## **DEPARTMENT OF GENERAL SERVICES** Schedule No. C1368 **RECORDS MANAGEMENT DIVISION** Page of 3 RECORDS RETENTION AND DISPOSAL SCHEDULE Division/Unit Agency Carroll County Public Schools (CCPS) Department of Research and Accountability Item No. **Description** Retention Retain for 90 days and no 1. General Correspondence / Information - Paper and electronic 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. Correspondence Related to Office of Civil Rights (OCR) Retain for 4 years beyond final 3. Complaints, Pleadings, Exhibits Used at Hearings (or intended to resolution, then destroy. be used); Items subject to discovery, Administrative Law Judge **/OCR Decision** OCR Final Resolution / Settlement Documents as related to Retain for 20 years, then 4. transfer to Maryland State correspondence, complaints and decisions. Archives. Retain for 7 years beyond final 5. Correspondence Related to Americans with Disabilities Act (ADA) / Non-Discrimination resolution, then destroy. Research & Accountability Department Computer Equipment Retain for 4 years, then destroy. 6. Inventory Research & Accountability Department copies of records related Retain for 7 years, then destroy. 7. to the Annual Budget and Finance such as General bookkeeping ledgers, Procurement Card records, Budget Development materials Schedule Approved by Department, Agency, Schedule Authorized by State Archivist or Division Representative. Date: 10/24/2017 Signature, Typed Name: Gregory J. Bricca

Title: Director of Research and Accountability

## **DEPARTMENT OF GENERAL SERVICES** Schedule No. C1368 RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE Page 2 of 3 (Continuation Sheet) Carroll County Public Schools (CCPS) **Division/Unit** Agency Department of Research and Accountability Item No. **Description** Retention 8. Miscellaneous Records – Records whose retention is temporary, but Retain for 90 days and no necessary for the conduct of business (printed materials and longer needed for brochures, presentations, any records kept in the ordinary course of administrative purposes, then business and not specifically listed on this schedule). destroy; unless specified otherwise in this Schedule. 9. Carroll County Performance Reports – Annual Maryland School Retain for 50 years, then transfer to Maryland State Performance Program Report Card for State/County Archives. Comprehensive Master Plan - Updates, Plans Submitted to MSDE Retain for 20 years, then 10. Annually. transfer to Maryland State Archives. State and Federal Data Collection Reports / Verification Forms -Retain for 5 years, then 11. Superintendent Sign-off sheets submitted to MSDE for Early and destroy. 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. Maryland Public Information Act (MPIA) Requests – documents 12. Retain for 4 years from date that include Information provided in response to public information of request, then destroy. requests made in accordance with the General Provisions Article ("GP"), §§ 4-101 through 4-601, Annotated Code of Maryland. 13. Maryland State Department of Education (MSDE) Provided Retain for 50 years, then Educational Data - Data related to the Maryland school destroy. accountability program and the Every Student Succeeds Act including staff, student, and assessment data. 14. SafeSchools: Records of completion status of Federal, State and Continuous Record. Maintain Local Compliance Training of Carroll County Public Schools Staff. as a perpetual file by updating when amended or Online Website - Completion information Offline - Exempt employees completion information revised and destroying obsolete material.

	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. C1368		
RE	CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 3 of 3		
Agency	Carroll County Public Schools (CCPS)	<b>Division/Unit</b> 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. Scanning dene in accordance with Mory land State Archives standards.	Retain for 6 years, then Retain for 6 years, then		
17.	<ul> <li>Charter Schools –</li> <li>Letters submitted for the intention of opening a Public Charter School in Carroll County.</li> <li>Applications submitted to open a Public Charter School in Carroll County.</li> <li>Scoring results of submitted applications.</li> <li>Correspondence from potential Charter School Operators.</li> </ul>	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.  • 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 550-7275 Waterloo Road			IENT DIVISION INVENTORY			
1)	Jessup, Maryla 410-799-1	nd 20794		PAGE <u>1</u> OF <u>21</u>		
1. Department/Agency	2. Division			3. Unit		
Carroll County Public Schools	Carroll County Public Schools Department of Research					
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a	unit for reference as well as re	etention and d	isposition	purposes.		
4. Record Series Title			5. Earli	est Year/Latest Year		
General Correspondence / Information			<u>2010</u> to	Present		
Record Series Description     (Briefly describe the types of information/documents/	forms found in the series. Inc	lude the purpo	ose or fund	tion of the series.)		
This series of records includes miscellaneous cor Research and Accountability.	respondence / information	no reference	ed elsewh	nere in the Schedules for		
7. Record Series Format(s) (List all)	8. Record Series Sequ	uence	9. Volui	me		
□ Microfilm	☑ Alphabetical		<u>7</u>	(Number)		
☐ Legal Size ☐ Computer Tape	☐ Numerical		Drawer(s)			
☐ Audio Tape ☐ Floppy Disk	☐ Chronological		☐ Corr	☐ Microfilm Reel(s) ☐ Computer Tape(s) Other (specify)		
☐ Bound Book ☐ Video Tape	☐ Geographical					
Other (specify)	Other (specify)	<u>·</u> :		ual Accumulation		
			1	(Number)		
		│		Drawer(s) ofilm Reel(s)		
			☐ Computer Tape(s) Other (specify)			
11. File is Used		12. File B	ecomes li	nactive After		
☑ Daily ☐ Weekly ☐ Monthly	☐ Annually	3 (Number	) [2	☑ Month(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 <sup>nd</sup> Floor, Suite 218		(",760 	_			
15. Access Restrictions (If Yes, cite Law(s) & R	egulation(s))	16. Audit		·		
☐ Yes		⊠ None	☐ State	e ☐ Federal ☐ Independent		
Is an Index System used?     (If yes, explain briefly and describe requirements)	,	18. Recommended Retention				
☐ Yes ☐ No			Retain for 90 days and no longer needed for administrative purposes, then destroy; unless specified otherwise in this Schedule.			
□ 100 ⊠140						
19. Name and Title of Preparer	20. Telephone Numbe	er .	21. Dat	e		
Gregory J. Bricca  Director of Research and Accountability	410-751-3068		Octobe	r 24, 2017		

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M 7275 WATERL	ANAG	ENERAL SERVICES SEMENT DIVISION OAD, 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>2</u> of <u>21</u>	
1 DEPARTMENT/AGENCY	2 DIVISION			3 UNIT	
Carroll County Public Schools	Department of R	eseard	ch 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				5 EARLIEST YEAR/LATEST YEAR	
General Correspondence / Information				2010 to Present	
6 INPUT - Identify source of information to be er	ntered	7 0	UTPUT - Identify the u	se/s of information generated by system	
Electronic receipt		Elect	tronic correspondence	available for the Division / Unit	
ELECTRONIC RECORD SERIES DESCRIPTION     Include purpose and function of the system.  This series of records includes miscellaneous corruptions				ocuments/forms contained in a series.	
				The state of the s	
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 REV	ISING	INFORMATION IN TH	E SYSTEM	
Automatic system purging of electronic correspond shredded within the department to maintain the 90	dence occurs wher olday retention per	n docu iod.	ments reach a 90-day	retention. Hard-copy correspondence is	
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 90 days and no longer needed for admi					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		MBER	15 DATE	
Gregory J. Bricca	410-751-3068			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 RECORDS MANAGE			MENT DIVISION INVENTORY			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road Jessup, Maryla 410-799-1	nd 20794	5	PAGE <u>3</u> OF <u>21</u>		
Department/Agency	2. Division			3. Unit		
Carroll County Public Schools	Department of Research	and Accoun	tability	•		
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a	unit for reference as well as re	tention and d	isposition ;	purposes.		
4. Record Series Title		5. Earliest Year/Latest Year				
Correspondence Related to Employee Grievance	s / Complaints		<u>2014</u> to	Present		
Record Series Description     (Briefly describe the types of information/documents)	forms found in the series. Incl	ude the purpo	ose or func	tion of the series.)		
This series of records includes correspondence re Department of Research and Accountability.	elated to employee grievan	ces and/or o	complaints	s, which were handled by the		
7. Record Series Format(s) (List all)	8. Record Series Sequ	ience	9. Volur	ne ,		
☑ Letter Size ☐ Microfilm	☑ Alphabetical		1/4	(Number)		
☐ Legal Size ☐ Computer Tape	☐ Numerical			Drawer(s)		
☐ Audio Tape ☐ Floppy Disk	☐ Chronological ☐			ofilm Reel(s) puter Tape(s)		
☐ Bound Book ☐ Video Tape	☐ Geographical		∐ Othe	er (specify)		
Other (specify)	Other (specify)		10. Ann	ual Accumulation		
		•	1	(Number)		
			File	Drawer(s) ofilm Reel(s)		
			☐ Com	puter Tape(s)		
		1	<u>⊠</u> Othe	r (specify) <u>File Folder</u>		
11. File is Used		12. File B	ecomes Ir	nactive After		
☐ Daily ☐ Weekly ☒ Monthl	y	_3_ (Num	iber) 🗌 N	lonth(s)		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
CCPS Central Office, 2 <sup>nd</sup> Floor, Suite 218		☐ Yes  ⊠ No				
15. Access Restrictions (If Yes, cite Law(s) & R	egulation(s))	16. Audit Requirements				
│ │ · □ Yes   ☑ No			☐ State	☐ Federal ☐ Independent		
17. Is an Index System used?		18. Recommended Retention				
(If yes, explain briefly and describe requirements)  ☐ Yes ☑ No		Retain for 3 years beyond employment, then destroy.				
19. Name and Title of Preparer	20. Telephone Numbe		21. Dat	e		
Gregory J. Bricca	410-751-3068	`	Octobe	r 24, 2017		
Gregory J. Bricca   410-751-3068   Director of Research and Accountability				• = - · ·		

Instructions –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GEN RECORDS MANAGE					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road Jessup, Maryla 410-799-1	nd 20794	5	PAGE <u>4</u> OF <u>21</u>		
Department/Agency	2. Division			3. Unit		
Carroll County Public Schools	Department of Research	and Accoun	tability			
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a	unit for reference as well as re	stantian and d	icnocition :	ournococ		
Record Series Title	unit for reference as well as re	tention and d	est Year/Latest Year			
Correspondence Related to Office of Civil Rights Exhibits Used at Hearings (or intended to be use		ngs,	2014 to	Present		
Record Series Description     (Briefly describe the types of information/documents.)	forms found in the series. Incl	lude the purpo	se or func	tion 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)	8. Record Series Sequ	uence <sub>.</sub>	9. Volui	me		
☑ Letter Size ☐ Microfilm			<u>1⁄4</u> (Nu	ımber)		
☐ Legal Size ☐ Computer Tape	☐ Numerical			Drawer(s)		
☐ Audio Tape ☐ Floppy Disk	☐ Chronological		Com	Microfilm Reel(s) Computer Tape(s)		
☐ Bound Book ☐ Video Tape	☐ Geographical			ner (specify)		
Other (specify)	Other (specify)		10. Annual Accumulation			
			1	(Number)		
				Drawer(s) ofilm Reel(s)		
				nputer Tape(s) r (specify) <u>File Folder</u>		
11. File is Used		12. File B	ecomes li	nactive After		
☐ Daily _ ☑ Weekly ☐ Month	y	_4_ (Num	ber) [	☐ Month(s)   ☑ Year(s) beyond final resolution		
13. Current Location(s) (Bldg., Floor, Room)				es Duplicated Elsewhere? gency or office.)		
CCPS Central Office, 2 <sup>nd</sup> Floor, 5	Suite 218	\ \( \( \) \( \) \( \) \( \)		l No		
15. Access Restrictions (If Yes, cite Law(s) & R	Regulation(s))	16. Audit Requirements				
Yes No			☐ State	☐ Federal ☐ Independent		
17. Is an Index System used?		18. Recommended Retention				
(If yes, explain briefly and describe requirements)	Retain for 4 years beyond final resolution, then					
Yes No	20. Tolochene Number	destroy.	24 Det	^		
19. Name and Title of Preparer	20. Telephone Numbe	;I .	21. Dat			
Gregory J. Bricca Director of Research and Accountability	410-751-3068		Octobe	r 24, 2017		
DGS 550-4 (Rev. 1/93)						

Instructions –Type or Print a separate form for each new or revised record series. Forward RECORDS MANAGE			MENT DIVISION INVENTORY		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, Jessup, Marylar 410-799-1	nd 20794	5	PAGE <u>5</u> OF <u>21</u>	
Department/Agency	2. Division			3. Unit	
Carroll County Public Schools	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 re	tention and d	sposition p	ourposes.	
4. Record Series Title			5. Earliest Year/Latest Year		
OCR Final Resolution / Settlement			2014 to	Present	
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 /	settleme	nt.	
7. Record Series Format(s) (List all)	8. Record Series Sequ	ence	9. Volur	me	
☑ Letter Size ☐ Microfilm			<u>1/4</u>	(Number)	
☐ Legal Size ☐ Computer Tape	☐ Numerical			Drawer(s)	
☐ Audio Tape ☐ Floppy Disk	☐ Chronological ☐			ofilm Reel(s) puter Tape(s)	
☐ Bound Book ☐ Video Tape	Geographical	☐ Geographical ☐ Othe		er (specify)	
Other (specify)	Other (specify)		10. Ann	nnual Accumulation	
			1	(Number)	
			☐ Micro	Drawer(s) ofilm Reel(s)	
				puter Tape(s) r (specify) <u>File Folder</u>	
11. File is Used		12. File Bo	ecomes li	nactive After	
☐ Daily ☐ Weekly ☐ Monthl	y 🛛 Annually	<u>20 (</u> Numb	er) [	☐ Month(s)       Year(s)	
. 13. Current Location(s) (Bldg., Floor, Room)				s Duplicated Elsewhere?	
CCPS Central Office, 2 <sup>nd</sup> Floor, Suite 218	,	☐ Ye		No	
15. Access Restrictions (If Yes, cite Law(s) & R	egulation(s))	16. Audit Requirements			
☐ Yes		⊠ None	☐ State	☐ Federal ☐ Independent	
17. Is an Index System used? (If yes, explain briefly and describe requirements)		18. Reco	mmended	Retention	
		Retain for State Arch		, then transfer to Maryland	
19. Name and Title of Preparer	20. Telephone Numbe		21. Date	e	
Gregory J. Bricca  Director of Research and Accountability	410-751-3068		Octobe	r 24, 2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward RECORDS MANAGE			MENT DIVISION INVENTORY		
with Records Retention Schedule (DGS 550- 1)	7275 Waterloo Road Jessup, Maryla 410-799-1	nd 20794	5	PAGE <u>6</u> OF <u>21</u>	
Department/Agency	2. Division			3. Unit	
Carroll County Public Schools	Department of Research	and Accoun	tability		
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a	unit for reference as well as re	etention and d	isposition p	ourposes.	
4. Record Series Title		5. Earliest Year/Latest Year			
Correspondence Related to ADA / Non-Discrimina	ation		2005 to	Present	
Record Series Description     (Briefly describe the types of information/documents/	forms found in the series. Incl	lude the purpo	ose or func	tion of the series.)	
This series of records includes correspondence re	elated to Americans with Di	isabilities Ac	t (ADA) /	Non-Discrimination.	
7. Record Series Format(s) (List all)	8. Record Series Sequ	Jence	9. Volur	me	
☑ Letter Size ☐ Microfilm			2	(Number)	
	Numerical			Drawer(s)	
☐ Audio Tape ☐ Floppy Disk	☐ Chronological		│		
☐ Bound Book ☐ Video Tape	☐ Geographical		-	ual Accumulation	
Other (specify)	Other (specify)	<del></del>			
			1 	(Number)  Drawer(s)	
			☐ Micr	ofilm Reel(s)	
				puter Tape(s) er (specify) <u>File Folder</u>	
11. File is Used		12. File B	ecomes Ir	nactive After	
☑ Daily ☐ Weekly ☐ Month	ly 🗖 Annually	_7(Num	ber)	☐ Month(s)	
13. Current Location(s) (Bldg., Floor, Room)				s Duplicated Elsewhere? gency or office.)	
CCPS Central Office, 2 <sup>nd</sup> Floor, Suite 218		☐ Yes			
15. Access Restrictions (If Yes, cite Law(s) & Ro	egulation(s))	16. Audit Requirements			
⊂ Yes ⊠ No		None	☐ State	☐ Federal ☐ Independent	
17. Is an Index System used?		18. Reco	mmended	Retention	
(If yes, explain briefly and describe requirements)  ☐ Yes ☑ No			Retain for 7 years beyond final resolution, then		
19. Name and Title of Preparer	20. Telephone Numbe	destroy.	21. Date	<u> </u>	
·	410-751-3068	"		24, 2017	
Gregory J. Bricca Director of Research and Accountability  DGS 550-4 (Rev. 1993)	410-731-3000		October	27, 2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward RECORDS MANAGE			MENT DIVISION INVENTORY		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road Jessup, Maryla 410-799-1	nd 20794	5	PAGE <u>7</u> OF <u>21</u>	
Department/Agency	2. Division			3. Unit	
Carroll County Public Schools	Department of Research	and Accoun	tability		
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a	unit for reference as well as re	tention and d	isposition p	purposes.	
4. Record Series Title			5. Earliest Year/Latest Year		
Research & Accountability Department Computer	Equipment Inventory Docu	uments	<u>2012 to</u>	<u>Present</u>	
Record Series Description     (Briefly describe the types of information/documents/)	forms found in the series. Incl	ude the purpo	ose or func	tion of the series.)	
This series of records includes documents related	I to departmental inventory	(computers	, printers,	copiers).	
7. Record Series Format(s) (List all)	8. Record Series Sequ	ience	9. Volur	me	
☑ Letter Size ☐ Microfilm	☑ Alphabetical		1	(Number)	
☑ Legal Size ☐ Computer Tape	☐ Numerical			Drawer(s)	
☐ Audio Tape ☐ Floppy Disk	☐ Chronological		☐ Com	ofilm Reel(s) puter Tape(s)	
☐ Bound Book ☐ Video Tape	☐ Geographical	Other (specify)			
☐ Other (specify)	Other (specify)			ual Accumulation	
			1	(Number)	
			☐ Micr	Folder(s) ofilm Reel(s)	
٠.				puter Tape(s) r (specify) <u>File Folder</u>	
11. File is Used		12. File B	ecomes li	nactive After	
☑ Daily ☐ Weekly ☑ Month	ly 🔲 Annually	_4(Num	iber)	☐ Month(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 <sup>nd</sup> Floor, Suite 218		☐ Yes		No .	
15. Access Restrictions (If Yes, cite Law(s) & Ro	egulation(s))	16. Audit	Requiren	nents	
☐ 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 4 years, then destroy.		
19. Name and Title of Preparer	20. Telephone Numbe	r .	21. Dat	e	
Gregory J. Bricca  Director of Research and Accountability	410-751-3068		Octobe	r 24, 2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward RECORDS MANAGE			MENT DIVISION INVENTORY		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road Jessup, Maryla 410-799-1	nd 20794	5	PAGE <u>8</u> OF <u>21</u>	
Department/Agency	2. Division			3. Unit	
Carroll County Public Schools	Department of Research	and Accoun	tability	,	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a use.	unit for reference as well as re	etention and d	isposition p	ourposes.	
4. Record Series Title			5. Earliest Year/Latest Year		
Research & Accountability Annual Budget and Fin	ance Records		<u>2010 to</u>	Present	
Record Series Description     (Briefly describe the types of information/documents/fi	se or func	tion of the series.)			
This series of records includes general bookkeeping	ng ledgers, procurement c	ard records,	and budg	get development materials.	
7. Record Series Format(s) (List all)	8. Record Series Sequ	ience	9. Volur	ne	
☑ Letter Size ☐ Microfilm	☐ Alphabetical		2	(Number)	
	Numerical			Drawer(s) ofilm Reel(s)	
☐ Audio Tape ☐ Floppy Disk	□ Chronological	☐ Com		puter Tape(s) r (specify)	
⊠ Bound Book ☐ Video Tape	☐ Geographical				
Other (specify)	Other (specify)			ual Accumulation	
			1	(Number)	
			☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) Bound Book		
11. File is Used		12. File B	ecomes Ir	nactive After	
☐ Daily ☐ Weekly ☒ Monthly	y 🔲 Annually	_7 (Num	ber)	] Month(s)   ☑ Year(s)	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		s Duplicated Elsewhere?	
CCPS Central Office, 2 <sup>nd</sup> Floor, Suite 218		☐ Yes ☑ No		·	
15. Access Restrictions (If Yes, cite Law(s) & Re	gulation(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 for 7 years, then destroy.			
19. Name and Title of Preparer	20. Telephone Numbe	r	21. Date	•	
Gregory J. Bricca Director of Research and Accountability	410-751-3068		October	24, 2017	

Instructions – Type or Print a separate form for each new or revised record series. Forward RECORDS MANAGE			MENT DIVISION INVENTORY		
with Records Retention Schedule (DGS 550-1)	e (DGS 550- 7275 Waterloo Road, F Jessup, Maryland 410-799-193			PAGE <u>9</u> OF <u>21</u>	
Department/Agency	2. Division			3. Unit	
Carroll County Public Schools	Department of Research	and Accoun	tability		
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a	unit for reference as well as re	tention and d	isposition <sub>I</sub>	ourposes.	
4. Record Series Title		5. Earliest Year/Latest Year			
Miscellaneous Records			<u>2015</u> to	Present	
Record Series Description     (Briefly describe the types of information/documents/l	forms found in the series. Incl	ude the purpo	ose or func	tion 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 the Schedule).					
7. Record Series Format(s) (List all)	8. Record Series Sequ	ence	9. Volur	me	
☑ Letter Size ☐ Microfilm			<u>2</u>	(Number)	
☑ Legal Size ☐ Computer Tape	Numerical			Drawer(s) ofilm Reel(s)	
☐ Audio Tape ☐ Floppy Disk	☐ Chronological	☐ Chronological [		Computer Tape(s) Other (specify)	
☐ Bound Book ☐ Video Tape	☐ Geographical	☐ Geographical			
☐ Other (specify)	Other (specify)			ual Accumulation	
			1	(Number)	
			<ul><li> File Drawer(s)</li><li> Microfilm Reel(s)</li><li> Computer Tape(s)</li><li> Other (specify)</li></ul>		
11. File is Used		12. File B	ecomes li	nactive After	
☑ Daily ☐ Weekly ☐ Monthly	/ 🔲 Annually	3 (Numbe	r) [2	☑ Month(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 <sup>nd</sup> Floor, Suite 218		□Y€	es 🗵	] No	
15. Access Restrictions (If Yes, cite Law(s) & Re	egulation(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			
☐ Yes ☑ No			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	20. Telephone Number	r	21. Dat	е	
Gregory J. Bricca	410-751-3068		Octobe	r 24, 2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward RECORDS MANAGEN			MENT DIVISION INVENTORY		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, Jessup, Marylan 410-799-19	d 20794	· ·	PAGE <u>10</u> OF <u>21</u>	
Department/Agency	2. Division			3. Unit	
Carroll County Public Schools	Department of Research	and Accoun	tability		
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a	unit for reference as well as ret	tention and di	sposition p	ourposes.	
4. Record Series Title				est Year/Latest Year	
Carroll County Performance Reports			<u>1991</u> to	<u>Present</u>	
Record Series Description     (Briefly describe the types of information/documents/figures)	forms found in the series. Inclu	ude the purpo	se or func	tion of the series.)	
This series of records includes Annual Maryland S	School Performance Report	Cards for S	state and	School System.	
7. Record Series Format(s) (List all)	8. Record Series Sequ	ence	9. Volur	me	
☐ Letter Size ☐ Microfilm	☐ Alphabetical		<u>2</u>	(Number)	
☐ Legal Size ☐ Computer Tape	☐ Numerical			Drawer(s)	
☐ Audio Tape ☐ Floppy Disk	□ Chronological		☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify) <u>Book Shelf</u>		
☑ Bound Book ☐ Video Tape	☐ Geographical	☐ Geographical			
Other (specify)	Other (specify)			. Annual Accumulation	
			1	(Number)	
			☐ Micro	Drawer(s) ofilm Reel(s)	
				puter Tape(s) er (specify) <u>Bound Book</u>	
11. File is Used		12. File Be	ecomes Ir	nactive After	
☐ Daily ☐ Weekly ☐ Monthly	☑ Annually	<u>50</u> (Numb	per)	☐ Month(s)   ☑ Year(s)	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicate (If yes, specify agency or offic			
CCPS Central Office, 2 <sup>nd</sup> Floor, Suite 218 Kessler Building, Records Room		(ii) jee, o			
15. Access Restrictions (If Yes, cite Law(s) & Re	egulation(s))	16. Audit Requirements			
☐ Yes ☑ No		None ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used?		18. Reco	18. Recommended Retention		
(If yes, explain briefly and describe requirements)  ☐ Yes    ☑ No		Retain for 50 years, then transfer to Maryland State Archives.			
19. Name and Title of Preparer	20. Telephone Number		21. Date	e	
Gregory J. Bricca	410-751-3068			r 24, 2017	
Director of Research and Accountability					

Instructions –Type or Print a separate form for each new or revised record series. Forward RECORDS MANAGE!			MENT DIVISION INVENTORY		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, Jessup, Marylai 410-799-1	nd 20794	5	PAGE <u>11</u> OF <u>21</u>	
Department/Agency	2. Division			3. Unit	
Carroll County Public Schools	Department of Research	and Account	ability		
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a	tention and di	sposition p	ourposes.		
4. Record Series Title		•	5. Earlie	est Year/Latest Year	
Comprehensive Master Plan			2003 to	<u>Present</u>	
Record Series Description     (Briefly describe the types of information/documents/)	forms found in the series. Incl	ude the purpo	se or funct	tion of the series.)	
This series of records includes final submissions to MSDE of Annual Bridge to Excellenc Updates, and Plans.				ehensive Master Plans,	
7. Record Series Format(s) (List all)	8. Record Series Sequ	ence	9. Volun	ne	
□ Microfilm	☐ Alphabetical		<u>3</u>	(Number)	
☐ Legal Size ☐ Computer Tape	☐ Numerical	·		Drawer(s) ofilm Reel(s)	
☐ Audio Tape ☐ Floppy Disk			☐ Com	Computer Tape(s)	
☐ Bound Book ☐ Video Tape	· · · · · · · · · · · · · · · · · · ·			er (specify) ual Accumulation	
Other (specify)	Other (specify)	<u>1</u> (Number)			
				Drawer(s)	
		☐ Com		ofilm Reel(s) puter Tape(s)	
			Othe	r (specify) <u>Binder</u>	
11. File is Used		12. File Be	ecomes Ir	nactive After	
☐ Daily ☐ Weekly ☐ Monthly	√ ⊠ Annually	<u>20</u> (Numb	er)	☐ Month(s) ☐ Year(s)	
13. Current Location(s) (Bldg., Floor, Room)	:	14. Is Record Series Duplicate (If yes, specify agency or offi		s Duplicated Elsewhere?	
CCPS Central Office, 2 <sup>nd</sup> Floor, Suite 218 Kessler Building, Records Room				No	
15. Access Restrictions (If Yes, cite Law(s) & Re	egulation(s))	16. Audit	Requirem	nents	
☐ Yes		None		☐ Federal ☐ Independent	
Is an Index System used?     (If yes, explain briefly and describe requirements)		18. Recor	18. Recommended Retention		
☐ Yes     No		Retain for State Arch		then transfer to Maryland	
19. Name and Title of Preparer	20. Telephone Numbe	· · · · · · · · · · · · · · · · · · ·	21. Date	9	
Gregory J. Bricca Director of Research and Accountability	410-751-3068		October	24, 2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward	NERAL SER MENT DIVIS	AGENCY RECORDS INVENTORY			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road Jessup, Maryla 410-799-1	nd 20794	5	PAGE <u>12</u> OF <u>21</u>	
Department/Agency	2. Division			3. Unit	
Carroll County Public Schools	Department of Research	and Accoun	tability		
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a	unit for reference as well as re	etention and d	isposition i	ourposes.	
4. Record Series Title	5. Earliest Year/Latest Year				
State and Federal Data Collection Reports / Verif	ication Forms		2012 to	Present	
Record Series Description     (Briefly describe the types of information/documents.)	forms found in the series. Inc	lude the purpo	ose or func	tion of the series.)	
This series of records includes Superintendent Si Report, High School Status and Completers Report, Verification of Enrollment, Class Size Ave	ort, Suspensions, Habitual	Truant Coun	arly and E it, Studen	End Of Year Attendance t Course Grade Teacher	
7. Record Series Format(s) (List all)	8. Record Series Sequ	uence	9. Volui	me	
☑ Letter Size ☐ Microfilm	☐ Alphabetical		<u>½</u> (1	Number)	
☑ Legal Size ☐ Computer Tape	Numerical			Drawer(s)	
☐ Audio Tape ☐ Floppy Disk	□ Chronological		☐ Com	ofilm Reel(s) nputer Tape(s)	
☐ Bound Book ☐ Video Tape	☐ Geographical	er (specify)			
☐ Other (specify)	Other (specify)	10. Annual Accumulation			
			1	(Number)	
				Drawer(s) ofilm Reel(s)	
		☐ Con		nputer Tape(s) er (specify) File Folder	
		π	Z Out	(specify) The Folder	
11. File is Used		12. File B	ecomes I	nactive After	
☐ Daily ☐ Weekly ☒ Monthly	y	_5_(Number) ☐ Month(s) ☒ Year(s)			
13. Current Location(s) (Bldg., Floor, Room)				es Duplicated Elsewhere?	
CCPS Central Office, 2 <sup>nd</sup> Floor, Suite 218		\(\) \(\) \(\) \(\)	No .		
15. Access Restrictions (If Yes, cite Law(s) & R	Regulation(s))	16. Audit Requirements			
☐ Yes	☑ None ☐ State ☐ Federal ☐ Independent				
17. Is an Index System used? (If yes, explain briefly and describe requirements)		18. Reco	mmende	d Retention	
☐ Yes ☑ No			Retain for 5 years, then destroy.		
19. Name and Title of Preparer	20. Telephone Number	er	21. Dat	e	
Gregory J. Bricca 410-751-3068 Director of Research and Accountability			Octobe	r 24, 2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward RECORDS MANAGEM			SION	AGENCY RECORDS INVENTORY	
with Records Retention Schedule (DGS 550- 1) 7275 Waterloo Road, Jessup, Marylar 410-799-19			d 20794 PAGE 13 OF 21		
Department/Agency	2. Division			3. Unit	
Carroll County Public Schools	Department of Research	and Accoun	tability		
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a u	nit for reference as well as re	etention and	disposition	purposes.	
4. Record Series Title			5. Earlie	est Year/Latest Year	
Maryland Public Information (MPIA) Requests			2013 to	<u>Present</u>	
Record Series Description     (Briefly describe the types of information/documents/formation/document	orms found in the series. Incl	lude the purp	ose or fund	ction of the series.)	
This series of records includes documents that inc accordance with the General Provisions Article ("G					
7. Record Series Format(s) (List all)	8. Record Series Sequ	ence	9. Volur	ne	
☑ Letter Size ☐ Microfilm	☐ Alphabetical		1/2	(Number)	
☐ Legal Size ☐ Computer Tape	☐ Numerical		<ul> <li> ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) </li> </ul>		
☐ Audio Tape ☐ Floppy Disk	☑ Chronological				
☐ Bound Book ☐ Video Tape	Geographical				
☐ Other (specify) ☐ Other (specify)			10. Annual Accumulation		
			<u>1</u>	(Number)	
		☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) File Folder			
				puter Tape(s)	
11. File is Used		12 File P		nactive After	
	<b>.</b>				
☐ Daily ☐ Weekly Monthly ☒ Annually					
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
CCPS Central Office, 2 <sup>nd</sup> Floor, Suite 218			☐ Yes		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))			16. Audit Requirements		
☐ Yes        No			☑ None ☐ State ☐ Federal ☐ Independent		
17. Is an Index System used? (If yes, explain briefly and describe requirements)			18. Recommended Retention		
☐ Yes       ⊠ No			Retain for 4 years, then destroy.		
19. Name and Title of Preparer	20. Telephone Number	r	21. Date	<u> </u>	
Gregory J. Bricca  Director of Research and Accountability			Octobe	24, 2017	

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	RECORDS M 7275 WATERL JESSUP,	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794	ELECTRONIC RECORDS INVENTORY				
(DGS 550-1) COMAR 14.18.02	(410) 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					
DEFINITION Record Series - A group of rel- and dispositio		d electronically and used as a	unit for reference as well as retention				
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR				
Maryland State Department of Education (MSDE)	Provided Data		1992 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 data 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 data related to the staff, student, and assessment data.	Maryland school a	ccountability program and the	Every Student Succeeds Act including				
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 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.  14 TELEPHONE NUMBER 15 DATE							
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE				
Gregory J. Bricca	410-751-3068		October 24, 2017				
16 TITLE OF PREPARER							
Director of Research and Accountability	desir Control						

Instructions —Type or Print a separate form for each new or revised record series. Forward RECORDS MANAGEM			MENT DIVISION INVENTORY		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE <u>15</u> OF <u>21</u>	
Department/Agency	2. Division			3. Unit	
Carroll County Public Schools	Department of Research	and Accour	ntability		
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a u	unit for reference as well as ref	tention and c	disposition r	nurnoses	
Record Series Title	161 161 161 161 161 161 161 161 1	torriori dira		st Year/Latest Year	
SafeSchools			2014 to	Present	
Record Series Description     (Briefly describe the types of information/documents/fe	orms found in the series. Inclu	ude the purp	ose or func	tion of the series.)	
This series of records includes records of completing Public Schools Staff including completion information.					
7. Record Series Format(s) (List all)	8. Record Series Sequ	ence	9. Volun	ne	
□ Microfilm	☐ Alphabetical		<u>2</u>	(Number)	
☐ Legal Size ☐ Computer Tape	☐ Numerical			Drawer(s)	
☐ Audio Tape ☐ Floppy Disk	□ Chronological		Com	ofilm Reel(s) puter Tape(s)	
☐ Bound Book ☐ Video Tape	☐ Geographical			r (specify) ual Accumulation	
☐ Other (specify)	Other (specify)		<u>1</u>	(Number)	
·			☐ Micro	Orawer(s) ofilm Reel(s) puter Tape(s)	
				r (specify) Binder	
11. File is Used	_		ecomes Ir us Record	nactive After	
☐ Daily ☐ Weekly	☐ Annually	Commission	us ((coo) u		
		(Number)			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
CCPS Central Office, 2 <sup>nd</sup> Floor, Suite 218			☐ Yes		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))			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 ☑ No		Continuous Record. Maintain as a perpetual file bupdating when amended or revised and destroying obsolete material.			
19. Name and Title of Preparer	20. Telephone Number	r	21. Date	<b>;</b>	
Gregory J. Bricca Director of Research and Accountability	410-751-3068		October	24, 2017	
DGS 550-4 (Rev. 1/93)					

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS N 7275 WATERL	ANAG	ENERAL SERVICES EMENT DIVISION OAD, 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>16</u> of <u>21</u>		
1 DEPARTMENT/AGENCY	2 DIVISION			3 UNIT		
Carroll County Public Schools	Department of R	<u>e</u> searc	ch and Accountability			
DEFINITION — Record Series - A group of rel and disposition		d elect	tronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE				5 EARLIEST YEAR/LATEST YEAR		
SafeSchools				2012 to Present		
6 INPUT - Identify source of information to be er	ntered		•	se/s of information generated by system		
Electronic receipt			•	available for the Division / Unit		
8 ELECTRONIC RECORD SERIES DESCRIPTI			cribe the information/do pose and function of the	cuments/forms contained in a series. e system.		
This series of records includes records on an Onli Training of Carroll County Public Schools.	ne website of com	pletion	status and information	of Federal, State and Legal Compliance		
9 POLICY ON ACCESS AND USE - Explain of	or attach copy if es	tablish	ed 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	14 TELEPHONE NUMBER			15 DATE		
Gregory J. Bricca	410-751-3068			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 RECORDS MANAGEM			MENT DIVISION INVENTORY		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE <u>17</u> OF <u>21</u>	
Department/Agency	2. Division			3. Unit	
Carroll County Public Schools	Department of Research	and Accour	ntability		
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a u	unit for reference as well as re	etention and	disposition	nurnoses	
Record Series Title			5. Earliest Year/Latest Year		
Student Bridge Projects			2014 to	<u>Present</u>	
Record Series Description     (Briefly describe the types of information/documents/f	forms found in the series. Inc	lude the purp	oose or fund	ction of the series.)	
This series of records includes the original Studen student's actual project completed by the student Assessment graduation requirement.					
7. Record Series Format(s) (List all)	8. Record Series Sequ	ience	9. Volun	ne	
□ Microfilm	☐ Alphabetical		<u>4</u>	(Number)	
☐ Legal Size ☐ Computer Tape	☐ Numerical			Drawer(s)	
☐ Audio Tape ☐ Floppy Disk			☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)		
☐ Bound Book ☐ Video Tape	☐ Geographical				
Other (specify)			ual Accumulation		
			1	(Number)	
			☐ Micro	Orawer(s) ofilm Reel(s)	
·				puter Tape(s) r (specify)	
11. File is Used		12. File B	ecomes Ir	nactive After	
☐ Daily	☐ Annually				
			_3_(Number) ☐ Month(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 <sup>nd</sup> Floor, Suite 218 Kessler Building, Records Room			☐ Yes   ☑ No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))			16. Audit Requirements		
☐ Yes       No			☑ None ☐ State ☐ Federal ☐ Independent		
17. Is an Index System used? (If yes, explain briefly and describe requirements)			18. Recommended Retention		
☐ Yes ☑ No			Retain for 3 years, then destroy.		
19. Name and Title of Preparer	20. Telephone Numbe	r	21. Date	)	
Gregory J. Bricca  Director of Research and Accountability  410-751-3068			October	24, 2017	

COMAR 14.18.02	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			
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  Student Bridge Projects  6 INPUT - Identify source of information to be entered  7 OUTPUT - Identify the use/s of information generated by syster 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 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 Manyland 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 ensur records 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, SharePoin RECOMMENDED RETENTION  Retain for 6 years, then destroy.  14 TELEPHONE NUMBER  15 DATE  October 24 2017				PAGE <u>18</u> of <u>21</u>			
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  Student Bridge Projects  6 INPUT - Identify source of information to be entered  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 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 Manyland 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 ensur 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, SharePoin  12 RECOMMENDED RETENTION  Retain for 6 years, then destroy.  13 TYPED OR PRINTED NAME OF PREPARE	1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
and disposition purposes  4 ELECTRONIC RECORD SERIES TITLE  5 EARLIEST YEAR/LATEST YEAR  Student Bridge Projects  6 INPUT - Identify source of information to be entered  7 OUTPUT - Identify the use/s of information generated by syster  Electronic receipt  8 ELECTRONIC RECORD SERIES DESCRIPTION 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 student's bridge project. Material is derived from the scanning of the original paper copy of the projects completed by the student's bridge project. Material is derived from the scanning of the original paper copy of the projects completed by the student's bridge project. Material is derived from the scanning of the original paper copy of the projects completed by the student's bridge project. Material is derived from the scanning of the original paper copy of the projects completed by the student's bridge project. Material is derived from the scanning of the original paper copy of the projects completed by the student's bridge project. Material is derived from the scanning of the original paper copy of the projects completed by the student's bridge project. Material is derived from the scanning of the original paper copy of the projects completed by the student's bridge project. Material is derived from the scanning of the original paper copy of the projects completed by the student's bridge project. Material is derived from the scanning of the original paper copy of the projects during the student's bridge project. Material is derived from the scanning of the original paper copy of the projects.  9 POLICY ON ACCESS AND USE — Explain or attach copy is established in writing.  Access to electronic records stored on Carroll County Public Schools' network is controlled via the CCPS User Management System application and Active Directory rights in CCPS. Default rights to grant additional staff	Carroll County Public Schools	Department of R	esearch and Accountability				
Student Bridge Projects  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 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 ensur 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, SharePoin 12 RECOMMENDED RETENTION  Retain for 6 years, then destroy.  14 TELEPHONE NUMBER  15 DATE  16 DATE  17 POTONE 4 2017			d electronically and used as	a unit for reference as well as retention			
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 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 ensur 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, SharePoin 12 RECOMMENDED RETENTION  Retain for 6 years, then destroy.  14 TELEPHONE NUMBER 15 DATE 15 DATE 15 DATE 16 DATE 16 DATE 17 DATE 1	4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
Electronic receipt  Electronic correspondence available for the Division / Unit  Beliefly 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 is 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 ensur 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, SharePoin 12 RECOMMENDED RETENTION  Retain for 6 years, then destroy.  13 TYPED OR PRINTED NAME OF PREPARER  410-751-3068  October 24 2017	Student Bridge Projects			2011 to Present			
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series.  1 Include purpose and function of the system.  1 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 ensur 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, SharePoin 12 RECOMMENDED RETENTION  Retain for 6 years, then destroy.  14 TELEPHONE NUMBER  15 DATE  16 DATE  17 PED OR PRINTED NAME OF  PREPARER  18 October 24, 2017	6 INPUT - Identify source of information to be en	itered	7 OUTPUT - Identify the	use/s of information generated by system			
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 i 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 ensur 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, SharePoin RECOMMENDED RETENTION  Retain for 6 years, then destroy.  14 TELEPHONE NUMBER  15 DATE  17 PED OR PRINTED NAME OF  PREPARER	Electronic receipt	<b></b>	Electronic correspondence	available for the Division / Unit			
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 ensur 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, SharePoin 12 RECOMMENDED RETENTION  Retain for 6 years, then destroy.  13 TYPED OR PRINTED NAME OF PREPARER  14 TELEPHONE NUMBER  15 DATE  October 24, 2017		ON - Brief	ly describe the information/o	locuments/forms contained in a series.			
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 ensur 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, SharePoin Retain for 6 years, then destroy.  12 RECOMMENDED RETENTION  Retain for 6 years, then destroy.  13 TYPED OR PRINTED NAME OF PREPARER  14 TELEPHONE NUMBER  15 DATE  October 24 2017							
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 ensur 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, SharePoin 12 RECOMMENDED RETENTION  Retain for 6 years, then destroy.  14 TELEPHONE NUMBER  15 DATE  17 DATE  18 DATE  19 DATE  19 DATE  10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM  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 ensur 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, SharePoin In Type Doron Printed Name of the following: network file share locations and the file of the following: network file share locations and the file of the following: network file share locations and the file of th	9 POLICY ON ACCESS AND USE - Explain o	or attach copy if es	tablished in writing.				
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE - Explain the progression established to ensur 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, SharePoin RECOMMENDED RETENTION  Retain for 6 years, then destroy.  13 TYPED OR PRINTED NAME OF PREPARER  410-751-3068  October 24, 2017	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						
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, SharePoin  12 RECOMMENDED RETENTION  Retain for 6 years, then destroy.  13 TYPED OR PRINTED NAME OF PREPARER  410-751-3068  October 24, 2017							
systems exist in the secure Data Center and may include one or all of the following: network file share locations, SQL Server, SharePoin  12 RECOMMENDED RETENTION  Retain for 6 years, then destroy.  13 TYPED OR PRINTED NAME OF PREPARER  410-751-3068  October 24, 2017							
Retain for 6 years, then destroy.  13 TYPED OR PRINTED NAME OF PREPARER  14 TELEPHONE NUMBER 15 DATE 16 DATE 17 DATE 18 DATE 19 DATE	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.						
13 TYPED OR PRINTED NAME OF PREPARER  14 TELEPHONE NUMBER  15 DATE  410-751-3068  October 24, 2017	12 RECOMMENDED RETENTION						
13 TYPED OR PRINTED NAME OF PREPARER  410-751-3068 October 24, 2017							
Gregory J. Bricca 410-751-3068 October 24, 2017		14 TELEPHONE NUMBER		15 DATE			
	Gregory J. Bricca	410-751-3068		October 24, 2017			
16 TITLE OF PREPARER	16 TITLE OF PREPARER						
Director of Research and Accountability	Director of Research and Accountability						

·

Instructions –Type or Print a separate form for each new or revised record series. Forward RECORDS MANAGEN			SION	AGENCY RECORDS INVENTORY	
with Records Retention Schedule (DGS 550- 1)	∕ 7275 Waterloo Road Jessup, Maryla 410-799-1	nd 20794	<b>'</b> 5	PAGE <u>19</u> OF <u>21</u>	
Department/Agency	Division     Department of Research	and Accour	ntability	3. Unit	
Carroll County Public Schools					
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		
Charter Schools			<u>2012 to</u>	<u>Present</u>	
Record Series Description     (Briefly describe the types of information/documents)	s/forms found in the series. In	clude the pur	pose or fun	ction of the series.)	
This series of records includes Letters of Intent for submitted to open a Public Charter School in Ca Correspondence related to Charter School Applie	rroll County, Scoring Tools	/ Results of	submitted	applications, and	
7. Record Series Format(s) (List all)	8. Record Series Sequ	uence	9. Volun	ne	
☑ Letter Size ☐ Microfilm	☐ Alphabetical		1	(Number)	
☑ Legal Size ☐ Computer Tape	Numerical			Drawer(s) film Reel(s)	
☐ Audio Tape ☐ Floppy Disk			☐ Com	puter Tape(s) r (specify)	
☐ Bound Book ☐ Video Tape	☐ Geographical			ual Accumulation	
Other (specify)	☐ Other (specify)	· · · · · · · · · · · · · · · · · · ·	1	(Number)	
		:	File [	Drawer(s) film Reel(s)	
			☐ Com	puter Tape(s)	
		☑ Othe		r (specify) <u>File Folder</u>	
11. File is Used		12. File B	ecomes Ir	nactive After	
☐ Daily ☐ Weekly ☐ Monthly	Annually	_5_(Number)			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
CCPS Central Office, 2 <sup>nd</sup> Floor, Suite 218					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))			☐ Yes   ☑ No 16. Audit Requirements		
☐ Yes   ☑ No			None		
17. Is an Index System used? (If yes, explain briefly and describe requirements)		18. Recommended Retention			
☐ Yes ☑ No			Retain for 5 years, then destroy.		
19. Name and Title of Preparer	20. Telephone Numbe	er	21. Date	)	
Gregory J. Bricca Director of Research and Accountability  DGS 550-4 (Rev. 1/93)	410-751-3068		October	24, 2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward	ach new or revised record series. Forward RECORDS MANAGEN			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>20</u> OF <u>21</u>	
Department/Agency	2. Division			3. Unit	
Carroll County Public Schools	Department of Research	and Accour	ntability		
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a	unit for reference as well as r	etention and	disposition	purposes.	
4. Record Series Title				st Year/Latest Year	
Contracts for Charter Schools			<u>2011 to</u>	<u>Present</u>	
Record Series Description     (Briefly describe the types of information/documents/	forms found in the series. In	clude the pur	pose or fun	ction of the series.)	
This series of records includes Board Approved C School in Carroll County.	Charter School Performand	ce Contracts	s for openi	ng and operating a Public Charter	
7. Record Series Format(s) (List all)	8. Record Series Sequ	ience	9. Volun	пе	
☑ Letter Size ☐ Microfilm	☐ Alphabetical		1	(Number)	
☑ Legal Size ☐ Computer Tape	☐ Numerical			Drawer(s)	
☐ Audio Tape ☐ Floppy Disk	□ Chronological		☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)		
☐ Bound Book ☐ Video Tape	☐ Geographical				
☐ Other (specify)	Other (specify)			ual Accumulation	
			1	(Number)	
			☐ Micro	Orawer(s) ofilm Reel(s)	
		☐ Computer Tape(s) ☐ Other (specify) File F			
11. File is Used		12. File B	ecomes Ir	nactive After	
☐ Daily ☐ Weekly Monthly	Annually     Annually	<u>50</u> (Nur	mber) [	☐ Month(s)	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere?		
CCPS Central Office, 2 <sup>nd</sup> Floor, Suite 218			(If yes, specify agency or office.)  ☐ Yes		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))			16. Audit Requirements		
☐ Yes ☑ No			⊠ None		
17. Is an Index System used?			18. Recommended Retention		
(If yes, explain briefly and describe requirements)			Retain for 50 years then destroy.		
☐ Yes					
19. Name and Title of Preparer	20. Telephone Numbe	r	21. Date		
Gregory J. Bricca 410-751-3068 Director of Research and Accountability			October	24, 2017	

With RECORDS RETENTION SCREDULE (GGS 550-1) COMAR 14-18-02  1 DEPARTMENT/AGENCY 2 DIVISION DEPARTMENT/AGENCY 2 DIVISION DEPARTMENT/AGENCY 2 DIVISION DEPARTMENT/AGENCY 3 UNIT  DEPARTMENT/AGENCY 2 DIVISION DEPARTMENT/AGENCY 2 DIVISION DEPARTMENT/AGENCY 3 UNIT  DEPARTMENT/AGENCY 2 DIVISION DEPARTMENT/AGENCY 3 UNIT  DEPARTMENT/AGENCY 2 DIVISION DEPARTMENT/AGENCY 2 DIVISION DEPARTMENT OF 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 Student Data Files 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 Apitude 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 Carroli 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 records retention and usability throughout the record's authorized life cycle. 11 TELEPHONE NUMBER 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE — Explain the progression est	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			
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 Student Data Files  6 INPUT - Identify source of information to be entered  6 INPUT - Identify source of information to be entered  7 OUTPUT - Identify the use/s of information generated by system Data disks available for the Division / Unit  8 ELECTRONIC RECORD SERIES DESCRIPTION  8 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 records 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 PREPARE		JESSUP, MARYLAND 20794 (410) 799-1930		PAGE <u>21</u> of <u>21</u>			
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  2011 to Present  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 throregonature 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  15 DATE  October 24, 2017	1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
4 ELECTRONIC RECORD SERIES TITLE  Student Data Files  5 EARLIEST YEAR/LATEST YEAR  2011 to Present  6 INPUT - Identify source of information to be entered  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 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  15 DATE  October 24, 2017	Carroll County Public Schools	Department of R	esearch and Accountability				
Student Data Files  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 BIRIPLY 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 student test scores received from third-party vendors. SAT (Scholastic Aptitude Test), and CogAT (Cognitive Abilities Test).  9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing student sets scores received from third-party vendors. SAT (Scholastic Aptitude Test), and CogAT (Cognitive Abilities Test).  10 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing student sets and scholastic 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 records 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 P			d electronically and used as	a unit for reference as well as retention			
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 - Birefly 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  15 DATE  October 24, 2017	4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
Electronic receipt  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  15 DATE  October 24, 2017	Student Data Files			2011 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 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 records 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  15 DATE  October 24, 2017	6 INPUT - Identify source of information to be er	ntered	7 OUTPUT - Identify the u	se/s of information generated by system			
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  October 24, 2017	Electronic receipt		Data disks available for the	Division / Unit			
(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  15 DATE  October 24, 2017	8 ELECTRONIC RECORD SERIES DESCRIPTION						
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  15 DATE  October 24, 2017	This series of records includes data disks and election (Scholastic Aptitude Test), ACT (American College	ctronic files contair e Test), and CogA	ning student test scores recei T (Cognitive Abilities Test).	ved from third-party vendors. SAT			
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  15 DATE  October 24, 2017	9 POLICY ON ACCESS AND USE - Explain of	or attach copy if es	tablished in writing.				
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  15 DATE  October 24, 2017	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						
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  15 DATE  October 24, 2017  16 TITLE OF PREPARER							
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  October 24, 2017							
Retain for 6 years, then destroy.  13 TYPED OR PRINTED NAME OF PREPARER  Gregory J. Bricca  14 TELEPHONE NUMBER  15 DATE  410-751-3068  October 24, 2017	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.						
13 TYPED OR PRINTED NAME OF PREPARER  Gregory J. Bricca  14 TELEPHONE NUMBER  15 DATE  Cotober 24, 2017  16 TITLE OF PREPARER	12 RECOMMENDED RETENTION						
13 TYPED OR PRINTED NAME OF PREPARER  Gregory J. Bricca  410-751-3068  October 24, 2017  16 TITLE OF PREPARER							
16 TITLE OF PREPARER		14 TELEPHONE NUMBER		15 DATE			
	Gregory J. Bricca	410-751-3068		October 24, 2017			
Director of Research and Accountability	16 TITLE OF PREPARER	<del> </del>					
demonstration to the second se	Director of Research and Accountability						

. .

.