DEPA	RTMENT OF GENERAL SERVICES		Schedule No.	2660				
	RDS MANAGEMENT DIVISION	Page1 of1_						
RECO	RDS RETENTION AND DISPOSAL SCHEDULE							
Agency Division/Unit								
Howa	rd Community College	•	lice President of	f Information Technol	ogy			
Item No.	This schedule supersedes Schedule 1856 in its Description	entirety.		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 prograt Preparedness and Recovery Plans contains information records related to reestablishment of data processin case of a disaster. The backup information contain files, application software, logs directories and other documentation needed to restore a system in case or inadvertent destruction.	on on g services in s database	destroy. Store w system in off-site	pes until obsolete, and t ith regular tape storage e bank vault. Tapes are ta is no longer of value.				
	oved by Department, Agency, or Division esentative.	Schedule Authorized by State Archivist.						
Signature Lea War Joseph Type Name Heather-Dawn Joseph		Date 5-8-14 Signature 1 m P m						
-	Executive Assistant to the VP of mation Technology							
Revi	Revised July, 2013							

RECORDS RETENTION SCHEDULE (DGS S50-1) COMAR 14.18.04 1 DEPARTMENT/AGENCY 2 DIVISION 3 UNIT Howard Community College Vice President of Information Information Technology Technology DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as a 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 September 12, 2012 DESCRIPTION THE LOCATION AND TECHNOlogy DESCRIPTION THE DESCRIPTION Technology DESCRIPTION THE PREPARER THE	INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275		Page1 of2				
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 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 September 12, 2012 16. TITLE OF PREPARER Thomas Glaser	550-1)							
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PREPARER Thomas Glaser 443-518-4442 September 12, 2012 Thomas Glaser 16 TITLE OF PREPARER Vice President of Information Technology	12 RECOMMENDED RETENTION							
Vice President of Information Technology	PREPARER							
DGS 550-6		logy						
	DGS 550-6							

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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	rm for each new or RECORDS MANAGEMENT D ord series. Forward with 7275 Waterloo Road, P.O.		IVISION Box 275	PAGE2 OF2	
1. Department/Agency Howard Community College 2. Division Vice President of Information Technology		Information		3. Unit Information Technology	
DEFINITION: RECORD SERIES: A groudisposition purposes.	p of related record	ls normally f	iled and use	d as a unit for reference as well as retention and	
4. Record Series Title:		5. Earliest Year/Latest Year			
GENERAL CORRESPONDENCE AND	OFFICE FILES		<u>1970</u> to	2012	
6. Record Series Description (Briefly d of the series.) Correspondence and miscellaneou				of the information systems area.	
7. Record Series Format(s) List all	8. Record Serie	s Sequence	9. Volume		
X□ Letter Size □ Microfilm	x□ Alphabetica	I	Number		
X □ Legal Size X □ Computer Tape	☐ Numerical		x□ File Drawer(s) □ Microfilm Reel(s)		
☐ Audio Tape ☐ Floppy Disk	x□ Chronologic	:al	x□ Computer Tape(s)		
X□ Bound Book □ Video Tape	☐ Geographica	I	Other (specify)		
□ Other (specify)	Other (speci	fy)	10. Annual Accumulation		
			Number x File Drawer(s) Microfilm Reel(s) x Computer Tape(s) Other (specify)		
11. File is Used	<u>l</u>	12. File Becon	mes Inactive Aft	er	
X□ Daily X□ Weekly X□ Mo- Annually	Number	- M	lonth(s)		
13. Current Location(s) (Bldg., Floor, Room) CL119	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) X□ Yes □ No				
15. Access Restrictions (If Yes, cite Law(s) & Regu ☐ Yes ☐ No	16. Audit Requirements ☐ None ☐ State ☐ Federal X☐ Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes X☐ No		Retain pe	18. Recommended Retention Retain permanently any material that serves to document the origin, development, and accomplishments of the office.		
19. Name and Title of Preparer 20. Telephone Thomas Glaser, Vice President of Number Information Technology 443-518-4442			21. Date Septembe	er 12, 2012	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH	DEPARTMENT OF GENERAL SERVICES		ELECTRONIC RECORDS INVENTORY			
NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275		Page of			
RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP, MARYLAND 20794 (410) 799-1930					
2 DEPARTMENT/AGENCY Howard Community College	2 DIVISION Vice President, Information Technology		3 UNIT Learning Outcomes Assessment (LOA)			
DEFINITION - Record Series - A group of retention and disposition purposes	related records	stored electronically and	used as a unit for reference as well as			
4 ELECTRONIC RECORD SERIES TITLE Outcome data, LOA project files and reports			5 EARLIEST YEAR/LATEST YEAR			
outcome duta, zon project mes una reports			1998 TO _present_			
6 INPUT - Identify source of information t Census files from administrative information data files from faculty, students and division	system and	7 OUTPUT - Identify the system Ad hoc data requests and	e use/s of information generated by			
8 ELECTRONIC RECORD SERIES DESCRIPT contained in a series. Include pu			cuments/forms			
Student academic data: grades, enrollment	patterns, asses	sments of learning				
9 POLICY ON ACCESS AND USE – Explain of For use only by LOA staff and faculty as requesearch studies, and reporting.			e aggregate for ad hoc requests,			
10 UPDATING CYCLES OR CONDITIONS AN Files are frozen and require no revision	D RULES FOR R	EVISING INFORMATION I	N THE 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. 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	14 TELEPHONE NUMBER		15 DATE			
Zoe A. Irvin	443-518-0824		August 27, 2012			
16 TITLE OF PREPARER						
Executive Director, Planning, Research and Development	Organizational					
DGS 550-6		7.04.0				

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MAN 7275 Waterloo Jessup, M	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 2. Division Howard Community College Vice President,		Information Technology		3. Unit Learning Outcomes Assessment (LOA)		
	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 project	its		5. Earliest Year/Latest Year198 to _present			
function of the series.)				forms found in the series. Include the purpose or and academic progress and human resources.		
7. Record Series Format(s) List all	8. Record Series	Sequence	9. Volume			
☑ Letter Size ☐ Microfilm	☐ Alphabetical		Number			
☐ Legal Size ☐ Computer Tape	□ Numerical	☐ Microfilm ☐ Compute		☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s)		
☐ Audio Tape ☐ Floppy Disk	☑ Chronological					
☐ Bound Book ☐ Video Tape	☐ Geographical			pecify)_ bookshelves with binders		
□ Other (specify)	☐ Other (specif	10. Annual Accumulation1/4 Number		ccumulation 		
		☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify)_ bookshelves with binders				
11. File is Used	<u> </u>	12. File Becomes Inactive After				
□ Daily	Number					
13. Current Location(s) (Bldg., Floor, Room) CL 116 & 117		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☑ Yes □ No Electronic backup on LOA share 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		18. Recommended Retention				
□ Yes 图 No Indexed by type of report		Permanent: LOA project reports Paper surveys: until project reports are completed				
19. Name and Title of Preparer Zoe A. Irvin	20. Telepho Number		21. Date			
Executive Director, Planning, Research and Organizational Development 443-518-08.		24	August	27, 2012		

DGS 550-4 (Rev. 1/93)

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	:	MENT OF GENERAL SERVICES	ELECTRONIC RECORDS INVENTORY		
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		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 and disposition purposes	related records	stored electronically and o	used as a unit for reference as well as		
4 ELECTRONIC RECORD SERIES TITLE Student data, comment cards, satisfaction s	survey data, cop	pies of state reports	5 EARLIEST YEAR/LATEST YEAR2000 TO _present_		
6 INPUT - Identify source of information t Census files from administrative information		system	e use/s of information generated by d research studies and reporting		
8 ELECTRONIC RECORD SERIES DESCRIPT contained in a series. Include pu Student academic data: enrollment patterns	rpose and funct	ion of the system.	cuments/forms		
9 POLICY ON ACCESS AND USE – Explain of For use only by PROD staff and reported on			search studies, and reporting.		
10 UPDATING CYCLES OR CONDITIONS AN Files are frozen and require no revision	D RULES FOR R	EVISING INFORMATION IN	N THE SYSTEM		
11 SPECIFY THE LOCATION AND MEDIA OF ensure the record's retention and usabi On private office share drive, backed up dai	lity throughout (
12 RECOMMENDED RETENTION permanent					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Zoe A. Irvin	443-518-4742		August 27, 2012		
16 TITLE OF PREPARER Executive Director, Planning, Research, and Development	Organizational				
DGS 550-6					
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<u>Instructions</u> –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		IVISION Box 275	PAGE OF		
	1	7 7 3 7 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3				
Department/Agency Howard Community College	2. Division Vice President, Information Tech		chnology	Unit Planning, Research, and Organizational Development (PROD)		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally f	iled and use	d as a unit fo	or reference as well as retention and disposition		
4. Record Series Title Federal- and state-mandated reports and internathem.	al reports needed to	prepare	5. Earliest Year/Latest Year e1970 to _present			
6. Record Series Description (Briefly describe the of the series.) Official repository of state- and federally-mandate	(5)					
7. Record Series Format(s) List all	8. Record Serie	s Sequence	9. Volume			
X□ Letter Size □ Microfilm	x□ Alphabetica	L.	Number			
☐ Legal Size ☐ Computer Tape	□ Numerical		x□ File Draw			
□ Audio Tape □ Floppy Disk	☐ Chronologica	ıl	☐ Microfilm Reel(s) ☐ Computer Tape(s)			
☐ Bound Book ☐ Video Tape	☐ Geographical	☐ Geographical		□ Other (specify)		
□ Other (specify)	☐ Other (specif	fy)	10. Annual Accumulation			
			Number x File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)			
11. File is Used		12. File Beco	nes Inactive Aft	er		
□ Daily □ Weekly X□ Monthly □ Ar	nnually	Number	_ M	onth(s) ☐ Year(s)		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) X□ Yes □ No				
MH-208 rear		X Yes O No Electronic backup on PROD private drive				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) X Yes No FERPA whenever applicable			16. Audit Requirements X□ None □ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements X□ Yes □ No Indexed by type of report			18. Recommended Retention Permanent			
		20. Telephone Number 443-518-4742		21. Date August 27, 2012		
DGS 550-4 (Rev. 1/93)						