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

Schedule No. 2 %5) Page 1 of 2

Agency

Division/Unit

Frederick Community College		Academic Affairs/Career Programs			
Item No.	Descript	ion	Retention		
1	The Evaluation of Portfolio Ass	sessments Form:			
	Section I of the form identifies Learning and has a box that is for Portfolio Assessment.	• •	Retain for 5 years after a student was last enrolled, then destroy		
	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 approvals from the Department Vice President of Center for Te				
	oproved by Department, Agency,	Schedule Authorized by Sta	ate Archivist		
Date 4 / 2	Representative. 2岁/ 2017	Date 9.14.17			
Signature	Dr. Agran		Bd		
Typed Name	e <u>Dr. Alánka Brown</u>	Signature	,		
Title <u>AVI</u>	P/Dean of Career Programs				

DGS 550-1

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

Schedule No.

2 of 2 Page

AgencyFrederick Community College

Division/Unit Academic Affairs/Career Programs

Item No.	Description	Retention
	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.	
·	Step VII of the form requires the form to be forwarded to the Registrar's office for processing.	2.3 can to MD State Archives standards then retain paper and digital versions 3 years
2	Online Student Internship Application Forms	then destroy.
3	Student Memorandum of Understanding Documents	
		3. Sean to MD State Archives standards, then retain paper and digital versions 3 years, then destroy.
·		
		·

DGS 550-1A

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INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794		ELECTRONIC RECORDS INVENTORY					
ELECTRONIC RECORD SERIES. FORWARD WITH			Page # of 9					
RECORDS RETENTION SCHEDULE (DGS 550-1)	(4	10) 799-1930	Page For I					
COMAR 14.18.02			ı					
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT					
Frederick Community College	Academic Affairs	•	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			5 EARLIEST YEAR/LATEST YEAR					
Evaluation of Portfolio Assessment			2002 to 2017					
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the t	use/s of information generated by system					
Description of student information regarding Credi Learning portfolio assessments		of Portfolio development.	students Prior Learning Assessment by way					
8 ELECTRONIC RECORD SERIES DESCRI Include purpose and function of the system.	PTION -Briefly d	escribe the information/do	cuments/forms contained in a series.					
Documents consist of completed Prior Learning	ing Applications,	Student Portfolio's and an	y supporting documentation, certificate					
and/or licensure completed evaluations, and	departmental ex	ams (exam of record and e	exams completed by students).					
The Evaluation of Portfolio Assessments purpose portfolio. The form is used to properly track the Pr	ior Learning reque	st, approvals and process res	sults.					
Section II of the form captures student demograph	nics to include stud	ent name, identification numb	per, address, telephone number (home and					
Section III of the form requires course information	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 Cor								
documents and information contained in the form. begin the Portfolio evaluation process is captured								
for processing.								
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM					
There is an annual review process of the Prior Lea	arning Assessmen	t (portfolio) policy and procedu	ures					
11 SPECIFY THE LOCATION AND MEDIA C	OF THE MAIN EL	ECTRONIC DATA FILE.						
ensure the record's retention and usability thr	oughout the rec	ord'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 14 TELEPHONE NUMBER 15 DATE								
PREPARER								
Dr. Renee Davis	301-846-2587	·	03/02/2017					
16 TITLE OF PREPARER	<u> </u>							
Academic Program Manager of Career Programs								
DGS 550-6 (rev. 10/12)		1						

Instructions Type or Print a separate form for each	DEBARTI	MENT OF CENEDAL SERVICES	AGENCY RECORDS INVENTORY	
Instructions -Type or Print a separate form for each new or revised record series. Forward with Records	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION			
Retention Schedule (DGS 550-1)		Waterloo Road, P.O. Box 275		
Retention ochedule (DGG 550-1)		Jessup, Maryland 20794	PAGE 2 OF 9	
·		410-799-1930		
Department/Agency	2. Division		3. Unit	
Frederick Community College	Academic		Career Programs, Prior Learning Assessment	
DEFINITION: RECORD SERIES: A group of related rec	ords normally	filed and used as a unit for reference		
Record Series Title Evaluation of Portfolio Assessment			5. Earliest Year/Latest Year 2002 to 2017	
6. Record Series Description (Briefly describe the types The Evaluation of Portfolio Assessments purpose portfolio. The form is used to properly track the P Section II of the form captures student demograp and work) and student's signatures. Section III of the form requires course information instructor/examiner signature. Section IV of the form requires Administrative ap and Learning. Step V of the form requires proof that the student Step VI of the form requires instructor or examine form requires the form to be forwarded to the Reg	e is to docume rior Learning phics to inclusion request to approvals from the that paid foer to provide	ment students' requests for crediting request, approvals and procestude student name, identification in include course code, course titled the Department Chair and Assort their credits awarded by portfore a signature and note if the portfore.	it for Prior Learning through evaluation of their se results. number, address, telephone number (home e and number of credits for the course and ociate Vice President of Center for Teaching blio by a Student Finance representative	
7. Record Series Format(s) List all	8. Record Serie		9. Volume	
☑ Letter Size ☐ Microfilm	Alphabetica	al	2.5 cubic feet Number	
☑ Legal Size ☐ Computer Tape	☐ Numerical	4	⊠ File Drawer(s)	
Audio Tape Floppy Disk	□ Chronological □ Chronological		☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)	
☐ Bound Book ☐ Video Tape	Geographical .		10. Annual Accumulation	
Other (specify)	Other (spec	cify)	10. Annual Accumulation15 Number	
2 drawers: 2.5 cubic feet per drawer			Number .	
<u> </u>		·	☑ File Drawer(s)	
. '			☐ Microfilm Reel(s) ☐ Computer Tape(s)	
1	.		Other (specify)	
11. File is Used		12. File Becomes Inactive After		
☐ Daily ☐ Weekly ☐ Monthly ☐ Annually		Number		
		Retain for 5 years after a student was last enrolled, then destroy.		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
Braddock Building/ 2 nd floor /Room 221		⊠ Yes □ No		
		Registrar's Office		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes ☐ No		16. Audit Requirements		
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.		⊠ None	Independent	
Academic Program Manager of Career Programs	s			

17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ 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	20. Telepho (301) 846-	one Number	21. Date 03/02/2017		
of Career Programs	(301) 640-		03/02/2017		

DGS 550-4 (Rev. 1/93)

Instructions Turns of Drinks accepts form for each new considered accept	DEDAD	MENT OF	AGENCY RECORDS INVENTORY
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		MENT OF	
series. Totward with Necolds Neterition Schedule (DGS 350-1)	1	ORDS	, a
•	1	SEMENT	PAGEY OF 9
		ISION	·
	1	erloo Road,	
	P.O. I	3ox 275	
	Jessup, Ma	ryland 20794	.
	410-7	99-1930	
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 purposes.	used as a uni	for reference	as well as retention and disposition
4. Record Series Title			5. Earliest Year/Latest Year
Online Student Internship Applications (Printed)			2009 to 2017
6. Record Series Description (Briefly describe the types of information/document	nts/forms foun	d in the series	s. Include the purpose or function of the
series.) The Online Student Internship Application Forms are used to gather student names and contact information, academic major, overall (information, internship pay rate/salary, and emergency contact information purposes (ex: tracking internship sites, internship pay rate information (ex: student emergency contact and internship supervious)	GPA, interns mation. The i formation, etc	hip site inf nformation c.) as well as	ormation, internship supervisor contact the applications is used for tracking and scommunication purposes in the event of
7. Record Series Format(s) List all	8. Record		9. Volume
	Sequenc		_2.5 cubic feet
Letter Size ☐ Microfilm	Alpha		Number
Legal Size Computer Tape			☑ File Drawer(s)
☐ Audio Tape ☐ Floppy Disk	Nume		
	Chro		Other (specify)
☐ Bound Book ☐ Video Tape		L	·
Other (specify)	Geog	raphical	10. Annual Accumulation60 documents (1/3 of file drawer)
- '' "		(specify)	Number
	_alphabe semester	· I	M 5% Decimate)
	-		☑ File Drawer(s) ☐ Microfilm Reel(s)
		1 '	Computer Tape(s)
			Other (specify)
11. File is Used		12. File Beco	mes Inactive After
☐ Daily ☑ Weekly ☐ Monthly ☐ Annually		Number	
Goding Greekly G Montally G Antibany		Number	☐ Montal(s) ☑ Teal(s)
·			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record	Series Duplicated Elsewhere? (If yes, specify agency or
Room B218, 2 nd Floor, Braddock Hall, FCC Main Campus		office.)	
		☐ Yes	⊠ No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Re	quirements .
	ich protects	⊠ None	☐ State ☐ Federal ☐ Independent
Internship Coordinator			

17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No		Scan Stand	to Maryland State Archives dards. Retain paper and digital ons for 3 years, then destroy
19. Name and Title of Preparer	20. Tele	phone	21. Date
Kristi Waters, Office Manager, Career Programs	Number 301-62 2724		2/28/17

DGS 550-4 (Rev. 1/93)

INSTRUCTIONS – TYPE OR PRINT A	DEPARTMENT	OF GENERAL SERVICES	ELECTRONIC RECORDS INVENTORY				
SEPARATE FORM FOR EACH NEW/REVISED	RECORDS M	ANAGEMENT DIVISION	LLLO MONIO NEGONDO INVENTORY				
ELECTRONIC RECORD SERIES. FORWARD WITH		OO ROAD, P.O. BOX 275 MARYLAND 20794	/ ~				
RECORDS RETENTION SCHEDULE (DGS	(410) 799-1930		Page 6 of 9				
550-1) COMAR 14.18.02			•				
COMAR 14.18.02							
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT				
Frederick Community College	Academic Affairs	•	Career Programs/ Internship Programs				
Trodonok Community Conege	7 toddernio 7 traire		odreel Frograms internship Frograms				
DEFINITION — Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention				
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR				
Student Online Internship Application Forms		·	2009 to 2017				
6 INPUT - Identify source of information to	be entered		use/s of information generated by system				
Student Online Internship Application Forms (scar	ned paper		om the Online Student Internship Application nd reporting purposes (ex: tracking internship				
forms)	a papa	sites, internship pay rate info	ormation, etc.) as well as communication				
·		and internship supervisor co	emergency (ex: student emergency contact ontact information).				
8 ELECTRONIC RECORD SERIES DESCR	IPTION - Brie		/documents/forms contained in a series.				
Include purpose and function of the system.							
The Online Student Internship Application Forms							
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 Constudents' internship placements as well as obtaining	nmunity College In	ternship Coordinator for the p	urpose of tracking information regarding				
10 UPDATING CYCLES OR CONDITIONS							
Ala andiaina and an alama Sha							
No revisions are made to these files. 11 SPECIFY THE LOCATION AND MEDIA	OF THE MAIN F	I ECTRONIC DATA FILE	Explain the progression established to				
ensure the record's retention and usability							
		:	teterachie December This administrative				
This information is stored electronically in an admi website has restricted, password-protected access		specifically developed for the	internship Program. This administrative				
12 RECOMMENDED RETENTION							
Scan to Maryland State Archives Standards.	Retain paper ar	nd digital versions for 3 yea	rs, then destroy				
13 TYPED OR PRINTED NAME OF	13 TYPED OR PRINTED NAME OF 14 TELEPHONE NUMBER 15 DATE						
PREPARER							
Kristi Waters	301-624-2724		2/28/17				
10 TITLE 05 PRED 1959							
16 TITLE OF PREPARER							
Office Manager, Career Programs							
DGS 550-6 (rev. 10/12)							
<u>'</u>							

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INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC 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		EMENT DIVISION DAD, P.O. BOX 275 LAND 20794	ELECTRONIC RECORDS INVENTORY Page 7 of 9			
COMAR 14.18.02	0 000000	···	•	0.11017			
1 DEPARTMENT/AGENCY	2 DIVISION			3 UNIT			
Frederick Community College	Academic Affairs C			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				5 EARLIEST YEAR/LATEST YEAR			
Student Memorandum of Understanding Documer	nts	•		2009 to 2017			
6 INPUT - Identify source of information to	be entered	7 0	UTPUT - Identify the เ	use/s of information generated by system			
Student Memorandum of Understanding documen paper forms)	ts (scanned		rding and documenting nt interns, and internsh	signed agreements between the college, nip employers.			
8 ELECTRONIC RECORD SERIES DESCR Include purpose and function of the system.	8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series.						
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 Pro with internship employers.							
10 UPDATING CYCLES OR CONDITIONS A No revisions are made to these files.	AND RULES FO	R REV	ISING INFORMATION	ON IN THE SYSTEM			
11 SPECIES THE LOCATION AND MEDIA	OF THE MAIN E	LECTI	PONIC DATA FILE	Explain the progression established to			
11 SPECIFY THE LOCATION AND MEDIA of ensure the record's retention and usability							
These documents are stored on in a folder on an i	nternal shared net	twork dr	rive that has restricted	access.			
12 RECOMMENDED RETENTION							
Scan to Maryland State Archives Standards.	Retain paper ar						
13 TYPED OR PRINTED NAME OF PREPARER	14 IELEPHO	INE INC	JIVIDER	15 DATE			
Kristi Waters	301-624-2724			2/28/17			
16 TITLE OF PREPARER							
Office Manager, Career Programs							
DGS 550-6 (rev. 10/12)							

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Instructions –Type or Print a separate form for each new or revised record	DEPART	MENT OF	AGENCY RECORDS INVENTORY	
series. Forward with Records Retention Schedule (DGS 550-1)		SERVICES		
series. Tolward with Necolds Neterition Schedule (DOS 330-1)		ORDS		
		SEMENT	PAGE OF 9	
·		SION		
		erloo Road,		
		30x 275		
		ryland 20794		
1 Department/Agency		99-1930	3. Unit	
Department/Agency	2. Division		3. Ont	
Frederick Community College	Academic A	Affairs	Career Programs/Internship Program	
DEFINITION: RECORD SERIES: A group of related records normally filed and purposes.	used as a unit	for reference		
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/document	nts/forms found	d in the series	s. Include the purpose or function of the	
series.)				
The Online Student Internship Memorandum of Understanding docum				
College, student interns, and their selected internship employers, whi this document is to ensure that all parties involved agree to the respo				
well as internship policies and procedures, the FCC Equal Opportunit				
statement.	<u> </u>			
7. Record Series Format(s) List all	8. Record Sequence		Volume 1/7 of a cabinet drawer	
☑ Letter Size ☐ Microfilm	Ocquence		Number	
	☐ Alphat	petical		
Legal Size Computer Tape		1	☐ File Drawer(s)	
☐ Audio Tape ☐ Floppy Disk	☐ Nume	1 '	☐ Microfilm Reel(s) ☐ Computer Tape(s)	
- Audio Tape - Hoppy Stark	☐ Chron	1 '	Other (specify)	
Bound Book Uideo Tape				
	Geogr	· .	0. Annual Accumulation	
Other (specify)			_2.5 cubic feet Number	
,	_alphabeti		vuribei	
•	semester/	term	☑ File Drawer(s)	
·	-	1	Microfilm Reel(s)	
		1	Computer Tape(s)	
			Other (specify)	
11. File is Used		12. File Beco	mes Inactive After	
,		_3		
☐ Daily X ☐ Weekly ☐ Monthly ☐ Annually	·	Number	☐ Month(s) X 🏻 Year(s)	
			·	
13. Current Location(s) (Bldg., Floor, Room)		II	Series Duplicated Elsewhere? (If yes, specify agency or	
Room B218, 2 nd Floor, Braddock Hall, FCC Main Campus			office.) ☐ Yes · X ☐ No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Re	· · · · · · · · · · · · · · · · · · ·	
⊠ Yes				
These records are maintained in accordance with the Family Educational Rights			State Federal Independent	
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 Educat				
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention		
☐ Yes No		Scan to Maryland State Archives		
			ds. Retain paper and digital	
		II VETSIONS	ciordor 3 vears inen desirov 1	

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

DGS 550-4 (Rev. 1/93)