# Records Inventory and Retention Schedule

**Division/Department:** Board of Education of Baltimore County  
**Office Name:** Ethics Review Panel

<table>
<thead>
<tr>
<th>Series No.</th>
<th>Description</th>
<th>Retention</th>
</tr>
</thead>
</table>
| 1.1.01    | Ethics Review Panel Member Appointment Files  
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    | Financial Disclosure Statements  
Financial disclosure statements and amendments to financial disclosure statements filed in accordance with Board Policy 8364.  
[*confidential as to employee’s home address*] | Retain for 4 years from the date of receipt and then destroy. |
| 1.1.03    | Requests to Examine Financial Disclosure Statements  
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    | Financial Disclosure Statement Logs  
Includes, but is not limited to, annual tracking of notices sent, individuals required to file, compliance documentation.  
[*confidential as to portions of log relating to employee discipline*] | Retain for 10 years and then destroy. |
| 1.1.05    | Ethics Review Panel Complaint Files  
Complaints, investigations, deliberations, and final decisions.  
[*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 confidential*] | Permanent. Retain for 20 years and then transfer to the Maryland State Archives. |

Schedule Approved by Superintendent of Schools  
Date: 12/5/19  
Signature: [Signature]

Typed Name: Verletta B. White

Schedule Authorized by State Archivist  
Date: 1-2-19  
Signature: [Signature]

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     | Ethics Review Panel Advisory Opinions  
Includes an application to provide an advisory opinion and the final opinion issued by the Ethics Review Panel.  
[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\(^5\)] | Permanent. Retain for 20 years and then transfer to the Maryland State Archives. |
| 1.1.07     | Ethics Review Panel Meeting Minutes  
Includes agendas, meeting documents, and minutes of meetings. | Permanent. Retain for 20 years and then transfer to the Maryland State Archives. |
| 1.1.08     | Financial Disclosure Statement Forms  
Includes financial disclosure statement forms, financial disclosure statement filing directions, etc. | Retain until superseded and then destroy. |
| 1.1.09     | Ethics Code Training Materials  
Includes brochures and other training materials related to compliance with the Board’s Ethics Code. | Retain until superseded and then destroy. |

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\(^5\)General Provisions Article §4-311, Personnel Records