty Activity (EDA)
Record Series Function	The function of this records series is to manage and document processes and records related to employment justification for extended year, extra duty, etc.
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

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Record Series Title	Instructional Core Team (ICT)
Record Series Content	Agenda and related items Minutes and reports
Record Series Function	The function of this records series is to manage processes and records related to Instructional Core Teams. The Instructional Core Team is a cross-divisional team that provides differentiated support to school leadership teams based on needs identified through data.
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 5 years and then destroy.
Justification for Permanent	None

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Record Series Title	Professional Learning Community
Record Series Content	Learning walk records Principal feeder pattern/equity Professional Learning Community (PLC) meetings
Record Series Function	The function of this records series is to manage records related to community activities to collaborate on improving education in schools.
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	6
Retention	Retain for 5 years and then destroy.
Justification for Permanent	None

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Record Series Title	Responsibility Factors
Record Series Content	Approved forms Corresponding documentation
Record Series Function	The function of this records series is to manage and document processes and records related to compensation of department chairs and team leaders oversight of classrooms and teachers.
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	7
Retention	Retain for 7 years and then destroy.
Justification for Permanent	None