FORM RM-1

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. C-451

PAGE NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

BOARD OF EDUCATION OF BALTIMORE COUNTY — AGENCY

Administrative Division — DIVISION

Item No.	Description
	The attached Records Retention and Disposal Schedule for the Board of Education of Baltimore County covers the State Department of Education forms required to be used by the county. Updating or amendment of the schedule may be accomplished by submission of Form RM-1, or equivalent, to the Records Management Division of the Hall of Records Commission, Department of General Services. ~~See county agency file~~

Schedule approved by Department, Agency or Division Representative

Signature	Title	Date
[signature]	Associate Superintendent of Business & Finance	11/3/76

Schedule Authorized by Hall of Records Commission		Disposal Authorized by Board of Public Works	
12/4/77	[signature]		
Date	Archivist	Date	Secretary

PS-1380

RECORDS RETENTION AND DISPOSITION SCHEDULE

BOARD OF EDUCATION OF BALTIMORE COUNTY

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RECORDS RETENTION AND DISPOSITION SCHEDULE

BOARD OF EDUCATION OF BALTIMORE COUNTY

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RECORDS RETENTION AND DISPOSITION SCHEDULE

BOARD OF EDUCATION OF BALTIMORE COUNTY

RECORD RETENTION CODES

COMP	= COMPLETION OF PROJECT OR PROGRAM
DA	= DURATION OF ACTIVITY
DC	= DURATION OF CONTRACT
DE	= DURATION OF EMPLOYMENT
L+X	= LIFE OF EQUIPMENT + X YEARS
NR	= NON-RECORD
P	= PERMANENT
P*	= PERMANENT OR AS PRESCRIBED BY SPECIFIC REGULATIONS
US	= UNTIL SUPERSEDED
UA	= UNTIL ALL FEDERAL, STATE AND OTHER AUDIT REQUIREMENTS ARE MET
X/EVENT	= X YEARS OR UNTIL EVENT OCCURS, WHICHEVER PERIOD IS LONGER
Y/Z	= RETENTION PERIOD Y OR RETENTION PERIOD Z, WHICHEVER IS LONGER

NOTES

1. RECORDS WHICH DOCUMENT THE USE OF FEDERAL FUNDS MUST BE RETAINED UNTIL FEDERAL AUDIT OR RELEASE OF AUDIT REQUIREMENTS BY THE FEDERAL GOVERNMENT TO THE CONCERNED AGENCY.

2. NO STATEMENT IN THIS SCHEDULE SHALL BE CONSTRUED TO AUTHORIZE THE DESTRUCTION OF RECORDS THAT HAVE BEEN IN CUSTODY FOR LESS THAN THREE (3) YEARS.

3. THE BEGINNING DATE OF A RETENTION PERIOD SHOULD ALWAYS BE THE END OF THE SCHOOL, FISCAL OR THE CALENDAR YEAR, WHICHEVER IS PERTINENT, OR THE CLOSING DATE OF ALL FINANCIAL AND ACCOUNTING ACTIVITY UPON THE COMPLETION OF THE PROGRAM OR PROJECT.

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 1

NOVEMBER 14, 1975 — INDEX NO. 1-01

DIVISION - ADMINISTRATION — OFFICE - ASSOCIATE SUPERINTENDENT - ADMINISTRATION — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	MISCELLANEOUS SCHOOL DATA(SCH CALENDAR ETC) (REIS FORM 075 12-01/73)	3	ASSOC SUPT OFF		
2	CHANGES IN NUMBER OF SCHOOLS (REIS FORM 075 19-01/73)	3	ASSOC SUPT OFF		
3	SUMMER SCHOOL PROGRAMS (REIS FORM 075 13-01/73)	3	ASSOC SUPT OFF		
4	OPENING AND CLOSING DATES OF SCHOOLS, NO OF SCHOOL DAYS, SCHOOLS OPEN LESS THAN 180 DAY (REIS FORM 075 18-04/74)	3	ASSOC SUPT OFF		
5	ANNUAL REPORT OF EMERGENCY PLANS FOR THE PUBLIC SCHOOLS (INST FORM 179 01-05/74)	3	ASSOC SUPT OFF		
6	FALL REPORT ON SCHOOL HOUSING (FORMERLY REIS 075-1)	3	ASSOC SUPT OFF		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 2

NOVEMBER 14, 1975 — INDEX NO. 1-02

DIVISION - ADMINISTRATION — OFFICE - ADMINISTRATIVE ASSISTANT - FINANCE — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	RELATED CONTRACTS EXCEEDING $5,000. (IAC/PSCP FORM 307.1)	P	FINAN ASST OFF		
2	SUMMARY SUPPORTING REQUEST FOR FINAL PAYMENT (IAC/PSCP FORM 308.6)	P	FINAN ASST OFF		
3	SCHOOL CONSTRUCTION MONTHLY FINANCIAL RPT (IAC/PSCP FORM 306.3)	3/UA	FINAN ASST OFF		
4	REQUEST FOR APPROVAL OF CONSTRUCTION CONTRACT AWARD (IAC/PSCP FORM 304.2)	3	FINAN ASST OFF		
5	QUARTERLY SCHEDULE OF CASH NEEDS AND ATTACHMENTS A,B,C,D (IAC/PSCP FORM 306.2)	1	FINAN ASST OFF		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 3

NOVEMBER 14, 1975 — INDEX NO. 1-03

DIVISION - ADMINISTRATION — OFFICE - PERSONNEL — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	EVALUATION FOR CERTIFICATION - ALL AREAS	P	GREENWOOD ADMIN		
2	REINSTATEMENT LETTER (CA-C-25)	P	GREENWOOD ADMIN		
3	RECENT CREDIT LETTER (CA-C-33)	P	GREENWOOD ADMIN		
4	MAXIMUM SALARIES PROVIDED UNDER PRESENT SALARY SCHEDULES FOR SELECTED POSITIONS (REIS FORM 075 23-01/73)	10	GREENWOOD ADMIN		
5	ELEMENTARY AND SECONDARY STAFF INFORMATION (REIS FORM 075 10-09/73) (EEO-5)	10	GREENWOOD FINAN		
6	PHYSICAL EXAM OF MARYLAND SCHL BUS DRIVERS	DE+3	GREENWOOD FINAN	YES	
7	CERTIFICATED STAFF - CURRENTLY EMPLOYED BY LOCAL UNIT (REIS FORM 072 04-01/73) (A&F FORM 015-3)	5	GREENWOOD ADMIN	YES	
8	REQUEST FOR COPIES OF SALARY SCHEDULES OF PROFESSIONAL PERSONNEL: MD PUBLIC SCHOOLS (REIS FORM 075 24-01/73)	3	GREENWOOD ADMIN		
9	SUMMARY OF ALL STAFF: INSTRUCTIONAL AND NON-INSTRUCTIONAL (REIS FORM 075 25-01/73)	3	GREENWOOD ADMIN		
10	APPLICATION FOR CERTIFICATE(PUBLIC SCHOOL) (C&A FORM 427 01-07/73)	3	GREENWOOD ADMIN		
11	OCCUPATIONAL EXPERIENCE RESUME (C&A FORM 427 06-01/73)	3	GREENWOOD ADMIN		
12	NUMBER OF PROFESSIONAL STAFF IN CENTRAL OFFICE BY ASSIGNMENT, RACE AND SEX	3	GREENWOOD ADMIN		
13	RECOMMENDATION FORM (CA-C-19)	3	GREENWOOD ADMIN		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 4

NOVEMBER 14, 1975 — INDEX NO. 1-04

DIVISION - ADMINISTRATION — OFFICE - RESEARCH — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	A SAMPLE FORMAT FOR SCHOOL DATA (TEST RESULTS FOR ACCOUNTABILITY) (A&F FORM 023 02-12/73)	P	RESEARCH OFFICE		
2	LOCAL SCHOOL GOALS (A&F FORM 023 01-01/73)	3	RESEARCH OFFICE		
3	HIGH SCHL GRADUATE FOLLOW-UP QUESTIONNAIRE (REIS FORM 081 04-12/73)	3	RESEARCH OFFICE		
4	QUALITY IMPROVEMENT PROJECT - GUIDELINES (REIS FORM 078 01-01/73)	3	TITLE I OFFICE		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 5

NOVEMBER 14, 1975 — INDEX NO. 1-05

DIVISION - ADMINISTRATION — OFFICE - SCHOOL — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	PUPIL MASTER RECORD FILE		SCHOOL	YES	
	PERMANENT RECORD CARDS(CR-1,CR-5, PDS-1, PDS-2 OR EARLIER EQUIVALENT) CR-1 ACHIEVEMENT AND ATTENDANCE RECORD CR-5 PERMANENT RECORD, ELEM SCHOOL PDS-1 PERSONAL AND FAMILY INFORMATION PDS-2 SUBJECT PERFORMANCE INFORMATION	P			
	EVENING HIGH SCHOOL RECORD	P			
	OTHER CR OR PDS CARDS(EXCEPT HEALTH) CR-2 PERSONAL DATA RECORD CR-3 TEST RECORD(BEBCO 43-57-60) CR-4 TEACHER OBSERVATION RECORD CR-6 HANDICAPPED CHILD RECORD PDS-3 STANDARDIZED TEST INFORMATION PDS-4 SCHOOL ENROLLMENT AND NON-SUBJECT PERFORMANCE INFORMATION	PUP-AGE 21			
	REPORT CARDS	3			
2	PUPIL HEALTH RECORD FILE(CR OR PDS SERIES) CR-7 VISION-HEARING SCREENING RECORD CR-8 PUPILS MEDICAL RECORD FROM PRIVATE PHYSICIAN CR-9 PUPILS HEALTH PROGRESS REPORT PDS-5 PHYSICAL HEALTH INFORMATION PDS-6 HEALTH INVENTORY, ELEM AND SEC IMMUNIZATION CERTIFICATE	PUP-AGE 21	SCHOOL	YES	
3	PUPIL RECORD OF ATTENDANCE(TEACHERS REGISTER OR EQUIVALENT)	3	SCHOOL	YES	

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 6

NOVEMBER 14, 1975 — INDEX NO. 2-01

DIVISION - INSTRUCTION — OFFICE - ASSOCIATE SUPERINTENDENT - INSTRUCTION — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	SURVEY OF PROVISIONS FOR PROGRAMS ON ETHNIC AND CULTURAL MINORITIES (REIS FORM 075 31-01/74)	3	ASSOC SUPT OFF		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 7

NOVEMBER 14, 1975 — INDEX NO. 2-02

DIVISION - INSTRUCTION — OFFICE - ASSISTANT SUPERINTENDENT - CURR & INST SERVICES — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	INSERVICE ACTIVITIES REPORT FORM (C&A FORM 427 05-01/73)	3	CURR OFFICE		
2	WORKSHOP APPROVAL FORM (C&A FORM 427 10-01/73)	3	CURR OFFICE		
3	REPORT ON STATUS OF FAMILY LIFE AND HUMAN DEVELOPMENT (INST FORM 157 01-01/73)	3	CURR OFFICE		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 8

NOVEMBER 14, 1975 — INDEX NO. 2-03

DIVISION - INSTRUCTION — OFFICE - ADULT EDUCATION — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	EQUIPMENT INVENTORY (ABE-3)	5/UA	ADULT EDUC OFF		
2	EQUIPMENT INVENTORY(APPRENTICESHIP) (VTE FORM 213 15-08/74)	5/UA	ADULT EDUC OFF		
3	EQUIPMENT INVENTORY(VOCATIONAL-TECHNICAL) (VTE FORM 213 15-08/74)	5/UA	ADULT EDUC OFF		
4	REQUEST FOR REIMBURSEMENT (ABE-2)	5	ADULT EDUC OFF		
5	ADULT GENERAL EDUCATION PROGRAM PLAN FOR FISCAL YEAR ENDING JUNE 30 (INST FORM 176 01-01/73) (AGE-P-1)	3	ADULT EDUC OFF		
6	REQUEST FOR REIMBURSEMENT OF STATE FUNDS FOR ADULT GENERAL EDUCATION (INST FORM 176 02-01/73) (AGE-R-1,1CS)	3	ADULT EDUC OFF		
7	QUARTERLY ACTIVITY REPORT - ADULT BASIC ED (INST FORM 178 02-01/73)	3	ADULT EDUC OFF		
8	ADULT BASIC EDUCATION FINANCIAL STATUS RPT (INST FORM 178 03-01/73) (ABE-7/72)	3	ADULT EDUC OFF		
9	ADULT BASIC EDUCATION ANNUAL PROGRAM REPORT (INST FORM 178 01-01/73) (OE FORM 3058)	3	ADULT EDUC OFF		
10	ADULT GENERAL EDUCATION PROGRAM (REIS FORM 075 02-04/74)	3	ADULT EDUC OFF		
11	TEACHING ASSIGNMENTS IN EVENING HIGH SCHOOL (A&F FORM 015 11-9/75)	3	ADULT EDUC OFF		
12	PUPIL ENROLLMENT IN EVENING HIGH SCHOOL (A&F FORM 015 12-9/75)	3	ADULT EDUC OFF		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 9

NOVEMBER 14, 1975 — INDEX NO. 2-04

DIVISION - INSTRUCTION — OFFICE - ELEMENTARY EDUCATION — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	PROJECT FINANCIAL STATUS RPT - ESEA TITLE I (CUSP FORM 353 04-01/73)	P*	FED PROG OFF		
2	EARLY IDENTIFICATION SUMMER WORKSHOP SUMMER WORKSHOP EVALUATION FORM (INST FORM 164 08-07/74)	3	ELEM EDUC OFF		
3	EARLY IDENTIFICATION PARENT INTERVIEW CHECKLIST (INST FORM 164 04-04/74)	3	ELEM EDUC OFF		
4	EARLY IDENTIFICATION PROGRAM - MARYLAND SYSTEMATIC TEACHER OBSERVATION INSTRUMENT (INST FORM 164 02-03/74)	3	ELEM EDUC OFF		
5	EARLY IDENTIFICATION PROGRAM - INTENSE (CLOSE) OBSERVATION OF BEHAVIORS AND RECOMMENDED CLASSROOM PROCEDURAL CHANGES	3	ELEM EDUC OFF		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 10

NOVEMBER 14, 1975 — INDEX NO. 2-05

DIVISION - INSTRUCTION — OFFICE - FEDERAL PROGRAMS — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	ASSURANCE OF COMPLIANCE WITH THE DEPARTMENT OF HEALTH, EDUCATION AND WELFARE REGULATION UNDER TITLE VI OF CIVIL RIGHTS ACT OF 1964 (HEW-441-12/64) FOR ALL PROJECTS	P	FED PROG OFFICE		
2	PROTECTION OF HUMAN SUBJECTS CERTIFICATION (HEW-596, FORMERLY NIH 1611-8/72) FOR ALL PROJECTS	P	FED PROG OFFICE		
3	SPECIAL CETA RECORDS		CETA OFFICE		
	PROGRAM PROPOSALS AND CONTRACTS	P			
	MONTHLY PROJECT INVOICE - MANPOWER SERVICE CENTER REPORT	P			
	CETA CLIENT FILE(PARTICIPANTS FOLDERS)	P		YES	
	EQUAL EMPLOYMENT OPPORTUNITY(EEO) REPORT OF STAFF	5/UA			
4	REPORT OF LOCAL EXPENDITURES PUBLIC SCHOOLS (LDS FORM 284 10-01/73, DLDS P1)	P*	FED PROG OFFICE		
5	APPLICATION LSCA - TITLE I - PROJECT VIII (LDS FORM 283 14-01/73)	P*	FED PROG OFFICE		
6	APPLICATION FOR FEDERAL LIBRARY SERVICES & CONSTRUCTION ACT FUNDS - TITLE I - SERVICES (LDS FORM 283 15-08/74)	P*	FED PROG OFFICE		
7	APPLICATION FOR ESEA TITLE II - SPECIAL PURPOSE GRANT FROM PUBLIC SCHOOL SYSTEM (LDS FORM 284 13-01/73)	P*	FED PROG OFFICE		
8	ESEA TITLE II PROJ APPROVAL, PUBLIC SCHOOLS (P8-11/71 DLDS)	P*	FED PROG OFFICE		
9	USOE ANNUAL REPORT, ESEA TITLE II (LDS FORM 284 08-01/73)	P*	FED PROG OFFICE		
10	ESEA TITLE II, PROJECT FINANCIAL STATUS RPT (LDS FORM 284 12-01/73, DLDS P4)	P*	FED PROG OFFICE		
11	NDEA TITLE III PROJECT APPLICATION (LDS FORM 284 14-02/74)	P*	FED PROG OFFICE		
12	TITLE II OF ESEA CERTIFICATION, PUBLIC SCHL (LDS FORM 284 05-01/73)	P*	FED PROG OFFICE		
13	APPLICATION FOR ESEA TITLE II, PUBLIC SCHLS (LDS FORM 284 02-01/73)	P*	FED PROG OFFICE		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 11

NOVEMBER 14, 1975 — INDEX NO. 2-05

DIVISION - INSTRUCTION — OFFICE - FEDERAL PROGRAMS — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
14	COMMUNITY CENTERS PROGRAM EVALUATION (INST FORM 146 03-01/73)	P*	FED PROG OFFICE		
15	REQUEST FOR REIMBURSEMENT, SCHOOL COMMUNITY CENTERS PROGRAM (A&E FORM 011 01-01/73)	P*	FED PROG OFFICE		
16	NOTIFICATION OF GRANT AWARD, ESEA TITLE III	P*	FED PROG OFFICE		
17	ESEA TITLE III STATISTICAL DATA (CUSP FORM 360 01-01/73)	5	FED PROG OFFICE		
18	ESEA TITLE III PROJECT BUDGET SUMMARY - FINANCIAL REPORT (CUSP FORM 360 03-03/73)	P*	FED PROG OFFICE		
19	REQUEST FOR VOCATIONAL-TECHNICAL EDUCATION STUDENT (VTE FORM 213 41-06/74)	3/UA	FED PROG OFFICE		
20	DESCRIPTIVE REPORT OF PROGRAM ACTIVITIES FOR VOCATIONAL EDUCATION (VTE FORM 213 16-04/73, DVE FORM 3140)	3/UA	FED PROG OFFICE		
21	VOCATIONAL-TECHNICAL EDUCATION STUDENT PLACEMENT REPORT (VTE FORM 213 25-04/73, DVE 540S)	3/UA	FED PROG OFFICE		
22	QUARTERLY PROGRESS REPORT (VTE FORM 213 13-04/73)	3/UA	FED PROG OFFICE		
23	ANNUAL FINANCIAL REPORT OF EXPENDITURES (VTE FORM 213 14-04/73)	P*	FED PROG OFFICE		
24	APPLICATION FOR APPROVAL OF VOCATIONAL TECHNICAL EDUCATION PROGRAMS (VTE FORM 213 01-04/73)	P*	FED PROG OFFICE		
25	LONG RANGE AND ANNUAL PLAN FOR VOCATIONAL TECHNICAL EDUCATION (VTE FORM 213 02-05/74)	3/UA	FED PROG OFFICE		
26	NEW PROGRAMS/ACTIVITIES FOR THE COMING FISCAL YEAR (VTE FORM 213 03-05/74)	3/UA	FED PROG OFFICE		
27	LONG RANGE AND ANNUAL PLAN FOR VOCATIONAL TECHNICAL ANCILLARY SERVICES, PROGRAMS AND ACTIVITIES (VTE FORM 213 04-06/74)	3/UA	FED PROG OFFICE		

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ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
28	RESEARCH TRAINING: PILOT AND DEMONSTRATION PROJECTS (VTE FORM 213 38-04/73, DVE 320A)	3/UA	FED PROG OFFICE		
29	COUNT OF VOCATIONAL-TECHNICAL EDUCATION STUDENTS (VTE FORM 213 29-04/73)	3/UA	FED PROG OFFICE		
30	COUNT OF SECONDARY VOCATIONAL-TECHNICAL EDUCATION STUDENTS - FORM 0901 (VTE FORM 213 23-04/73, FORM 0901)	3/UA	FED PROG OFFICE		
31	COUNT OF SECONDARY VOCATIONAL-TECHNICAL EDUCATION STUDENTS - FORM 0902 (VTE FORM 213 23-04/73, FORM 0902)	3/UA	FED PROG OFFICE		
32	POLICY AND PROCEDURES FOR SUBMITTING 300 SERIES PROPOSALS (VTE FORM 213 07-04/73, DVE 310NPD)	3/UA	FED PROG OFFICE		
33	PRELIMINARY APPLICATION: EXEMPLARY PROJECTS (VTE FORM 213 08-04/73, DVE 330A)	P*	FED PROG OFFICE		
34	ALLOCATION OF VOCATIONAL-TECHNICAL FUNDS (VTE FORM 213 12-04/74)	3/UA	FED PROG OFFICE		
35	EQUIPMENT INVENTORY (VTE FORM 213 15-04/73)	3/UA	FED PROG OFFICE		
36	SUMMER PROGRAM OUTCOME REPORT (VTE FORM 213 40-07/73)	3/UA	FED PROG OFFICE		
37	QUARTERLY ESTIMATED REQUIREMENTS AND/OR DISBURSEMENTS FOR TITLE III ESEA CASH (CUSP FORM 360 02-01/73)	P*	FED PROG OFFICE		
38	APPLICANTS QUARTERLY COMPLIANCE REPORT (VTE FORM 219 08-04/73)	P*	FED PROG OFFICE		
39	COVER - APPLICATION SHEET(SCHOOL COMMUNITY CENTERS PROGRAM) (INST FORM 146 01-01/73)	3	FED PROG OFFICE		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 13

NOVEMBER 14, 1975 — INDEX NO. 2-06

DIVISION - INSTRUCTION — OFFICE - INDUSTRIAL AND VOCATIONAL EDUCATION — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	DRIVER EDUCATION CERTIFICATE REGISTER	P	IN & VOC ED OFF		
2	DRIVER EDUCATION PROGRAM REPORT (A&F FORM 016 02-01/73)	3	IN & VOC ED OFF		
3	REQUEST FOR INSTRUCTORS CERTIFICATE FOR HIGH SCHOOL DRIVER EDUCATION - CERTIFIED (A&F FORM 016 05-01/73)	3	IN & VOC ED OFF		
4	REQUEST FOR INSTRUCTORS CERTIFICATE FOR HIGH SCHOOL DRIVER EDUCATION- NOT CERTIFIED (A&F FORM 016 06-01/73)	3	IN & VOC ED OFF		
5	DRIVER EDUCATION REGISTRATION FORM (A&F FORM 016 10-01/73, DC 30-699)	3	IN & VOC ED OFF		
6	DRIVER EDUCATION SUMMER PROGRAM - HIGH SCHOOL PUPILS	3	IN & VOC ED OFF		
7	AGRICULTURE TEACHERS SCHEDULE (VTE FORM 221 01-04/73)	3	SCHOOL		
8	COOPERATIVE PROGRAMS WAGE AND HOUR REPORT (VTE FORM 229 01-04/73)	3	SCHOOL		
9	SECONDARY VOC-TECH EDUCATION STUDENT RECORD (VTE FORM 213 18-18/73, DVE 521S) CARD 3	3	SCHOOL		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 14

NOVEMBER 14, 1975 — INDEX NO. 2-07

DIVISION - INSTRUCTION — OFFICE - INSTRUCTIONAL TELEVISION — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	ANNUAL LEA ITV DEVELOPMENT SURVEY (ITV FORM 493 01-01/73)	3	INST TV OFFICE		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 15

NOVEMBER 14, 1975 — INDEX NO. 2-08

DIVISION - INSTRUCTION — OFFICE - LIBRARY SERVICES — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	ANNUAL LIBRARY-MEDIA CENTER REPORT - PUBLIC SCHOOLS (LDS FORM 284 07-01/73, DLDS P9)	P	LIBRARY SER OFF		
2	REQUEST FOR INFORMATION ON MEDIA SERVICES AT THE SYSTEM LEVEL (LDS FORM 284 01-01/75)	5	LIBRARY SER OFF		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 16

NOVEMBER 14, 1975 — INDEX NO. 2-09

DIVISION - INSTRUCTION — OFFICE - PUPIL PERSONNEL — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	SENDING UNITS REPORT ON TUITION (INTERCOUNTY TRANSFERS - REPORT OF TUITION) (A&F FORM 015 25-01/73)	3	PUPIL PERS OFF		
2	RECEIVING UNITS REPORT ON TUITION (INTERCOUNTY TRANSFERS)	3	PUPIL PERS OFF		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 17

NOVEMBER 14, 1975 — INDEX NO. 2-10

DIVISION - INSTRUCTION — OFFICE - READING — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	SURVEY OF VOLUNTEERS IN READING PROGRAMS (INST FORM 164 03-03/74)	5	READ SERV OFF		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 18

NOVEMBER 14, 1975 — INDEX NO. 2-11

DIVISION - INSTRUCTION — OFFICE - SPECIAL EDUCATION — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	PROJECT AMENDMENT APPLICATION (CUSP FORM 353 03-01/73)	P	SPECIAL ED OFF		
2	PROJECT FINANCIAL STATUS REPORT - ESEA TITLE VI (INST FORM 168 01-01/73)	P*	SPECIAL ED OFF		
3	REQUEST FOR STATE AID FOR HOME INSTRUCTION (A&F FORM 015 18-01/73)	3	SPECIAL ED OFF		
4	REQUEST FOR STATE AID FOR HOSPITAL INSTRUCTION (A&F FORM 015 30-01/73)	3	SPECIAL ED OFF		
5	REQUEST FOR APPROVAL OF STATE AID FOR HANDICAPPED CHILDREN IN NON-PUBLIC SCHOOLS (EXCESS COST CASES) (INST FORM 170 03-01/73)	3	SPECIAL ED OFF		
6	SUMMARY REQUEST FOR HOME AND HOSPITAL INSTRUCTION (A&F FORM 015 35-01/73)	3	SPECIAL ED OFF		
7	AVERAGE DAILY ATTENDANCE OF HANDICAPPED CHILDREN IN SCHOOLS SUPPORTED BY STATE	3	SPECIAL ED OFF		
8	SUMMARY OF LIST OF HANDICAPPED PUPILS IN NON-PUBLIC SCHOOLS	3	SPECIAL ED OFF		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 19

NOVEMBER 14, 1975 — INDEX NO. 3-01

DIVISION - BUSINESS AND FINANCE — OFFICE - BUDGET — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	REQUEST FOR REIMBURSEMENT - SCHOOL COMMUNITY CENTERS PROGRAM (INST FORM 146 02-01/73, A&F 011-01)	5	BUDGET OFFICE		
2	NDEA TITLE III RECORDS FINANCIAL STATUS REPORT FISCAL REPORT	P*	BUDGET OFFICE		
3	ANNUAL BUDGET FOR LOCAL BOARDS OF EDUCATION (REIS FORM 075 21-01/73)	3	BUDGET OFFICE		
4	ESEA TITLE I SCHOOL COMPARABILITY REPORT (CUSP FORM 353 01-01/73)	3	BUDGET OFFICE		
5	LOCAL FUNDS FOR PUBLIC ELEMENTARY AND SECONDARY SCHOOLS IN MARYLAND	3	BUDGET OFFICE		
6	BUDGET ESTIMATES FOR HANDICAPPED CHILDREN	3	BUDGET OFFICE		
7	ACTUAL OPERATING COSTS FOR HANDICAPPED CHILDREN IN SPECIAL DAY SCHOOL PROGRAMS (A&F FORM 015 50-01/73, FORM 015-100)	3	BUDGET OFFICE		
8	SUMMARY OF THE COST OF EDUCATING SPECIAL EDUCATION PUPILS (A&F FORM 015 51-01/73, FORM 015-101)	3	BUDGET OFFICE		
9	SPECIAL EDUCATION COSTS - DIRECT SALARY COSTS (A&F FORM 015 52-01/73, FORM 015-102)	3	BUDGET OFFICE		
10	SPECIAL EDUCATION COSTS - INDIRECT SALARY COSTS (A&F FORM 015 53-01/73, FORM 015-103)	3	BUDGET OFFICE		
11	SPECIAL EDUCATION COSTS - TOTAL COST/PUPIL (A&F FORM 015 54-01/73, FORM 015-104)	3	BUDGET OFFICE		
12	COMPUTATION OF LOCAL COST PER REGULAR PUPIL FOR SPECIAL EDUCATION PURPOSES (A&F FORM 015 55-01/73, FORM 015-105)	3	BUDGET OFFICE		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 20

NOVEMBER 14, 1975 — INDEX NO. 3-02

DIVISION - BUSINESS AND FINANCE — OFFICE - CHILD ACCOUNTING — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	SUMMARY OF ENROLLMENT, ATTENDANCE AND PROMOTIONS (REIS FORM 075 01-01/73)	P	CHILD ACCTG OFF		
2	ELEMENTARY AND SECONDARY SCHOOL CIVIL RIGHTS SURVEY - SYSTEM SUMMARY (REIS FORM 075 08-09/73, OS/CR 102)	P	CHILD ACCTG OFF		
3	ELEMENTARY AND SECONDARY SCHOOL CIVIL RIGHTS SURVEY - INDIVIDUAL SCHOOL REPORT (REIS FORM 075 09-09/73, OS/CR 102)	P	CHILD ACCTG OFF		
4	APPLICATION FOR SCHOOL ASSISTANCE IN FEDERALLY AFFECTED AREAS(TITLE I PL 81-874) (A&F FORM 015 36-01/73, OE FORM 4019, RSF1)	3/UA	CHILD ACCTG OFF		
5	REPORT FOR DETERMINING FINAL PAYMENT PURSUANT TO TITLE I OF PL 81-874 (A&F FORM 015 37-01/73, OE FORM 4037, RSF3)	3/UA	CHILD ACCTG OFF		
6	ANNUAL ORGANIZATION RPT: MD PUBLIC SCHOOLS (REIS FORM 075 14-01/73)	3/UA	CHILD ACCTG OFF		
7	SPECIAL SERVICES INFORMATION SYSTEM(SSIS) INDIVIDUAL APPLICATION FILE	3/UA	CHILD ACCTG OFF		
8	WEEKLY ASSIGNMENTS OF PROFESSIONAL STAFF: MARYLAND PUBLIC SECONDARY SCHOOLS (REIS FORM 075 15-01/73)	3	CHILD ACCTG OFF		
9	HIGH SCHOOL SUBJECT OFFERINGS (REIS FORM 075 16-01/73)	3	CHILD ACCTG OFF		
10	PUBLIC SCHOOL ENROLLMENT BY RACE, SEX AND SINGLE YEARS OF AGE (REIS FORM 075 14-09/73)	3	CHILD ACCTG OFF		
11	PERCENTAGE OF ATTENDANCE(LETTER) (REIS FORM 075 30-07/74)	3	CHILD ACCTG OFF		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 21

NOVEMBER 14, 1975 — INDEX NO. 3-03

DIVISION - BUSINESS AND FINANCE — OFFICE - DATA PROCESSING — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	CERTIFICATE OF RECORDS DISPOSAL (REIS FORM 074 01-12/73)	P	DATA PROC OFF		
2	RECORDS RETENTION AND DISPOSAL SCHEDULE	P	DATA PROC OFF		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 22

NOVEMBER 14, 1975 — INDEX NO. 3-04

DIVISION - BUSINESS AND FINANCE — OFFICE - FOOD SERVICES — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	NATIONAL SCHOOL LUNCH PROGRAM AGREEMENT - PUBLIC SCHOOLS	P	FOOD SERV OFF		
2	SCHOOL BREAKFAST PROGRAM AGREEMENT - PUBLIC SCHOOLS	P	FOOD SERV OFF		
3	SPECIAL SCHOOL MILK PROGRAM AGREEMENT - PUBLIC SCHOOLS	P	FOOD SERV OFF		
4	NON-FOOD ASSISTANCE PROGRAM AGREEMENT	P	FOOD SERV OFF		
5	SPECIAL MILK PROGRAM APPLICATION (A&F FORM 014 25-01/73)	3	FOOD SERV OFF		
6	SCHOOL BREAKFAST PROGRAM APPLICATION (A&F FORM 014 04-01/73)	3	FOOD SERV OFF		
7	NATIONAL SCHOOL LUNCH PROGRAM APPLICATION - TYPE A LUNCH (A&F FORM 014 10-01/73)	3	FOOD SERV OFF		
8	NON-FOOD ASSISTANCE APPLICATION - CLAIM (A&F FORM 014 08-01/73)	3	FOOD SERV OFF		
9	ADDENDUM TO SCHOOL BREAKFAST PROGRAM APPLICATION	3	FOOD SERV OFF		
10	ADDENDUM TO SPECIAL MILK PROG APPLICATION	3	FOOD SERV OFF		
11	ATTACHMENT TO DIRECT DISTRIBUTION COMMODITY AGREEMENT (A&F FORM 013 12-01/73, FORM SL-DD-B)	3	FOOD SERV OFF		
12	SCHOOL BREAKFAST PROGRAM - SCHEDULE A (A&F FORM 014 05-01/73)	3	FOOD SERV OFF		
13	SCHEDULE A OF SPECIAL MILK PROGRAM (A&F FORM 014 07-01/73)	3	FOOD SERV OFF		
14	SCHEDULE A OF SCHOOL LUNCH PROGRAM (A&F FORM 014 11-01/73)	3	FOOD SERV OFF		
15	QUICK REPORT - CLAIM FOR REIMBURSEMENT INFORMATION (A&F FORM 014 13-02/74)	3	FOOD SERV OFF		
16	CLAIM FOR REIMBURSEMENT - SCHOOL BREAKFAST PROGRAM (A&F FORM 014 06-01/73)	3	FOOD SERV OFF		
17	CLAIM FOR REIMBURSEMENT - NATIONAL SCHOOL LUNCH AND SPECIAL MILK PROGRAM (A&F FORM 014 12-01/73)	3	FOOD SERV OFF		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 23

NOVEMBER 14, 1975 — INDEX NO. 3-04

DIVISION - BUSINESS AND FINANCE — OFFICE - FOOD SERVICES — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
18	SUPPLEMENT TO CLAIM FOR REIMBURSEMENT - STATE FUNDS (A&F FORM 014 23-01/73)	3	FOOD SERV OFF		
19	POLICY STATEMENT FOR FREE AND REDUCED PRICE MEALS (A&F FORM 014 31-01/73)	3	FOOD SERV OFF		
20	EXPENDITURES BY BOARD OF EDUCATION FROM TAX SOURCES FOR SCHOOL LUNCH PROGRAM (A&F FORM 014 19-01/73)	3	FOOD SERV OFF		
21	ADMINISTRATIVE REVIEW AND PERFORMANCE SURVEY - SCHOOL FOOD SERVICE PROGRAMS (A&F FORM 014 09-01/73)	3	FOOD SERV OFF		
22	SCHOOL LUNCH IN-SERVICE MEETINGS (A&F FORM 014 24-01/73)	3	FOOD SERV OFF		
23	CIVIL RIGHTS COMPLIANCE - PUBLIC SCHOOLS (A&F FORM 014 26-01/73, FORM FNS-87)	3	FOOD SERV OFF		
24	ADMINISTRATIVE REVIEW REPORT - SPECIAL FOOD SERVICE PROGRAM FOR CHILDREN (A&F FORM 014 29-01/73)	3	FOOD SERV OFF		
25	MEAL ANALYSIS - BREAKFAST PROGRAM (A&F FORM 014 30-01/73)	3	FOOD SERV OFF		
26	DONATED COMMODITY INVENTORY REPORT (A&F FORM 013 02-01/73)	3	FOOD SERV OFF		
27	ADMINISTRATIVE REVIEW - DIRECT DISTRIBUTION PROGRAM(LOCAL SYSTEM) (A&F FORM 013 04-01/73)	3	FOOD SERV OFF		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 24

NOVEMBER 14, 1975 — INDEX NO. 3-05

DIVISION - BUSINESS AND FINANCE — OFFICE - GENERAL ACCOUNTING — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	ANNUAL FINANCIAL REPORT (REIS FORM 075 20-05/74)	P	GEN ACCTG OFF		
2	PUBLIC LIBRARIES - CURRENT EXPENSES (A&F FORM 015 22-01/73)	3	GEN ACCTG OFF		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 25

NOVEMBER 14, 1975 — INDEX NO. 3-06

DIVISION - BUSINESS AND FINANCE — OFFICE - PURCHASING — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	EQUIPMENT LIST (IAC/PSCP FORM 303.3A)	P	PURCHASING OFF		
2	EQUIPMENT LIST TRANSMITTAL (IAC/PSCP FORM 303.3)	3	PURCHASING OFF		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 26

NOVEMBER 14, 1975 — INDEX NO. 3-07

DIVISION - BUSINESS AND FINANCE — OFFICE - TRANSPORTATION — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	MARYLAND SCHOOL BUS ACCEPTANCE CHECK	10	TRANSPORT OFF		
2	PHYSICAL EXAM OF MARYLAND SCHOOL BUS DRIVERS	DE+3	TRANSPORT OFF		
3	SUMMARY OF ACTUAL EXPENDITURES FOR PUPIL TRANSPORTATION (REIS FORM 076 02-02/75)	3/UA	TRANSPORT OFF		
4	PROJECTION OF PUPIL TRANSPORTATION DATA - BUDGET ESTIMATES (A&F FORM 015 08-01/73)	3	TRANSPORT OFF		
5	ESTIMATED COST OF TRANSPORTING PUBLIC SCHOOL PUPILS AT PUBLIC EXPENSE (REIS FORM 076 01-08/74)	3	TRANSPORT OFF		
6	NUMBER OF PUPILS TRANSPORTED (REIS FORM 076 03-06/74)	3	TRANSPORT OFF		
7	SCHOOL BUS ACCIDENT SUPPLEMENTAL REPORT (A&F FORM 018 02-05/73)	3	TRANSPORT OFF		
8	EVALUATION OF TRAINING PROGRAM (A&F FORM 018 03-01/73)	3	TRANSPORT OFF		
9	REQUEST FOR APPROVAL OF EXCEPTIONAL CONDITIONS (A&F FORM 018 03-01/73)	3	TRANSPORT OFF		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 27

NOVEMBER 14, 1975 — INDEX NO. 4-01

DIVISION - PHYSICAL FACILITIES — OFFICE - ASSOCIATE SUPERINTENDENT - PHYSICAL FACILITIES — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	REQUEST FOR APPROVAL OF ARCHITECT/ENGINEER (IAC/PSCP FORM 104.2)	P	ASSOC SUPT OFF		
2	STANDARD FORM OF AGREEMENT WITH ARCHITECTS AND ENGINEERS (IAC/PSCP FORM 104.3A)	P	ASSOC SUPT OFF		
3	TRANSMITTAL OF AGREEMENT BETWEEN OWNER AND ARCHITECT(OR ENGINEER) (IAC/PSCP FORM 104.3)	3	ASSOC SUPT OFF		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 28

NOVEMBER 14, 1975 — INDEX NO. 4-02

DIVISION - PHYSICAL FACILITIES — OFFICE - ARCHITECTURAL PLANNING — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	EDUCATIONAL SPECIFICATIONS DOCUMENT SUBMISSION (IAC/PSCP FORM 202.2)	COMP+3	ARCH PLAN OFF		
2	SPATIAL REQUIREMENTS (IAC/PSCP FORM 202.4)	COMP+3	ARCH PLAN OFF		
3	SCHEMATIC DESIGN SUBMISSION (IAC/PSCP FORM 202.5)	3	ARCH PLAN OFF		
4	DESIGN DEVELOPMENT DOCUMENTS SUBMISSION (IAC/PSCP FORM 301.2)	3	ARCH PLAN OFF		
5	COST ESTIMATE WORKSHEET (IAC/PSCP FORM 301.2A)	3	ARCH PLAN OFF		
6	FIRE PROTECTION AND CODE DATA (IAC/PSCP FORM 301.2B)	3	ARCH PLAN OFF		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 29

NOVEMBER 14, 1975 — INDEX NO. 4-03

DIVISION - PHYSICAL FACILITIES — OFFICE - CAPITOL PROGRAM PLANNING — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	SUPPORTING DATA FOR FUTURE CAPITAL PROJECTS IN FIVE YEAR PROGRAM (IAC/PSCP FORM 102.1)	6	CAP PROG PL OFF		
2	SUMMARY OF LOCAL EDUCATION AGENCY CURRENT & FIVE YEAR PROGRAM REQUESTS (IAC/PSCP FORM 102.1A)	6	CAP PROG PL OFF		
3	ANNUAL CAPITAL BUDGET REQUEST FOR FY XX (IAC/PSCP FORM 103.1)	6	CAP PROG PL OFF		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 30

NOVEMBER 14, 1975 — INDEX NO. 4-04

DIVISION - PHYSICAL FACILITIES — OFFICE - CONSTRUCTION — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	CONSTRUCTION DOCUMENTS SUBMISSION(INCLUDING CONSTRUCTION DOCUMENTS) (IAC/PSCP FORM 302.1)	P	CONSTRUCT OFF		
2	TRANSMITTAL OF AGREEMENT BETWEEN OWNER AND CONTRACTOR(INCLUDING AGREEMENT DOCUMENT) (IAC/PSCP FORM 304.4)	P	CONSTRUCT OFF		
3	PERFORMANCE BOND (IAC/PSCP FORM 304.4A)	P	CONSTRUCT OFF		
4	CHANGE ORDER SUBMISSION AND ILLUSTRATION (IAC/PSCP FORM 305.1)	P	CONSTRUCT OFF		
5	REPORT ON NEW CONSTRUCTION COMPLETED JULY 1 TO JUNE 30 (REIS FORM 075 22-01/73)	3	CONSTRUCT OFF		
6	REQUEST FOR MICROFILMING OF CONSTRUCTION DOCUMENTS (IAC/PSCP FORM 304.5)	1	COSTRUCT OFF		

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NO. C451 — BOARD OF EDUCATION OF BALTIMORE COUNTY — PAGE NO. 31

NOVEMBER 14, 1975 — INDEX NO. 4-05

DIVISION - PHYSICAL FACILITIES — OFFICE - SITE ACQUISITION — STATE MANDATED RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	SITE SUBMISSION (IAC/PSCP FORM 105.2)	P	SITE ACQ OFF		
2	APPROVAL OF PURCHASE BY STATE	P	SITE ACQ OFF		
3	REQUEST FOR DISPOSAL OF PROPERTY (IAC/PSCP FORM 501.1)	6	SITE ACQ OFF		
4	APPROVAL BY STATE TO DISPOSE OF PROPERTY	6	SITE ACQ OFF		
5	SCORECARD FOR SELECTION OF SCHOOL SITES (IAC/PSCP FORM 105.1)	3	SITE ACQ OFF		
6	IMMEDIATE VICINITY MAP (IAC/PSCP FORM 105.1A)	3	SITE ACQ OFF		

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