You are the RECORDS liaison

WHAT DOES THIS MEAN?

1. You are a guardian.
2. You knew what records are kept in your office.
3. You help the system follow Rule 2380.
4. You answer questions from your office mates.

You are the office's expert:

1. About the schedule.
2. About how records are maintained.
3. About how records are purged.

HOW CAN I GET MORE INFORMATION?

1. Superintendent’s Rule 2380
2. The Records Retention Webpages
3. Email us! recordsretention@bcps.org