

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number (To be completed by DGS/Records Management Division)	C1511
--	--------------

Agency Information

Department / Agency	Baltimore County Public Schools
Division / Unit	Records Common to All Offices and Schools
Missions Statement/Link to division/unit website	https://www.bcps.org/b_c_p_s

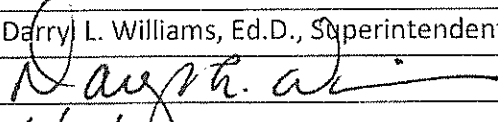
Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	

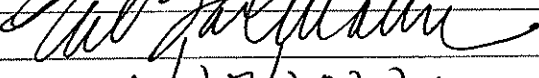
Preparer Information

Name of Preparer	Margaret-Ann Howie
Title of Preparer	Records Officer
Preparer Email Address	recordsmanagement@bcps.org
Preparer Telephone Number	443.809.4060
Date	December 16, 2021

Agency Approval

Name of Agency Director	Darryl L. Williams, Ed.D., Superintendent
Agency Director Signature	
Date	12/22/2021

State Archivist Approval

State Archivist Signature	
Date	1/27/2022

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number (To be completed by DGS/Records Management Division)	C1511
--	--------------

Agency Information

Department / Agency	Baltimore County Public Schools
Division / Unit	Records Common to All Offices and Schools
Missions Statement/Link to division/unit website	https://www.bcps.org/b_c_p_s

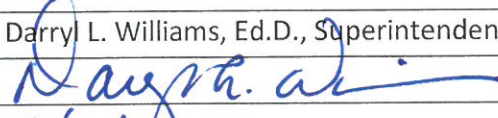
Schedule Information

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	December 16, 2021

Agency Approval

Name of Agency Director	Darryl L. Williams, Ed.D., Superintendent
Agency Director Signature	
Date	12/22/2021

State Archivist Approval

State Archivist Signature	
Date	

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

Schedule No. C1511

Department **Records Common to All Offices and Schools**

Page 1 of 35

Record Series Title	Activity Reports and Logs
Record Series Content	Activity reports, department Appointment and event logs Call logs
Record Series Function	The function of this record series is to manage and document processes, records and reports describing organization department activity.
Organization/Arrangement	Subject by Date Created
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
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 1 year 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. C1511

Department **Records Common to All Offices and Schools**

Page 2 of 35

Record Series Title	Administrative Correspondence and Memoranda
Record Series Content	Correspondence, administrative Correspondence, non-business related Correspondence, transactions made or actions taken Correspondence, work accomplished Correspondence, work assigned
Record Series Function	The function of this record series is to manage correspondence and memorandum created in the course of administering school system
Organization/Arrangement	Subject/Chronological by Year
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
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 3 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. C1511

Department **Records Common to All Offices and Schools**

Page 3 of 35

Record Series Title	Bids and Quotes
Record Series Content	Accepted proposals Awards Bid analysis Planning proposals Quotations Vendor proposals
Record Series Function	The function of this record series is to manage and document processes and records related to bids, proposals such as planning proposals, accepted proposals, residual proposals, vendor proposals, bid analysis and quotations and awards.
Organization/Arrangement	Alphanumeric by Date
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
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 3 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. C1511

Department **Records Common to All Offices and Schools**

Page 4 of 35

Record Series Title	Board Committee Support, Departments
Record Series Content	Actions required to be taken by staff Board Legislative Committees Meeting notes Motions made by staff Other committees support documentation
Record Series Function	The function of this record series is to manage and document processes and records developed by departments to support board committees.
Organization/Arrangement	Chronological by Year
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
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 1 year 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. C1511

Department **Records Common to All Offices and Schools**

Page 5 of 35

Record Series Title	Board Support, Departments
Record Series Content	Board reports Supporting documents
Record Series Function	The function of this record series is to manage and document processes and records developed by departments to support Board of Education.
Organization/Arrangement	Chronological by Year
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
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 4 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. C1511

Department **Records Common to All Offices and Schools**

Page 6 of 35

Record Series Title	Budget Documents
Record Series Content	Annual budget Budget correspondence Budget manager instructions Staffing requests
Record Series Function	The function of this record series is to manage and document processes for offices for annual budget and staffing requests, instructions for budget managers, and correspondence during the fiscal year.
Organization/Arrangement	Chronological by Year
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
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

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

Schedule No. C1511

Department **Records Common to All Offices and Schools**

Page 7 of 35

Record Series Title	Certificate of Records Destruction
Record Series Content	Certificate of Records Destruction Vendor certificates
Record Series Function	The function of this record series is to manage Certificate of Records Destruction that lists each record destroyed pursuant to the BCPS Records Retention Schedules and the date and method of destruction.
Organization/Arrangement	Alphanumeric by Certificate ID
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
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 25 years, then destroy. (A copy of the certificate of records destruction is also submitted to the State Archives for permanent retention.
Justification for Permanent	None

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

Schedule No. C1511

Department **Records Common to All Offices and Schools**

Page 8 of 35

Record Series Title	Complaints and Issues
Record Series Content	Complaints, citizen and public input
Record Series Function	The function of this record series is to manage and document processes and records of issues or complaints received by the school system, departments or staff.
Organization/Arrangement	Subject by Date
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
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 after closed 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. C1511

Department Records Common to All Offices and Schools

Page 9 of 35

Record Series Title	Contact/Distribution Lists and Rosters
Record Series Content	Business information External Lists Internal Lists Personnel Vendors
Record Series Function	The function of this record series is to manage and document processes and records of personnel, vendor, or business information with telephone numbers, e-mail, and business addresses.
Organization/Arrangement	Subject by Date Created
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
Audit Requirements	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	9
Retention	Retain until 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. C1511

Department **Records Common to All Offices and Schools**

Page 10 of 35

Record Series Title	Contracts and Agreements
Record Series Content	Final contract Supporting documentation
Record Series Function	The function of this record series is to manage and document processes and records related to contracts or agreements with vendors, suppliers, contractors, etc.
Organization/Arrangement	Alphanumeric by Contract ID
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
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. C1511

Department **Records Common to All Offices and Schools**

Page 11 of 35

Record Series Title Employment Records

Record Series Content	Discipline Employee Attendance Monitoring Program (EAMP) records Essential-as-Needed Designation and Notification forms Staff evaluations
Record Series Function	The function of this record series is to manage and document processes for offices for Employee Attendance Monitoring Program (EAMP) records, staff evaluations, and discipline records.
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	All Offices and Schools
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 5 years following employee separation 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. C1511

Department **Records Common to All Offices and Schools**

Page 12 of 35

Record Series Title Executive Correspondence and Memoranda

Record Series Content	Correspondence, executive decisions made by Agency Correspondence, memoranda of the superintendent Correspondence, non-transitory, business-related Correspondence, relating to the functions of the Agency Correspondence, relating to the policies or procedures of the Agency Correspondence, relating to the programs of the Agency Correspondence, superintendent's cabinet members
Record Series Function	The function of this record series is to manage non-transitory, business-related correspondence and memoranda of the superintendent and the superintendent's cabinet member and document executive decisions made regarding school system interests and provide information relating to the functions, policies, procedures, or programs.
Organization/Arrangement	Subject/Chronological by Year
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
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 5 years and then transfer to Maryland State Archives. Permanent.
Justification for Permanent	None

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

Schedule No. C1511

Department **Records Common to All Offices and Schools**

Page 13 of 35

Record Series Title	General Accounting and Budget Records
Record Series Content	Budget tracking logs Check requisitions Invoices Mileage requests Officials payments Purchase orders Receipts, travel Reimbursements and claims
Record Series Function	The function of this record series is to manage and document processes for offices general accounting and budgets.
Organization/Arrangement	Chronological by Year
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
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. C1511

Department **Records Common to All Offices and Schools**

Page 14 of 35

Record Series Title	Gift Inventory
Record Series Content	Bequests Gifts of money Gifts of property
Record Series Function	The function of this record series is to manage and document processes related to bequests or gifts of money or property to an office. (See Board Policy 8362)
Organization/Arrangement	Alphanumeric by Gift ID
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
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 after useful life of donated item 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. C1511

Department **Records Common to All Offices and Schools**

Page 15 of 35

Record Series Title	Mail and Phone Logs
Record Series Content	Logs, mail received Logs, phone calls received
Record Series Function	The function of this record series is to manage records of mail and phone calls received.
Organization/Arrangement	Chronological by Year
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
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 1 year 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. C1511

Department **Records Common to All Offices and Schools**

Page 16 of 35

Record Series Title	Meeting Notes and Agendas
Record Series Content	Outcome and action items.
Record Series Function	The function of this record series is to manage records of internal committees and department meetings documenting outcome and action items.
Organization/Arrangement	Chronological by Subject
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
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 1 year 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. C1511

Department **Records Common to All Offices and Schools**

Page 17 of 35

Record Series Title	News Hub and Weekly Bulletins
Record Series Content	Articles Bulletins General information General information Weekly announcements Weekly announcements
Record Series Function	The function of this record series is to manage and document processes for news articles and announcements submitted for publication on the school system's New Hub and/or for inclusion in the Superintendent's Weekly Bulletin.
Organization/Arrangement	Chronological by Subject
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
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 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. C1511

Department **Records Common to All Offices and Schools**

Page 18 of 35

Record Series Title	Notices and Announcements, General
Record Series Content	Notices of events
Record Series Function	The function of this record series is to manage records of periodic county and school system publications for students and parents/community.
Organization/Arrangement	Chronological by Subject
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
Audit Requirements	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	18
Retention	Retain until 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. C1511

Department **Records Common to All Offices and Schools**

Page 19 of 35

Record Series Title	Payroll Records
Record Series Content	Extra duty activity Notice of absence cards Office payroll sheets Overtime/compensatory time approval
Record Series Function	The function of this record series is to manage and document processes for offices payroll related records.
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	All Offices and Schools
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 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. C1511

Department **Records Common to All Offices and Schools**

Page 20 of 35

Record Series Title	Planners and Calendars
Record Series Content	Calendars Personal journal Schedules
Record Series Function	The function of this record series is to manage appointments and schedules maintained in personal journals or calendars.
Organization/Arrangement	Chronological by Year
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
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 3 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. C1511

Department Records Common to All Offices and Schools

Page 21 of 35

Record Series Title	Procedures
Record Series Content	Business process or practices, externally mandated by policy Business process or practices, internally driven Departmental Operating guidelines for policies and procedures Standard operating procedures
Record Series Function	The function of this record series is to manage and document processes and records of a business process or practice driven and/or externally mandated by a policy, or internally-driven to document and streamline procedures.
Organization/Arrangement	Alphanumeric by Procedure ID
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
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 the later of 6 years from creation date or date last used 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. C1511

Department **Records Common to All Offices and Schools**

Page 22 of 35

Record Series Title	Procurement Card Records
Record Series Content	Approvals Receipts Statements Supporting documentation
Record Series Function	The function of this record series is to manage and document processes and records of procurement card use.
Organization/Arrangement	Chronological by Year
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
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

Baltimore County Public Schools
6901 N. Charles Street
Towson, Maryland 21204

RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. C1511

Department **Records Common to All Offices and Schools**

Page 23 of 35

Record Series Title	Project Files
Record Series Content	Initiatives Plans Workpapers of assigned tasks
Record Series Function	The function of this record series is to manage documentation and workpapers of assigned tasks, initiatives, plans, or general information for general projects not specified in other record series.
Organization/Arrangement	Alphanumeric by Project ID
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
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 1 year and no longer needed, then destroy.
Justification for Permanent	None

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

Schedule No. C1511

Department **Records Common to All Offices and Schools**

Page 24 of 35

Record Series Title	Public School System Memorabilia
Record Series Content	Art Artifacts Exhibits Historical Photos Organizational emblems and logos
Record Series Function	The function of this record series is to manage and document art, exhibits, artifacts, organizational emblems and logos created by BCPS.
Organization/Arrangement	Subject by Date
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
Audit Requirements	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	24
Retention	When no longer needed contact Records Management for review and disposition (send to Archives for review or destruction).
Justification for Permanent	None

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

Schedule No. C1511

Department **Records Common to All Offices and Schools**

Page 25 of 35

Record Series Title	Records Retention Records
Record Series Content	Approval sheets Compliance, Records Retention Program Records retention schedules Records transfer forms Transfer requisitions
Record Series Function	The function of this record series is to manage and document processes related to the office's compliance with the BCPS records retention program.
Organization/Arrangement	Alphanumeric by Schedule ID
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
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 25 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. C1511

Department **Records Common to All Offices and Schools**

Page 26 of 35

Record Series Title	Reference Materials
Record Series Content	Books and periodicals Published by external entities, reference purposes only
Record Series Function	The function of this record series is to manage documents and material published by external entities, such as professional associations, that are used by the school for reference purposes only.
Organization/Arrangement	Subject by Date
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
Audit Requirements	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	26
Retention	Retain until 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. C1511

Department **Records Common to All Offices and Schools**

Page 27 of 35

Record Series Title	Software Licenses
Record Series Content	Software license documentation Software license information
Record Series Function	The function of this record series is to manage and document processes and records for legal use or redistribution of software owned or licensed by the school system.
Organization/Arrangement	Alphanumeric by Product ID
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
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 3 years after 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. C1511

Department **Records Common to All Offices and Schools**

Page 28 of 35

Record Series Title	Software Manuals
Record Series Content	Technical communications Technical documentation
Record Series Function	The function of this record series is to manage manuals created or received for the use of school system software and applications.
Organization/Arrangement	Alphanumeric by Product ID
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
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 1 year and no longer needed, then destroy.
Justification for Permanent	None

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

Schedule No. C1511

Department **Records Common to All Offices and Schools**

Page 29 of 35

Record Series Title	Statistics and Surveys
Record Series Content	Administered questionnaires Evaluation feedback Planning studies and surveys Workshop questionnaires and feedback
Record Series Function	The function of this record series is to manage and document processes and records of surveys and statistics for collecting data.
Organization/Arrangement	Subject by Date
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
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 3 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. C1511

Department **Records Common to All Offices and Schools**

Page 30 of 35

Record Series Title Strategic Planning Records

Record Series Content	Goals, plans and objectives Program review
Record Series Function	The function of this record series is to manage and document processes and records related to review of program progress towards goals, plans and objectives.
Organization/Arrangement	Subject by Date
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
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. C1511

Department **Records Common to All Offices and Schools**

Page 31 of 35

Record Series Title	Systems of Record
Record Series Content	Applications Databases (SQL, Access, Excel, etc.) Implementation Student Information System and Database Substitute Employee Management System (SEMS) System documentation System progress Updates and upgrades
Record Series Function	The function of this record series is to manage and document processes for data and information in structured systems, such as databases.
Organization/Arrangement	Alphanumeric by Product ID
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
Audit Requirements	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	31
Retention	Retain until the records in the system are migrated or have met the retention requirements and system is decommissioned, then destroy.
Justification for Permanent	None

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

Schedule No. C1511

Department **Records Common to All Offices and Schools**

Page 32 of 35

Record Series Title	Transitory Correspondence and Memoranda
Record Series Content	Correspondence, incoming Correspondence, outgoing Correspondence, transmittal Electronic communications, general
Record Series Function	The function of this record series is to manage correspondence with no administrative, legal, fiscal, or historical value that are no longer useful.
Organization/Arrangement	Subject/Chronological by Year
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
Audit Requirements	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	32
Retention	Retain until administrative need ends 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. C1511

Department **Records Common to All Offices and Schools**

Page 33 of 35

Record Series Title	Transitory Records
Record Series Content	Checklist or to-do lists Copies or duplicates Data input forms Drafts and edits Meeting arrangements Notices and announcements, general Notices of events Requests for basic or routine information Routine administrative transactions Routine requests Short-term or routine plans Unsolicited materials Work in progress, monitoring and organizing
Record Series Function	The function of this record series is to manage records with no administrative, legal, fiscal, or historical value that are no longer useful.
Organization/Arrangement	Subject/Chronological by Year
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
Audit Requirements	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	33
Retention	Destroy when no longer needed.
Justification for Permanent	None

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

Schedule No. C1511

Department **Records Common to All Offices and Schools**

Page 34 of 35

Record Series Title	Visitor and Staff Sign In
Record Series Content	Building sign in sheets Jotform Absence Notice (JOT) forms Notice of absence forms Staff sign in Visitor logs Visitor sheets
Record Series Function	The function of this record series is to manage and document processes and records and logs of visitors and staff at a facility or event.
Organization/Arrangement	Chronological by Year
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
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 1 year 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. C1511

Department **Records Common to All Offices and Schools**

Page 35 of 35

Record Series Title	Website-Related Records
Record Series Content	Intranets and SharePoint Sites Webpages and supporting documentation Workplace Web Sites
Record Series Function	The function of this record series is to manage and document processes and records of assets for Internet and other external electronic communication.
Organization/Arrangement	Subject by Date
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	All Offices and Schools
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 1 year after superseded and no longer needed, then destroy.
Justification for Permanent	None