

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

Schedule No. 2844
Page 1 of 1

Agency
Frederick Community College

Division/Unit
Continuing Education and Workforce Development
(CEWD)/Workforce Training

Item No.	Description	Retention
1	Workforce Development Records: <ul style="list-style-type: none"> • Open Enrollment Course Records • Course Evaluations • Contract Training Records • Medical Records • Student Files • Student Applications 	Scan to MD State Archive standards, then retain paper and digital versions for 5 years, then destroy

Schedule Approved by Department, Agency, or Division Representative.
 Date 4/28/17
 Signature *Patricia Meyer*
 Typed Name Patricia Meyer

Title Executive Director, Workforce Training

Schedule Authorized by State Archivist

Date 8-29-17

Signature *Jim Boh*

<p>Instructions –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>AGENCY RECORDS INVENTORY</p> <p>PAGE 1 OF 1</p>
<p>1. Department/Agency Frederick Community College</p>	<p>2. Division Continuing Education & Workforce Development</p>	<p>3. Unit Workforce Training</p>
<p>DEFINITION: RECORD SERIES: 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 Workforce Training Records</p>	<p>5. Earliest Year/Latest Year 2013 to 2017</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.) These following documents apply to students in workforce training courses: Open Enrollment Course Records – Includes class roster, attendance, sign in sheets and exams. Medical Records - Student immunization records for the Certified Nursing Assistant, Phlebotomy, Sterile Processing programs Student Files – Includes grades, evaluations, exams, certificates of completion, clinical paperwork (hours etc.), clinical site evaluations, CPR training cards Student Applications – Includes Maryland Board of Nursing and Pearson Vue applications, fees and payment confirmations</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input 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 type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>12</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input 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 checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Monroe Center</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Authorized Personnel Only (FERPA) Family Education Rights and Privacy Act</p>	<p>16. Audit Requirements <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 Scan to Maryland State Archives standards, then retain paper and digital versions for 5 years, then destroy.</p>	
<p>19. Name and Title of Preparer Patricia Meyer, Executive Director for Workforce Training</p>	<p>20. Telephone Number 240-629-7905</p>	<p>21. Date 3-17-17</p>

FSDAJKINSTRUCTIONS – 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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u> 1 </u> of <u> 1 </u>	
1 DEPARTMENT/AGENCY Frederick Community College		2 DIVISION Continuing Education & Workforce Development		3 UNIT Workforce Training	
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 Workforce Training Records				5 EARLIEST YEAR/LATEST YEAR 2012 TO 2017	
6 INPUT - Identify source of information to be entered Scanned originals document to Shared Drive			7 OUTPUT - Identify the use/s of information generated by system. For reference by authorized staff		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. <ul style="list-style-type: none"> 1. Course Evaluations – Includes evaluations completed by students (5 years) 2. Contract Training Records – Includes class rosters, certificates of completion, attendance, class data forms, new course forms, evaluations results (5 years) 					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. All information is confidential may be only be accessed by authorized staff only.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM No revisions are made to course records scanned to the shared drive.					
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. Course records scanned and place on the shared drive are identified by course information including date of course.					
12 RECOMMENDED RETENTION Scan to Maryland State Archives standards, then retain paper and digital versions for 5 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Patricia Meyer		14 TELEPHONE NUMBER 240-629-7905		15 DATE 3-17-17	
16 TITLE OF PREPARER Executive Director, Workforce Training					
DGS 550-6 (rev. 10/12)					