

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

1. Requesting Agency

HARFORD COUNTY

2. Division or Bureau of Requesting Agency

BOARD OF EDUCATION

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No. 5. Description of Records 6. Recommendation of Hall of Records and Board of Public Works.

1. ANNUAL BUDGET AND BUDGET PAPERS

Size: 8 1/2" x 11"
Dates: 1920 - -
Quantity: 12 folders, 6 bundles
File Arrangement: Chronological

The annual budget is set forth on a printed form for approval of the Board of County Commissioners and submission to the State Department of Education (Schedule 348, Item 13). One copy is retained by the Board. Included with the Budget Papers are work sheets, trial balances, and miscellaneous accounting papers.

RECOMMENDATION: RETAIN FOR TEN YEARS AND THEN DESTROY.

2. ANNUAL FINANCIAL REPORT OF THE BOARD OF EDUCATION

Size: 11" x 8 1/2" x 1/4"
Dates: 1918 - -
Quantity: 36 volumes, 5 file folders
File Arrangement: Chronological
Audit: Annual outside audit

The annual report is made on a form prescribed by the State Board of Education giving the balance sheet, appropriations and accounts receivable, accounts payable, and unexpended funds with totals carried forward. Receipts and disbursements are summarized by source school construction is separately reported giving source of money

7. Agency, Division or Bureau Representative

Gordon Robert
Signature

Business Mgr
Title

3/16/61
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

5/9/61
Date

Maria S. Redoff
Archivist

MAY 15 1961
Date

Ludwig Stuebel
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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received for that purpose and the debt status. The County Superintendent certifies the report and forwards one copy to the State Department of Education (Schedule 70, Item 1) where it is retained for five years and then microfilmed, after which the original is destroyed. The recommendation below applies only to the copy retained in the files of the County Board of Education.

RECOMMENDATION: RETAIN PERMANENTLY.

3. RECEIPT VOUCHER FILE

Size: folded papers
File Arrangement: By source of receipt
Dates: 1954 - -
Quantity: 12 file folders
Annual Accumulation: - -
Audit: Annual outside audit

This file is composed of receipt vouchers accompanying payments made to the local Board by Federal, State, county and local agencies, as well as payments from other sources; all vouchers show the amount transferred to the county and are generally serialized. Included in this file is a posting slip which is prepared for each receipt voucher and is the posting medium to the Appropriations (Revenue) Ledger. The slip gives the date, a description of the receipt, the account number and the amount, and the total amount of the deposit. The bank deposit slip covering the amount shown on the posting slip is also included in the file.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

4. DISTRIBUTION JOURNAL AND CHECK REGISTER

Size: 14" x 24" x 3"
Dates: 1954 - -
Quantity: 2 volumes, 2 cartons (Unit Distribution Slips)
File Arrangement: Chronological
Audit: Annual outside audit

This journal is a record of all payments made by the Board other than payroll and is machine prepared with the check and a Unit Distribution Slip in one operation giving the name of the payee, the date and check number, the account number, the school and district for which the payment is made, the amount of the check, the invoice amount and discount if any, the net amount. The Journal sheet carries a column in which total distributions are carried forward. The sheets are filed and the Unit Distribution Slips are posted to the Assessment Ledger Cards under the account numbers appearing on the slips and are retained for use of the auditors. The recommendation below applies equally to the checks when returned canceled, the journal sheets and the Unit Distribution Slips.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
MAY 15 1961
<i>Andrew Heubeck, Jr.</i>
SECRETARY

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(Continuation Sheet)

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5. SCHOOL ACCOUNT LEDGER CARD

Size: 6" x 12" cards
 Dates: 1959 - -
 Quantity: 1 card drawer
 File Arrangement: Alphabetically by school, then by account number with title
 Audit: Annual outside audit

This is a daily record of purchases for county schools giving the purchase order number, and the purchase price, and showing the balance remaining in the school's budget for that particular account.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

6. VENDOR'S RECORD

Size: 10" x 16" sheets
 Dates: 1950 - -
 Quantity: 2 legal file drawers
 File Arrangement: Alphabetical by vendor
 Audit: Annual outside audit

This is a record of paid and unpaid bills giving the date of posting, the amount of the payment and of the encumbrance, the total encumbrance to date, the payments to date, and the unpaid balance. The original purchase orders and the vendor's bills are filed with the cards.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

7. SUMMARY OF PRINCIPALS' ANNUAL REPORTS

Size: 11" x 18" x 1/2"
 Dates: 1922 - -
 Quantity: 33 volumes
 File Arrangement: Chronological

This record is a summary of the combined annual reports of elementary and high school principals made to the Harford County Board of Education giving the fiscal year, the school number and district, the total enrollment, total late entrants, the number of permanent withdrawals and withdrawals who reentered during the year, attendance by aggregate and average, the number of absences, summary of attendance by month, transportation statistics, and the number of promotions and non-promotions. This information is used in the preparation of the local Board's annual report.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

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8. TEACHERS' FOLDERS

Size: Letter size
 Dates: 1906 - -
 Quantity: 7½ letter-size file drawers (3½ active)
 File Arrangement: Alphabetical by name
 Disposable Amount: 6 cubic feet

The general file in two parts (In-Service and Out-of-Service) includes all or some of the following records:

- Application for certificate copy
- Teacher's Certificate (if not requested by the teacher)
- Letter of Acceptance by Superintendent of County Schools
- Copy of letter from the State Superintendent in granting certificate to teach
- Copy of teacher's contract
- Health certification
- Affidavit, of non-communist activity
- Principal's evaluation of teacher
- Letter of resignation (in Out-of-Service file)

When teachers leave the service their file is transferred from the In-Service to the Out-of-Service file.

RECOMMENDATION: RETAIN PERMANENTLY.

9. INVENTORY CARD FILE

Size: 3" x 5" cards
 Dates: Current
 Quantity: 2 card drawers
 File Arrangement: By type of equipment, then by school

An inventory card is prepared for each piece of equipment bought by the Board of Education, giving the type and make, a brief description and a serial number, if any.

RECOMMENDATION: RETAIN UNTIL EQUIPMENT IS SOLD, REPLACED OR DISCARDED, AND THEN DESTROY.

10. ADMINISTRATIVE ACCOUNTING RECORDS

Size: Miscellaneous papers
 Dates: 1950 - -
 Quantity: 35 document files, 21 bundles, 13 file drawers
 Audit: Annual outside audit

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The accounting records are composed of the following papers:

- Purchase orders and requisitions
- Bank deposit books and deposit slips
- Canceled checks and check copies
- Invoices, paid bills and vouchers
- Social security quarterly reports
- Withholding certificates
- Teacher's summer saving sheets
- Adding machine tapes and reconciliation papers

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

11. ANNUAL REPORT ON FEDERAL IMPACT

Size: 8½" x 11" sheets
 Dates: 1950 - -
 Quantity: 1 folder
 File Arrangement: Chronological

This is a federal form prepared in quadruplicate to enable counties to apply to the Federal Government, through the State Board of Education, for reimbursement under Public Laws 815 and 874 (81st. Congress) for pupils who live on Federal lands or whose parents work for the Federal Government, or both. The form contains 12 pages of detailed entries relating to pupils in this category and is signed by the County Superintendent of Schools who forwards it to the State Superintendent, one copy remains with the State Department of Education, one is returned to the county, and two sets are forwarded to the United States Office of Education, Department of Health, Education, and Welfare.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

12. PUPIL-PARENT SURVEY CARD (FEDERAL IMPACT)

Size: 5" x 8" cards
 Dates: 1950 - -
 Quantity: 8 file drawers, 3 trays, 18 cartons
 File Arrangement: By name of district, then alphabetical

This is a card index to persons who work and live, or work or live on Federal property in Harford County. The cards are prepared in two colors: Orange - Work and Live; and White - Work or Live. Both cards carry the same information giving the names of the pupil and parent or guardian, their addresses, dates of entering school and eligibility for Federal aid, employment of parent or guardian and name of employer, military record of parent or guardian, and the school attendance and federally connected attendance of the pupil. This file is used in the preparation of the annual report

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on Federal Impact Pupil-Parents sent to the State Board of Education for reimbursement under Public Laws 815 and 874 (81st. Congress) relating to Federal aid to areas affected by Federal activities.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

13. GENERAL FILE

Size: Letter size
 Dates: 1918 - -
 Quantity: 25 legal size file drawers
 File Arrangement: By subject, then chronological
 Disposable Amount: 20 cubic feet

This file is composed of handwritten, typed, and printed:

- General correspondence
- Bus trip request forms
- Trip reports
- Parent Evaluations of Outdoor Education Programs
- Teacher special report forms
- Salary reports and certifications
- Insurance
- Minutes and agenda of the Board (extra copies)
- State Board of Education forms, reports, and correspondence
- U.S. Office of Education forms, reports, and correspondence
- Federal Aid to Education
- P.T.A. correspondence
- Monthly reports on teachers attendance and salaries
- Annual reports of principals and teachers
- Blue prints and plans
- Requisitions, and bids
- Progress reports
- Bus and auto titles and leases
- Deeds to colored and white schools
- Fire insurance policies
- Property sold deeds
- Child study note books (1953-1954)

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL INACTIVE, WHICHEVER IS LATER, AND THEN DESTROY.

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