

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF EDUCATION

RESEARCH, EVALUATION,
AND INFORMATION SYSTEMS

AGENCY

DIVISION

Item No.	Description	Retention
1	<p>RECORDS AND REPORTS BASED ON REQUIREMENTS ESTABLISHED BY THE STATE OF MARYLAND</p> <p>This series is maintained by the Division of Research, Evaluation, and Information Systems to meet information needs established under the legal or administrative authority of Maryland law, the State Board of Education, or the State Superintendent of Schools.</p> <p>The following records and reports are included in this schedule:</p> <p>A. <u>State Survey Data Collection Instruments and Related Documents</u></p> <p>(1) Opening and Closing Dates of Schools: Number of School Days: Schools Open Less Than 180 Days</p> <p>Miscellaneous School Data</p> <p>Changes in Number of Schools</p> <p>Annual Organization Report</p> <p>High School Subject Offerings</p> <p>Summary of Enrollment, Attendance, and Promotions</p> <p>Percentage of Attendance</p> <p>Social Security Number Change Notice for the Certificated Staff Report to the Maryland State Department of Education</p> <p>Summer School Programs</p>	<p>RETAIN FOR THE PERIOD SPECIFIED BELOW AND UNTIL ALL AUDIT AND/OR PUBLICATION REQUIREMENTS HAVE BEEN MET</p> <p>RETAIN THREE (3) YEARS, THEN DESTROY.</p>

Schedule approved by Department, Agency or Division Representative

[Signature]
Signature

Asst. State Supt. in REIS

3/30/76

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

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1	<p>(continued)</p> <p>Preliminary Data for <u>Facts Book</u></p> <p>Adult General Education Programs</p> <p>Annual Budget for Local Boards of Education</p> <p>Number of Pupils Transported</p> <p>Estimated Cost of Transporting Public School Pupils at Public Expense</p> <p>Summary of Actual Expenditures for Pupil Transportation</p> <p>Report on New Construction Completed July 1 to June 30</p> <p>(2) Enrollment, Number of Instructors, and Graduates: Maryland Nonpublic Schools</p> <p>Summary of all Staff: Instructional and Noninstructional</p> <p>(3) Reports from Maryland Colleges and Universities.</p> <p>Part I - Report of The New Supply of Elementary and Secondary Personnel</p> <p>Part II - Occupation, on November 1, of Persons Completing Preparation Between September 1 and August 31, with Qualifications for Elementary and Secondary Standard Certificates in Maryland</p> <p>Maximum Salaries Provided Under Present Salary Schedules for Selected Positions</p> <p>Survey of Provisions for Programs on Ethnic and Cultural Minorities</p> <p>(4) Annual Financial Report for Maryland local school systems.</p>	<p>RETAIN FIVE (5) YEARS, THEN DESTROY</p> <p>RETAIN FOR TEN (10) YEARS, THEN DESTROY</p> <p>PERMANENT (MICROFILM)</p>

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1	<p>(continued)</p> <p>B. <u>State Publications</u></p> <p>(1) Post Graduate Plans (Graduates of Maryland Public and Nonpublic High Schools)*</p> <p>Quality Improvement Projects*</p> <p>Reviews of Educational Research*</p> <p>Maryland Accountability Program Report*</p> <p>Summary Highlights - Maryland Accountability Program*</p> <p>Facts about Maryland Public Education*</p> <p>Federal Program Expenditures*</p> <p>Public School Pupil Transportation in Maryland*</p> <p>State of Maryland Annual Report: Department of Education: A Statistical Review*</p> <p>(2) Calendar of Forms: Maryland Local School Systems</p> <p>Calendar of All Forms for Maryland State Department of Education: Forms Administration by Cost Center</p> <p>Opening and Closing Dates for Pupils: Number of School Days: Scheduled School Holidays</p> <p>Selected Financial Data: Maryland Public Schools: Parts I, II, and III</p> <p>Statistics on Enrollment and Number of Schools: Public and Nonpublic: State of Maryland</p> <p>Public School Enrollment (with breakdown by sex): State of Maryland</p> <p>Public School Enrollment (Prek-12): State of Maryland (Time Series)</p> <p>Enrollment in Grades K-12: Maryland Public Schools: (Projection)</p> <p>Nonpublic School Enrollment: State of Maryland</p>	<p>NONRECORD, DESTROY WHEN NO LONGER NEEDED</p> <p>RETAIN FOR THREE (3) YEARS OR UNTIL RELEASES ARE PUBLISHED EITHER IN THE ANNUAL STATISTICAL REVIEW OR IN THE DATA BANK SERIES, DIVISION OF RESEARCH, EVALUATION, AND INFORMATION SYSTEMS</p>

* File copy maintained by State Library in Annapolis

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1	<p>(continued)</p> <p>Nonpublic School Enrollment: (Prek-12): State of Maryland: (Time Series)</p> <p>Graduates of Maryland Public High Schools: By Sex</p> <p>Grade Organization; Enrollment; Professional Staff at School Level: Maryland Public Schools</p> <p>Number and Percent of Classes by Subject and Class Size: Maryland Public High Schools</p> <p>Summer School Programs: Maryland Public Schools</p> <p>Statistics on Maryland Handicapped Children Enrolled in Special Classes, Home and Hospital Instruction, or Special Schools</p> <p>Speech and Hearing Therapy Programs: Maryland Public Schools</p> <p>Number of Maryland Public Schools by Organization, Enrollment, and Staff</p> <p>Staff Employed at School and Central Office Levels: Maryland Public Schools</p> <p>Preparation of Principals and Teachers: Maryland Public Schools (Same series on Experience, Certification, and Turnover)</p> <p>Statistics on Counselors: Maryland Public Schools</p> <p>Salary Schedules of Professional Personnel: Maryland Public Schools</p> <p>Salaries for Various Educational Positions</p> <p>Number and Percent of Professional Staff in Maryland State Department of Education by Division, Salary Level, Title, Race, and Sex</p> <p>Maryland's Rank Among the States in Various Educational Categories</p> <p>Racial Information Concerning Maryland Public Schools</p>	<p>RETAIN FOR THREE (3) YEARS OR UNTIL RELEASES ARE PUBLISHED EITHER IN THE ANNUAL STATISTICAL REVIEW OR IN THE DATA BANK SERIES, DIVISION OF RESEARCH, EVALUATION, AND INFORMATION SYSTEMS</p>

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Item No.	Description	Retention
1	<p>(continued)</p> <p>Capital Outlay Cost of Publicly-Owned School Plants Completed and Made Available for Use: State of Maryland</p>	
2	<p>RECORDS MAINTAINED BY THE DIVISION OF RESEARCH, EVALUATION, AND INFORMATION SYSTEMS WHOSE RETENTION IS BASED ON REQUIREMENTS ESTABLISHED BY THE FEDERAL GOVERNMENT</p> <p>Title I Project Evaluation Report - Neglected or Delinquent Children</p> <p>ESEA Title I Project Evaluation Report for Summer Term and Regular School Term Programs</p> <p>Title I Project Evaluation Report - Migrant Children Consolidated Program Information Report</p> <p>Elementary and Secondary School Civil Rights Survey (School System Summary Report)</p> <p>Elementary and Secondary School Civil Rights Survey (Individual School Campus Report)</p> <p>Elementary-Secondary Staff Information (EE05)</p>	<p>RETAIN FOR THREE (3) YEARS AND FOLLOW THE GUIDELINES AND REQUIREMENTS ESTABLISHED BY THE FEDERAL GOVERNMENT</p>
3	<p>OTHER RECORDS MAINTAINED BY THE DIVISION OF RESEARCH, EVALUATION, AND INFORMATION SYSTEMS</p> <p>This series is comprised of forms and records used by the Division of Research, Evaluation, and Information Systems to fulfill certain MSDE regulations or requests where the record copy is maintained in another form in the Department or by an agency or organization outside of the Department.</p> <p>A. <u>Management Records</u></p> <p>Certificate of Records Disposal: Maryland Public School Systems</p> <p>Cumulative Report of Records Disposal: Maryland Public School Systems</p> <p>Public School Enrollment by Race, Sex, and Single Years of Age</p> <p>Changes in Mailing Address Files</p>	<p>RETAIN FOR THE PERIOD SPECIFIED BELOW</p> <p>NONRECORD MATERIAL, DESTROY WHEN NO LONGER NEEDED</p>

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3	<p>(continued)</p> <p>B. <u>Service Request - Surveys, Forms, Consultants, etc.</u></p> <p>Request for New or Revised Form or Report (Forms Administration)</p> <p>Survey Information Record</p> <p>C. <u>State Project Guidelines, Procedures, and Related Forms</u></p> <p>Quality Improvement Project Guidelines</p> <p>Maryland Handbook on the Accountability Assessment Program</p> <p>D. <u>Forms Used by ADP Center to Correct, Adjust, or Otherwise Modify Computer Files</u></p> <p>Payroll File Correction Sheet</p> <p>Internal Memorandum of Adjustments - Payroll Transactions Only</p> <p>Data Processing Service Request (1201, BB4)</p> <p>E. <u>Records and Reports Maintained Until Data are Transferred to Tape</u></p> <p>Following are records and reports included in this schedule:</p> <p>High School Graduate Follow-up (Plans)</p> <p>High School Graduate Follow-up (Report from Graduates)</p> <p>Weekly Assignments of Professional Staff: Maryland Public Secondary Schools</p> <p>Certificated Staff Report</p> <p>F. <u>Survey and Tests Conducted by MSDE</u></p> <p>Results are manually tabulated</p> <p>Results are machine tabulated</p> <p>G. <u>Data Processing Reports</u></p>	<p>RETAIN THREE (3) YEARS, THEN DESTROY</p> <p>RETAIN FOR LIFE OF PROGRAM OR UNTIL REVISED</p> <p>RETAIN FOR THREE (3) YEARS, THEN DESTROY</p> <p>NONRECORD MATERIAL, RETAIN ONE (1) YEAR OR UNTIL DATA ARE TRANSFERRED TO TAPE AND VALIDATED</p> <p>RETAIN UNTIL ACCEPTANCE OF FINAL REPORT AND/OR VALIDATION OF TAPE</p>

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3	<p>(continued)</p> <p>This series is comprised of data processing printouts which are displays of information retained on computer tapes.</p> <p>Public School Enrollment</p> <p>Nonpublic School Enrollment</p> <p>Nonpublic School Grade Organization, Enrollment, Graduates, and Staff</p> <p>Subject Offerings by Enrollment</p> <p>Class Size</p> <p>Certificated Staff Reports</p> <p>Staff Characteristics (ESTAB)</p> <p>Staff Data by Assignment and Salary (NEA)</p> <p>Staff (State Aid) Registers</p> <p>Number of Positions by Assignment, School Organization, Race, and Sex: Maryland Public Schools</p> <p>Counselors</p> <p>Accountability</p> <p>Transportation Formula, Calculation</p> <p>Transportation Statistics</p> <p>Mailing Lists: Public and Nonpublic Schools</p> <p>Teaching Load (Special Study)</p> <p>Distribution of Professional Staff (Special Study)</p> <p>Maryland Public Library Survey (Special Study)</p>	<p>NONRECORD MATERIAL, DESTROY WHEN NO LONGER NEEDED</p>

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4	<p>MSDE COMPUTER MASTER FILES</p> <p>This series is composed of all computer master files maintained by the ADP Center staff at the MSDE Computer Center and other computer sites used by the Maryland State Department of Education for the purpose of conducting the day-to-day administrative business of the Department unless a specific separate retention schedule has been established for a particular functional organization or section.</p> <p>This schedule assumes that one computer tape master file reflecting the year end status or some reasonable equivalent will be retained by the Computer Center such that a record of each year's file is available. Normal periodically updated tapes will be retained only until superseded and all transaction tapes will be "scratched" when no longer needed.</p> <p>The following files are included in this category:</p> <ul style="list-style-type: none"> a. Program Oriented Information System Master File b. Program Oriented Information System Payroll Master File c. Program Oriented Information System Pro-Rata Fund Master File d. Program Oriented Information System Phase II Pro-Rata Fund Master File e. Program Oriented Information System Phase II Cost Center Master File f. All Vocational-Technical Education Administrative Master Files g. High School Equivalence Master File 	<p>RETAIN FIVE (5) YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, AFTER WHICH THE TAPES MAY BE "SCRATCHED"</p>

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4	<p>(continued)</p> <ul style="list-style-type: none"> h. General Educational Development Master File i. General Educational Development Accumulated History File j. Teacher Certification Update History File k. Driver Education Master File l. National Defense Student Loan Master File m. Equipment Inventory Master File n. Public School Construction Master File o. Client Status Master File p. Client Reference Master File q. Purchase Order Master File r. Disability Determination Master File s. Register for the Blind 	<p>RETAIN FIVE YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, AFTER WHICH THE TAPES MAY BE "SCRATCHED"</p>
5	<p>RESEARCH, EVALUATION, AND INFORMATION SYSTEMS COMPUTER STATISTICAL MASTER FILES</p> <p>This series consists of all computer master files maintained by the ADP Center staff at the MSDE Computer Center for the Statistical Services Section for the purpose of conducting the day-to-day administrative business of the Department unless a specific separate retention schedule has been established for a particular functional organization or section.</p> <p>This schedule assumes that one computer tape master file reflecting the year end status or the equivalent will be retained by the Computer Center such that a record of each year's file is available. Normal periodically updated tapes will be retained only until superseded and all transaction tapes will be "scratched" when no longer needed.</p> <p>The following files are included in this category:</p> <ul style="list-style-type: none"> a. State Aid Master File 	<p>RETAIN TEN (10) YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, AFTER WHICH THE TAPES MAY BE "SCRATCHED"</p>

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5	<p>(continued)</p> <ul style="list-style-type: none"> b. Certificated Staff Master File c. Elementary and Secondary Statistical Tabulation (ESTAB) Master File d. Elementary and Secondary State Aid Master File e. Accountability Master File f. Annual Pupil Membership Master File g. Secondary School Assignment Master File h. Year End Teacher Certification Master File i. Instructional Television Statistical File j. Vocational Technical Education Student File k. Vocational Technical Education Teacher File l. High School Follow-up File m. School Number Master File (cards) n. Transportation Reimbursement Master File o. State Wide Reading - Baltimore Computer Utility p. Certification Data Report - U.S. Department of Justice (one time report) q. FIS - Facilities Inventory System 	<p>RETAIN TEN (10) YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, AFTER WHICH THE TAPES MAY BE "SCRATCHED"</p>
6	<p>RECORDS MAINTAINED BY AUTOMATIC DATA PROCESSING CENTER STAFF BASED ON REQUIREMENTS ESTABLISHED BY THE STATE OF MARYLAND EXCEPT AS OTHERWISE SPECIFICALLY NOTED IN ANOTHER RETENTION SCHEDULE ITEM</p> <p>The following are included in this category:</p> <ul style="list-style-type: none"> a. General Correspondence b. Project Request Forms and Supporting Documents c. Computer Program Listings d. Computer System Documentation 	<p>RETAIN THREE (3) YEARS OR UNTIL SUPERSEDED, THEN DESTROY</p>

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6	(continued) e. Data Processing Procedures f. Operations Run Books and Related Documentation	