

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

Schedule No. 2847


Page 1 of 1

Agency Frederick Community College	Division/Unit Continuing Education & Workforce Development (CEWD) Registration
--	---

Item No.	Description	Retention
1.	<p>CEWD Registration:</p> <ul style="list-style-type: none"> • Forms and documentation used for student enrollment purposes including registration forms, class drop/transfer forms, release forms, record change requests (name, address), transcripts, placement test results • Records of student accounts including payment receipts, student account statements • Student payment documentation used to determine amounts due and refunds due • Student Payment Plan documentation including payment plan agreements, payment plan setup, and payment plan defaults • Scholarship/aid documentation including award letters, SSI letters, vouchers, employee waivers, third-party payment • Maryland Higher Education Commission (MHEC) Course approval records – copies of MHEC form CC-10 or equivalent indicating state approval or disapproval of continuing education non-credit courses for state aid. • Files created in preparation for required reporting. • Procedures, Work Instructions, and associated documents. 	<p>Scan to Maryland State Archives standards, then destroy paper. Retain images five (5) years, then destroy.</p>
2.	<ul style="list-style-type: none"> • Visitor sign-in sheets used to record visits to Registration Office • Receipts for payment received and bank deposit slips • General office files relating to the activities of Continuing Education 	<p>Retain for five (5) years and until all audit requirements are met, then destroy</p>

Schedule Approved by Department, Agency, or Division Representative.

Date 1/12/18


Signature 

Typed Name Brenda Steele

Title Assistant Director of CEWD Operations

Schedule Authorized by State Archivist

Date 3-8-18

Signature 

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 1
1 DEPARTMENT/AGENCY Frederick Community College	2 DIVISION Continuing Education & Workforce Development	3 UNIT CEWD Operations

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 CEWD Registration	5 EARLIEST YEAR/LATEST YEAR 2016 TO Present
--	---

6 INPUT - Identify source of information to be entered Documentation received from students, scholarship awarders, government agencies, FCC's registration systems, or other sources scanned into Perceptive Content and/or stored on a shared network drive.	7 OUTPUT - Identify the use/s of information generated by system Referral and historical storage for use for enrollment in and payment for CEWD classes and reporting of activities
---	---

8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Records used to register students in Continuing Education and Workforce Development classes, request course approval from MHEC for state aid, or to complete required reporting to various entities.

- Forms and documentation used for student enrollment purposes including registration forms, class drop/transfer forms, release forms, record change requests (name, address), transcripts, placement test results)
- Records of student accounts including payment receipts student account statements
- Student payment documentation used to determine amounts due and refunds due
- Student Payment Plan documentation including payment plan agreements, payment plan setup, and payment plan defaults
- Scholarship/aid documentation including award letters, SSI letters, vouchers, employee waivers, third-party payment
- Maryland Higher Education Commission (MHEC) Course approval records – copies of MHEC form CC-10 or equivalent indicating state approval or disapproval of continuing education non-credit courses for state aid.
- Files created in preparation for required reporting.
- Procedures, Work Instructions, and associated documents.

9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.

The College's 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.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

Documents scanned into Perceptive Content are not revised.

Records stored on shared network drives can be accessed and revised if access has been provided for 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.

Paper documents held for scanning are kept in a locked filing cabinet. Once scanned into Perceptive Content, the paper records are shredded. Digitally scanned records are retained on the College's secure servers. Documents generated for report filing are stored on a shared network drive.

12 RECOMMENDED RETENTION
Scan to Maryland State Archives standards, then destroy paper. Retain images five (5) years, then destroy.

13 TYPED OR PRINTED NAME OF PREPARER Brenda Steele	14 TELEPHONE NUMBER 240-629-7891	15 DATE January 9, 2018
--	--	-----------------------------------

16 TITLE OF PREPARER Assistant Director of CEWD Operations
--

<p><u>Instructions</u> –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 2</p>
<p>1. Department/Agency Frederick Community College</p>	<p>2. Division Continuing Education & Workforce Development</p>	<p>3. Unit CEWD Operations</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 CEWD Registration</p>		<p>5. Earliest Year/Latest Year 2016 to Present</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.)</p> <ul style="list-style-type: none"> · Visitor sign-in sheets used to record visits to Registration Office · Receipts for payment received and bank deposit slips used for historical storage · General office files relating to the activities of Continuing Education & Workforce Development Registration 		
<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 checked="" type="checkbox"/> Other (specify) standard size bank deposit slips</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) General office files sequenced by subject matter</p>	<p>9. Volume Varies based upon student traffic and payment activity 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 Varies depending upon document type Number</p> <p><input 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 Varies depending upon document</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 Varies depending upon document</p> <p>Number <input type="checkbox"/> Mcnth(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) CEWD Suite of offices</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p>X <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>All records containing personally identifiable information of students, with the exception of directory information elements, are subject to FERPA and are kept in locked cabinets</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain for five (5) years and until all audit requirements are met, then destroy</p>	
<p>19. Name and Title of Preparer Brenda Steele Assistant Director of CEWD Operations</p>	<p>20. Telephone Number 240-629-7891</p>	<p>21. Date January 9, 2018</p>