

The purpose of the BCPS records management program is to manage efficiently BCPS records by consistently using retention schedules and managing the disposition and/or timely disposal of records in compliance with Board Policy, Superintendent's Rules, and state and federal requirements.

My Records Liaison is

Questions? Contact Your
Records Liaison or
recordsretention@bcps.org

Records Retention and You

A Quick **Guide** to BCPS'
Records Management Program



The Baltimore County Public Schools has in place systemwide standards and procedures for the retention and disposition of records in Baltimore County Public Schools.

These standards are set forth in *Superintendent's Rule 2380*.

Why Is This Important?

“Records are fundamental to the operation of any organization. They enable the organization to conduct business. They permit efficiency and continuity. Records are the documentation of business, providing evidence as to how decisions were made and policies implemented. They clarify obligations, as well as protect rights and privileges. This is particularly true for governmental organizations, where records not only protect the organization’s rights, but those of the citizens it serves. Government records need to be properly retained and accessible when required in order to assure government transparency.”

Source: Establishing Records Retention. IIMC Records Management Technical Bulletin Series, 2012.

What Do I Need To Know?

At BCPS, records management should be part of your daily routine. You cannot dispose of records without the permission of your records liaison.

You should familiarize yourself with the school system’s Records Retention Schedules. As the school system becomes more efficient and effective in these basic business practices, more of our resources can be devoted to educating our students and supporting our schools.



My Daily Record-Savvy Routine

Each day I will:

1. Document, fully and completely, all official transactions of government business accomplished for my department, and done so in a manner that reflects professionalism for the government and for myself.
2. Assign all filenames to saved records / documents / information using terms designed to facilitate their future retrieval, including by persons other than me.
3. Save all records / documents / information solely to storage repositories that are managed in accordance with approved records management policies and the Records Retention Schedule.
4. Save email of routine or long-term business value to managed repositories in which their retention requirements can be satisfied.
5. **Put student success first!**

*Adapted from *The Daily Management of Records and Information*, IIMC Records Management Technical Bulletin Series • 2012

Questions?

Records Officer

recordsretention@bcps.org

BCPS Records Management Program Site:

https://intranet.bcps.org/records_retention_program/