

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. C1368

Page 1 of 3

Agency Carroll County Public Schools (CCPS)

Division/Unit
Department of Research
and Accountability

Item No.	Description	Retention
1.	General Correspondence / Information – Paper and electronic	Retain for 90 days and no longer needed for administrative purposes, then destroy; unless specified otherwise in this Schedule.
2.	Correspondence Related to Employee Grievances / Complaints	Retain for 3 years beyond employment, then destroy.
3.	Correspondence Related to Office of Civil Rights (OCR) Complaints, Pleadings, Exhibits Used at Hearings (or intended to be used); Items subject to discovery, Administrative Law Judge /OCR Decision	Retain for 4 years beyond final resolution, then destroy.
4.	OCR Final Resolution / Settlement Documents as related to correspondence, complaints and decisions.	Retain for 20 years, then transfer to Maryland State Archives.
5.	Correspondence Related to Americans with Disabilities Act (ADA) / Non-Discrimination	Retain for 7 years beyond final resolution, then destroy.
6.	Research & Accountability Department Computer Equipment Inventory	Retain for 4 years, then destroy.
7.	Research & Accountability Department copies of records related to the Annual Budget and Finance such as General bookkeeping ledgers, Procurement Card records, Budget Development materials	Retain for 7 years, then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date: 10/24/2017

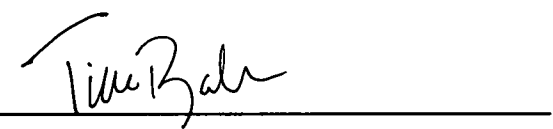
Signature 

Typed Name: Gregory J. Bricca

Title: Director of Research and Accountability

Schedule Authorized by State Archivist

Date 12-1-17

Signature 

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. C1368

Page 2 of 3

Agency Carroll County Public Schools (CCPS)

Division/Unit
Department of Research
and Accountability

Item No.	Description	Retention
8.	Miscellaneous Records – Records whose retention is temporary, but necessary for the conduct of business (printed materials and brochures, presentations, any records kept in the ordinary course of business and not specifically listed on this schedule).	Retain for 90 days and no longer needed for administrative purposes, then destroy; unless specified otherwise in this Schedule.
9.	Carroll County Performance Reports – Annual Maryland School Performance Program Report Card for State/County	Retain for 50 years, then transfer to Maryland State Archives.
10.	Comprehensive Master Plan – Updates, Plans Submitted to MSDE Annually.	Retain for 20 years, then transfer to Maryland State Archives.
11.	State and Federal Data Collection Reports / Verification Forms – Superintendent Sign-off sheets submitted to MSDE for Early and End Of Year Attendance Report, High School Status and Completers Report, Suspensions, Habitual Truant Count, Student Course Grade Teacher Report, Verification of Enrollment, Class Size Average, and Class Level Membership.	Retain for 5 years, then destroy.
12.	Maryland Public Information Act (MPIA) Requests – documents that include Information provided in response to public information requests made in accordance with the General Provisions Article (“GP”), §§ 4-101 through 4-601, Annotated Code of Maryland.	Retain for 4 years from date of request, then destroy.
13.	Maryland State Department of Education (MSDE) Provided Educational Data – Data related to the Maryland school accountability program and the Every Student Succeeds Act including staff, student, and assessment data.	Retain for 50 years, then destroy.
14.	SafeSchools: Records of completion status of Federal, State and Local Compliance Training of Carroll County Public Schools Staff. <ul style="list-style-type: none"> • Online Website – Completion information • Offline – Exempt employees completion information 	Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. C1368

Page 3 of 3

Agency Carroll County Public Schools (CCPS)

Division/Unit
Department of Research
and Accountability

Item No.	Description	Retention
15.	Student Bridge Projects – Original paper copy of the student’s actual project completed by the student as an option to meet a specific content area of the Maryland High School Assessment graduation requirement.	Retain for 3 years, then destroy.
16.	Student Bridge Projects – Electronic copy on disk. <i>Scanning done in accordance with Maryland State Archives standards.</i>	Retain for 6 years, then destroy.
17.	Charter Schools – <ul style="list-style-type: none"> • Letters submitted for the intention of opening a Public Charter School in Carroll County. • Applications submitted to open a Public Charter School in Carroll County. • Scoring results of submitted applications. • Correspondence from potential Charter School Operators. 	Retain for 5 years, then destroy.
18.	Contracts for opening a Public Charter School which have been approved by the County Board of Education for opening and operating a Public Charter School in Carroll County.	Retain for 50 years, then destroy.
19.	Student Data Files – Data Disks and electronic data files containing student test scores received from third-party vendors. <ul style="list-style-type: none"> • SAT (Scholastic Aptitude Test) • ACT (American College Test) • CogAT (Cognitive Abilities Test) 	Retain for 6 years, then destroy.

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY
			PAGE <u>1</u> OF <u>21</u>
1. Department/Agency Carroll County Public Schools	2. Division Department of Research and Accountability	3. Unit	
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 General Correspondence / Information		5. Earliest Year/Latest Year <u>2010</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series of records includes miscellaneous correspondence / information no referenced elsewhere in the Schedules for Research and Accountability.			
7. Record Series Format(s) (List all) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	
		9. Volume <u>7</u> (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____	
		10. Annual Accumulation <u>1</u> (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>3</u> (Number) <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) CCPS Central Office, 2 nd Floor, Suite 218		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? (If yes, explain briefly and describe requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain for 90 days and no longer needed for administrative purposes, then destroy; unless specified otherwise in this Schedule.	
19. Name and Title of Preparer Gregory J. Bricca Director of Research and Accountability	20. Telephone Number 410-751-3068	21. Date 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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				PAGE 2 of 21	
1 DEPARTMENT/AGENCY Carroll County Public Schools		2 DIVISION Department of Research and Accountability		3 UNIT	
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 General Correspondence / Information				5 EARLIEST YEAR/LATEST YEAR 2010 to Present	
6 INPUT - Identify source of information to be entered Electronic receipt			7 OUTPUT - Identify the use/s of information generated by system 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 miscellaneous correspondence / information not referenced elsewhere in this Schedule.					
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 Automatic system purging of electronic correspondence occurs when documents reach a 90-day retention. Hard-copy correspondence is shredded within the department to maintain the 90-day retention period.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE - Explain the progression established to ensure 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 90 days and no longer needed for administrative purposes, then destroy; unless specified otherwise in this Schedule.					
13 TYPED OR PRINTED NAME OF PREPARER Gregory J. Bricca		14 TELEPHONE NUMBER 410-751-3068		15 DATE October 24, 2017	
16 TITLE OF PREPARER Director of Research and Accountability					

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY	
				PAGE 3 OF 21	
1. Department/Agency Carroll County Public Schools		2. Division Department of Research and Accountability		3. Unit	
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 Correspondence Related to Employee Grievances / Complaints				5. Earliest Year/Latest Year 2014 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series of records includes correspondence related to employee grievances and/or complaints, which were handled by the Department of Research and Accountability.					
7. Record Series Format(s) (List all) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>1/4</u> (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <u>1</u> (Number) <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) File Folder	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>3</u> (Number) <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) beyond employment		
13. Current Location(s) (Bldg., Floor, Room) CCPS Central Office, 2 nd Floor, Suite 218			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? (If yes, explain briefly and describe requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 3 years beyond employment, then destroy.		
19. Name and Title of Preparer Gregory J. Bricca Director of Research and Accountability		20. Telephone Number 410-751-3068		21. Date October 24, 2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY
			PAGE 4 OF 21
1. Department/Agency Carroll County Public Schools	2. Division Department of Research and Accountability		
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 Correspondence Related to Office of Civil Rights (OCR) Complaints, Pleadings, Exhibits Used at Hearings (or intended to be used)		5. Earliest Year/Latest Year <u>2014 to Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series of records includes correspondence related to OCR Complaints, Pleading, Exhibits Used at Hearings (or intended to be used) ; Items subject to discovery, Administrative Law Judge /OCR Decision			
7. Record Series Format(s) (List all) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1/4</u> (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	10. Annual Accumulation <u>1</u> (Number) <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>File Folder</u>
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>4</u> (Number) <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) beyond final resolution	
13. Current Location(s) (Bldg., Floor, Room) CCPS Central Office, 2 nd Floor, Suite 218		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? (If yes, explain briefly and describe requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain for 4 years beyond final resolution, then destroy.	
19. Name and Title of Preparer Gregory J. Bricca Director of Research and Accountability	20. Telephone Number 410-751-3068	21. Date October 24, 2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY
			PAGE <u>5</u> OF <u>21</u>
1. Department/Agency Carroll County Public Schools	2. Division Department of Research and Accountability	3. Unit	
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 OCR Final Resolution / Settlement		5. Earliest Year/Latest Year 2014 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series of records includes documents related to final resolution of OCR complaints / settlement.			
7. Record Series Format(s) (List all) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1/4</u> (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	10. Annual Accumulation <u>1</u> (Number) <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>File Folder</u>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually		12. File Becomes Inactive After <u>20</u> (Number) <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) CCPS Central Office, 2 nd Floor, Suite 218		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? (If yes, explain briefly and describe requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain for 20 years, then transfer to Maryland State Archives.	
19. Name and Title of Preparer Gregory J. Bricca Director of Research and Accountability	20. Telephone Number 410-751-3068	21. Date October 24, 2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>6</u> OF <u>21</u>	
1. Department/Agency Carroll County Public Schools		2. Division Department of Research and Accountability		3. Unit	
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 Correspondence Related to ADA / Non-Discrimination				5. Earliest Year/Latest Year <u>2005 to Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series of records includes correspondence related to Americans with Disabilities Act (ADA) / Non-Discrimination.					
7. Record Series Format(s) (List all) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>2</u> (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>1</u> (Number) <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>File Folder</u>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>7</u> (Number) <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) beyond final resolution		
13. Current Location(s) (Bldg., Floor, Room) CCPS Central Office, 2 nd Floor, Suite 218			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? (If yes, explain briefly and describe requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 7 years beyond final resolution, then destroy.		
19. Name and Title of Preparer Gregory J. Bricca Director of Research and Accountability		20. Telephone Number 410-751-3068		21. Date October 24, 2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY	
				PAGE 7 OF 21	
1. Department/Agency Carroll County Public Schools		2. Division Department of Research and Accountability		3. Unit	
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 Research & Accountability Department Computer Equipment Inventory Documents				5. Earliest Year/Latest Year <u>2012 to Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series of records includes documents related to departmental inventory (computers, printers, copiers).					
7. Record Series Format(s) (List all) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>1</u> (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <u>1</u> (Number) <input type="checkbox"/> File Folder(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>File Folder</u>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>4</u> (Number) <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) CCPS Central Office, 2 nd Floor, Suite 218			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? (If yes, explain briefly and describe requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 4 years, then destroy.		
19. Name and Title of Preparer Gregory J. Bricca Director of Research and Accountability		20. Telephone Number 410-751-3068		21. Date October 24, 2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>8</u> OF <u>21</u>	
1. Department/Agency Carroll County Public Schools		2. Division Department of Research and Accountability		3. Unit	
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 Research & Accountability Annual Budget and Finance Records				5. Earliest Year/Latest Year <u>2010</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series of records includes general bookkeeping ledgers, procurement card records, and budget development materials.					
7. Record Series Format(s) (List all) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>2</u> (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>1</u> (Number) <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Bound Book</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>7</u> (Number) <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) CCPS Central Office, 2 nd Floor, Suite 218			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? (If yes, explain briefly and describe requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 7 years, then destroy.		
19. Name and Title of Preparer Gregory J. Bricca Director of Research and Accountability		20. Telephone Number 410-751-3068		21. Date October 24, 2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>9</u> OF <u>21</u>	
1. Department/Agency Carroll County Public Schools		2. Division Department of Research and Accountability		3. Unit	
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 Miscellaneous Records				5. Earliest Year/Latest Year <u>2015 to Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series of records includes records whose retention is temporary, but necessary for the conduct of business (printed materials and brochures, presentations, and any records kept in the ordinary course of business and not specifically listed in this Schedule).					
7. Record Series Format(s) (List all) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>2</u> (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <u>1</u> (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>3</u> (Number) <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) CCPS Central Office, 2 nd Floor, Suite 218			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? (If yes, explain briefly and describe requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 90 days and no longer needed for administrative purposes, then destroy; unless specified otherwise in this Schedule.		
19. Name and Title of Preparer Gregory J. Bricca Director of Research and Accountability		20. Telephone Number 410-751-3068		21. Date October 24, 2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>10</u> OF <u>21</u>	
1. Department/Agency Carroll County Public Schools		2. Division Department of Research and Accountability		3. Unit	
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 Carroll County Performance Reports				5. Earliest Year/Latest Year <u>1991 to Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series of records includes Annual Maryland School Performance Report Cards for State and School System.					
7. Record Series Format(s) (List all) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>2</u> (Number) <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Book Shelf</u>	
				10. Annual Accumulation <u>1</u> (Number) <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Bound Book</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>50</u> (Number) <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) CCPS Central Office, 2 nd Floor, Suite 218 Kessler Building, Records Room			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? (If yes, explain briefly and describe requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 50 years, then transfer to Maryland State Archives.		
19. Name and Title of Preparer Gregory J. Bricca Director of Research and Accountability		20. Telephone Number 410-751-3068		21. Date October 24, 2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY
			PAGE <u>11</u> OF <u>21</u>
1. Department/Agency Carroll County Public Schools	2. Division Department of Research and Accountability	3. Unit	
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 Comprehensive Master Plan		5. Earliest Year/Latest Year <u>2003 to Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series of records includes final submissions to MSDE of Annual Bridge to Excellence Comprehensive Master Plans, Updates, and Plans.			
7. Record Series Format(s) (List all) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>3</u> (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ <hr/> 10. Annual Accumulation <u>1</u> (Number) <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Binder</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually		12. File Becomes Inactive After <u>20</u> (Number) <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) CCPS Central Office, 2 nd Floor, Suite 218 Kessler Building, Records Room		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? (If yes, explain briefly and describe requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain for 20 years, then transfer to Maryland State Archives.	
19. Name and Title of Preparer Gregory J. Bricca Director of Research and Accountability	20. Telephone Number 410-751-3068	21. Date October 24, 2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>12</u> OF <u>21</u>	
1. Department/Agency Carroll County Public Schools		2. Division Department of Research and Accountability		3. Unit	
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 State and Federal Data Collection Reports / Verification Forms				5. Earliest Year/Latest Year 2012 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series of records includes Superintendent Sign-off sheets submitted to MSDE for Early and End Of Year Attendance Report, High School Status and Completers Report, Suspensions, Habitual Truant Count, Student Course Grade Teacher Report, Verification of Enrollment, Class Size Average, and Class Level Membership.					
7. Record Series Format(s) (List all) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>1/2</u> (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <u>1</u> (Number) <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) File Folder	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>5</u> (Number) <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) CCPS Central Office, 2 nd Floor, Suite 218			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? (If yes, explain briefly and describe requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 5 years, then destroy.		
19. Name and Title of Preparer Gregory J. Bricca Director of Research and Accountability		20. Telephone Number 410-751-3068		21. Date October 24, 2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>13</u> OF <u>21</u>	
1. Department/Agency Carroll County Public Schools		2. Division Department of Research and Accountability		3. Unit	
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 Maryland Public Information (MPIA) Requests				5. Earliest Year/Latest Year <u>2013 to Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series of records includes documents that include Information provided in response to public information requests made in accordance with the General Provisions Article ("GP"), §§ 4-101 through 4-601, Annotated Code of Maryland.					
7. Record Series Format(s) (List all) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>1/2</u> (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <u>1</u> (Number) <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>File Folder</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>4</u> (Number) <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) CCPS Central Office, 2 nd Floor, Suite 218			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? (If yes, explain briefly and describe requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 4 years, then destroy.		
19. Name and Title of Preparer Gregory J. Bricca Director of Research and Accountability		20. Telephone Number 410-751-3068		21. Date 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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				PAGE <u>14</u> of <u>21</u>	
1 DEPARTMENT/AGENCY Carroll County Public Schools		2 DIVISION Department of Research and Accountability		3 UNIT	
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 Maryland State Department of Education (MSDE) Provided Data				5 EARLIEST YEAR/LATEST YEAR <u>1992 to Present</u>	
6 INPUT - Identify source of information to be entered Electronic receipt			7 OUTPUT - Identify the use/s of information generated by system Electronic data 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 data related to the Maryland school accountability program and the Every Student Succeeds Act including staff, student, and assessment data.					
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 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 50 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Gregory J. Bricca		14 TELEPHONE NUMBER 410-751-3068		15 DATE October 24, 2017	
16 TITLE OF PREPARER Director of Research and Accountability					

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>15</u> OF <u>21</u>	
1. Department/Agency Carroll County Public Schools		2. Division Department of Research and Accountability		3. Unit	
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 SafeSchools				5. Earliest Year/Latest Year 2014 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series of records includes records of completion status of Federal, State and Legal Compliance Training of Carroll County Public Schools Staff including completion information and documentation on offline completion and exempt employees.					
7. Record Series Format(s) (List all) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 2 (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation 1 (Number) <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Binder</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After Continuous Record _____ (Number) <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) CCPS Central Office, 2 nd Floor, Suite 218			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? (If yes, explain briefly and describe requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.		
19. Name and Title of Preparer Gregory J. Bricca Director of Research and Accountability		20. Telephone Number 410-751-3068		21. Date 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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				PAGE <u>16</u> of <u>21</u>	
1 DEPARTMENT/AGENCY Carroll County Public Schools		2 DIVISION Department of Research and Accountability		3 UNIT	
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 SafeSchools				5 EARLIEST YEAR/LATEST YEAR 2012 to Present	
6 INPUT - Identify source of information to be entered Electronic receipt			7 OUTPUT - Identify the use/s of information generated by system 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 records on an Online website of completion status and information of Federal, State and Legal Compliance Training of Carroll County Public Schools.					
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 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 Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.					
13 TYPED OR PRINTED NAME OF PREPARER Gregory J. Bricca		14 TELEPHONE NUMBER 410-751-3068		15 DATE October 24, 2017	
16 TITLE OF PREPARER Director of Research and Accountability					

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY	
				PAGE <u>17</u> OF <u>21</u>	
1. Department/Agency Carroll County Public Schools		2. Division Department of Research and Accountability		3. Unit	
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 Student Bridge Projects				5. Earliest Year/Latest Year 2014 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series of records includes the original Student Bridge Project for Academic Validation. The original paper copy of the student's actual project completed by the student as an option to meet a specific content area of the Maryland High School Assessment graduation requirement.					
7. Record Series Format(s) (List all) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>4</u> (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <u>1</u> (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>3</u> (Number) <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) CCPS Central Office, 2 nd Floor, Suite 218 Kessler Building, Records Room			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? (If yes, explain briefly and describe requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 3 years, then destroy.		
19. Name and Title of Preparer Gregory J. Bricca Director of Research and Accountability		20. Telephone Number 410-751-3068		21. Date 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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				PAGE <u>18</u> of <u>21</u>	
1 DEPARTMENT/AGENCY Carroll County Public Schools		2 DIVISION Department of Research and Accountability		3 UNIT	
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 Student Bridge Projects				5 EARLIEST YEAR/LATEST YEAR 2011 to Present	
6 INPUT - Identify source of information to be entered Electronic receipt			7 OUTPUT - Identify the use/s of information generated by system 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 an electronic copy on disk of the student's bridge project. Material is derived from the scanning of the original paper copy of the projects completed by the students in accordance to Maryland State Archives standards.					
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 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 6 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Gregory J. Bricca		14 TELEPHONE NUMBER 410-751-3068		15 DATE October 24, 2017	
16 TITLE OF PREPARER Director of Research and Accountability					

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION / 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY	
				PAGE <u>19</u> OF <u>21</u>	
1. Department/Agency Carroll County Public Schools		2. Division Department of Research and Accountability		3. Unit	
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 Charter Schools				5. Earliest Year/Latest Year 2012 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series of records includes Letters of Intent for the intention of opening a Public Charter School in Carroll County, Applications submitted to open a Public Charter School in Carroll County, Scoring Tools/ Results of submitted applications, and Correspondence related to Charter School Application process from potential Charter School Operators.					
7. Record Series Format(s) (List all) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 1 (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation 1 (Number) <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>File Folder</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>5</u> (Number) <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) CCPS Central Office, 2 nd Floor, Suite 218			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? (If yes, explain briefly and describe requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 5 years, then destroy.		
19. Name and Title of Preparer Gregory J. Bricca Director of Research and Accountability		20. Telephone Number 410-751-3068		21. Date October 24, 2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY
			PAGE <u>20</u> OF <u>21</u>
1. Department/Agency Carroll County Public Schools	2. Division Department of Research and Accountability	3. Unit	
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 Contracts for Charter Schools		5. Earliest Year/Latest Year 2011 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series of records includes Board Approved Charter School Performance Contracts for opening and operating a Public Charter School in Carroll County.			
7. Record Series Format(s) (List all) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume 1 (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
		10. Annual Accumulation 1 (Number) <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>File Folder</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly Monthly <input checked="" type="checkbox"/> Annually		12. File Becomes Inactive After <u>50</u> (Number) <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) CCPS Central Office, 2 nd Floor, Suite 218		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? (If yes, explain briefly and describe requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain for 50 years then destroy.	
19. Name and Title of Preparer Gregory J. Bricca Director of Research and Accountability	20. Telephone Number 410-751-3068	21. Date 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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				PAGE <u>21</u> of <u>21</u>	
1 DEPARTMENT/AGENCY Carroll County Public Schools		2 DIVISION Department of Research and Accountability		3 UNIT	
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 Student Data Files				5 EARLIEST YEAR/LATEST YEAR <u>2011 to Present</u>	
6 INPUT - Identify source of information to be entered Electronic receipt			7 OUTPUT - Identify the use/s of information generated by system Data disks 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 data disks and electronic files containing student test scores received from third-party vendors. SAT (Scholastic Aptitude Test), ACT (American College Test), and CogAT (Cognitive Abilities Test).					
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 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 6 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Gregory J. Bricca		14 TELEPHONE NUMBER 410-751-3068		15 DATE October 24, 2017	
16 TITLE OF PREPARER Director of Research and Accountability					