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

Schedule No. 2862
Page 1 of 1

Division/Unit

Frederick (Community College	Institutional Effectiveness/Marketing				
Item No.	Descrip	tion	Retention			
1	Marketing Records: • College Catalogs	·	Scan to Maryland State Archive standard. Retain for 25 years, then destroy paper and electronic record.			
Z	Course SchedulesEvent Programs	Scan to Maryland State Archive standard. Retain for 20 years, then destroy paper and electronic record.				
3	· Strategic Ran Docum	Scan to Maryland State Archives standards. Retain for 20 years, then destroy paper originals and transfer digital version to Maryland State Archives.				
	Approved by Department, Agency, Representative. The Gerald Boyd	Schedule Authorized by Stopped Signature				
	pecial Assistant to the President onal Effectiveness Planning					

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Instructions –Type or Print a separate form for DEPARTMENT OF G			SENERAL SERVICES		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward RECORDS MANAGE			GEMENT DIVISION			
with Records Retention Schedule (DGS 550-	7275	Waterloo Ro	oad, P.O. Box	275	PAGE 1 OF 6	
1)		Jessup, Mar			PAGE OF	
'/	410-799-1930		-			

Department/Agency	2. Divisio				3. Unit	
Frederick Community College	Instituti	onal Effect	iveness		Marketing \\	
DEFINITION: RECORD SERIES: A group of relations	normally file	d and used as	s a unit for	reference as well as retention and disposition		
purposes. 4. Record Series Title			5 Farlie	est Year/Latest Year		
College Catalog			1987 to 2017			
Conege Gatalog				1907	10 2017	
6. Record Series Description (Briefly describe the	types of ir	nformation/do	ocuments/form	ns found ir	the series. Include the purpose or function of	
the series.) College catalogs are published	annually	for each A	Academic Y	ear. The	document is the official publication of	
the College that includes published inforr	mation at	oout Colleg	e programs	s, course	es, policies, procedures, staff, faculty.	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
, , , , , , , , , , , , , , , , , , ,	ļ			2017		
Letter Size Microfilm		☐ Alphabetica	1	Number		
Legal Size Computer Tape		Numerical		<u> </u>	Drawer(s)	
☐ Audio Tape ☐ Floppy Disk	ļ	Chronol	ogical	☐ Microfi	Im Reel(s) Iter Tape(s)	
No. of Both State Total				Other		
Bound Book Video Tape	ĺ	Geographic	:al	10. Annual Accumulation		
Other (specify)		Other (spec	cify)			
			Number			
				File Dr	awer(s)	
				☐ Microfi	· ·	
				Compu	iter Tape(s)	
				Other (specify)	
11. File is Used			12. File Becom	es Inactive A	fter	
S		i	. <u>12</u>	_	7	
Daily Weekly Monthly	Annually		Number		Month(s)	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Annapolis Hall, 2nd Floor A202						
			Yes No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
☐ Yes No						
			Non	e 🔲 State	☐ Federal ☐ Independent	
			Z			
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
☐ Yes No			Scan to Maryland State Archive standard. Retain for 25 years, then			
			ll ·			
			destroy paper and electronic record.			
			<u> </u>	<u> </u>		
19. Name and Title of Preparer 20. Telepho			one Number 21. Date			
Michael Baisey, Director of Marketing		301-624-28	92	03/20/20	017	
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Instructions –Type or Print a separate form for DEPARTMENT OF GENI			ENERAL SERVICES		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward				ISION		
with Records Retention Schedule (DGS 550-	7275 Waterloo Road, P.O. Box			275	PAGE OF	
1)		Jessup, Mar	yland 20794		PAGE UF UF	
	410-799-1930		9-1930			
1. Department/Agency	2. Divisio				3. Unit	
		onal Effect	iveness		Marketing	
Treacher community conege	montan	onal Enco			Walketing	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally file	ed and used a	s a unit fo	r reference as well as retention and disposition	
4. Record Series Title			5. Earliest Year/Latest Year			
Course Schedules				1997	to <u>2017</u>	
6. Record Series Description (Briefly describe the	types of i	nformation/do	ocuments/form	ns found in	n the series. Include the purpose or function of	
the series.)						
Course schedules to provide a calendar o	of offerin	igs. They a	re publishe	ed each s	semester for:	
1) Credit	D					
2) CE/WD - Continuing Education/Workfo 3) ILR – Institute for Learning in Retireme		velopment			·	
4) Kids on Campus						
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume	•	
□ Lotter Size □ Microfilm		Alphabetica		'Program' Number	Program' , Year, Semester	
Letter Size Microfilm		Alphabelica		Number	iber	
Legal Size Computer Tape		Numerical	•	File Drawer(s)		
☐ Audio Tape ☐ Floppy Disk		Z ZI .		K	offim Reel(s)	
. Additionable Trioppy blak		Chronol	ogical		Computer Tape(s)	
Bound Book	. Geographica		rel	Other (specify)	
	☐ Geographic			10. Annua	Accumulation	
Other (specify)		Other (spe	cify)	12	•	
•				Number		
			•	File Dr	awer(s)	
				Microfi	• •	
`				☐ Compu	ter Tape(s)	
		· ·				
11. File is Used			12. File Becomes Inactive After			
_ 🔽 🗆	_	1	<u>6</u>	┌	7 -	
Daily Weekly Monthly	Annuali	y	Number	12	Month(s) Year(s)	
·						
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record	Series Duplic	ated Elsewhere? (If yes, specify agency or office.)	
Annapolis Hall, 2 nd Floor A202		☐ Yes		No		
<u> </u>						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
☐ Yes No						
			None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
☐ Yes No			Scan to Ma	ryland State Archive standard. Retain for 20 years, then		
·				er and ele	ctronic record.	
19: Name and Title of Preparer		20. Telepho	one	21. Date		
Michael Baisey, Director of Marketing		Number	03/20/2017		017	
		301-624-28	92			

Instructions –Type or Print a separate form for	Print a separate form for DEPARTMENT OF			RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECO	RDS MANA	SEMENT DIV	ISION		
with Records Retention Schedule (DGS 550-	7275 Waterloo Road, P.O. Box			275	o	
1)	Jessup, Maryland 20794				PAGE G OF 8	
	410-799-1930					
Department/Agency	2. Divisio	<u> </u>			3. Unit	
II		onal Effect	tiveness		Marketing	
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DEFINITION: RECORD SERIES: A group of related purposes.	d records	normally file	ed and used a	s a unit fo	r reference as well as retention and disposition	
4. Record Series Title			5. Earliest Year/Latest Year			
Event Programs	•			2007	to <u>2017</u>	
6. Record Series Description (Briefly describe the t	types of in	nformation/de	ocuments/forr	ns found in	the series. Include the purpose or function of	
the series.)			•		•	
Official programs for College events including	: comm	encements	s, pinnings,	investitu	res, convocations, rewards &	
recognition events.					·	
7. Record Series Format(s) List all	,	8. Record Seri	es Sequence	9. Volume		
 	,	\square		Year, Ever Number	nt, Document Name	
Letter Size Microfilm		Alphabe	etical		•	
M		■ Numerical		File	Drawer(s)	
Legal Size Computer Tape	l	_	•	Microfi	• •	
☐ Audio Tape ☐ Floppy Disk		Chronol	logical	Compu	specify)	
	.					
Bound Book		Geographic	cal	l	Accumulation	
		Other (spe	cify)	12 Number		
Other (specify)				, wante		
				☐ File Dra	• •	
			☐ Microfi	ım keel(s) Iter Tape(s)		
				Other (specify)	
11. File is Used			12. File Becon	nes Inactive A	After	
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☐ Daily Weekly Monthly	Annually	,	Number	\triangleright	Month(s) Year(s)	
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13. Current Location(s) (Bldg., Floor, Room) Annapolis Hall, 2 [™] Floor A202			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
			☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
Yes No			10. Audit requirements			
			None State Federal Independent			
·.						
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
☐ Yes No			Scan to Maryland State Archive standard. Retain for 20 years, then			
			destroy paper and electronic record.			
					·	
					•	
19. Name and Title of Preparer		20. Telepho	one	21. Date		
Michael Baisey, Director of Marketing	· · · · · · · · · · · · · · · · · · ·			03/20/2017		
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301-024-20					. •	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Frederick Community College DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title Strategic Plan Documents	RECORDS MANAGEME 7275 Waterloo Road, F Jessup, Maryland 410-799-1930 2. Division Institutional Effectiven		GEMENT DIVIDIDATION OF THE PROPERTY OF THE PRO	s a unit for	AGENCY RECORDS INVENTORY PAGE OF 3. Unit Marketing r reference as well as retention and disposition st Year/Latest Year to 2017
Record Series Description (Briefly describe the the series.) Official published files of Strategic Plan docur		•		ns found ir	n the series. Include the purpose or function of
7. Record Series Format(s) List all Letter Size Microfilm Mumerical Mumerical Mumerical Chronol Geographic Other (specify) Other (specify) Other (specify) Other (specify) Microfilm Record Series Record Series		ogical cat	Year, Event, Document Name Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) 10. Annual Accumulation 12		
11. File is Used			12. File Becom 6 Number	nes Inactive A	Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Annapolis Hall, 2 rd Floor A202			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No			16. Audit Requirements None State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes No		years, the	Maryland en destro	Retention State Archives standards. Retain for 20 by paper originals and transfer digital ryland State Archives.	
19. Name and Title of Preparer Michael Baisey, Director of Marketing	20. Telepho Number 301-624-28		03/2		

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	RECORDS M 7275 WATERL JESSUP,	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page of						
DEPARTMENT/AGENCY: Frederick Community College	2 DIVISION: Institutional Eff	ectiveness	3 UNIT: Marketing						
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: College Catalog		5 EARLIEST YEAR/LATEST YEAR 2007 TO 2017							
6 INPUT - College-wide publication PDF up	7 OUTPUT – Official publi PDF for web viewing.	ication of college offerings and information,							
			•						
 8 ELECTRONIC RECORD SERIES DESCRIPTION: College catalogs are published annually for each Academic Year. 9 POLICY ON ACCESS AND USE: The publication is a public document, available on the Frederick edu website and in limited print quantities. 									
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM: The content of the publication is revised annually to reflect changes within the College, including: programs, courses, policies, procedures, faculty, staff, and other. The document is published in April, and an addendum is published each June. Document content and revision follows the specifications of COMAR 13B.02.02.22 "Catalog and Official Publications"									
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Both the native InDesign file and the electronic PDF version of the College Catalog are archived on the Marketing Department shared network drive.									
12 RECOMMENDED RETENTION Scan to Maryland State Archive standard. Retain for 25 years, then destroy paper and electronic record.									
13 TYPED OR PRINTED NAME OF	TYPED OR PRINTED NAME OF 14 TELEPHONE NUMBER								
PREPARER Michael Baisey	301-624-2892		03/20/2017						
16 TITLE OF PREPARER Director of Marketing	L								
DGS 550-6 (rev. 10/12)									

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY								
WITH RECORDS RETENTION SCHEDULE (DGS	JESSUP, MARYLAND 20794 (410) 799-1930	Page of 8								
550-1)	(410) 799-1930									
COMAR 14.18.02										
1 DEPARTMENT/AGENCY:	2 DIVISION:	3 UNIT:								
Frederick Community College	Institutional Effectiveness	Marketing								
·	·	, ·								
DEFINITION - Record Series - A group of retention and disposition purposes	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:		5 EARLIEST YEAR/LATEST YEAR								
Course Schedules										
		2007 TO 2017								
6 INPUT - College-wide publication, PDF u	pload 7 OUTPUT - Official pub	lication of course schedules by semester.								
		ř.								
8 ELECTRONIC RECORD SERIES DESCR	RIPTION:									
Course schedules are published each semes	ster for:	•								
1) Credit 2) CEAND – Continuing Education/Workforce	a Develonment									
CE/WD – Continuing Education/Workforce Development ILR – Institute for Learning in Retirement										
4) Kids on Campus										
9 POLICY ON ACCESS AND USE: Publications are public documents, available on the Frederick edu website and in limited										
print quantities. Archives have no access restrictions.										
10 UPDATING CYCLES OR CONDITIONS the publication is revised appually to reflect or										
the publication is revised annually to reflect changes within the College, including: programs, courses, policies, procedures, faculty, staff, and other. Each course schedule is published approximately 3 months prior to the start of the semester.										
11 SPECIFY THE LOCATION AND MEDIA Both the native InDesign file and the electron	-	···								
Both the native InDesign file and the electronic PDF version of the course schedules are archived on the Marketing Department shared network drive.										
42 DECOMMENDED DETENTION										
12 RECOMMENDED RETENTION Scan to Maryland State Archive standard. Retain for 20 years, then destroy paper and electronic record.										
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER	15 DATE								
Michael Baisey	301-624-2892	03/20/2017								
46 TITLE OF PREPARED										
16 TITLE OF PREPARER Director of Marketing										
DOS 550 C (may 40/40)										
DGS 550-6 (rev. 10/12)										

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY							
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP, MARYLAND 20794 (410) 799-1930	Page 1 of 8							
DEPARTMENT/AGENCY: Frederick Community College	2 DIVISION: Institutional Effectiveness	3 UNIT: Marketing							
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: Event Programs	•	5 EARLIEST YEAR/LATEST YEAR							
3		2007 TO 2017							
6 INPUT - College-wide publications, PDF upload 7 OUTPUT - Official programs for College events, and published files of Strategic Plan documents and supporting content.									
8 ELECTRONIC RECORD SERIES DESCRIPTION: Programs for commencements, pinnings, investitures, convocations, rewards & recognition events.									
9 POLICY ON ACCESS AND USE: Publications are public-facing documents with no restrictions on access or use.									
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM: The content of each publication is revised for each recurrence of the event, based on changes within the College including programs, courses, staff, faculty, date, theme, and other.									
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Both the native InDesign file and the electronic PDF version of the materials are archived on the Marketing Department shared network drive.									
12 RECOMMENDED RETENTION Scan to Maryland State Archive standard. Retain for 20 years, then destroy paper and electronic record.									
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER	15 DATE .							
Michael Baisey	301-624-2892	03/20/2017							
16 TITLE OF PREPARER Director of Marketing									
DGS 550-6 (rev. 10/12)									

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY					
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	JESSUP,	OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page of of of					
COMAR 14.18.02			·					
1 DEPARTMENT/AGENCY: Frederick Community College	2 DIVISION: Institutional Effe	ectiveness	3 UNIT: Marketing					
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: Strategic Plans		·	5 EARLIEST YEAR/LATEST YEAR					
			2007 TO 2017					
6 INPUT - College-wide publications, PDF upload 7 OUTPUT – Official programs for College events, and published files of Strategic Plan documents and supporting content.								
8 ELECTRONIC RECORD SERIES DESCR								
Published final versions of Strategic Plans, ir	icluding ivilssion a	and vision statements and	annuai priorities.					
9 POLICY ON ACCESS AND USE: Publications are public-facing documents with no restrictions on access or use.								
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM: The content of each publication is revised for each recurrence of the event, based on changes within the College including programs, courses, staff, faculty, date, theme, and other.								
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12 RECOMMENDED RETENTION Scan to Maryland State Archives standards. Retain for 20 years, then destroy paper originals and transfer digital version to the Maryland State Archives.								
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE					
Michael Baisey	301-624-2892		03/20/2017					
16 TITLE OF PREPARER Director of Marketing								
DGS 550-6 (rev. 10/12)								