

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number (To be completed by DGS/Records Management Division)	C1501
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Agency Information

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

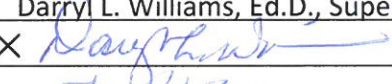
Schedule Information

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	<i>Elaine Rice Bachmann</i>
Date	

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

Schedule No. **C501**

Department **Division of Business Services, Office of Transportation**

Page 1 of 13

Record Series Title	Bus Referrals
Record Series Content	Actions and follow up Referral documentation
Record Series Function	The function of this records series is to manage and document processes and records of referrals for bus drivers and attendants.
Organization/Arrangement	Chronological by Year
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	9611 Pulaski Park Drive, Baltimore, 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 2 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. CS01

Department **Division of Business Services, Office of Transportation**

Page 2 of 13

Record Series Title	Bus Scheduling
Record Series Content	Bus routes Bus schedules
Record Series Function	The function of this records series is to manage and document processes and records of bus schedules and routes.
Organization/Arrangement	Chronological by Year
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	9611 Pulaski Park Drive, Baltimore, 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

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

Schedule No. **C1501**

Department **Division of Business Services, Office of Transportation**

Page 3 of 13

Record Series Title	Bus Videos
Record Series Content	Closed circuit cameras Request forms Video logs
Record Series Function	The function of this records series is to manage and document processes and records of surveillance videos.
Organization/Arrangement	Chronological by Bus ID
Indexing System	N/A
Restrictions	None
Formats	AVI Video and Audio
Volume	
Annual Accumulation	
Current Location	9611 Pulaski Park Drive, Baltimore, 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 2 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. **CK501**

Department **Division of Business Services, Office of Transportation**

Page 4 of 13

Record Series Title	Dispatch Records
Record Series Content	Assignment of substitutes Employee attendance reports Payroll records
Record Series Function	The function of this records series is to manage processes and records for scheduling and managing bus drivers.
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	9611 Pulaski Park Drive, Baltimore, 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 10 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. C1501

Department Division of Business Services, Office of Transportation

Page 5 of 13

Record Series Title	Drug and Alcohol Screening, Vehicle Drivers
Record Series Content	Testing reports
Record Series Function	The function of this records series is to manage and document processes and records for drug and alcohol screening for vehicle drivers.
Organization/Arrangement	Alphanumeric by Employee ID
Indexing System	N/A
Restrictions	(CONFIDENTIAL) Maryland Annotated Code General Provisions Section § 4-329, 49 CFR Part 40 382.401 Retention of records; 49 C.F.R. 382.402 CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING; Annotated Code of Maryland, General Provisions Article, §4-311, Personnel Records.
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	9611 Pulaski Park Drive, Baltimore, MD
Audit Requirements	Federal and State
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	5
Retention	Retain for 10 years and after all audit requirements have been met 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. C/501

Department Division of Business Services, Office of Transportation

Page 6 of 13

Record Series Title	Evacuation Drills
Record Series Content	School evacuation completion reports
Record Series Function	The function of this records series is to manage and document processes and records for evacuation drills at schools and offices.
Organization/Arrangement	Chronological by Year
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	9611 Pulaski Park Drive, Baltimore, MD
Audit Requirements	State
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	6
Retention	Retain for 10 years and after all audit requirements have been met 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. C1501

Department **Division of Business Services, Office of Transportation**

Page 7 of 13

Record Series Title	Field and Athletic Trips
Record Series Content	Billing and accounting information Field trip requests Trip summary Trip ticket
Record Series Function	The function of this records series is to manage and document processes and records for field and athletic trips.
Organization/Arrangement	Chronological by Trip ID
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	9611 Pulaski Park Drive, Baltimore, 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 5 years after date of trip then destroy.
Justification for Permanent	None

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

Schedule No. C1501

Department Division of Business Services, Office of Transportation

Page 8 of 13

Record Series Title	State Reporting
Record Series Content	Accident and reporting Management Information System (MIS) report Maryland Association of Board of Education Insurance Pool records Maryland Motor Vehicle Administration records Maryland State Department of Audits Number of buses Private contractors Special education services
Record Series Function	The function of this records series is to manage processes and records for reporting of transportation activities to State agencies.
Organization/Arrangement	Subject by Date
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	9611 Pulaski Park Drive, Baltimore, 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 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. C1501

Department Division of Business Services, Office of Transportation

Page 9 of 13

Record Series Title	Students with Disabilities
Record Series Content	Assignment Request forms (including changes, cancellations and special equipment) Route Transportation section of Individualized Education Programs (IEP)
Record Series Function	The function of this records series is to manage and document processes and records of accommodations and needs of students with disabilities.
Organization/Arrangement	Alphanumeric by Student ID
Indexing System	N/A
Restrictions	(CONFIDENTIAL) 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
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	9611 Pulaski Park Drive, Baltimore, 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 10 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. C1501

Department Division of Business Services, Office of Transportation

Page 10 of 13

Record Series Title	Transportation Approved-Providers List
Record Series Content	Approved list
Record Series Function	The function of this records series is to manage and document processes and records of transportation companies that meet acceptable standards for student transportation to athletic events.
Organization/Arrangement	Chronological by Year
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	9611 Pulaski Park Drive, Baltimore, 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 1 year 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. **C1501**

Department **Division of Business Services, Office of Transportation**

Page 11 of 13

Record Series Title	Vehicle Accident Reports, School Property or Field Trips
Record Series Content	Accident reports, faculty and staff Accident reports, students Accident reports, visitors
Record Series Function	The function of this records series is to manage and document processes and records of vehicular-related accidents involving injuries to students, faculty, staff and visitors on school property and while on field trips.
Organization/Arrangement	Subject by Date
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	9611 Pulaski Park Drive, Baltimore, 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 3 years after the accident date 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. C1501

Department **Division of Business Services, Office of Transportation**

Page 12 of 13

Record Series Title	Vehicle Drivers and Attendants
Record Series Content	Accident and operational record Attendance Certification of driver instructors Certification of Supervisor(s) of Transportation Current CDL license (copy) Disqualification documents (in addition to MSDE database and criminal record) Driving records (pre-employment and MVA Flag Program) Drug and alcohol testing records (pre-employment, random and post-accident) Evaluation (every 2 years) Federal Motor Carrier Safety Administration (FMCSA) form for CDL drivers Fingerprinting Instruction records (pre-service and in-service) Personnel action form(s) Physical examination (pre-employment and recertification) School bus attendants
Record Series Function	The function of this records series is to manage processes and records related to vehicle drivers and attendants.
Organization/Arrangement	Alphanumeric by Employee ID
Indexing System	N/A
Restrictions	(CONFIDENTIAL) Maryland Annotated Code General Provisions Section § 4-329, 49 C.F.R. 391 Subpart B—Qualification and Disqualification of Drivers; Annotated Code of Maryland, General Provisions Article, §4-311, Personnel Records.
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	9611 Pulaski Park Drive, Baltimore, MD
Audit Requirements	None
Date Span	
Completeness / Gaps	Digital records prior to 11/25/2020 may be missing or incomplete
Item Number	12
Retention	Retain until 5 years after 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. **C1501**

Department **Division of Business Services, Office of Transportation**

Page 13 of 13

Record Series Title	Vehicle Files
Record Series Content	Bus 13th year operation (including waiver approval) Bus inspections Maintenance records New bus acceptance sheets Registrations Titles
Record Series Function	The function of this records series is to manage and document processes and records pertaining to repairs, maintenance, inspections, and operating costs of fleet.
Organization/Arrangement	Subject by Vehicle ID
Indexing System	N/A
Restrictions	None
Formats	Paper and Digital
Volume	
Annual Accumulation	
Current Location	9611 Pulaski Park Drive, Baltimore, MD
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 14 months after vehicle ownership ends and then destroy.
Justification for Permanent	None