

<b>Baltimore County Public Schools</b> <b>6901 N. Charles Street</b> <b>Towson, Maryland 21204</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>		Schedule No. <span style="font-size: 1.2em; color: blue;">C1457</span>
		Page <u>1</u> of <u>2</u>
<b>Division/Department:</b> Superintendent		
<b>Office Name:</b> Office of the Superintendent		
<b>Series No.</b>	<b>Description</b>	<b>Retention</b>
2.0.01	<u>Board of Education Policies and Superintendent's Rules</u> Includes all current and historical policies adopted by the Board of Education of Baltimore County and rules issued by the Superintendent.  [Records in this series are kept permanently for administrative and historical purposes.]	Permanent. Retain for 30 years and then transfer to the Maryland State Archives.
2.0.02	<u>Superintendent's Advisory Councils</u> Includes agenda of meetings and records received from or sent to the Superintendent's advisory councils.  [Records in this series are kept permanently for administrative and historical purposes.]	Permanent. Retain for 30 years and then transfer to the Maryland State Archives.
2.0.03	<u>Weekly Update to the Board of Education</u> Includes weekly and emergent reports and/or correspondence issued by the Superintendent to the Board of Education for internal purposes only.  <i>[CONFIDENTIAL<sup>1</sup> - subject to inter- and intra- agency memoranda; investigatory files; records may also contain confidential student and employee information]</i>	Retain for 10 years and then destroy.
2.0.04	<u>Weekly Update to Team BCPS (Baltimore County Public Schools)</u> Includes weekly reports and/or correspondence issued by the Superintendent to employees and the public concerning school system activities.	Retain for 10 years and then destroy.
2.0.05	<u>Superintendent's Communications to Staff</u> <i>Superintendent's Bulletin.</i> Weekly communications to employees of the school system, including system-wide announcements, business services announcements, professional development opportunities, revisions/deletions of policies and rules, etc.  <i>Emergent Bulletin.</i> Emergent communications to employees of the school system (could include early dismissals, school closings and the like).	Retain for 5 years and then destroy.
Schedule Approved by Superintendent of Schools Date <u>4/16/19</u> Signature <u>Verletta White</u> Typed Name <u>Verletta B. White</u>		Schedule Authorized by State Archivist Date <u>5.17.19</u> Signature <u>Timothy D. Baker</u> Typed Name <u>Timothy D. Baker</u>
The above signatures constitute legal approval of this records retention and disposal schedule.		

<p align="center"><b>Baltimore County Public Schools</b>  <b>6901 N. Charles Street</b>  <b>Towson, Maryland 21204</b>  <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b></p>		<p>Schedule No. <b>C1457</b></p>
		<p>Page <b>2</b> of <b>2</b></p>
<p><b>Division/Department:</b> Superintendent</p>		
<p><b>Office Name:</b> Office of the Superintendent</p>		
Series No.	Description	Retention
<p>2.0.06</p>	<p><u>Superintendent's Cabinet Records</u>  Includes agenda, documents related to all items on the agenda, reports, and minutes of the Superintendent's Cabinet meetings.</p> <p><i>[CONFIDENTIAL<sup>ii</sup> - portions are subject to inter- and intra- agency memoranda; investigatory files; records may also contain confidential student and employee information]</i></p>	<p>Retain for 5 years and then destroy.</p>

<sup>i</sup> 20 U.S.C. §1232g, *Family Educational Rights and Privacy Act* (FERPA); 34 CFR PART 99, *Family Educational Rights and Privacy*; 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*

<sup>ii</sup> 20 U.S.C. §1232g, *Family Educational Rights and Privacy Act* (FERPA); 34 CFR PART 99, *Family Educational Rights and Privacy*; 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*