

Baltimore County Public Schools 6901 N. Charles Street Towson, Maryland 21204 RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. <u>C 1446</u> <hr/> Page <u>1</u> of <u>2</u>
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Division/Department: All Divisions and Departments

Office Name: All Offices and Schools

Series No.	Description	Retention
A.01	<u>Transitory Correspondence and Memoranda</u> Incoming and outgoing correspondence and memoranda related to matters of short-term interest. Transmittal correspondence and memoranda between individuals, departments or external parties containing no final contractual, financial or policy information. This correspondence and memoranda does not impact agency functions. When resolved, there is no further use or purpose.	Retain until administrative need ends and then destroy.
A.02	<u>Administrative Correspondence and Memoranda</u> Incoming and outgoing business-related correspondence and memorandum created in the course of administering school system functions and programs. Administrative correspondence and memorandum documents work assigned, work accomplished, transactions made, or actions taken. This correspondence and memorandum documents the implementation of school system functions rather than the creation of functions or policies. Business-related correspondence and memorandum that is essential to a core function of another series should follow the retention period for that series.	Retain for 3 years and then destroy.
A.03	<u>Executive Correspondence and Memoranda</u> Incoming and outgoing non-transitory, business-related correspondence and memoranda of the superintendent and the superintendent's cabinet members. These records document executive decisions made regarding agency interests and provide unique information relating to the functions, policies, procedures, or programs of an agency.	Permanent. Retain for 5 years and then transfer to Maryland State Archives.
A.04	<u>General Accounting and Budget Records</u> Includes purchase orders, check requisitions, invoices, receipts, travel/mileage requests/reimbursements, and budget tracking logs.	Retain for 7 years and then destroy.

Schedule Approved by Superintendent of Schools
 Date 12/5/18
 Signature Verletta White
 Typed Name Verletta B. White

Schedule Authorized by State Archivist
 Date 1-17-19
 Signature Tim Baker
 Typed Name Timothy D. Baker

The above signatures constitute legal approval of this records retention and disposal schedule.

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		Page <u>2</u> of <u>2</u>
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A.05	<u>Mail and Phone Logs</u> Records of mail and phone calls received.	Retain for 1 year and then destroy.
A.06	<u>Procurement Card Records</u> Includes all procurement card receipts, statements, cardholder activity reports and other supporting documentation.	Retain for 7 years and then destroy.
A.07	<u>Payroll Records</u> Includes office payroll sheets, notice of absence cards, overtime/compensatory time approval, etc.	Retain for 5 years and then destroy.
A.08	<u>Budget Documents</u> Includes annual budget and staffing requests, instructions for budget managers, and correspondence during the fiscal year.	Retain for 5 years and then destroy.
A.09	<u>Employment Records</u> Includes office Employee Attendance Monitoring Program (EAMP) records, staff evaluations, and discipline records.	Retain for 5 years following employee separation and then destroy.
A.10	<u>Gift Inventory</u> Includes records of any bequest or gift of money or property to an office. (See, Board Policy 8362)	Retain for 7 years after useful life of the donated item and then destroy.
A.11	<u>Certificate of Records Destruction</u> The BCPS office copy of the Certificate of Records Destruction that lists each record destroyed pursuant to the BCPS Records Retention Schedules and the date and method of destruction. Another copy is sent to the Maryland State Archives by the BCPS Records Officer upon record destruction.	Retain for 25 years and then destroy.
A.12	<u>Records Retention Records</u> All records related to the office's compliance with the BCPS records retention program. Includes, but is not limited to, records transfer forms, transfer requisitions, office records retention schedules, and approval sheets.	Retain for 25 years and then destroy.