I. Policy Statement

A. The Board of Education of Baltimore County (Board) supports and encourages organizational efficiency through the uniform, timely and routine management of school system records throughout their lifecycle. Every school Board member and employee has the obligation to safeguard, create, use and dispose of records in accordance with the school system’s records management program.

B. The Board recognizes that effective records management provides significant benefits to the school system, including the preservation of historical and vital records and the promotion of transparency. Additionally, a uniform, systemwide records information management program communicates expectations regarding the creation, maintenance, retention and disposition of school system records, provides guidance to Board members and employees on operational procedures and ensures adequate training at all levels of the organization.

C. The Board strongly supports the Superintendent’s efforts to date in implementing a modern, sustainable, complete and uniform systemwide records management information program that establishes standards concerning the creation, maintenance, retention and disposition of school system records so that scarce resources can be devoted to teaching and learning. The Board is committed to promoting, encouraging and funding, for the benefit of the school system, an information governance infrastructure in which compliance with any records management program is routine and consistently meets legal and regulatory requirements.

II. Definitions

A. Destruction – The disposal of records through shredding, deletion or other methods after the record has passed its retention period.

B. Employee – For the purpose of this rule, an employee includes an individual employed by Baltimore County Public Schools (BCPS) on a regular or temporary basis, interns, consultants, contractors, volunteers and
authorized agents of BCPS who use BCPS technology and communications.

C. Record – Any documentary material created or received by a Baltimore County Public School or office, Board of Education member or a school system employee in connection with the transaction of BCPS business. A record includes:
   1. Written materials, e-mail, books, photographs, photocopies, publications, forms, microfilms, tapes, computerized records, maps, drawings and other materials in any format; and
   2. Data generated, stored, received or communicated by electronic means for use by, or storage in, an information system or for transmission from one information system to another.

D. Records Retention Schedule (RRS) – The document that identifies all BCPS records and specifies which records are to be maintained permanently and which are deemed temporary and can be destroyed after a certain period of time.

E. Retention Period – The duration of time a record is to be retained before the record is destroyed.

III. Standards

A. The Superintendent shall continue to provide systemwide guidance and procedures for records management.

B. All records, in any format, created, received or sent by school Board members and employees in the normal course of business are the property of the school system and may not be disposed of absent adherence to school system’s records management program procedures.

C. All school Board members and employees shall be responsible for adhering to the BCPS records management program concerning records they receive, create or destroy in the normal course of business.

IV. Records Information Management Policy Goals

By implementing this policy, the Board seeks to ensure that the school system:
A. Establishes uniform, systemwide guidance and procedures for the creation, maintenance, use and disposition of BCPS records;

B. Provides information to support decision making and to respond to inquiries from internal and external sources in a timely manner;

C. Develops and maintains state approved retention schedules in accordance with state and federal laws. This includes changes in the legal retention periods of records, the creation of new record series and any other changes that may affect the retention or disposition of school system records;

D. Identifies, preserves and protects vital records necessary to continue operations in the event of an emergency;

E. Identifies and transfers any records in the custody of school Board members or employees to appropriate personnel or the person assuming responsibility for the work when individuals have a change in employment status or leave Board service;

F. Provides guidance and procedures for storing inactive records in off-site records facilities;

G. Provides guidance and procedures for the destruction of inactive records that have met their retention period and have no archival value;

H. Requires annual records management training for all school Board members and employees as appropriate to their responsibilities; and

I. Appoints, as defined in Superintendent’s Rule 2380, a records officer as the person designated by the Superintendent whose responsibilities include, but are not limited to, coordinating the BCPS records retention program, monitoring records management activities and serving as the liaison with the Maryland State Archives, the Maryland Department of General Services and the Maryland State Department of Education (MSDE).

V. Implementation

The Board directs the Superintendent to implement this policy.
Annotated Code of Maryland, General Provisions Article, Title 4 (Maryland Public Information Act)  
COMAR 13A.08.02, *Student Records*

Related Policies: Board of Education Policy 4008, *Board Data Governance*  
Board of Education Policy 4100, *Employee Conduct and Responsibilities*  
Board of Education Policy 5230, *Student Records*  
Board of Education Policy 8120, *Purpose, Role and Responsibilities of the Board of Education*  
Board of Education Policy 8132, *Policy Availability*  
Board of Education Policy 8222, *Secretary-Treasurer*

Related Rules: Superintendent’s Rule 2373, *Public Information Act Requests*  
Superintendent’s Rule 4100, *Employee Conduct and Responsibilities*  
Superintendent’s Rule 5230, *Student Records*

Other: BCPS Records Retention Schedules  
MSDE Maryland Student Records Systems Manual, 2016  
MSDE Records Retention and Disposition Reference Manual for Public Education in Maryland, 2005 (as amended)

Policy Adopted: 06/09/20  
Board of Education of Baltimore County