

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION**

**Schedule No.** **2660**  
**Page** 1 **of** 1

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

**Agency**  
Howard Community College

**Division/Unit**  
Vice President of Information Technology

**Item No.** ***This schedule supersedes Schedule 1856 in its entirety.***  
**Description**

**Retention**

1. **GENERAL CORRESPONDENCE AND OFFICE FILES**  
Correspondence and miscellaneous subject files relating to the activities of the public safety area.

If records is born-digital, retain for seven years, then destroy with the following exception: transfer to the Maryland State Archives 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. If record is paper, then scan to Maryland State Archives standards and destroy original. Retain scans for seven years, and then destroy with the following exception: transfer to the Maryland State Archives 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.

2. **PROGRAM DOCUMENTATION RECORDS**  
Tape backup copies of all in-house generated programs. Disaster Preparedness and Recovery Plans contains information on records related to reestablishment of data processing services in case of a disaster. The backup information contains database files, application software, logs directories and other documentation needed to restore a system in case of a disaster or inadvertent destruction.

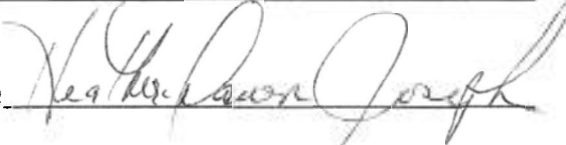
Retain backup tapes until obsolete, and then destroy. Store with regular tape storage system in off-site bank vault. Tapes are recycled once data is no longer of value.

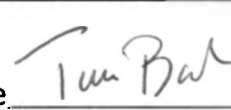
Approved by Department, Agency, or Division Representative.

Schedule Authorized by State Archivist.

Date 12/12/2013

Date 5-8-14

Signature 

Signature 

Type Name Heather-Dawn Joseph

Title Executive Assistant to the VP of Information Technology

**Revised July, 2013**

**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 1 of 2

1 DEPARTMENT/AGENCY  
Howard Community College

2 DIVISION  
Vice President of Information Technology

3 UNIT  
Information Technology

**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  
Disaster Preparedness and Recovery Plans

5 EARLIEST YEAR/LATEST YEAR  
1970 TO 2012

6 INPUT - Identify source of information to be entered

7 OUTPUT - Identify the use/s of information generated by system

8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

All records of the college are stored in the college's Enterprise Business System. The enterprise system is a modular-based system which contains modules that supports all functions of a higher education organization.

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

The purpose of the enterprise is to have a central database for all college records.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM  
Revised by logging into system.

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.

Backups of the enterprise system are performed monthly with incremental backups daily. All records are retained on the system as well as a duplicate on a secondary system.

12 RECOMMENDED RETENTION

13 TYPED OR PRINTED NAME OF PREPARER  
Thomas Glaser

14 TELEPHONE NUMBER  
443-518-4442

15 DATE  
September 12, 2012

16 TITLE OF PREPARER  
Vice President of Information Technology

<p><b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p align="center"><b>AGENCY RECORDS INVENTORY</b></p> <p align="center">PAGE <u>2</u> OF <u>2</u></p>
<p>1. Department/Agency Howard Community College</p>	<p>2. Division Vice President of Information Technology</p>	<p>3. Unit Information Technology</p>
<p><b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title:</p> <p><u>GENERAL CORRESPONDENCE AND OFFICE FILES</u></p>	<p>5. Earliest Year/Latest Year <u>1970 to 2012</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Correspondence and miscellaneous subject files relating to the activities of the information systems area.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input checked="" type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>Number _____</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input checked="" type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation</p> <p>Number _____</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input checked="" type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input checked="" type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>Number _____    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) CL119</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain permanently any material that serves to document the origin, development, and accomplishments of the office.</p>	
<p>19. Name and Title of Preparer Thomas Glaser, Vice President of Information Technology</p>	<p>20. Telephone Number 443-518-4442</p>	<p>21. Date September 12, 2012</p>

<b>INSTRUCTIONS</b> - 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	<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>	ELECTRONIC RECORDS INVENTORY
		Page _____ of _____

2 DEPARTMENT/AGENCY Howard Community College	2 DIVISION Vice President, Information Technology	3 UNIT Learning Outcomes Assessment (LOA)
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**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 Outcome data, LOA project files and reports	5 EARLIEST YEAR/LATEST YEAR ___1998___ TO _present_
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6 INPUT - Identify source of information to be entered Census files from administrative information system and data files from faculty, students and division chairs	7 OUTPUT - Identify the use/s of information generated by system Ad hoc data requests and LOA project reports
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8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Student academic data: grades, enrollment patterns, assessments of learning

9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.  
For use only by LOA staff and faculty as required to complete projects, reported in the aggregate for ad hoc requests, research studies, and reporting.

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 college share drive, backed up daily

12 RECOMMENDED RETENTION  
Reports: permanent  
Data files: until project is completed

13 TYPED OR PRINTED NAME OF PREPARER Zoe A. Irvin	14 TELEPHONE NUMBER 443-518-0824	15 DATE August 27, 2012
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16 TITLE OF PREPARER  
Executive Director, Planning, Research and Organizational Development

DGS 550-6

<b>Instructions</b> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	<b>AGENCY RECORDS INVENTORY</b>  PAGE _____ OF _____
1. Department/Agency Howard Community College	2. Division Vice President, Information Technology	3. Unit Learning Outcomes Assessment (LOA)
<b>DEFINITION: RECORD SERIES:</b> 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 Paper surveys and reports on LOA projects	5. Earliest Year/Latest Year ___198___ to ___present___	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Official repository of state- and federally-mandated reports on student enrollment and academic progress and human resources.		
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 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 checked="" type="checkbox"/> Other (specify) _bookshelves with binders____ <hr/> 10. Annual Accumulation _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _bookshelves with binders __
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) CL 116 & 117	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Electronic backup on LOA share drive	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No FERPA whenever applicable	16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" 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 Indexed by type of report	18. Recommended Retention Permanent: LOA project reports Paper surveys: until project reports are completed	
19. Name and Title of Preparer Zoe A. Irvin Executive Director, Planning, Research and Organizational Development	20. Telephone Number 443-518-0824	21. Date August 27, 2012

<b>INSTRUCTIONS</b> - 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	<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>	ELECTRONIC RECORDS INVENTORY  Page _____ of _____
<b>1 DEPARTMENT/AGENCY</b> Howard Community College	<b>2 DIVISION</b> Vice President, Information Technology	<b>3 UNIT</b> Planning, Research, and Organizational Development (PROD)
<b>DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes</b>		
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Student data, comment cards, satisfaction survey data, copies of state reports		<b>5 EARLIEST YEAR/LATEST YEAR</b> __2000__ TO _present_
<b>6 INPUT - Identify source of information to be entered</b> Census files from administrative information system	<b>7 OUTPUT - Identify the use/s of information generated by system</b> Ad hoc data requests and research studies and reporting	
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.</b>  Student academic data: enrollment patterns, graduation, transfer		
<b>9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.</b> For use only by PROD staff and reported only in the aggregate for ad hoc requests, research studies, and reporting.		
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b> Files are frozen and require no revision		
<b>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.</b> On private office share drive, backed up daily		
<b>12 RECOMMENDED RETENTION</b> permanent		
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Zoe A. Irvin	<b>14 TELEPHONE NUMBER</b> 443-518-4742	<b>15 DATE</b> August 27, 2012
<b>16 TITLE OF PREPARER</b> Executive Director, Planning, Research, and Organizational Development		
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, Information Technology

3. Unit  
Planning, Research, and Organizational Development (PROD)

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  
Federal- and state-mandated reports and internal reports needed to prepare them.

5. Earliest Year/Latest Year  
\_\_1970\_\_ to \_\_present\_\_

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  
Official repository of state- and federally-mandated reports on student enrollment and academic progress and human resources.

7. Record Series Format(s) List all

- Letter Size     Microfilm  
 Legal Size     Computer Tape  
 Audio Tape     Floppy Disk  
 Bound Book     Video Tape  
 Other (specify) \_\_\_\_\_

8. Record Series Sequence

- Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (specify) \_\_\_\_\_

9. Volume  
    5  
Number

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify) \_\_\_\_\_

10. Annual Accumulation  
    1/4  
Number

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify) \_\_\_\_\_

11. File is Used

- Daily     Weekly     Monthly     Annually

12. File Becomes Inactive After

Number \_\_\_\_\_  Month(s)     Year(s)

13. Current Location(s) (Bldg., Floor, Room)  
MH-208 rear

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  
 Yes     No

Electronic backup on PROD private drive

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes     No

FERPA whenever applicable

16. Audit Requirements

- None     State     Federal     Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes     No

Indexed by type of report

18. Recommended Retention

Permanent

19. Name and Title of Preparer -  
Zoe A. Irvin, Executive Director of Planning,  
Research, and Organizational Development

20. Telephone Number  
443-518-4742

21. Date  
August 27, 2012