

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

1. Requesting Agency HOWARD COUNTY BOARD OF EDUCATION	2. Division or Bureau of Requesting Agency PUPIL PERSONNEL
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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 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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1. MONTHLY ATTENDANCE REPORTS

Form No.: PMA 13.100 (old form), 7155
 Size: 8 1/2" x 11"
 Dates: 1930 - -
 Quantity: 3 file drawers, 14 bundles
 File Arrangement: Chronological by school

Three days after the close of each month the school principals forward to the County Superintendent of Schools a monthly report on attendance giving the name, number and district of the school, the name of the principal, the attendance record for the month, and the names of pupils withdrawn or unlawfully absent during the month. This information appears in the summarized annual reports prepared by the principals at the close of each school year, which are permanently retained (Item 2).

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

2. PRINCIPAL'S AND TEACHER'S ANNUAL REPORT OF ENROLLMENT, ATTENDANCE, AND PROMOTIONS

Form No.: 7131
 Size: 8 1/2" x 11" pamphlets
 Dates: 1924 - -
 Quantity: 2 file drawers, 43 binders, 18 bundles
 File Arrangement: Chronological by school

At the end of each school year the school principal prepares a summary of the monthly attendance reports and the enrollment giving

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7. Agency, Division or Bureau Representative

<u>John E. Spangberg</u> Signature	<u>Sept.</u> Title	<u>2/21/61</u> Date
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Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

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

<u>3/7/1961</u> Date	<u>Morris S. Radell</u> Archivist	MAR 14 1961 Date	<u>Richard A. Haddock</u> Secretary
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the school year, the school and district number, the signature of the principal, the names of the pupils by sex and their attendance record, the source of enrollment and the causes of late entrance, a summary of causes of withdrawal and of attendance, a distribution of attendance for pupils transported and not transported, the number of pupils promoted and not promoted by grades, and the causes of nonpromotion.

RECOMMENDATION: RETAIN PERMANENTLY.

3. HANDICAPPED CHILDREN FILE

Size: Letter-size
Dates: 1940 - -
Quantity: 1 file drawer
File Arrangement: By name of pupil

This file contains all or some of the following papers relating to the instruction of handicapped children:

- Application for Special Education
- Child's Appraisal Profile
- Census of Handicapped Children
- County Board of Education Reports
- County Health Department Clinical Reports
- Correspondence with parents, teachers, and State and County Agencies
- Psychological Reports
- Reports of Pupil Progress
- Salary Requisitions

The recommendation below applies to (A) counties which do not have microfilm programs and (B) counties having microfilm programs.

- RECOMMENDATION: A. RETAIN FOLDERS AND CONTENTS PERMANENTLY.
B. RETAIN FOLDERS AND CONTENTS UNTIL PUPIL HAS GRADUATED FROM HIGH SCHOOL OR IS PERMANENTLY WITHDRAWN AND FOR FIVE YEARS THEREAFTER, THEN MICROFILM AND DESTROY CONTENTS OF FOLDERS; RETAIN MICROFILM PERMANENTLY.

4. PUPIL PERSONNEL CASE FOLDERS

Size: 8 1/2" x 11"
Dates: 1932 - -
Quantity: 2 file drawers, 10 bundles
File Arrangement: By name of pupil, alphabetically

The Pupil Personnel file is composed of case histories of problem children and contains all or some of the following papers:

- Circuit Court Reports
- Correspondence

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MAR 14 1961

Andrew Steubert, Jr.
S. C. ITA

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(Continuation Sheet)

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- Family reports (family background)
- Information requests
- Interviews
- Notes and memoranda
- Over-absence reports
- Referral to Pupil Personnel Service
- Reports on corporal punishment and suspension
- School reports

RECOMMENDATION: RETAIN WHILE CURRENT AND FOR THREE YEARS THEREAFTER, WHICHEVER IS LATER, AND THEN DESTROY.

5. ACHIEVEMENT AND INTELLIGENCE TESTS

- Size: Letter size
- Dates: 1927-1948
- Quantity: 49 bundles, 4 file drawers
- File Arrangement: By name of pupil
- Annual Accumulation: Discontinued type
- Disposable Amount: 14 cubic feet

The tests give the name of the pupil and of the school, the test form as completed, the test score, and the questions with answers. The results of these tests are also found in the Pupil Folders at the school level. These folders are either retained permanently or may be microfilmed for permanent retention and the original papers destroyed.

RECOMMENDATION: DESTROY ACCUMULATION

6. SCHOOL CENSUS CARD

- Size: 5" x 8"
- Dates: 1940-1953
- Quantity: 24 card file drawers, 10 bundles
- File Arrangement: Chronological and then by school
- Annual Accumulation: Discontinued
- Disposable Amount: 12 cubic feet

The School Census Card gives the name and address of the parents or guardian, their address, the year of the census and the initials of the census taker, the full name of the pupil, date and place of birth. Art. 77, Sec. 67 of the Annotated Code of Maryland, 1957 Edition, provides that the census is permissive. In Howard County the census was discontinued in 1953. The census cards were the basis for preparation of the School Census Summary Sheets.

RECOMMENDATION: DESTROY ACCUMULATION.

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MAR 14 1961

Ludrum Steubert, Jr.
SECRETARY

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(Continuation Sheet)

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7. SCHOOL CENSUS SUMMARY SHEET

Size: 11" x 17"
Dates: 1940-1953
Quantity: 10 bundles
File Arrangement: By election (school) district
Disposable Amount: 6 cubic feet

The Summary Sheets, prepared from the School Census Cards, give the census year, the nearest post office, the district number and the name of the school principal, the number of boys and the number of girls under 21 years of age by age group with totals; the names and addresses, dates of birth and sex of non-handicapped and non-attending children of school age, with reasons for non-attendance, and the same information for handicapped children. The school census was discontinued in Howard County in 1953.

RECOMMENDATION: DESTROY ACCUMULATION.

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BOARD OF PUBLIC WORKS
MAR 14 1961
Andrew Stewart, Jr.