

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2946  
 Page 1 of 1

Agency: **Frederick Community College** Division/Unit: **Continuing Education and Workforce Development (CEWD)/Vice President for CEWD**

Item No.	Description	Retention
1.	Vice President for CEWD records: <ul style="list-style-type: none"> <li>• General Correspondence, memoranda, and miscellaneous files</li> <li>• Complaints and related documentation</li> </ul>	Retain five (5) years, then destroy. IF SCANNED, SCAN TO MARYLAND STATE ARCHIVES STANDARDS, THEN DESTROY PAPER AND RETAIN DIGITAL VERSION FOR 5 YEARS, THEN DESTROY.

<p>Schedule Approved by Department, Agency, or Division Representative.</p> <p>Date <u>4-28-17</u></p> <p>Signature <u><i>Miranda Ducey</i></u></p> <p>Typed Name <u>Miranda Ducey</u></p> <p>Title <u>Executive Associate to the Vice President</u> for <u>CEWD</u></p>	<p>Schedule Authorized by State Archivist</p> <p>Date <u>8-3-17</u></p> <p>Signature <u><i>T. B. Adams</i></u></p>
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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)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY  PAGE 1 OF 1	
1. Department/Agency Frederick Community College		2. Division Continuing Education and Workforce Development (CEWD)		3. Unit Vice-President for CEWD	
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 Vice President for CEWD records			5. Earliest Year/Latest Year ___2016___ 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.) <ul style="list-style-type: none"> <li>• <u>General Correspondence, memoranda, and miscellaneous</u> subject files relating to the activities of the Vice President for Continuing Education and Workforce Development with continued administrative, fiscal, legal or historic value.</li> <li>• <u>Complaints and related documentation</u> subject files as related to the activities of the Vice-President for Continuing Education and Workforce Development to include documentation such as meeting notes and records, reports, reviews, supplementary documentation, complaints, and resolution documentation.</li> </ul>					
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 checked="" 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 ___1___ 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) _____	
				10. Annual Accumulation ___1___ 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 type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After ___1___ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Conference Center, Room E-121.			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" 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 Retain for 5 years, then destroy. If scanned, scan to Maryland State Archives standards, then destroy paper and retain digital version for 5 years, then destroy.		
19. Name and Title of Preparer Miranda Ducey, Administrative Associate to the Vice-President, CEWD		20. Telephone Number 301-624-2862		21. Date March 16, 2017	

<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>  Page ___1___ of ___1___	
<b>1 DEPARTMENT/AGENCY</b> Frederick Community College		<b>2 DIVISION</b> Continuing Education & Workforce Development (CEWD)		<b>3 UNIT</b> Vice-President for CEWD	
<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> Vice President for CEWD records				<b>5 EARLIEST YEAR/LATEST YEAR</b>  ___2016___ TO ___present___	
<b>6 INPUT - Identify source of information to be entered</b> Documentation related to the position of the Vice-President of the Continuing Education and Workforce Development Unit to be scanned and entered in shared or secured network drive.			<b>7 OUTPUT - Identify the use/s of information generated by system</b> References for continued administrative, fiscal, legal or historic value.		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.</b> <ul style="list-style-type: none"> <li>• <u>General Correspondence, memoranda, and miscellaneous subject files</u> relating to the activities of the Vice President for Continuing Education and Workforce Development with continued administrative, fiscal, legal or historic value.</li> <li>• <u>Complaints and related documentation</u> subject files as related to the activities of the Vice-President for Continuing Education and Workforce Development to include documentation such as meeting notes and records, reports, reviews, supplementary documentation, complaints, and resolution documentation.</li> </ul>					
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.</b>  The College policy indicates that employees are granted access to data and information resources required to carry out the responsibilities of their position. Access limited to needs based on individual job description.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b>  Records stored on shared network drives can be accessed if access has been provided for the shared drive.					
<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>  Paper documents held in a locked filing cabinet and reviewed annually. Once scanned into secure, shared networks/servers, the paper records are shredded. Digitally scanned records are retained on the College's secure servers.					
<b>12 RECOMMENDED RETENTION</b> Retain for 5 years, then destroy. If scanned, scan to Maryland State Archives standards, then destroy paper and retain digital version for 5 years, then destroy.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Miranda Ducey		<b>14 TELEPHONE NUMBER</b> 301-624-2862		<b>15 DATE</b> March 16, 2017	
<b>16 TITLE OF PREPARER</b> Administrative Associate to the VP for CEWD					
DGS 550-6 (rev. 10/12)					