DEPARTMENT OF GENERAL SERVICES Schedule No. C1370 RECORDS MANAGEMENT DIVISION of 2 RECORDS RETENTION AND DISPOSAL SCHEDULE Division/Unit Agency Carroll County Public Schools (CCPS) Office of Internal Audit Item Description Retention No. 1. General Correspondence Retain for 90 days and no longer needed for administrative purposes, then destroy. 2. Internal Audits - Audit Reports Retain for 12 years or until all Legislative audits occur every six years with the option of a one-time audit requirements are met, waiver. Legislative auditors request copies of all internal audit whichever is later, then destroy. reports when auditing the school system. Internal Audits – Work papers, email, and memo correspondence 3. Retain for 12 years or until all These documents support findings and responses that were audit requirements are met, included in the internal audit reports. whichever is later, then destroy. 4. Miscellaneous Reviews – Reports, correspondence, and work papers Retain for 12 years or until all for limited reviews audit requirements are met, Reviews are limited examinations or analyses of specific processes whichever is later, then destroy. or data as requested by the Superintendent or audit committee. The report provides the Superintendent or audit committee the analysis. The correspondence and work paper documents support the information included in the reports. Finance Information Center (FIC) Verification Reviews - Memos, Retain for 3 years, then destroy. 5. spreadsheets, and graphs. These documents include the results of the number of schools financial accounts that were reviewed and verified by an assigned account manager. The purpose is to confirm the accuracy of the financial activity in the school accounts, which is required by FIC procedures. Finance Information Center (FIC) Verification Reviews – FIC school Retain current year, then 6. account verification logs. These records are logs of who verified destroy. school financial accounts and when they were verified. The purpose is to ensure account activity is reviewed as required by FIC procedures for account accuracy. Schedule Approved by Department, Agency, Schedule Authorized by State Archivist or Division Representative Date: 10/24/2017 Date Signature,

Signature

Typed Name Gregory J. Bricca

Title: Director of Research and Accountability

DEPARTMENT OF GENERAL SERVICES Schedule No. C1370 RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE Page 2 of 2 (Continuation Sheet) Agency Division/Unit Carroll County Public Schools (CCPS) Office of Internal Audit **Item** Description Retention No. 7. Office of Internal Audit Work Plans - schedule of audits to be completed Retain for 3 years, then each school year. Work plans are approved by the audit committee destroy. annually. Audit Committee - Agendas and documents related to all items on the 8. Retain for 7 years, then destroy. agenda Fraud Hotline Calls - documented on fraud reporting forms 9. Retain for 7 years, then destroy; unless determined to These records may be required for legislative audits. Legislative audits occur every six years with the option of a one-time waiver. be fraud, then retain for 30 years, then destroy. 10. **Reconciliations for Athletic Fees** Retain for 7 years; then destroy. External Audit report from external agency and Carroll County Public Retain for 12 years, then 11. Schools' response - These documents are the audit reports which destroy. include audits findings issued by external agencies (MSDE, State of MD, or MD Office of Legislative Audits) and Carroll County Public Schools' responses to audit report findings that were issued by agencies (MSDE, State of MD, or MD Office of Legislative Audits) that are external to Carroll County Public Schools. The purpose of these documents is to ensure compliance with state and federal regulations. 12. Supporting documentation of External Audits performed by MSDE, State Retain for 7 years, then of MD, or MD Office of Legislative Audits – These documents contain destroy. status spreadsheets, internal control questionnaires with responses, and general correspondence related to external audits. The purpose of the audit is to test for compliance with various state and federal regulations. These documents support the audit report contents. Data Collection and Analysis Documents - These documents are for 13. Retain for 3 years, then screen special projects as assigned by the Superintendent and Carroll County annually and destroy any Public Schools' Audit Committee. The purpose of these documents is to material no longer needed for ensure efficiency and effectiveness of operations and/or compliance current business. with school board policies, regulations or procedures and state and federal regulations. 14. **Procedures for School Account Funds** Retain current procedures. . Retain previous revisions of the procedures for 6 years from the current date, then destroy. **Annual School Irregular Activity Reports** Retain for 3 years, then 15. destroy.

Instructions – Type or Print a separate form for each new or revised record series. DEPARTMENT OF GEN RECORDS MANAGEI			ON	AGENCY RECORDS INVENTORY	
Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE <u>1</u> OF <u>21</u>	
Department/Agency	2. Division			3. Unit	
Carroll County Public Schools	Department of Research	h and Account	ability	Office of Internal Audit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used	as a unit for reference as we	ell as retention a	nd dispo:	sition purposes.	
4. Record Series Title				liest Year/Latest Year	
General Correspondence			<u>2017</u>	to <u>Present</u>	
Record Series Description (Briefly describe the types of information/docum	ents/forms found in the serie	s. Include the p	ourpose o	or function of the series.)	
This series includes miscellaneous correspor	ndence / information not re	eferenced else	ewhere i	n this Schedule.	
7. Record Series Format(s) (List all)	8. Record Series S	equence	9. Vol	ume	
□ Microfilm	☐ Alphabetical		1	(Number)	
☐ Legal Size ☐ Computer Tape	☐ Numerical			e Drawer(s)	
☐ Audio Tape ☐ Floppy Disk				crofilm Reel(s) mputer Tape(s)	
☐ Bound Book ☐ Video Tape	☐ Geographical			ner (specify) <u>Binder</u>	
Other (specify)	Other (specify)			nnual Accumulation	
			1	(Number)	
			│	e Drawer(s) crofilm Reel(s)	
		,		Computer Tape(s) Other (specify <u>) Binder</u>	
11. File is Used		12. File Bed	comes Ir	nactive After	
⊠ Daily ☐ Weekly ☐ M	onthly	3 (Number) ⊠ Month(s) ☐ Year(s)			
13. Current Location(s) (Bldg., Floor, Roon	n)	14. Is Record Series Duplicated Elsewhere?			
CCPS Central Office, 2 nd Floor, Suite 218		(If yes, specify agency or office.) ☐ Yes ☑ No			
		Tites Mino			
15. Access Restrictions (If Yes, cite Law(s)	& Regulation(s))	16. Audit Requirements			
☐ Yes		⊠ None ☐ State ☐ Federal ☐ Independent			
Is an Index System used? (If yes, explain briefly and describe requireme	nts)	18. Recommended Retention			
☐ Yes No		Retain for 90 days and no longer needed for administrative purposes, then destroy.			
19. Name and Title of Preparer	20. Telephone Num	nber	21. Da	nte	
Dawn Czajkowski	410-386-1698	October 24, 2017			

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INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M 7275 WATERL	OF GENERAL SERVICES IANAGEMENT DIVISION .OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY		
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP, MARYLÁND 20794 (410) 799-1930		PAGE <u>2</u> OF <u>21</u>		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Carroll County Public Schools	Department of R	esearch and Accountability	Office of Internal Audit		
DEFINITION — Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
General Correspondence			2017 to Present		
6 INPUT - Identify source of information to be er	ntered	7 OUTPUT - Identify the us	se/s of information generated by system		
Electronic receipt		Electronic correspondence a	available for the Division / Unit		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/d Include purpose and function of the series of the se			cuments/forms contained in a series. e system.		
This series of records includes miscellaneous corr	espondence / info	rmation not referenced elsewi	nere in this Schedule.		
9 POLICY ON ACCESS AND USE - Explain of	or attach copy if es	tablished in writing.			
Access to electronic records stored on Carroll County Public Schools' network is controlled via the CCPS User Management System application. This application is the administrative system and authoritative source for all software application and Active Directory rights in CCPS. Default rights to systems and network access are granted to job title groups by the system/record owners. Each owner has the right to grant additional staff rights themselves or via request.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
11 SPECIFY THE LOCATION AND MEDIA OF T record's retention and usability throughout the			in the progression established to ensure		
All electronic records maintained on CCPS network systems exist in the secure Data Center and may	k storage are bacl include one or all	ked up via a Backup Data Cer of the following: network file sl	nter, tape, and/or disk system. These hare locations, SQL Server, SharePoint.		
12 RECOMMENDED RETENTION					
ممار Retain for 90 days- until no longer needed, then	destroy; unless sp	pecified otherwise in this Sche	dule.		
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Dawn Czajkowski	410-386-1698		October 24, 2017		
16 TITLE OF PREPARER					
Lead Internal Auditor			,		

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	RECORDS M 7275 WATERL JESSUP,	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	ELECTRONIC RECORDS INVENTORY Page 3 of 21	
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT	
Carroll County Public Schools	Department of R	esearch and Accountability	Office of Internal Audit	
DEFINITION — Record Series - A group of reland disposition		d electronically and used as a	unit for reference as well as retention	
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR	
Internal Audits – Audit Reports			2008 to Present	
6 INPUT - Identify source of information to be er	ntered	7 OUTPUT - Identify the us	se/s of information generated by system	
Electronic receipt	-	Electronic correspondence	available for the Division / Unit	
8 ELECTRONIC RECORD SERIES DESCRIPTION		ly describe the information/do de purpose and function of th	cuments/forms contained in a series. e system.	
This series of records includes school audit reports improvement. Legislative audits occur every six ye audit reports when auditing the school system.				
9 POLICY ON ACCESS AND USE - Explain of	or attach copy if es	tablished in writing.		
Access to electronic records stored on Carroll County Public Schools' network is controlled via the CCPS User Management System application. This application is the administrative system and authoritative source for all software application and Active Directory rights in CCPS. Default rights to systems and network access are granted to job title groups by the system/record owners. Each owner has the right to grant additional staff rights themselves or via request.				
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM				
11 SPECIFY THE LOCATION AND MEDIA OF T the record's retention and usability throughout the			in the progression established to ensure	
All electronic records maintained on CCPS networ systems exist in the secure Data Center and may it	k storage are back include one or all d	ed up via a Backup Data Cer of the following: network file sl	nter, tape, and/or disk system. These hare locations, SQL Server, SharePoint.	
12 RECOMMENDED RETENTION		,		
Retain for 12 years or until all audit requirements a	are met, whichever	is later, then destroy.	•	
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHON	NUMBER	15 DATE	
Dawn Czajkowski	410-386-1698		October 24, 2017	
16 TITLE OF PREPARER				
Lead Internal Auditor				

Instructions –Type or Print a separate form for each new or revised record series.	DEPARTMENT OF GE RECORDS MANAGE	EMENT DIVISI	ON	AGENCY RECORDS INVENTORY	
Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road Jessup, Maryla 410-799-	and 20794	PAGE <u>4</u> OF <u>21</u>		
Department/Agency	2. Division			3. Unit	
Carroll County Public Schools	Department of Research	h and Account	ability	Office of Internal Audit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used a	as a unit for reference as we	ell as retention a	nd dispo:	sition purposes.	
4. Record Series Title				rliest Year/Latest Year	
Internal Audits – Work papers, email, and me	mo correspondence		2008	to <u>Present</u>	
Record Series Description (Briefly describe the types of information/documents)	ents/forms found in the serie	s. Include the p	ourpose c	or function of the series.)	
This series of records includes the work pape documents support findings and responses the				mplete school audits. These	
7. Record Series Format(s) (List all)	8. Record Series S	equence	9. Vol	ume	
□ Microfilm	☑ Alphabetical by	School	<u>5</u>	(Number)	
	Name			le Drawer(s) crofilm Reel(s)	
☐ Audio Tape ☐ Floppy Disk	☐ Numerical ☐ Chronological			Computer Tape(s) Other (specify) <u>Binder</u>	
☐ Bound Book ☐ Video Tape	Geographical				
Other (specify)	☐ Other (specify)			nnual Accumulation	
	☐ Other (specify)		1	(Number)	
			☐ Mid	e Drawer(s) crofilm Reel(s) imputer Tape(s) her (specify <u>) Binder</u>	
11. File is Used		12. File Bec		nactive After	
⊠ Daily ☐ Weekly ☐ Mo	onthly	12 (Number) ☐ Month(s) ☒ Year(s)			
13. Current Location(s) (Bldg., Floor, Room	1)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
CCPS Central Office, 2 nd Floor, Suite 218		☐ Yes ☑ No		No	
15. Access Restrictions (If Yes, cite Law(s)	& Regulation(s))	16. Audit Requirements			
☐ Yes		☑ None ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? (If yes, explain briefly and describe requiremen	nts)	18. Recommended Retention			
☐ Yes		Retain for 12 years or until all audit requirements are met, whichever is later, then destroy.			
19. Name and Title of Preparer	20. Telephone Num	nber	21. Da	ate	
Dawn Czajkowski Lead Internal Auditor	410-386-1698		October 24, 2017		

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794		ELECTRONIC RECORDS INVENTORY PAGE 5 OF 21				
COMAR 14.18.02	,						
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT				
Carroll County Public Schools	Department of R	esearch and Accountability	Office of Internal Audit				
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	a unit for reference as well as retention				
4 ELECTRONIC RECORD SERIES TITLE		•	5 EARLIEST YEAR/LATEST YEAR				
Internal Audits – Work papers, email, and memo o	correspondence		2008 to Present				
6 INPUT - Identify source of information to be er	ntered	7 OUTPUT - Identify the u	se/s of information generated by system				
Electronic receipt		Electronic correspondence	available for the Division / Unit				
8 ELECTRONIC RECORD SERIES DESCRIPTI		ly describe the information/do de purpose and function of th	cuments/forms contained in a series. e system.				
This series of records includes the work papers pr support findings and responses that were included			te school audits. These documents				
9 POLICY ON ACCESS AND USE - Explain of	or attach copy if es	tablished in writing.					
application. This application is the administrative s CCPS. Default rights to systems and network acc	Access to electronic records stored on Carroll County Public Schools' network is controlled via the CCPS User Management System application. This application is the administrative system and authoritative source for all software application and Active Directory rights in CCPS. Default rights to systems and network access are granted to job title groups by the system/record owners. Each owner has the right to grant additional staff rights themselves or via request.						
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM							
11 SPECIFY THE LOCATION AND MEDIA OF T record's retention and usability throughout the			in the progression established to ensure				
All electronic records maintained on CCPS networ systems exist in the secure Data Center and may							
12 RECOMMENDED RETENTION							
Retain for 12 years or until all audit requirements a	are met, whichever	is later, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHON	E NUMBER	15 DATE				
Dawn Czajkowski	410-386-1698		October 24, 2017				
16 TITLE OF PREPARER							
Lead Internal Auditor			·				

Instructions –Type or Print a separate form for each new or revised record	DEPARTMENT OF GE RECORDS MANAGE	MENT DIVIS	ON	AGENCY RECORDS INVENTORY		
series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE <u>6</u> OF <u>21</u>		
1. Department/Agency	2. Division		•	3. Unit		
Carroll County Public Schools	Department of Researc	h and Account	ability	Office of Internal Audit		
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.						
4. Record Series Title				5. Earliest Year/Latest Year		
Miscellaneous Reports, Correspondence	and Work papers for Limi	ted Reviews	<u>2007</u> t	o <u>Present</u>		
Record Series Description (Briefly describe the types of information/doc	cuments/forms found in the s	eries. Include t	he purpos	se or function of the series.)		
This series of records includes reports issued by the Office of Internal Audit for limited reviews. The scope of the review is very limited and specific. Reviews are limited examinations by the Superintendent or audit committee. The report provides the Superintendent or audit committee the analysis. The correspondence and work paper documents support the information included in the reports.						
7. Record Series Format(s) (List all)	8. Record Series S	equence	9. Volu	ıme		
☑ Letter Size ☐ Microfilm		School	4	(Number)		
☐ Legal Size ☐ Computer Tape	Name			e Drawer(s)		
☐ Audio Tape ☐ Floppy Disk	Numerical		☐ Microfilm Reel(s) ☐ Computer Tape(s)			
☐ Bound Book ☐ Video Tape	☐ Chronological		∐ Oth	ner (specify)		
Other (specify)	Geographical	10. A		nual Accumulation		
	Other (specify)		1	(Number)		
	·		☐ File Drawer(s) ☐ Microfilm Reel(s)			
	,		Cor	mputer Tape(s) ner (specify) File Folder		
11. File is Used		12. File Bed				
⊠ Daily ☐ Weekly ☐ M	//onthly ☐ Annually	12 (Number)				
13. Current Location(s) (Bldg., Floor, R	loom)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
CCPS Central Office, 2 nd Floor, Suite 218		☐ Yes ☑ No				
15. Access Restrictions (If Yes, cite La	w(s) & Regulation(s))	16. Audit Requirements				
☐ Yes		☑ None ☐ State ☐ Federal ☐ Independent				
17. Is an Index System used? (If yes, explain briefly and describe require	ements)	18. Recommended Retention				
☐ Yes		Retain for 12 years or until all audit requirements are met, whichever is later, then destroy.				
19. Name and Title of Preparer	20. Telephone Nun	nber	21. Da	te		
Dawn Czajkowski Lead Internal Auditor	410-386-1698	October 24, 2017		er 24, 2017		

NEW/REVISED	7275 WATERL	ANAGEMENT DIVISION OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY		
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP, MARYLAND 20794 (410) 799-1930		PAGE <u>7</u> OF <u>21</u>		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Carroll County Public Schools	Department of R	esearch and Accountability	Office of Internal Audit		
	related records sto	red electronically and used as	s a unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Miscellaneous Reports, Correspondence and W	ork papers for Lim	ited Reviews	2005 to Present		
6 INPUT - Identify source of information to be	entered	7 OUTPUT - Identify the us	se/s of information generated by system		
Electronic receipt		Electronic correspondence a	available for the Division / Unit		
8 ELECTRONIC RECORD SERIES DESCRIP		efly describe the information/olude purpose and function of	documents/forms contained in a series. the system.		
This series of records includes reports issued by the Office of Internal Audit for limited reviews. The scope of the review is very limited and specific. Reviews are limited examinations by the Superintendent or audit committee. The report provides the Superintendent or audit committee the analysis. The correspondence and work paper documents support the information included in the reports.					
9 POLICY ON ACCESS AND USE - Explain	n or attach copy if e	established in writing.			
Access to electronic records stored on Carroll County Public Schools' network is controlled via the CCPS User Management System application. This application is the administrative system and authoritative source for all software application and Active Directory rights in CCPS. Default rights to systems and network access are granted to job title groups by the system/record owners. Each owner has the right to grant additional staff rights themselves or via request.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
11 SPECIFY THE LOCATION AND MEDIA OF record's retention and usability throughout to			ain the progression established to ensure		
All electronic records maintained on CCPS network storage are backed up via a Backup Data Center, tape, and/or disk system. These systems exist in the secure Data Center and may include one or all of the following: network file share locations, SQL Server, SharePoint.					
12 RECOMMENDED RETENTION					
Retain for 12 years or until all audit requirements	s are met, whichev	er is later, then destroy.			
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE	NUMBER	15 DATE		
Dawn Czajkowski	410-386-1698		October 24, 2017		
16 TITLE OF PREPARER					
Lead Internal Auditor					

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	RECORDS M 7275 WATERL JESSUP	OF GENERAL SERVICES IANAGEMENT DIVISION .OO ROAD, P.O. BOX 275 , MARYLAND 20794 .10) 799-1930	ELECTRONIC RECORDS INVENTORY Page 8 of 21	
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT	
Carroll County Public Schools	Department of R	esearch and Accountability	Office of Internal Audit	
DEFINITION - Record Series - A group of re and disposition		d electronically and used as a	a unit for reference as well as retention	
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR	
Finance Information Center (FIC) Verification Re	views – Memos, sp	oreadsheets, and graphs.	2014 to Present	
6 INPUT - Identify source of information to be e	ntered	7 OUTPUT - Identify the us	se/s of information generated by system	
Electronic receipt		Electronic correspondence	available for the Division / Unit	
8 ELECTRONIC RECORD SERIES DESCRIPT		ly describe the information/do de purpose and function of th	cuments/forms contained in a series. e system.	
This series of records includes memos to school directors, supporting spreadsheets and graphs that reports how each school is following FIC procedures. These documents include the results of the number of schools financial accounts that were reviewed and verified by an assigned account manager. The purpose is to confirm the accuracy of the financial activity in the school accounts, which is required by FIC procedures.				
9 POLICY ON ACCESS AND USE - Explain	or attach copy if es	tablished in writing.		
Access to electronic records stored on Carroll County Public Schools' network is controlled via the CCPS User Management System application. This application is the administrative system and authoritative source for all software application and Active Directory rights in CCPS. Default rights to systems and network access are granted to job title groups by the system/record owners. Each owner has the right to grant additional staff rights themselves or via request.				
10 UPDATING CYCLES OR CONDITIONS AND	RULES FOR REV	ISING INFORMATION IN TH	E SYSTEM	
11 SPECIFY THE LOCATION AND MEDIA OF the record's retention and usability throughout the			in the progression established to ensure	
All electronic records maintained on CCPS netwo				
12 RECOMMENDED RETENTION				
Retain for 3 years, then destroy.				
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHON	E NUMBER	15 DATE	
Dawn Czajkowski	410-386-1698		October 24, 2017	
16 TITLE OF PREPARER	<u> </u>			
Lead Internal Auditor				

Instructions –Type or Print a separate form for each new or revised record series. Forward RECORDS MANAGI			MENT DIVISI	ION	AGENCY RECORDS INVENTORY	
with Records Retention Schedule (DGS 550-1)		7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE <u>9</u> OF <u>21</u>	
Department/Agency	2. [Division			3. Unit	
Carroll County Public Schools		partment of Researc	h and		Office of Internal Audit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a u	nit fo	r reference as well as re	etention and dis	sposition	purposes.	
4. Record Series Title				5. Ea	rliest Year/Latest Year	
Finance Information Center (FIC) Verification Reviewerification logs	ews -	– FiC school accoun	t	<u>2016</u>	to <u>Present</u>	
Record Series Description (Briefly describe the types of information/documents/fo	oms	found in the series. Inc	lude the purpos	se or fun	ction of the series.)	
This series of records includes information printed balances verified as accurate or questionable, date who verified school financial accounts and when the required by FIC procedures for account accuracy.	e veri	ified and the name of	f the person w	/ho veri	fied. These records are logs of	
7. Record Series Format(s) (List all)		8. Record Series S	equence	9. Volume		
☑ Letter Size ☐ Microfilm					1 (Number)	
☐ Legal Size ☐ Computer Tape		☐ Numerical		☐ Mi	☐ File Drawer(s)☐ Microfilm Reel(s)	
☐ Audio Tape ☐ Floppy Disk		☐ Chronological			☐ Computer Tape(s) ☐ Other (specify)	
☐ Bound Book ☐ Video Tape		Geographical		10. Annual Accumulation		
Other (specify	☐ Other (specify)			<u>½</u> (Number)		
				☐ Mi	le Drawer(s) crofilm Reel(s) emputer Tape(s) her (specify)	
11. File is Used			12. File Bed		nactive After	
☐ Daily ☐ Weekly ☒ Monthly		☐ Annually	1 (Numi	ber) [☐ Month(s)	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
CCPS Central Office, 2 nd Floor, Suite 218			☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Re	gulati	on(s))	16. Audit Requirements			
☐ Yes			☑ None ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? (If yes, explain briefly and describe requirements)		18. Recommended Retention				
(If yes, explain briefly and describe requirements) ☐ Yes ☐ No			Retain current year, then destroy.			
19. Name and Title of Preparer		20. Telephone Nun	nber	21. Da	ate	
Dawn Czajkowski Lead Internal Auditor		410-386-1698	October 24, 2017			

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	7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794		ELECTRONIC RECORDS INVENTORY Page 10 of 21			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Carroll County Public Schools	Department of	of Research and Accountability	Office of Internal Audit			
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		•	5 EARLIEST YEAR/LATEST YEAR			
Office of Internal Audit Work Plans			2014 to Present			
6 INPUT - Identify source of information to be er	ntered .	7 OUTPUT - Identify the use/	s of information generated by system			
Electronic receipt		Electronic correspondence	available for the Division / Unit			
8 ELECTRONIC RECORD SERIES DESCRIPTION		y describe the information/docu de purpose and function of the s	ments/forms contained in a series. system.			
This series of records include the schedule of aud work of the Office of Internal Audit and are approv	its to be completed ed by the Carroll C	l each school year. These recor county Public Schools' Audit Cor	ds are Annual work plans that direct the nmittee.			
9 POLICY ON ACCESS AND USE - Explain of	or attach copy if es	tablished in writing.				
Access to electronic records stored on Carroll County Public Schools' network is controlled via the CCPS User Management System application. This application is the administrative system and authoritative source for all software application and Active Directory rights in CCPS. Default rights to systems and network access are granted to job title groups by the system/record owners. Each owner has the right to grant additional staff rights themselves or via request.						
10 UPDATING CYCLES OR CONDITIONS AND	RULES FOR REV	SING INFORMATION IN THE	SYSTEM			
			·			
11 SPECIFY THE LOCATION AND MEDIA OF T record's retention and usability throughout the reco			he progression established to ensure the			
All electronic records maintained on CCPS networks systems exist in the secure Data Center and may in						
12 RECOMMENDED RETENTION						
Retain for 3 years, then destroy.						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE	NUMBER	15 DATE			
Dawn Czajkowski	410-386-1698		October 24, 2017			
16 TITLE OF PREPARER						
Lead Internal Auditor						

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Instructions –Type or Print a separate form for each new or revised record series.	new or revised record series. RECORDS MANA			AGENCY RECORDS INVENTORY	
Forward with Records Retention Schedule (DGS 550-1)		oad, P.O. Box 2 ryland 20794 99-1930	75	BA05 44 05 04	
	410-78	99-1930	PAGE <u>11</u> OF <u>21</u>		
Department/Agency	2. Division			3. Unit	
Carroll County Public Schools	Department of Resea	rch and Accou	ntability	Office of Internal Audit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as	a unit for reference as we	ell as retention a	nd dispositio	on purposes.	
4. Record Series Title			5. Earliest Year/Latest Year		
Audit Committee – Agendas and documents rel	ated to all items on the	agenda	<u>2010</u> to	Present	
Record Series Description (Briefly describe the types of information/document)	ts/forms found in the serie	es. Include the p	ourpose or fu	unction of the series.)	
This series of records includes committee agen Schools Audit Committee meetings.	das and documents rel	ated to all iten	ns on the a	genda for Carroll County Public	
7. Record Series Format(s) (List all)	8. Record Series S	equence	9. Volum	е	
□ Microfilm	☐ Alphabetical		2	(Number)	
☐ Legal Size ☐ Computer Tape	☐ Numerical		☐ File D		
☐ Audio Tape ☐ Floppy Disk	☑ Chronological		☐ Microfilm Reel(s) ☐ Computer Tape(s) ☒ Other (specify) Binders		
☐ Bound Book ☐ Video Tape	☐ Geographical				
Other (specify)	Other (specify)			al Accumulation	
				(Number)	
				îlm Reel(s)	
				uter Tape(s) (specify) <u>File Folder</u>	
11. File is Used		12. File Bed	omes Inac	tive After	
☐ Daily ☐ Weekly ☒ Month	ly	7 (N	umber)	☐Month(s) ☐ Year(s)	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere?			
CCPS Central Office, 2 nd Floor, Suite 218		(If yes, specify agency or office.) ☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) &	Regulation(s))	16. Audit Requirements		ts	
☐ Yes	☑ None ☐ State ☐ Federal ☐ Independent				
17. Is an Index System used?		18. Recommended Retention			
(If yes, explain briefly and describe requirements ☐ Yes No	Retain for 7 years, then destroy.				
☐ Yes ☑ No 19. Name and Title of Preparer	20. Telephone Num	nber	21. Date		
Dawn Czajkowski	410-751-1698		October 2	24, 2017	
Lead Internal Auditor					

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	7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794		ELECTRONIC RECORDS INVENTORY Page 12 of 21		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Carroll County Public Schools	Department	of Research and Accountability	Office of Internal Audit		
DEFINITION — Record Series - A group of rela		d electronically and used as a ur	nit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Audit Committee – Agendas and documents relate	ed to all items on the	he agenda	2010 to Present		
6 INPUT - Identify source of information to be en	ntered	7 OUTPUT - Identify the use/s	s of information generated by system		
Electronic receipt		Electronic correspondence	available for the Division / Unit		
8 ELECTRONIC RECORD SERIES DESCRIPTION		ly describe the information/docur de purpose and function of the s	ments/forms contained in a series. system.		
This series includes committee agendas and docu meetings.	ments related to a	Il items on the agenda for Carrol	Il County Public Schools Audit Committee		
9 POLICY ON ACCESS AND USE - Explain o	or attach copy if es	tablished in writing.			
Access to electronic records stored on Carroll County Public Schools' network is controlled via the CCPS User Management System application. This application is the administrative system and authoritative source for all software application and Active Directory rights in CCPS. Default rights to systems and network access are granted to job title groups by the system/record owners. Each owner has the right to grant additional staff rights themselves or via request.					
10 UPDATING CYCLES OR CONDITIONS AND I	RULES FOR REV	ISING INFORMATION IN THE S	SYSTEM		
11 SPECIFY THE LOCATION AND MEDIA OF T record's retention and usability throughout the reco			he progression established to ensure the		
All electronic records maintained on CCPS networks systems exist in the secure Data Center and may it					
12 RECOMMENDED RETENTION					
Retain for 7 years, then destroy.					
.13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE	NUMBER	15 DATE		
Dawn Czajkowski	410-386-1698		October 24, 2017		
16 TITLE OF PREPARER					
Lead Internal Auditor					

Instructions –Type or Print a separate form for each new or revised record series.	DEPARTMENT OF GE RECORDS MANAGE	MENT DIVISION		AGENCY RECORDS INVENTORY	
Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE <u>13</u> OF <u>21</u>	
Department/Agency	2. Division			3. Unit	
Carroll County Public Schools	Department of Researc	h and Account	ability	Office of Internal Audit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used a	as a unit for reference as we	ell as retention a	nd dispos	sition purposes.	
4. Record Series Title			5. Earliest Year/Latest Year		
Fraud Hotline calls – documented on fraud re	porting forms		2008 to Present		
Record Series Description (Briefly describe the types of information/documents)	ents/forms found in the serie	es. Include the p	ourpose c	or function of the series.)	
This series includes investigation forms for all any other correspondence. These records mathematical the option of a one-time waiver.					
7. Record Series Format(s) (List all)	8. Record Series S	Sequence	9. Vol	ume	
□ Microfilm	☐ Alphabetical		3	(Number)	
☐ Legal Size ☐ Computer Tape	☐ Numerical		☐ File Drawer(s)☐ Microfilm Reel(s)		
☐ Audio Tape ☐ Floppy Disk	□ Chronological		☐ Co	Computer Tape(s) Other (specify)	
☐ Bound Book ☐ Video Tape	☐ Geographical		10. Annual Accumulation		
Other (specify)	☐ Other (specify)		10. Ar	inual Accumulation	
			1	(Number)	
				e Drawer(s) crofilm Reel(s)	
	- [☐ Computer Tape(s) ☐ Other (specify) File Folder		
11. File is Used		12. File Bed		nactive After	
☐ Daily ☐ Weekly ☒ Mon	nthly	7 (Number)		onth(s) 🛛 Year(s)	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
CCPS Central Office, 2 nd Floor, Suite 218	☐ Yes ☑ No 16. Audit Requirements				
15. Access Restrictions (If Yes, cite Law(s)					
☐ Yes ☑ No		☑ None ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? (If yes, explain briefly and describe requirements)		Recommended Retention Retain for 7 years, then destroy; unless determined to be fraud, then retain for 30 years, then destroy.		then destroy; unless determined to	
☐ Yes ☐ No 19. Name and Title of Preparer	20. Telephone Nun	nher			
·	410-386-1698	ilibei			
Dawn Czajkowski Lead Internal Auditor		Octob	er 24, 2017		

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INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS N 7275 WATERL	OF GENERAL SERVICES IANAGEMENT DIVISION .OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY		
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		MARYLAND 20794 10) 799-1930	Page <u>14</u> of <u>21</u>		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Carroll County Public Schools	Department of R	esearch and Accountability	Office of Internal Audit		
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	a unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/LATEST YEAR					
Reconciliations for Athletic Fees	-		2014 to Present		
6 INPUT - Identify source of information to be er	ntered	7 OUTPUT - Identify the u	se/s of information generated by system		
Electronic receipt		Electronic correspondence	available for the Division / Unit		
8 ELECTRONIC RECORD SERIES DESCRIPTI		ly describe the information/do de purpose and function of th	ocuments/forms contained in a series. ne system.		
This series of records includes reconciliations of a purpose is to properly account for all athletic fees			ool year (i.e. fall, winter, and spring). The		
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.					
Access to electronic records stored on Carroll County Public Schools' network is controlled via the CCPS User Management System application. This application is the administrative system and authoritative source for all software application and Active Directory rights in CCPS. Default rights to systems and network access are granted to job title groups by the system/record owners. Each owner has the right to grant additional staff rights themselves or via request.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM .					
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.					
All electronic records maintained on CCPS network storage are backed up via a Backup Data Center, tape, and/or disk system. These systems exist in the secure Data Center and may include one or all of the following: network file share locations, SQL Server, SharePoint.					
12 RECOMMENDED RETENTION					
Retain for 7 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Dawn Czajkowski	410-386-1698		October 24, 2017		
16 TITLE OF PREPARER					
Lead Internal Auditor					

Instructions –Type or Print a separate form for each new or revised record series. Forward	RECORDS MANAGE	EPARTMENT OF GENERAL SERV RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY	
with Records Retention Schedule (DGS 550- 1)	7275 Waterloo Roa Jessup, Maryl 410-799-	land 20794		PAGE <u>15</u> OF <u>21</u>	
Department/Agency	2. Division			3. Unit	
Carroll County Public Schools	Department of Research	h and Account	tability	Office of Internal Audit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a	unit for reference as well as	retention and di	isposition (purposes.	
4. Record Series Title				liest Year/Latest Year	
External Audit report from external agency and Ca response	arroll County Public Scho	ols'	<u>2006</u> to	o <u>Present</u>	
Record Series Description (Briefly describe the types of information/documents/f	/forms found in the series. Ir	nclude the purpo	se or func	ction of the series.)	
This series of records includes work papers and or documents are the audit reports which include audit Legislative Audits) and Carroll County Public Scho State of MD, or MD Office of Legislative Audits) the documents is to ensure compliance with state and	udits findings issued by ext nools' responses to audit ro hat are external to Carroll	dernal agencie report findings t	es (MSDE that were	E, State of MD, or MD Office of e issued by agencies (MSDE,	
7. Record Series Format(s) (List all)	8. Record Series S	Sequence	equence 9. Volume		
□ Microfilm		the Audit	<u>5</u>	(Number)	
☐ Legal Size ☐ Computer Tape	Name Numerical	ļ		e Drawer(s)	
☐ Audio Tape ☐ Floppy Disk	-	!	☐ Cor	crofilm Reel(s) mputer Tape(s)	
☐ Bound Book ☐ Video Tape	Chronological	!		ner (specify)	
Other (specify)	Geographical	!		nual Accumulation	
	Other (specify)		1/2 (N	lumber)	
•		!		e Drawer(s) crofilm Reel(s)	
		ļ	☐ Con	mputer Tape(s) ner (specify)	
11. File is Used		12. File Bec			
☐ Daily	lly 🔲 Annually	12 (Number))	fonth(s) 🛛 Year(s)	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
CCPS Central Office, 2 nd Floor, Suite 218		☐ Yes			
15. Access Restrictions (If Yes, cite Law(s) & Re	egulation(s))	16. Audit R	16. Audit Requirements		
☐ Yes ☑ No	⊠ None	☐ State	Federal Independent		
Is an Index System used? (If yes, explain briefly and describe requirements)			18. Recommended Retention		
☐ Yes		Retain for 1	Retain for 12 years, then destroy.		
19. Name and Title of Preparer	20. Telephone Num	nber	21. Dat	te	
Dawn Czajkowski	410-386-1698		Octobe	er 24, 2017	

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	RECORDS M 7275 WATERL JESSUP,	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	ELECTRONIC RECORDS INVENTORY Page 16 of 21	
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT	
Carroll County Public Schools	Department of R	esearch and Accountability	Office of Internal Audit	
DEFINITION — Record Series - A group of relation and disposition	ated records store	d electronically and used as a	a unit for reference as well as retention	
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR	
External Audit report from external agency and Ca	rroll County Public	Schools' response	2006 to Present	
6 INPUT - Identify source of information to be en	itered	7 OUTPUT - Identify the us	se/s of information generated by system	
Electronic receipt		Electronic correspondence	available for the Division / Unit	
8 ELECTRONIC RECORD SERIES DESCRIPTION		y describe the information/do de purpose and function of th	cuments/forms contained in a series. e system.	
This series of records includes work papers and correspondence that were created as a result of External Audits. These documents are the audit reports which include audits findings issued by external agencies (MSDE, State of MD, or MD Office of Legislative Audits) and Carroll County Public Schools' responses to audit report findings that were issued by agencies (MSDE, State of MD, or MD Office of Legislative Audits) that are external to Carroll County Public Schools. The purpose of these documents is to ensure compliance with state and federal regulations.				
9 POLICY ON ACCESS AND USE - Explain of	r attach copy if es	ablished in writing.		
Access to electronic records stored on Carroll County Public Schools' network is controlled via the CCPS User Management System application. This application is the administrative system and authoritative source for all software application and Active Directory rights in CCPS. Default rights to systems and network access are granted to job title groups by the system/record owners. Each owner has the right to grant additional staff rights themselves or via request.				
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM				
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.				
All electronic records maintained on CCPS network storage are backed up via a Backup Data Center, tape, and/or disk system. These systems exist in the secure Data Center and may include one or all of the following: network file share locations, SQL Server, SharePoint.				
12 RECOMMENDED RETENTION				
Retain for 12 years, then destroy.				
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE	NUMBER	15 DATE	
Dawn Czajkowski	410-386-1698		October 24, 2017	
16 TITLE OF PREPARER				
Lead Internal Auditor				

1 DEPARTMENT/AGENCY 2 DIVISION 3 UNIT Carroll County Public Schools Department of Research and Accountability 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 Supporting documentation of External Audits performed by MSDE, State of MD, or MD Office of Legislative Audits 6 INPUT - Identify source of information to be entered 7 OUTPUT - Identify the use/s of information generated by system Electronic receipt 8 ELECTRONIC RECORD SERIES DESCRIPTION Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series of records includes audit reports and Carroll County Public Schools' responses for audits completed by external agencies. These documents contain status spreadsheats, internal control questionnaires with responses, and general correspondence related to external audits. The purpose of the audit is to test for compliance with various state and federal regulations. These documents support the audit report contents. 9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing. Access to electronic records stored on Carroll County Public Schools' network is controlled via the CCPS User Management System application. This application is the administrative system and authoritative source for all software application and Active Directory rights in CCPS. Defail rights to systems and network access are granted to job title groups by the system/record owners. Each owner has the right to grant additional staff rights themselves or via request. 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE - Explain the progression established to ensure the record's retention and usablify throughout the record's authorized life cycle. All electronic records maintained on CCPS network storage are backed up via a Back	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	7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794		ELECTRONIC RECORDS INVENTORY Page 17 of 21		
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 Supporting documentation of External Audits performed by MSDE, State of MD, or MD Office of Legislative Audits 6. INPUT - Identify source of information to be entered Electronic receipt 7. OUTPUT - Identify the use/s of information generated by system Electronic receipt Electronic receipt 8. ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series of records includes audit reports and Carroll County Public Schools' responses for audits completed by external agencies. Include purpose and function of the system. This series of records includes audit reports and Carroll County Public Schools' responses for audits completed by external agencies. Include purpose and function of the system. This series of records includes audit reports and Carroll County Public Schools' responses for audits completed by external agencies. Include purpose and function of the system. These documents support the audit is to test for compliance with various state and federal regulations. These documents support the audit report contents. Access to electronic records stored on Carroll County Public Schools' network is controlled via the CCPS User Management System application. This application is the administrative system and authoritative source for all software application and Active Directory rights in CCPS. Default rights to systems and network access are granted to job title groups by the system/record owners. Each owner has the right to grant additional staff rights themselves or via request. 10. UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM 11. SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE - Explain the progression established to ensure the record's retention and usability		2 DIVISION	**************************************	3 UNIT		
4 ELECTRONIC RECORD SERIES TITLE Supporting documentation of External Audits performed by MSDE, State of MD, or MD Office of Legislative Audits 6 INPUT - Identify source of information to be entered 7 OUTPUT - Identify the use/s of information generated by system Electronic receipt 8 ELECTRONIC RECORD SERIES DESCRIPTION 8 ELECTRONIC RECORD SERIES DESCRIPTION 9 Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series of records includes audit reports and Carroll County Public Schools' responses for audits completed by external agencies. These documents contain status spreadsheets, internal control questionnaires with responses, and general correspondence related to external audits. The purpose of the audit is to test for compliance with various state and federal regulations. These documents support the audit report contents. 9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing. Access to electronic records stored on Carroll County Public Schools' network is controlled via the CCPS User Management System application. This application is the administrative system and authoritative source for all software application and Active Directory rights in CCPS. Default rights to systems and network access are granted to job title groups by the system/record owners. Each owner has the right to grant additional staff rights themselves or via request. 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM 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. All electronic records maintained on CCPS network storage are backed up via a Backup Data Center, tape, and/or disk system. These systems exist in the secure Data Center and may include one or all of the following: network file share locations, SQL Server, SharePoint. 12 RECOMMENDED RETENTION Re	Carroll County Public Schools	Department of R	esearch and Accountability	Office of Internal Audit		
Supporting documentation of External Audits performed by MSDE, State of MD, or MD Office of Legislative Audits 6 INPUT - Identify source of information to be entered Electronic receipt 7 OUTPUT - Identify the use/s of information generated by system Electronic receipt 8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series of records includes audit reports and Carroll County Public Schools' responses for audits completed by external agencies. These documents contain status spreadsheets, internal control questionnaires with responses, and general correspondence related to external audits. The purpose of the audit is to test for compliance with various state and federal regulations. These documents support the audit report contents. 9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing. Access to electronic records stored on Carroll County Public Schools' network is controlled via the CCPS User Management System application. This application is the administrative system and authoritative source for all software application and Active Directory rights in CCPS. Default rights to systems and network access are granted to job title groups by the system/record owners. Each owner has the right to grant additional staff rights themselves or via request. 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE — Explain the progression established to ensure the record's retention and usablify throughout the record's authorized life cycle. All electronic records maintained on CCPS network storage are backed up via a Backup Data Center, tape, and/or disk system. These systems exist in the secure Data Center and may include one or all of the following: network file share locations, SQL Server, SharePoint. 12 RECOMMENDED RETENTION Retain for 7 years, then destroy.			d electronically and used as a	unit for reference as well as retention		
Legislative Audits 6 INPUT - Identify source of information to be entered Electronic receipt 7 OUTPUT - Identify the use/s of information generated by system Electronic receipt Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series of records includes audit reports and Carroll County Public Schools' responses for audits completed by external agencies. These documents contain status spreadsheets, internal control questionnaires with responses, and general correspondence related to external audits. The purpose of the audit is to test for compliance with various state and federal regulations. These documents support the audit report contents. 9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing. Access to electronic records stored on Carroll County Public Schools' network is controlled via the CCPS User Management System application. This application is the administrative system and authoritative source for all software application and Active Directory rights in CCPS. Default rights to systems and network access are granted to job title groups by the system/record owners. Each owner has the right to grant additional staff rights themselves or via request. 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM 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. All electronic records maintained on CCPS network storage are backed up via a Backup Data Center, tape, and/or disk system. These systems exist in the secure Data Center and may include one or all of the following: network file share locations, SQL Server, SharePoint. 12 RECOMMENDED RETENTION Retain for 7 years, then destroy.	4 ELECTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/LATEST					
Electronic receipt Electronic correspondence available for the Division / Unit 8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series of records includes audit reports and Carroll County Public Schools' responses for audit purpose of the system. These documents contain status spreadsheets, internal control questionnaires with responses, and general correspondence related to external audits. The purpose of the audit is to test for compliance with various state and federal regulations. These documents support the audit report contents. 9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing. Access to electronic records stored on Carroll County Public Schools' network is controlled via the CCPS User Management System application. This application is the administrative system and authoritative source for all software application and Active Directory rights in CCPS. Default rights to systems and network access are granted to job title groups by the system/record owners. Each owner has the right to grant additional staff rights themselves or via request. 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM 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. All electronic records maintained on CCPS network storage are backed up via a Backup Data Center, tape, and/or disk system. These systems exist in the secure Data Center and may include one or all of the following: network file share locations, SQL Server, SharePoint. 12 RECOMMENDED RETENTION Retain for 7 years, then destroy. 13 TYPED OR PRINTED NAME OF		ormed by MSDE, S	State of MD, or MD Office of	2006 to Present		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series of records includes audit reports and Carroll County Public Schools' responses for audits completed by external agencies. These documents contain status spreadsheets, internal control questionnaires with responses, and general correspondence related to external audits. The purpose of the audit is to test for compliance with various state and federal regulations. These documents support the audit report contents. 9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing. Access to electronic records stored on Carroll County Public Schools' network is controlled via the CCPS User Management System application. This application is the administrative system and authoritative source for all software application and Active Directory rights in CCPS. Default rights to systems and network access are granted to job title groups by the system/record owners. Each owner has the right to grant additional staff rights themselves or via request. 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM 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. All electronic records maintained on CCPS network storage are backed up via a Backup Data Center, tape, and/or disk system. These systems exist in the secure Data Center and may include one or all of the following: network file share locations, SQL Server, SharePoint. 12 RECOMMENDED RETENTION Retain for 7 years, then destroy. 13 TYPED OR PRINTED NAME OF	6 INPUT - Identify source of information to be en	tered	7 OUTPUT - Identify the us	se/s of information generated by system		
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13 TYPED OR PRINTED NAME OF 14 TELEPHONE NUMBER 15 DATE	12 RECOMMENDED RETENTION					
13 TYPED OR PRINTED NAME OF	Retain for 7 years, then destroy.					
	13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONI	E NUMBER	15 DATE		
Dawn Czajkowski 410-386-1698 October 24, 2017	Dawn Czajkowski	410-386-1698		October 24, 2017		
16 TITLE OF PREPARER	16 TITLE OF PREPARER	-				
Lead Auditor	Lead Auditor					

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M 7275 WATERL	OF GENERAL SERVICES IANAGEMENT DIVISION .OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY			
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP, MARYLAND 20794 (410) 799-1930		Page <u>18</u> of <u>21</u>			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Carroll County Public Schools	Department of R	esearch and Accountability	Office of Internal Audit			
DEFINITION - Record Series - A group of rela and dispositio		d electronically and used as a	a unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE	-		5 EARLIEST YEAR/LATEST YEAR			
Data Collection and Analysis Documents			2014 to Present			
6 INPUT - Identify source of information to be en	ntered	7 OUTPUT - Identify the u	se/s of information generated by system			
Electronic receipt		Electronic correspondence	available for the Division / Unit			
8 ELECTRONIC RECORD SERIES DESCRIPTION		ly describe the information/do de purpose and function of th	ocuments/forms contained in a series. ne system.			
special projects as assigned by the Superintenden	This series includes records of specific data collected and analyzed or utilized for audit planning purposes. These documents are for special projects as assigned by the Superintendent and Carroll County Public Schools' Audit Committee. The purpose of these documents is to ensure efficiency and effectiveness of operations and/or compliance with school board policies, regulations, or procedures and state and federal regulations.					
9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing.						
Access to electronic records stored on Carroll County Public Schools' network is controlled via the CCPS User Management System application. This application is the administrative system and authoritative source for all software application and Active Directory rights in CCPS. Default rights to systems and network access are granted to job title groups by the system/record owners. Each owner has the right to grant additional staff rights themselves or via request.						
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM						
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.						
All electronic records maintained on CCPS network storage are backed up via a Backup Data Center, tape, and/or disk system. These systems exist in the secure Data Center and may include one or all of the following: network file share locations, SQL Server, SharePoint.						
12 RECOMMENDED RETENTION						
Retain for 3 years, then screen annually and destroy any material no longer needed for current business.						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONI	E NUMBER	15 DATE			
Dawn Czajkowski	410-386-1698		October 24, 2017			
16 TITLE OF PREPARER						
Lead Internal Auditor						

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M 7275 WATERL	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY		
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP, MARYLAND 20794 (410) 799-1930		Page <u>19</u> of <u>21</u>		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Carroll County Public Schools	Department of R	esearch and Accountability	Office of Internal Audit		
DEFINITION – Record Series - A group of rel and disposition	ated records store in purposes	d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Procedures for School Account Funds			2013 to Present		
6 INPUT - Identify source of information to be er	ntered	7 OUTPUT - Identify the us	se/s of information generated by system		
Electronic receipt		Electronic correspondence a	available for the Division / Unit		
8 ELECTRONIC RECORD SERIES DESCRIPTI		ly describe the information/do de purpose and function of th	cuments/forms contained in a series. e system.		
This series of records includes procedures related	to school funds th	at were created by the Office	of Internal Audit.		
9 POLICY ON ACCESS AND USE - Explain of	or attach copy if es	tablished in writing.			
Access to electronic records stored on Carroll County Public Schools' network is controlled via the CCPS User Management System application. This application is the administrative system and authoritative source for all software application and Active Directory rights in CCPS. Default rights to systems and network access are granted to job title groups by the system/record owners. Each owner has the right to grant additional staff rights themselves or via request.					
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All electronic records maintained on CCPS network storage are backed up via a Backup Data Center, tape, and/or disk system. These systems exist in the secure Data Center and may include one or all of the following: network file share locations, SQL Server, SharePoint.					
12 RECOMMENDED RETENTION '					
Retain current procedures. Retain previous procedures for 6 years from the current date, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Dawn Czajkowski	410-386-1698		October 24, 2017		
16 TITLE OF PREPARER	-				
Lead Internal Auditor					

Instructions –Type or Print a separate form for each new or revised record series.	NERAL SERVICES		AGENCY RECORDS INVENTORY		
Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Roa Jessup, Maryl 410-799-	and 20794		PAGE <u>20</u> OF <u>21</u>	
1. Department/Agency	2. Division			3. Unit	
Carroll County Public Schools	Department of Researc	h and Account	tability	Office of Internal Audit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used a	as a unit for reference as wel	I as retention an	ıd disposi	ition purposes.	
4. Record Series Title				rliest Year/Latest Year	
Annual School Irregular Activity Reports			2014	to <u>Present</u>	
Record Series Description (Briefly describe the types of information/docume)	ents/forms found in the series	s. Include the pu	urpose or	function of the series.)	
This series of records includes annual reports such as theft of school property, fraud acts or		required to su	ıbmit an	inually to report irregular activity	
7. Record Series Format(s) (List all)	8. Record Series S	Sequence	9. Vol	ume	
□ Microfilm	☑ Alphabetical by Name	School	1/2	(Number)	
☐ Legal Size ☐ Computer Tape	Numerical		 	e Drawer(s)	
☐ Audio Tape ☐ Floppy Disk	☐ Chronological		☐ Mi	crofilm Reel(s)	
☐ Bound Book ☐ Video Tape	Geographical	i		☐ Computer Tape(s) ☐ Other (specify)	
Other (specify)	☐ Other (specify)	ļ	10. Ar	nnual Accumulation	
	C Other (abecity)		1	(Number)	
				e Drawer(s)	
			crofilm Reel(s) pmputer Tape(s)		
44 (**)		13 Eile Bor		her (specify) File Folder	
11. File is Used	Annually			nactive After	
☐ Daily ☐ Weekly ☐ Mo	onthly 🛛 Annually	S ((Number))	
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
CCPS Central Office, 2 nd Floor, Suite 218	☐ Yes ☑ No				
15. Access Restrictions (If Yes, cite Law(s)	16. Audit Requirements				
☐ Yes	⊠ None □ State □ Federal □ Independent				
Is an Index System used? (If yes, explain briefly and describe requirement)	18. Recommended Retention				
☐ Yes		Retain for 3 years, then destroy.			
19. Name and Title of Preparer	20. Telephone Nun	nber	21. Da	ate	
Dawn Czajkowski Lead Internal Auditor	410-386-1698	-	Octob	er 24, 2017	

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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 21 OF 21		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Carroll County Public Schools	Department of R	Research and Accountability	Office of Internal Audit		
DEFINITION — Record Series - A group of rel and disposition		ed electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Annual School Irregular Activity Reports			2014 to Present		
6 INPUT - Identify source of information to be en	ntered	7 OUTPUT - Identify the us	se/s of information generated by system		
Electronic receipt		Electronic correspondence	available for the Division / Unit		
8 ELECTRONIC RECORD SERIES DESCRIPTI		ly describe the information/do de purpose and function of th	cuments/forms contained in a series. e system.		
This series of records includes annual reports that of school property, fraud acts or unethical events.	school principals	are required to submit annual	ly to report irregular activity such as theft		
9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing. Access to electronic records stored on Carroll County Public Schools' network is controlled via the CCPS User Management System application. This application is the administrative system and authoritative source for all software application and Active Directory rights in CCPS. Default rights to systems and network access are granted to job title groups by the system/record owners. Each owner has the right to grant additional staff rights themselves or via request.					
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12 RECOMMENDED RETENTION					
Retain for 3 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Dawn Czajkowski	410-386-1698		October 24, 2017		
16 TITLE OF PREPARER					
Lead Internal Auditor					