

Baltimore County Public Schools 6901 N. Charles Street Towson, Maryland 21204 <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>		Schedule No. <b>C-1483</b>  Page <u>1</u> of <u>7</u>
<b>SCHOOLS</b>		
<b>Type:</b> School Records		
Series No.	Description	Retention
12.0.01	<u>Academic Award Records: Lists of Recipients</u> Lists and supporting documentation of individual students and/or student groups who have received awards for academic accomplishments.	Maintain records for 1 year following issuance of award and compilation of list and then destroy.
12.0.02	<u>Capital Projects Funded by Private Donations</u> Documents kept pursuant to Superintendent's Rule 7330, including donor request, project approval sheet, correspondence, project modifications.	Maintain records for 7 years after the asset has been disposed of, and then destroy.
12.0.03	<u>Class Rank Lists</u> Lists of students by class in order of rank by their grade point average.	Retain for 1 year and then destroy.
12.0.04	<u>Child Care Selection Documents (For School-Based Child Care Programs)</u> Records relating to the selection of before- and after-school child care provider in an elementary or middle school, including proposals and documents received from pre-qualified vendors, scoring sheets, letters, correspondence, and selection committee documentation.	Retain for 7 years after award of contract and then destroy.
12.0.05	<u>Child Sex Offender Notifications</u> Notice of child sex offender or sexually violent predator provided by local law enforcement pursuant to MD Criminal Procedure Art., § 11-709, including notice of registration statement and digital image.	Retain for 1 year and then destroy.
Schedule Approved by Superintendent of Schools Date <u>2/3/20</u> Signature <u><i>Darryl L. Williams</i></u> Typed Name <u>Darryl L. Williams, Ed.D.</u>		Schedule Authorized by State Archivist Date <u>5.15.2020</u> Signature <u><i>Timothy D. Baker</i></u> Typed Name <u>Timothy D. Baker</u>
The above signatures constitute legal approval of this records retention and disposal schedule.		

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12.0.06	<u>Field Trip Records</u> Records relating to student field trips and other events off site that have been approved pursuant to Board Policy and Superintendent's Rule 6800. Includes: i. Proposals for permission to conduct field trips ii. Field trip proposal and summary sheet iii. Field trip permission forms (day/extended day/overnight) signed by parent/guardian* iv. Chaperone agreement form v. Field trip notifications - cafeteria/school nurse vi. Student health history* vii. Request to administer medications* viii. Final report form ix. Request for risk management review <i>[*CONFIDENTIAL*]</i>	Retain for 1 year after the completion of the trip and then destroy.  If the trip resulted in a student injury, retain all records for 4 years and then destroy.
12.0.07	<u>Health Clinic Records</u> Documents regarding clinic visits by students which may include, but are not limited to, sign-in sheets containing no medical information.	Retain for 1 year and then destroy.
12.0.08	<u>Individual Educational Assessments and Testing Protocols</u> Individual assessments and reading, math, and other protocols created or used during the course of the educational process and special education process. This may include, but would not be limited to surveys, protocols, and academic risk assessments. <i>[*CONFIDENTIAL*]</i>	Retain for 7 years after test administration and then destroy. (COMAR 13A.03.04.04)
12.0.09	<u>Parent Releases</u> Includes the Annual Student Information Review Forms, parent consent and release forms or documents allowing child(ren) to be picked up or dropped off by third parties. This series does not include attendance documents.	Retain for 1 year and then destroy.

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12.0.10	<u>Principal's Records Related to Students</u> Records related to an individual student that are not to be maintained in the student's official record, including: <ul style="list-style-type: none"> <li>i. Reportable criminal offense documentation</li> <li>ii. Reports of suspected child abuse/child neglect/mental injury</li> <li>iii. Bullying, Harassment and Intimidation reports and investigation results</li> <li>iv. Reports of gang-related activity</li> <li>v. Records of a student's treatment for substance abuse or efforts to obtain treatment for substance abuse</li> <li>vi. Court orders not related to custody or parental rights</li> <li>vii. Witness protection documentation</li> </ul> <p style="text-align: center;"><i>[CONFIDENTIAL<sup>III</sup>]</i></p>	Retain until the student has reached 21 years of age then destroy.
12.0.11	<u>Scholarship Donation and Award Records</u> For school-administered scholarships only. Records related to the creation of a scholarship fund provided by donors, including donor's intent and instructions, scholarship award criteria, payment and remittance information and awardee information.	Maintain for 10 years after the exhaustion of funds and then destroy.
12.0.12	<u>School Activity Fund Investments</u> Memoranda of Understanding for SAF Investments.	Maintain for 10 years after termination or expiration of investment and then destroy.
12.0.13	<u>School Activity Funds (SAF) Records</u> <ul style="list-style-type: none"> <li>i. Signed/approved SAF check vouchers</li> <li>ii. Invoices</li> <li>iii. Cash receipts – School Funds Online and manual</li> <li>iv. Bank deposit tickets</li> <li>v. Signed trial balance report</li> <li>vi. Signed bank reconciliation</li> <li>vii. Signed deposits in transit</li> <li>viii. Signed cleared checks report</li> <li>ix. Signed outstanding checks report</li> <li>x. Signed cleared deposits report</li> <li>xi. Signed journal entries</li> <li>xii. Non-sufficient funds collection documentation</li> <li>xiii. Cancelled check copies if provided by the bank</li> <li>xiv. Bank statements</li> <li>xv. Sales tax returns</li> </ul>	Retain for 7 years and then destroy.

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12.0.13, Continued	xvi. Online school payments receipts xvii. Online school payments product/set up approval sheets xviii. Fundraiser approvals xix. Guidelines for utilizing donations xx. Graduating class agreements xxi. Cash collection forms and envelopes (includes athletic cash forms) xxii. Teacher SAF Records These records include cash receipts, cash collection sheets, and financial records for school accounts	Retain for 7 years and then destroy.
12.0.14	<u>School Based Personnel Records</u> Includes records maintained by the school principal related to teaching awards, observations, complaints, copies of evaluations, disciplinary records, including conference summaries.  <i>[CONFIDENTIAL<sup>12</sup>]</i>	Retain for 5 years following employee separation or transfer and then destroy.
12.0.15	<u>School Budget Records</u> i. Consultant agreements ii. Entertainment agreements iii. All school contracts iv. Purchase orders and quotes v. Change Order Forms vi. Check reimbursement request forms vii. Cash receipt remittance forms viii. Journal entries ix. Overnight travel approval forms x. Overnight travel reimbursement xi. eSchoolMall records - US Bank statements, orders, confirmations, supporting documentation, packing slips xii. Procurement Card (Pcard) Records These records include US Bank statements, orders, confirmations, packing slips, supporting documentation, and signed monthly Pcard reports xiii. Routine Travel/Mileage Reimbursement Forms xiv. Traveling Teacher Mileage Reimbursement	Retain for 7 years and then destroy.

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12.0.16	<u>School Facilities Use Records</u> Documents regarding the reservation and use of school-owned facilities for activities for which there may or may not be rental fees charged. Includes but is not limited to the facilities use form and insurance certificate.	Retain for 3 years and then destroy.
12.0.17	<u>School Master Schedules</u> Master schedules would include the courses offered and their time slots, along with the process for scheduling teacher duty/assignment periods.	Retain for 1 year and then destroy.
12.0.18	<u>School Safety Plans</u> A comprehensive all-hazard plan that takes into account threats and hazards and includes a record of all drills held for a particular school. <i>[CONFIDENTIAL<sup>2</sup>]</i>	Retain for 5 years and then destroy.
12.0.19	<u>Student Absence Lists</u> Daily or periodic lists of absences for students and teachers, including absences due to special authorized events. Includes parent documentation regarding the absence. <i>[CONFIDENTIAL<sup>24</sup>]</i>	Retain for 5 years and then destroy.
12.0.20	<u>Student Class Schedules and Rosters</u> Yearly schedule of individual students. May include class listing, course titles, homeroom number, and teachers' names and total number of students. <i>[CONFIDENTIAL<sup>24</sup>]</i>	Retain for 5 years and then destroy.
12.0.21	<u>Student Handbook Acknowledgement Form</u> Annual form from the Student Handbook signed by the student and parent acknowledging receipt.	Retain until superseded and then destroy.  If student is disciplined, suspended, or expelled, maintain in the student's discipline file in accordance with Schedule No. C-1482, Series 12.1.02.

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12.0.22	<p><u>Student Privacy Options Form</u> Annual student privacy options signed by the parent or eligible student related to the release of personally identifiable information from the student record. <i>[CONFIDENTIAL<sup>III</sup>]</i></p>	Retain until superseded and then destroy.
12.0.23	<p><u>Threat Assessment Committee Documents</u> Maryland Safe to Learn Act of 2018 documentation that would include Student Threat Incident Reports, Threat Assessment Worksheets, and any other related documents.  If there is a threat of self-injury, a copy must be placed in the student's health folder (Schedule No. C-1482, Series 12.1.03). <i>[CONFIDENTIAL<sup>II</sup>]</i></p>	Retain for 3 years after student's graduation or departure from school system and then destroy.
12.0.24	<p><u>Title I Grant Awards</u> All documents related to grant program compliance (agendas, sign-in sheets, evaluations, financial records and data analysis) and all documented expenditures charged to the grant.</p>	Retain for 7 years after the final fiscal expenditure report is submitted and then destroy.
12.0.25	<p><u>Volunteer Records</u> Records of volunteer training provided by the school, including attendees and records of completion, the signed BCPS Volunteer Training Certificate for each school volunteer, end-of-year Volunteer Summary Report, and time schedule sheets.</p>	Retain for 1 year and then destroy.
12.0.26	<p><u>Workplace Injuries Records</u> Workers' compensation report forms, correspondence, and any other required forms from the Division of Human Resources. <i>[CONFIDENTIAL<sup>II</sup>]</i></p>	Retain for 7 years and then destroy.
12.0.27	<p><u>Year-End Forms</u></p> <ul style="list-style-type: none"> <li>i. Includes all inventory lists: year-end checklists, school store inventory forms, obsolete inventory forms, vending inventory form, musical instruments inventory forms, Career and Technical Education inventory forms, device inventory forms, other inventory forms</li> <li>ii. Graduating Class Agreement</li> <li>iii. Change in Principal forms: Transfer of Financial Responsibility forms, form Letters for state sales tax account name change.</li> </ul>	Retain for 7 years and then destroy.

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

<sup>ii</sup> Maryland General Provisions Article, §4-345

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

<sup>iv</sup> Maryland General Provisions Article, §4-311

<sup>v</sup> 20 U.S.C. §1232g, *Family Educational Rights and Privacy Act* (FERPA); 34 CFR PART 99, *Family Educational Rights and Privacy*; Md. General Provisions Art., §4-352, *Information Related to Emergency Management*

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

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

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<sup>x</sup> Maryland General Provisions Article, §4-311