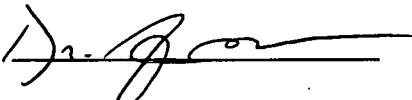


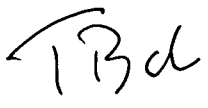
**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 287
Page 1 of 2

Agency: **Frederick Community College** Division/Unit: **Academic Affairs/Career Programs**

Item No.	Description	Retention
1	<p>The Evaluation of Portfolio Assessments Form:</p> <p>Section I of the form identifies the type of Prior Learning and has a box that is required to be checked for Portfolio Assessment.</p> <p>Section II of the form captures student demographics to include student name, identification number, address, telephone number (home and work) and student's signatures.</p> <p>Section III of the form requires course information request to include course code, course title and number of credits for the course and instructor/examiner signature.</p> <p>Section IV of the form requires Administrative approvals from the Department Chair and Associate Vice President of Center for Teaching and Learning.</p>	<p>Retain for 5 years after a student was last enrolled, then destroy</p>

Schedule Approved by Department, Agency, or Division Representative.
Date 4/28/2017
Signature 
Typed Name Dr. Alanka Brown
Title AVP/Dean of Career Programs

Schedule Authorized by State Archivist
Date 9.14.17
Signature 

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. 2051

Page 2 of 2

Agency
Frederick Community College

Division/Unit
Academic Affairs/Career Programs

Item No.	Description	Retention
	<p>Step V of the form requires proof that the student has paid for their credits awarded by portfolio by a Student Finance representative</p> <p>Step VI of the form requires instructor or examiner to provide a signature and note if the portfolio received approval.</p> <p>Step VII of the form requires the form to be forwarded to the Registrar's office for processing.</p>	
2	Online Student Internship Application Forms	<p>2. Scan to MD State Archives standards, then retain paper and digital versions 3 years, then destroy.</p>
3	Student Memorandum of Understanding Documents	<p>3. Scan to MD State Archives standards, then retain paper and digital versions 3 years, then destroy.</p>

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		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 9	
1 DEPARTMENT/AGENCY Frederick Community College		2 DIVISION Academic Affairs		3 UNIT Career Programs, Prior Learning Assessment	
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 Evaluation of Portfolio Assessment				5 EARLIEST YEAR/LATEST YEAR 2002 to 2017	
6 INPUT - Identify source of information to be entered Description of student information regarding Credit for Prior Learning portfolio assessments			7 OUTPUT - Identify the use/s of information generated by system To conduct an evaluation of students Prior Learning Assessment by way of Portfolio development.		
8 ELECTRONIC RECORD SERIES DESCRIPTION -Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Documents consist of completed Prior Learning Applications, Student Portfolio's and any supporting documentation, certificate and/or licensure completed evaluations, and departmental exams (exam of record and exams completed by students). The Evaluation of Portfolio Assessments purpose is to document students' requests for credit for Prior Learning through evaluation of their portfolio. The form is used to properly track the Prior Learning request, approvals and process results. Section II of the form captures student demographics to include student name, identification number, address, telephone number (home and work) and student's signatures. Section III of the form requires course information request to include course code, course title and number of credits for the course and instructor/examiner signature. Section IV of the form requires Administrative approvals from the Department Chair and Associate Vice President of Center for Teaching and Learning. Step V of the form requires proof that the student has paid for their credits awarded by portfolio by a Student Finance representative Step VI of the form requires instructor or examiner to provide a signature and note if the portfolio received approval. Finally, Step VII of the form requires the form to be forwarded to the Registrar's office for processing.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. The Prior Learning Coordinator and Frederick Community College's Registrar would have access to the Evaluation of Portfolio Assessment documents and information contained in the form. The Prior Learning Coordinator requires access as the collection of required data needed to begin the Portfolio evaluation process is captured on this form. Upon completion of all sections, the form is forwarded to the Registrar's office for processing.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM There is an annual review process of the Prior Learning Assessment (portfolio) policy and procedures					
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. The electronic data file will be located on Frederick Community College's protected shared drive. We will continually work to make sure that we conduct all necessary software updates to ensure the functionality and protection of the shared drive.					
12 RECOMMENDED RETENTION Retain for 5 years after a student was last enrolled, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER Dr. Renee Davis		14 TELEPHONE NUMBER 301-846-2587		15 DATE 03/02/2017	
16 TITLE OF PREPARER Academic Program Manager of Career Programs					
DGS 550-6 (rev. 10/12)					

<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 2 OF 9</p>
<p>1. Department/Agency Frederick Community College</p>	<p>2. Division Academic Affairs</p>	<p>3. Unit Career Programs, Prior Learning Assessment</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 Evaluation of Portfolio Assessment</p>	<p>5. Earliest Year/Latest Year 2002 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.) The Evaluation of Portfolio Assessments purpose is to document students' requests for credit for Prior Learning through evaluation of their portfolio. The form is used to properly track the Prior Learning request, approvals and process results. Section II of the form captures student demographics to include student name, identification number, address, telephone number (home and work) and student's signatures. Section III of the form requires course information request to include course code, course title and number of credits for the course and instructor/examiner signature. Section IV of the form requires Administrative approvals from the Department Chair and Associate Vice President of Center for Teaching and Learning. Step V of the form requires proof that the student has paid for their credits awarded by portfolio by a Student Finance representative Step VI of the form requires instructor or examiner to provide a signature and note if the portfolio received approval. Finally, Step VII of the form requires the form to be forwarded to the Registrar's office for processing.</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 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>2 drawers: 2.5 cubic feet per drawer</p>	<p>8. Record Series Sequence</p> <p><input 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 2.5 cubic feet 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 ____ 15 ____ 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 type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p> <p>Retain for 5 years after a student was last enrolled, then destroy.</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Braddock Building/ 2nd floor /Room 221</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Registrar's Office</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>These records are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g;34 CFR Part 99) law which protects the privacy of student education records at all schools that receive funds under an applicable program of the U.S. Department of Education.</p> <p>Academic Program Manager of Career Programs</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	

3 of 9

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 after a student was last enrolled, then destroy.	
19. Name and Title of Preparer Dr. Renee Davis, Academic Program Manager of Career Programs	20. Telephone Number (301) 846-2587	21. Date 03/02/2017	

<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 4 OF 9</p>
<p>1. Department/Agency Frederick Community College</p>	<p>2. Division Academic Affairs</p>	<p>3. Unit Career Programs/Internship Program</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 Online Student Internship Applications (Printed)</p>	<p>5. Earliest Year/Latest Year 2009 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.) The Online Student Internship Application Forms are used to gather information on individual student internship placement, such as student names and contact information, academic major, overall GPA, internship site information, internship supervisor contact information, internship pay rate/salary, and emergency contact information. The information the applications is used for tracking and reporting purposes (ex: tracking internship sites, internship pay rate information, etc.) as well as communication purposes in the event of an emergency (ex: student emergency contact and internship supervisor contact information).</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 type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _alphabetical by semester/term____ -</p>	<p>9. Volume _2.5 cubic feet____ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation _60 documents (1/3 of file drawer)____ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After _3____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Room B218, 2nd Floor, Braddock Hall, FCC Main Campus</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</p> <p>These records are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g;34 CFR Part 99) law which protects the privacy of student education records at all schools that receive funds under an applicable program of the U.S. Department of Education.</p> <p>Internship Coordinator</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	

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 Scan to Maryland State Archives Standards. Retain paper and digital versions for 3 years, then destroy	
19. Name and Title of Preparer Kristi Waters, Office Manager, Career Programs		20. Telephone Number 301-624-2724	21. Date 2/28/17

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 6 of 9	
1 DEPARTMENT/AGENCY Frederick Community College		2 DIVISION Academic Affairs		3 UNIT Career Programs/ Internship Programs	
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 Student Online Internship Application Forms				5 EARLIEST YEAR/LATEST YEAR 2009 to 2017	
6 INPUT - Identify source of information to be entered Student Online Internship Application Forms (scanned paper forms)			7 OUTPUT - Identify the use/s of information generated by system The information collected from the Online Student Internship Application Forms is used for tracking and reporting purposes (ex: tracking internship sites, internship pay rate information, etc.) as well as communication purposes in the event of an emergency (ex: student emergency contact and internship supervisor contact information).		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. The Online Student Internship Application Forms are used to gather information on individual student internship placement, such as student names and contact information, academic major, overall GPA, internship site information, internship supervisor contact information, internship pay rate/salary, and emergency contact information.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. These records are accessed by the Frederick Community College Internship Coordinator for the purpose of tracking information regarding students' internship placements as well as obtaining student, employer, and emergency contact information.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM No revisions are made to these files.					
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. This information is stored electronically in an administrative website specifically developed for the Internship Program. This administrative website has restricted, password-protected access.					
12 RECOMMENDED RETENTION Scan to Maryland State Archives Standards. Retain paper and digital versions for 3 years, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER Kristi Waters		14 TELEPHONE NUMBER 301-624-2724		15 DATE 2/28/17	
16 TITLE OF PREPARER Office Manager, Career Programs					
DGS 550-6 (rev. 10/12)					

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
		Page 7 of 9			
1 DEPARTMENT/AGENCY Frederick Community College		2 DIVISION Academic Affairs		3 UNIT Career Programs/ Internship Program	
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 Student Memorandum of Understanding Documents				5 EARLIEST YEAR/LATEST YEAR 2009 to 2017	
6 INPUT - Identify source of information to be entered Student Memorandum of Understanding documents (scanned paper forms)			7 OUTPUT - Identify the use/s of information generated by system Recording and documenting signed agreements between the college, student interns, and internship employers.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. The Memorandum of Understanding document is a signed agreement between Frederick Community College, student interns, and their selected internship employers, which is required prior to internship registration. This purpose of this document is to ensure that all parties involved agree to the responsibilities associated with their role in the internship process, as well as a description of internship policies and procedures, the FCC Equal Opportunity Employment Statement, and the FCC Waiver of Liability statement.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. These records are accessed by the Internship Program Coordinator for the purpose of documenting and tracking students' signed agreements with internship employers.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM No revisions are made to these files.					
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. These documents are stored on in a folder on an internal shared network drive that has restricted access.					
12 RECOMMENDED RETENTION Scan to Maryland State Archives Standards. Retain paper and digital versions for 3 years, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER Kristi Waters		14 TELEPHONE NUMBER 301-624-2724		15 DATE 2/28/17	
16 TITLE OF PREPARER Office Manager, Career Programs					
DGS 550-6 (rev. 10/12)					

<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 8 OF 9</p>
1. Department/Agency	2. Division	3. Unit	
Frederick Community College	Academic Affairs	Career Programs/Internship Program	
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		5. Earliest Year/Latest Year	
Memorandum of Understanding Forms (Printed)		2009 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)			
The Online Student Internship Memorandum of Understanding documents are signed agreements between Frederick Community College, student interns, and their selected internship employers, which is required prior to internship registration. The purpose of this document is to ensure that all parties involved agree to the responsibilities associated with their role in the internship process, as well as internship policies and procedures, the FCC Equal Opportunity Employment statement, and the FCC Waiver of Liability statement.			
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume
<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) _____		<input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _alphabetical by semester/term_____	-91 documents 1/7 of a cabinet drawer _____ 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
			_2.5 cubic feet _____ 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		12. File Becomes Inactive After	
<input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		_3 _____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)	
Room B218, 2 nd Floor, Braddock Hall, FCC Main Campus		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))		16. Audit Requirements	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No These records are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g;34 CFR Part 99) law which protects the privacy of student education records at all schools that receive funds under an applicable program of the U.S. Department of Education.		<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		18. Recommended Retention	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Scan to Maryland State Archives Standards. Retain paper and digital versions for for 3 years, then destroy	

19. Name and Title of Preparer		20. Telephone Number	21. Date
Kristi Waters, Office Manager, Career Programs		301-624-2724	2/28/17