

RECORDS INVENTORY AND RETENTION SCHEDULE

Department	Item	Office Responsible	Recommended Retention Period
Department of Curriculum and Instruction	Certificates of Completion (Bullying, & Crowd Management) - Hardcopy only	Office Digital Learning	<b>5 yrs. and until all audit requirements are met.</b>
Department of Curriculum and Instruction	Liaison Program Files, Presentations and PowerPoints (ODL server only)	Office Digital Learning	<b>5 yrs. and until all audit requirements are met.</b>
Department of Curriculum and Instruction	Liaison Meeting Notes (ODL Web site)	Office Digital Learning	<b>5 yrs. and until all audit requirements are met.</b>
Department of Curriculum and Instruction	Continuing Professional Development Courses (CPD) - CPD materials are found on course specific wikis or Web sites. Basic materials are located on the ODL Wiki	Office Digital Learning	<b>5 yrs. and until all audit requirements are met.</b>
Department of Curriculum and Instruction	Library Materials - Library Professional Development Materials are located on the BCPS Librarians Resource-(PD Wiki, some on ODL server)	Office Digital Learning	<b>5 yrs. and until all audit requirements are met.</b>

Revised: 02/18/09  
 Revised: 08/25/10  
 Revised: 01/26/12  
 Revised: 02/25/16