

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number (To be completed by DGS/Records Management Division)	C1513
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Agency Information

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

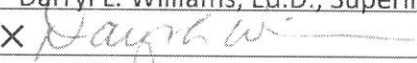
Schedule Information

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	May 14, 2021

Agency Approval

Name of Agency Director	Darryl L. Williams, Ed.D., Superintendent
Agency Director Signature	X 
Date	5/20/2021

State Archivist Approval

State Archivist Signature	
Date	11/30/2021

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

Schedule No. C1513

Department Division of Business Services

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Record Series Title	Action Groups and Teams
Record Series Content	Agendas, minutes and reports
Record Series Function	The function of this records series is to manage and document processes and records of meetings and actions of working groups and teams.
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	1
Retention	Retain for 5 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. CK13

Department **Division of Business Services**

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Record Series Title	Union Meetings
Record Series Content	Agendas, minutes and reports
Record Series Function	The function of this records series is to manage and document processes and records of meetings held with union representatives.
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 5 years and then destroy.
Justification for Permanent	None