

Baltimore County Public Schools
6901 N. Charles Street
Towson, Maryland 21204
RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. C1446

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Division/Department: Board of Education of Baltimore County

Office Name: Ethics Review Panel

Series No.	Description	Retention
1.1.01	<u>Ethics Review Panel Member Appointment Files</u> These files include notice of panel vacancy, candidate applications, resumes, correspondence, and appointment records.	Retain for 5 years following the end of the member's term and then destroy.
1.1.02	<u>Financial Disclosure Statements</u> Financial disclosure statements and amendments to financial disclosure statements filed in accordance with Board Policy 8364. <i>[confidential as to employee's home addressⁱ]</i>	Retain for 4 years from the date of receipt and then destroy.
1.1.03	<u>Requests to Examine Financial Disclosure Statements</u> Requests by the public to examine financial disclosure statements, notices to employees advising of the request, acknowledgement of inspection, and notice of the inspection to the employees and filed with the employee's relevant financial disclosure statement.	Retain with related financial disclosure statement as outlined in Series No. 1.1.02 and then destroy.
1.1.04	<u>Financial Disclosure Statement Logs</u> Includes, but is not limited to, annual tracking of notices sent, individuals required to file, compliance documentation. <i>[confidential as to portions of log relating to employee disciplineⁱⁱ]</i>	Retain for 10 years and then destroy.
1.1.05	<u>Ethics Review Panel Complaint Files</u> Complaints, investigations, deliberations, and final decisions. <i>[portions of these records that are subject to attorney-client privilege and/or attorney work product are confidential; portions of these records that relate to disciplinary action are confidentialⁱⁱⁱ]</i>	Permanent. Retain for 20 years and then transfer to the Maryland State Archives.

Schedule Approved by Superintendent of Schools

Date 12/15/18

Signature Verletta White

Typed Name Verletta B. White

Schedule Authorized by State Archivist

Date 1-2-19

Signature Timothy D. Baker

Typed Name Timothy D. Baker

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

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1.1.06	<u>Ethics Review Panel Advisory Opinions</u> Includes an application to provide an advisory opinion and the final opinion issued by the Ethics Review Panel. <i>[portions of these records that are subject to attorney-client privilege and/or attorney work product are confidential; portions of these records that related to disciplinary action are confidential^v]</i>	Permanent. Retain for 20 years and then transfer to the Maryland State Archives.
1.1.07	<u>Ethics Review Panel Meeting Minutes</u> Includes agendas, meeting documents, and minutes of meetings.	Permanent. Retain for 20 years and then transfer to the Maryland State Archives.
1.1.08	<u>Financial Disclosure Statement Forms</u> Includes financial disclosure statement forms, financial disclosure statement filing directions, etc.	Retain until superseded and then destroy.
1.1.09	<u>Ethics Code Training Materials</u> Includes brochures and other training materials related to compliance with the Board's Ethics Code.	Retain until superseded and then destroy.

ⁱGeneral Provisions Article §4-311, *Personnel Records*

ⁱⁱGeneral Provisions Article §4-311, *Personnel Records*

ⁱⁱⁱGeneral Provisions Article §4-311, *Personnel Records*

^{iv}General Provisions Article §4-311, *Personnel Records*