

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF EDUCATION

Certification and Accreditation  
(Certification Section)

AGENCY

DIVISION

Item No.	Description	Retention
1	<p>CERTIFICATION RECORDS OF SCHOOL ADMINISTRATORS, SUPERVISORS, TEACHERS AND PUBLIC LIBRARIANS</p> <p>These records may include Application for Certificate, transcripts, work resumes, correspondence, evaluation work sheets, etc. that relate to the initial issuance or renewal of a certificate, or just an evaluation of credentials for the applicant.</p> <p>The following records included in this category are:</p> <ul style="list-style-type: none"> <li>a. Application for Certificate (Public School)</li> <li>b. Application for Certificate (Nonapproved, Nonpublic School)</li> <li>c. Application for Certificate (State Institution)</li> <li>d. Application for Certificate (Public Librarian)</li> <li>e. Occupational Experience Resume</li> <li>f. Participants in Inservice Activities</li> <li>g. Evaluation Form for Advanced Professional Certificate</li> <li>h. Evaluation for Certification - Guidance Counselor, Home Economics, Secondary Academic Subjects, Elementary or Early Childhood Education, Music (Secondary), General Form, Physical Education (Secondary School), Art (Elementary School), Art (Secondary School), Business Education, Driver Education, Industrial Arts (Secondary), Music (Elementary School), Physical Education (Elementary School), Distributive Education - Teacher - Coordinator, Business Data Processing, Business Education Teacher - Coordinator.</li> </ul>	<p>RETAIN UNTIL AGE 73 OF APPLICANT OR 3 YEARS FOLLOWING DEATH OF APPLICANT, IF KNOWN, THEN DESTROY.</p>

Schedule approved by Department, Agency or Division Representative

Assistant State Superintendent in  
Certification and Accreditation

1-18-77

*Howard C. Allison*

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

2/10/77

Date

*Edward C. [Signature]*

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)SCHEDULE  
NO. 658PAGE  
NO. 2 of 3

Item No.	Description	Retention
2	<p>(Continued)</p> <p>LIST OF GRADUATE TEACHERS ELIGIBLE FOR CERTIFICATION</p> <p>This category will identify graduates who are eligible for the issuance of a teacher's certificate based on the completion of a Maryland approved program.</p> <p>The following records are included:</p> <ul style="list-style-type: none"><li>a. List of graduates of approved teacher education programs received from Maryland Institutions</li><li>b. Data listing of approved program graduates (MAP) who have been issued a Statement of Eligibility by the Office of Certification</li></ul>	RETAIN TEN YEARS, THEN DESTROY
3	<p>TEACHER CERTIFICATION RECORDS</p> <p>These records aid in correcting the certificate status of active teachers employed in Baltimore City prior to the fall of 1971, and a complete print-out of all certificated staff in the State of Maryland.</p> <p>The following records are included in this group:</p> <ul style="list-style-type: none"><li>a. Correction or revision of Baltimore City teachers' certificates</li><li>b. Complete print-out of certificated staff</li><li>c. Weekly update records of certificated staff</li></ul>	RETAIN THREE YEARS AND UNTIL NO LONGER NEEDED BY OFFICE, THEN DESTROY
4	<p>APPROVED WORKSHOPS</p> <p>This group of records consists of all workshops that have been approved for the granting of workshop credit. This would be those workshops that have been offered for only one occasion or those that have been repeat offerings.</p> <p>The following are the records included in this category:</p> <ul style="list-style-type: none"><li>a. Workshop Approval Form</li><li>b. Notification of Repeat Offerings or Previously Approved Inservice Program</li></ul>	RETAIN TEN YEARS, THEN DESTROY

Item No.	Description	Retention
5	<p>(Continued)</p> <p><b>CERTIFICATION POLICIES AND INTERPRETATIONS</b></p> <p>This category includes the minutes of the Advisory Boards and the Certification Newsletter.</p> <p>The following are included in this group:</p> <ul style="list-style-type: none"> <li>a. Minutes of the Certification Review Board</li> <li>b. Minutes of the Professional Standards and Teacher Education Advisory Board</li> <li>c. Certification Newsletter</li> </ul>	<p>RETAIN PERMANENTLY</p>
6	<p><b>APPLICANT EMPLOYEE FILE</b></p> <p>These records are maintained so that future job openings may be selected from previous applicants or to justify the hiring practices that are followed in the Office of Certification.</p> <p>The following are included in this category:</p> <ul style="list-style-type: none"> <li>a. Letters of application and substantiating records</li> <li>b. Responses sent to applicants that would include both the successful and unsuccessful candidates.</li> </ul>	<p>RETAIN THREE YEARS, THEN DESTROY</p>
7	<p><b>TEACHER HISTORY RECORD FILM</b></p> <p>These records are microfilm cartridges containing computer record images for each teacher and for each year employed in a Maryland Public School System.</p>	<p>RETAIN UNTIL SUPERSEDED, THEN DESTROY OLD FILM</p>
8	<p><b>CONTRACT FILES</b></p> <p>Composed of interstate contracts and other contracts signed by the State Superintendent.</p>	<p>PERMANENT</p>