

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION**

Schedule No. 2645

Page 1 **of** 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency
Howard Community College

Division/Unit
Vice President of Student Services

Item No.	<i>This schedule supersedes Schedule 1858 in its entirety.</i> Description	Retention
1.	<p>GENERAL CORRESPONDENCE AND OFFICE FILES Correspondence and miscellaneous subject files relating to the activities of the vice president for student services area.</p>	<p>Retain for five years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
2.	<p>STUDENT SERVICES CONTRACTS AND RENTAL AGREEMENTS Copies of camp contracts and facility use agreements.</p>	<p>Three years in office of record, then destroy.</p>
3.	<p>STUDENT DISCIPLINARY FILES Case files involving disciplinary actions imposed on students by the president, vice president of student services, director of student conduct or designee, or discipline committee.</p>	<p>If student is found in violation of the student code of conduct, retain seven years, then destroy. If student is not found in violation of the student code of conduct, retain three years, then destroy. If student is suspended or expelled, retain <i>50 years, then destroy.</i></p> <p><i>***Please note***</i> Student disciplinary records reflecting suspension and/or expulsion are retained for several reasons. The value in keeping these records is associated with ensuring the safety of our campus community and in maintaining an academic environment conducive to learning. The Family Educational Rights and Privacy Act (FERPA) of 1974, allows the disclosure of a student's disciplinary record under the following condition: "the disclosure is, subject to the requirements of §99.34, to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer." The open access mission of community colleges and characteristics of our admissions processes contributes to students' "swirling" enrollment patterns, where they transfer in and out of institutions multiple times over a number of years. In some instances, more than a decade separates a students' initial and subsequent request for enrollment or re-enrollment. Students who have been suspended or expelled from one institution <i>may</i> pose a threat or danger at other institutions where the student seeks to enroll or is already enrolled. Additionally, should the college ever be involved in a legal matter, these records may help the college demonstrate that fair, consistent, and equitable practices and services as they relate to student disciplinary processes have occurred. The maintenance of student disciplinary records indicating suspension and expulsion is a national practice amongst many college and university student conduct offices, and will remain a</p>

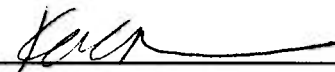
4. **FEDERAL AND FEDERAL-STATE GRANTS FILE**
Records of all grants of this type received by the college, including applications, proposals, agreements, any official papers covering the award, controlling rules and regulations, copies of periodic reports, and miscellaneous correspondence and memoranda. (Finance office maintains financial records documenting the expenditures of funds.)

practice at Howard Community College.

Retain as required by the grant, then destroy.

Approved by Department, Agency, or Division Representative.

Date 12/12/2013

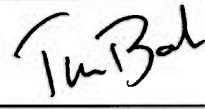
Signature 

Type Name Kimberly McNair

Title Director of Student Conduct and Executive Associate to the VP of Student Services

Schedule Authorized by State Archivist.

Date 6-26-14

Signature 

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY Page _____ of _____
1 DEPARTMENT/AGENCY Howard Community College	2 DIVISION Office of the VP of Student Services	3 UNIT Student Conduct
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes		
4 ELECTRONIC RECORD SERIES TITLE Maxient files		5 EARLIEST YEAR/LATEST YEAR _2009_ TO _present_
6 INPUT - Identify source of information to be entered Incident reports, student records, correspondence, and supplemental materials related to student disciplinary	7 OUTPUT - Identify the use/s of information generated by system Student conduct office uses information to resolve matters and notify involved parties, as appropriate.	
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.		
<p><u>Incident reports</u> - submitted by members of the campus community to report student misconduct.</p> <p><u>Student records</u> - used to accurately identify students involved and to send correspondence to them related to the alleged incident of student misconduct, including outcome.</p> <p><u>Correspondence</u> - emails, letters, memos, etc. sent and received from the student, involved parties, and from other entities as part of the investigation, sanction, and/or appeal</p> <p><u>Supplemental materials</u> - Materials not included in the above, including but not limited to interview notes, court documents, college policies and procedures, AV files, photographs, etc., which are used to help determine issues such as 1) student responsibility in the incident, 2) appropriate sanctions, if any, 3) identity of involved parties, and 4) how process will be conducted.</p>		
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. Refer to the following college administrative policies: <ul style="list-style-type: none"> • 61.12 - Proper Use of Information Technology • 61.13 - Protection of College Information and Electronic Resources 		
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Files updates are ongoing. Major reviews of files occur minimally each year. Revisions are in accordance with FERPA and college policies and procedures and are restricted to authorized users only.		
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Electronic files are secured in a web based storage system. The maintenance of student disciplinary records is governed by the disciplinary records retention schedule.		
12 RECOMMENDED RETENTION Delineated in the disciplinary records retention policy		
13 TYPED OR PRINTED NAME OF PREPARER Kimberly McNair	14 TELEPHONE NUMBER 443-518-4809	15 DATE March 7, 2013
16 TITLE OF PREPARER Director of Student Conduct & Executive Associate to the VP of Student Services DGS 550-6		

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY
		PAGE _____ OF _____

1. Department/Agency Howard Community College	2. Division Office of the VP of Student Services	3. Unit VPSS Office
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DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title VPSS office documentation	5. Earliest Year/Latest Year _____ to __present_____
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6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Reports, correspondence, and other department data

7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify)_____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _Topical_	9. Volume ___N/A___ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)_____
		10. Annual Accumulation _____ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)_____

11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After _Varied_____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)
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13. Current Location(s) (Bldg., Floor, Room) MH-2 nd floor - Senior Administration Area	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No In accordance with college access and responsibility procedures	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
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17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Indexed by type of file	18. Recommended Retention Varied.
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19. Name and Title of Preparer Kimberly McNair Director of Student Conduct & Executive Assoc. to the VPSS	20. Telephone Number 443-518-4809	21. Date March 7, 2013
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD, P.O. BOX 275
JESSUP, MARYLAND 20794
(410) 799-1930**

ELECTRONIC RECORDS INVENTORY

Page _____ of _____

1 DEPARTMENT/AGENCY
Howard Community College

Vice President, Student Services

3 UNIT Children's Learning Center

DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes

4 ELECTRONIC RECORD SERIES TITLE
Financial records

5 EARLIEST YEAR/LATEST YEAR
2007 _____ TO 2013 _____

6 INPUT - Identify source of information to be entered
: tuition payments from parents

7 OUTPUT - Identify the use/s of information generated by system
Child care expense for Tax records

8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.
Spreadsheets delineating all sources of payments made for each individual child's tuition costs (parent payments, grants, child care vouchers, financial aid)

9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.

For use only by CLC admin staff

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

Files are frozen and require no revision

11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.

On private office share drive, backed up daily

12 RECOMMENDED RETENTION

permanent

13 TYPED OR PRINTED NAME OF PREPARER

14 TELEPHONE NUMBER

15 DATE

Kimberley J. Pins

443 518 4150

February 8, 2013

16 TITLE OF PREPARER

Director

DGS 550-6

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE _____ OF _____
1. Department/Agency Howard Community College	2. Division Vice President, Student Services	3. Unit Children's Learning Center
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Children's files	5. Earliest Year/Latest Year _____ 2002 to _____ 2012	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) health inventory, immunization record, registration form, sign in/out records, accident reports		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) 10 <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Closet, Room 7	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention 5 years	
19. Name and Title of Preparer Kimberley Pins, Director	20. Telephone Number 443 518 4150	21. Date February 8, 2013