

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number (To be completed by DGS/Records Management Division)	C1509
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Agency Information

Department / Agency	Baltimore County Public Schools
Division / Unit	Division of Curriculum and Instruction
Missions Statement/Link to division/unit website	https://dci.bcps.org/

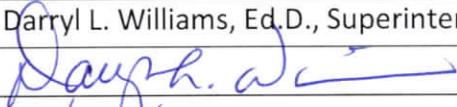
Schedule Information

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	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

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Record Series Title	Appeals
Record Series Content	Early admission
Record Series Function	The function of this records series is to manage and document processes and records of appeals for early admission.
Organization/Arrangement	Chronological by Case 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 and then destroy.
Justification for Permanent	None

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Record Series Title	Bridge to Excellence
Record Series Content	Plans State mandated training participation
Record Series Function	The function of this records series is to manage and document processes, records of training for instructors/teachers in the state-mandated program whereby students receive assistance on homework, get help on projects, and prepare for tests from Bridges staff
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

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Record Series Title	Compliance Audits, State
Record Series Content	State Audit Files
Record Series Function	The function of this records series is to manage and document processes and records of audits by Maryland State Department of Education (MSDE).
Organization/Arrangement	Chronological by Audit 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 7 years and then destroy.
Justification for Permanent	None

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Record Series Title	Compliance Case Files, Special Education
Record Series Content	Adult Assistant Requests Case Review Compensatory Services Court Order/ Custody Agreements Court Requests Independent Educational Evaluations (IEE) Requests and documents Internal Case Files Parent Reimbursement Requests/Verifications Parent Releases of Information Parent Surrogate Requests/Responses Program Development Resolution Agreements Settlement Agreements Special Education Contracts/Agreements Special Education Litigations Special Education Mediation and Due Process Matters Student Acceleration Student Records Requests Student Special Education Records Files (duplicates) Subpoenas Translated Individualized Educational Program (IEP) Tutoring Requests
Record Series Function	The function of this records series is to manage and document processes and records of internal case files for students, including external agencies.
Organization/Arrangement	Alphanumeric by Case ID
Indexing System	N/A
Restrictions	(CONFIDENTIAL)
	Maryland Annotated Code General Provisions Section § 4-329, Annotated Code of Maryland, General Provisions Article, §4-311, Personnel Records, 20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA); 34 CFR PART 99, Family Educational Rights and Privacy; 42 U.S.C. §1320d, et seq., Health Insurance and Portability Accountability Act (HIPAA), with regulations promulgated at: 45 CFR PARTS 160, 162, and 164 (HIPAA); General Provisions Article §4-313, Student Records; Annotated Code of Maryland, General Provisions Article §4-351, Investigatory Records; Annotated Code of Maryland, General Provisions Article §4-344, Inter- and Intra-Agency Memoranda; COMAR 13A.08.02, Student Records; General Provisions Article §4-311, Personnel Records
Formats	Paper and Digital
Volume	

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Annual Accumulation	
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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	Compliance Complaints
Record Series Content	Maryland State Department of Education (MSDE) Office of Civil Rights (OCR)
Record Series Function	The function of this records series is to manage and document processes and records of civil rights complaints received from the Office of Civil Rights (OCR) or Maryland State Department of Education (MSDE).
Organization/Arrangement	Alphanumeric by Case ID
Indexing System	N/A
Restrictions	(CONFIDENTIAL) Maryland Annotated Code General Provisions Section § 4-329, Annotated Code of Maryland, General Provisions Article, §4-311, Personnel Records, 20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA); 34 CFR PART 99, Family Educational Rights and Privacy; 42 U.S.C. §1320d, et seq., Health Insurance and Portability Accountability Act (HIPAA), with regulations promulgated at: 45 CFR PARTS 160, 162, and 164 (HIPAA); General Provisions Article §4-313, Student Records; Annotated Code of Maryland, General Provisions Article §4-351, Investigatory Records; Annotated Code of Maryland, General Provisions Article §4-344, Inter- and Intra-Agency Memoranda; COMAR 13A.08.02, Student Records; 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	5
Retention	Retain for 7 years and then destroy.
Justification for Permanent	None

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Record Series Title	Curriculum Administration Records
Record Series Content	Curricula and programs, documentation Curricula and programs, instructional designs
Record Series Function	The function of this records series is to manage and document processes and records of instructional designs of curricula and programs.
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 3 years and then destroy.
Justification for Permanent	None

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Record Series Title	Education Reports, Federal
Record Series Content	Compliance, English language proficiency Compliance, Higher Education Act Compliance, Race to the Top (RT3)
Record Series Function	The function of this records series is to manage and document processes and records of reports to Federal agencies for of Race to the Top (RT3), English language proficiency, and Higher Education Act compliance.
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 3 years and then destroy.
Justification for Permanent	None

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Record Series Title Education Reports, State

Record Series Content	State Performance Plans (SPP) Students with disabilities served
Record Series Function	The function of this records series is to manage and document processes and records of reports for State Performance Plans (SPP) and documentation of students with disabilities served.
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 3 years and then destroy.
Justification for Permanent	None

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Record Series Title	Fitness Data
Record Series Content	Assessment Maintenance schedule Weight room/fitness labs
Record Series Function	The function of this records series is to manage and document processes and records for assessment of fitness assessment data and weight room/fitness lab maintenance.
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	9
Retention	Retain for 5 years and then destroy.
Justification for Permanent	None

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Record Series Title	Fitness for Duty Assessment
Record Series Content	Administrative concerns assessment School concerns assessment
Record Series Function	The function of this records series is to manage and document processes and records of assessment of school or administrative concern regarding symptoms or behaviors that have the potential to impact job performance or employee safety.
Organization/Arrangement	Alphanumeric by Assessment 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 3 years and then destroy.
Justification for Permanent	None

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Record Series Title	Learning / Testing Records
Record Series Content	Assessments Documentation Maryland State Department of Education (MSDE) required testing Personnel action verification Report cards Student tracking forms Test scores Testing incidents Testing proposals and protocols
Record Series Function	The function of this records series is to manage and document processes and records of reports for Bridge to Excellence documentation, test scores, assessments, report cards, and MDSE required testing.
Organization/Arrangement	Chronological by Test 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 after test administration date and then destroy.
Justification for Permanent	None

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Record Series Title	Programs, Educational
Record Series Content	Confirmation forms Enrollment forms Extended year learning program Fine arts camp Foreign travel Immersion Program development Registrations Student acceleration Student exchange
Record Series Function	The function of this records series is to manage and document processes and records to provide staff and students with support for educational programs.
Organization/Arrangement	Chronological by Program 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 5 years and then destroy.
Justification for Permanent	None

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Record Series Title	Programs, Home Instruction
Record Series Content	Annual verification Homeschooling notification forms
Record Series Function	The function of this records series is to manage and document processes and records to provide staff and students with support for home instruction programs.
Organization/Arrangement	Chronological by Program 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 5 years and then destroy.
Justification for Permanent	None

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Record Series Title	Programs, Homeless Education
Record Series Content	Appeals Contractual employee payroll Evaluations Meetings School reimbursements
Record Series Function	The function of this records series is to manage and document processes and records to provide staff and students with support for homeless programs.
Organization/Arrangement	Chronological by Program 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	16
Retention	Retain for 7 years and then destroy.
Justification for Permanent	None

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Record Series Title	Programs, Nonpublic Placement
Record Series Content	Applications Audits Cost sheets Reports
Record Series Function	The function of this records series is to manage and document processes and records to provide staff and students with support for nonpublic placement programs.
Organization/Arrangement	Chronological by Placement 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	17
Retention	Retain for 7 years and then destroy.
Justification for Permanent	None

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Record Series Title	Programs, Special Education Placement
Record Series Content	Allocations Applications Ratios
Record Series Function	The function of this records series is to manage and document processes and records to provide staff and students with support for special education placement programs.
Organization/Arrangement	Chronological by Placement 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

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Record Series Title	State Performance Plans
Record Series Content	Individuals with Disabilities Act (IDEA)
Record Series Function	The function of this records series is to manage and document processes and records of State Performance Plans required under the Individuals with Disabilities Education Act (IDEA).
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 3 years and then destroy.
Justification for Permanent	None

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Record Series Title	Student Referral Files
Record Series Content	Regular education Special education
Record Series Function	The function of this records series is to manage and document processes and records for students referred for special and regular education programs.
Organization/Arrangement	Chronological by Student 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

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Record Series Title	Teacher Effectiveness
Record Series Content	Evaluations Surveys
Record Series Function	The function of this records series is to manage and document processes and records of evaluations of teacher effectiveness.
Organization/Arrangement	Chronological by Teacher 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	21
Retention	Retain for 3 years and then destroy.
Justification for Permanent	None

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Record Series Title	Teacher Schedules
Record Series Content	Teaching schedules Yearly plans
Record Series Function	The function of this records series is to manage and document processes and records for yearly plans and schedules for teachers.
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	22
Retention	Retain for 5 years and then destroy.
Justification for Permanent	None

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Record Series Title	Team and Committees
Record Series Content	Academic Team Agendas, minutes and reports Central Individualized Education Program (IEP) Team Documents Individualized Education Program (IEP) Chairperson training Committee Documentation
Record Series Function	The function of this records series is to manage and document processes and records of department teams and committees.
Organization/Arrangement	Chronological 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	23
Retention	Retain for 7 years and then destroy.
Justification for Permanent	None