

BAITIMORE COUNTY, BOARD OF EDUCATION

DIVISION OF INSTRUCTION,  
Director of Secondary Education ✓

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1. TEACHERS FOLDERS

Size: Letter-size

Dates: 1920 - -

Quantity: 9 file drawers

File Arrangement: Alphabetical by name of teacher

The Teachers Folders in the secondary school series contain the following papers:

Application for teaching positions

Correspondence

Letters of assignments

Letters of recommendation

Organization Reports

Payroll Information Sheets (copy to Payroll Division.)

Teacher's Contract

Current Teachers Folders containing payroll information are filed in the Payroll Division and those containing accreditation papers are found in the files of the Personnel Division. Upon termination of a teacher's service the files in all divisions, including classroom observation reports filed in the office of the Assistant Superintendent in Instruction, are combined and filed in Teachers Folders--Non-Current in the Personnel Division.

**RECOMMENDATION:** RETAIN FOR DURATION OF EMPLOYMENT, THEN TRANSFER CONTENTS OF THE FOLDER TO THE NON-CURRENT COMBINED FILE, TEACHERS FOLDERS--NON-CURRENT.

**2. HIGH SCHOOL GRADUATE'S CARDS**

Form No.: #124 through 1941; #7058 to date  
Size: 4" x 6" cards  
Dates: 1936 - -  
Quantity: 13 card drawers, 2 bundles  
File Arrangement: Alphabetical by name of graduate  
Disposable Amount: 4 cubic feet

High School Graduate's Cards give the full name of the graduate and of the parent or guardian and addresses, the name of the high school and the location, the place and date of birth and sex, prior schools attended, the date of admission and graduation, the number in the graduating class, the pupils' rank or quintile rank and I.Q., the number of days present and the reason for excessive absences, special honors and achievements, subjects taken, the number of units earned, and the marks received with a four year summary. The cards are prepared by the high school and forwarded to the Board for microfilming immediately after graduation, or in the case of withdrawals, in the year in which the pupil would have graduated. The original cards are then returned to the school of origin where they are permanently retained.

**RECOMMENDATION: MICROFILM THE HIGH SCHOOL GRADUATE CARDS FOLLOWING GRADUATION AND RETURN CARDS TO SCHOOL OF ORIGIN. RETAIN MICROFILM PERMANENTLY.**

**3. GENERAL FILE**

Size: Letter-size  
Dates: 1950 - -  
Quantity: 6 file drawers  
File Arrangement: By subject  
Disposable Amount: 4 cubic feet

The General File contains one or more folders of record material arranged under the following subject headings:

- Budget for Activities
- Correspondence - General
- Curriculum Studies and Reports
- Inter-office Memoranda
- Organization Reports
- Policy
- Procedure
- Professional Organizations (including P.E.A.)
- Salary Schedules
- School File
  - Correspondence on Special Problems, Construction Data

APPROVED  
HALL OF RECORDS COMMISSION

School Supervisors' correspondence, memoranda and reports  
Special Committee Studies, Reports, and Minutes  
State Department of Education  
Teacher Appointments  
Teacher Resignations

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

4. PUPILS' FOLDERS - DEFUNCT SCHOOLS

Size: Letter size  
Dates: 1900 - 1940  
Quantity: 10 file drawers  
File Arrangement: Alphabetical by name of school, then  
by name of pupil  
Disposable Amount: 25 cubic feet

This file contains the Pupil's Folders of defunct schools which were turned over to the Board for retention and which contain all or some of the following papers:

- Achievement and Attendance Record #7142 (Maryland High School Record Form)
- Intelligence Test Sheets
- Teachers Registers (#7059)
- Admission and Promotion Cards (old forms #'s 1 & 3, new form #7153)
- Test Records

The Teachers' Registers are separately filed and should be included in the following recommendation as it cannot be determined whether all Pupil Folders were transferred to the Board when the schools were closed. The recommendation below applies to defunct schools only.

RECOMMENDATION: MICROFILM CONTENTS OF THE PUPILS' FOLDERS INCLUDING THE TEACHERS' REGISTERS AND DESTROY CONTENTS OF FOLDERS. RETAIN MICROFILM PERMANENTLY.

APPROVED  
HALL OF RECORDS COMMISSION