## **DEPARTMENT OF GENERAL SERVICES** Schedule No. C1369 RECORDS MANAGEMENT DIVISION Page of RECORDS RETENTION AND DISPOSAL SCHEDULE Agency Division/Unit Research and Accountability -Carroll County Public Schools (CCPS) Local Accountability Coordinator / Testing Item No. Description Retention Retain for 90 days and no longer 1. General Correspondence / Information – Paper and electronic needed for administrative purposes, then destroy; unless specified otherwise in this Schedule. 2. Correspondence Related to Testing Retain for 6 years, then destroy 3. Certification and Training Forms - Certificate that person has been Retain for 6 years, then destroy trained Testing Incident Forms - Description of testing violation, 4. Retain for 6 years, then destroy investigations, and sanctions Retain for 6 years, then destroy Verification of Personnel Action – Information regarding MSDE 5. verification of personnel action taken as a result of testing irregularities and/or violations that occurred during the administration of a state-mandated assessment. 6. Student Tracking Forms - includes Content tested, litho code Retain for 6 years, then destroy (paper) or test number (online), with student signatures (High Schools only), Test Examiner/Accommodator/Proctor signature for State mandated assessments 7. **Assessment Results from Standardized Testing** Retain for 30 years, then destroy **Testing Calendars** 8. Retain for 6 years, then destroy 9. **Testing Training Information** Retain for 6 years, then destroy 10. State Test File Layouts – The layout template defines an outline Retain for 6 years, then destroy structure for clear and unambiguous definition of the discreet data elements within the physical data management layers of the required data solution. The template defines the data structure of MSDE state test files for CCPS employees to identify and correctly process the records and fields of the file. Schedule Authorized by State Archivist Schedule Approved by Department, Agency, or Division Representative. Date Date: 10/24/2017 Signature Typed Name Gregory J. Bricca Title <u>Director of Research and Accountability</u>

DGS 550-1

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	RECORDS M 7275 WATERL	OF GENERAL SERVICES IANAGEMENT DIVISION .OO ROAD, P.O. BOX 275 .MARYLAND 20794	ELECTRONIC RECORDS INVENTORY				
(DGS 550-1) COMAR 14.18.02	•	10) 799-1930	PAGE <u>1</u> of <u>12</u>				
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT				
Carroll County Public Schools	Department of R	esearch and Accountability	Office of the Local Accountability Coordinator				
DEFINITION – Record Series - A group of rel and disposition		d electronically and used as a	a unit for reference as well as retention				
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR				
General Correspondence / Information			2017 to Present				
6 INPUT - Identify source of information to be er	ntered	7 OUTPUT - Identify the u	se/s of information generated by system				
Electronic receipt		Electronic correspondence	available for the Division / Unit				
8 ELECTRONIC RECORD SERIES DESCRIPTI include purpose and function of the system.	ON - Briefl	ly describe the information/do	cuments/forms contained in a series.				
This series of records includes miscellaneous corr	espondence / info	rmation not referenced elsew	here in this Schedule.				
9 POLICY ON ACCESS AND USE - Explain of	or attach copy if es	tablished in writing.					
Access to electronic records stored on Carroll Cou application. This application is the administrative s CCPS. Default rights to systems and network acc right to grant additional staff rights themselves or v	ystem and authori ess are granted to	tative source for all software	application and Active Directory rights in				
10 UPDATING CYCLES OR CONDITIONS AND	RULES FOR REV	ISING INFORMATION IN TH	E SYSTEM				
11 SPECIFY THE LOCATION AND MEDIA OF T record's retention and usability throughout the			in the progression established to ensure				
All electronic records maintained on CCPS networ systems exist in the secure Data Center and may							
12 RECOMMENDED RETENTION							
Retain for 90 days and no longer needed for administrative purposes, then destroy; unless specified otherwise in this Schedule.							
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE	E NUMBER	15 DATE .				
Lisa A. Busher	410-386-1514		October 24, 2017				
16 TITLE OF PREPARER							
Supervisor of Accountability & Assessment							
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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RE	ARTMENT OF GEN CORDS MANAGEI 7275 Waterloo Road Jessup, Marylai 410-799-1	MENT DIVIS , P.O. Box 275 nd 20794	ION	AGENCY RECORDS INVENTORY PAGE 2 of 12	
Department/Agency	2. Divi	sion			3. Unit	
Carroll County Public Schools	Depart	ment of Research	and Account	ability	Office of the Local Accountability Coordinator	
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. Earli	est Year/Latest Year	
General Correspondence / Information				<u>2017</u> to	Present	
Record Series Description     (Briefly describe the types of information/documents/formation/document	orms foun	d in the series. Inclu	de the purpos	e or functio	on of the series.)	
This series of records includes miscellaneous corre	esponde	nce / information n	ot reference	d elsewhe	ere in this Schedule.	
7. Record Series Format(s) (List all)		8. Record Series Sequence	3	9. Volu	me	
☑ Letter Size ☐ Microfilm		Alphabetical		1	(Number)	
☐ Legal Size ☐ Computer Tape		Numerical			Drawer(s)	
, ☐ Audio Tape ☐ Floppy Disk		☐ Numerical  ☐ Chronologica	.1	│	nputer Tape(s) er (specify)	
☐ Bound Book ☐ Video Tape		-				
Other (specify)		Geographical			nual Accumulation	
		Other (specify	y)	1	(Number)	
				☐ Micr	e Drawer(s) cofilm Reel(s)	
				☐Computer Tape(s) ☐Other (specify)		
11. File is Used			12. File Be	ecomes Ir	nactive After	
☐ Daily ☐ Weekly ☒ Monthly		Annually	<u>3</u> (1	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 Kessler Building, Secure Testing Room			☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Ret	gulation(s	))	16. Audit	Requirem	nents	
☐ Yes   ☑ No			⊠ No	ne 🗌 St	ate	
17. Is an Index System used? (If yes, explain briefly and describe requirements)			18. Recommended Retention			
☐ Yes			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 N	umber	21. Date	е	
Lisa A. Busher Supervisor of Accountability & Assessment		410-386-1514		October	r 24, 2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward		RTMENT OF GEN	IERAL SERVICES MENT DIVISION		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>3</u> of <u>12</u>
Department/Agency	2. Divis	sion	_		3. Unit
Carroll County Public Schools	Depart	ment of Research	and Account	ability	Office of the Local Accountability Coordinator
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a u	nit for refe	erence as well as rete	ention and disp	osition p	urposes.
4. Record Series Title			_	5. Earl	iest Year/Latest Year
Testing Correspondence			<del></del>	<u>2010</u> t	o <u>Present</u>
Record Series Description     (Briefly describe the types of information/documents/fc	orms foun	d in the series. Inclu	de the purpose	e or functi	on of the series.)
This series of records includes miscellaneous corre the Schedules for Research and Accountability/Off					ted testing not referenced elsewhere in
7. Record Series Format(s) (List all)		8. Record Series	3	9. Volu	ume
☐ Letter Size ☐ Microfilm		☐ Alphabetical		<u>35</u>	(Number)
☐ Legal Size ☐ Computer Tape		☐ Numerical			Drawer(s) rofilm Reel(s)
☐ Audio Tape ☐ Floppy Disk		☐ Chronologica	ı	Cor	mputer Tape(s) er (specify)
☐ Bound Book ☐ Video Tape		Geographical			nual Accumulation
Other (specify)		Other (specific	y) <u>5</u> ⊠ Fil		(Number)
		Other (specing			e Drawer(s)
			☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)		
11. File is Used			12. File Be	comes I	nactive After
☐ Daily ☐ Weekly ☒ Monthly		Annually	<u>6</u> (1	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, Secure Testing Room			☐ Yes ☑ No		
15. Access Restrictions (If Yes, cite Law(s) & Reg	gulation(s	))	16. Audit Requirements		
☐ Yes   ☑ No			⊠ Nor	ne 🗌 S	tate
17. Is an Index System used?  (If yes, explain briefly and describe requirements)			18. Recommended Retention		
☐ Yes   ☑ No			Retain for 6 years, then destroy		
19. Name and Title of Preparer		20. Telephone N	umber	21. Da	te
Lisa A. Busher Supervisor of Accountability & Assessment		410-386-1514		Octobe	er 24, 2017

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	REC	CORDS MANAGEN 7275 Waterloo Road,	, P.O. Box 275		AGENCY RECORDS INVENTORY  PAGE 4 of 12	
	Jessup, Maryland 20794 410-799-1930					
Department/Agency	2. Divis	sion			3. Unit	
Carroll County Public Schools	Depart	ment of Research	and Account	ability	Office of the Local Accountability Coordinator	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a u	init for refe	erence as well as rete	ention and disp	osition pu	ırposes.	
4. Record Series Title				5. Earl	iest Year/Latest Year	
Certification & Training Forms				<u>2010</u> to	Present Present	
Record Series Description     (Briefly describe the types of information/documents/fe	orms found	d in the series. Inclu	de the purpose	e or functi	on of the series.)	
This series of records includes certification of train	ing for all	persons involved	in state-man	dated tes	sting.	
7. Record Series Format(s) (List all)		8. Record Series     Sequence	3	9. Volu	me	
□ Microfilm		☐ Alphabetical		<u>35</u>	(Number)	
☐ Legal Size ☐ Computer Tape					☐ File Drawer(s)	
☐ Audio Tape ☐ Floppy Disk		☐ Numerical	□ c		crofilm Reel(s) mputer Tape(s)	
☐ Bound Book ☐ Video Tape		☐ Chronologica		∐ Oth	er (specify)	
Other (specify)		☐ Geographical	/) 5 (N		nual Accumulation	
		☐Other (specify			(Number)	
					e Drawer(s)	
					nputer Tape(s) er (specify)	
11. File is Used			12. File Be		nactive After	
│ │ □Daily □ Weekly ☑ Monthly	, _	Annually	<u>6</u> (r	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, Secure Testing Room			☐ Ye		] No	
15. Access Restrictions (If Yes, cite Law(s) & Re	gulation(s)	))	16. Audit	-		
☐ Yes   ☑ No			⊠ Nor	ne 🗌 S	tate	
Is an Index System used?     (If yes, explain briefly and describe requirements)			18. Recor	nmended	d Retention	
☐ Yes				Retain for 6 years, then destroy		
19. Name and Title of Preparer		20. Telephone N	umber	umber 21. Date		
Lisa A. Busher Supervisor of Accountability & Assessment		410-386-1514	ļ	Octobe	r 24, 2017	
DGS 550-4 (Rev. 1/93)						

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Instructions –Type or Print a separate form for	DEPA	RTMENT OF GENE	_		AGENCY RECORDS INVENTORY
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		CORDS MANAGEM 7275 Waterloo Road, Jessup, Maryland 410-799-19	P.O. Box 275 d 20794		PAGE <u>5</u> of <u>12</u>
1. Department/Agency	2. Divis	sion			3. Unit
Carroll County Public Schools	Depart	tment of Research a	and Account	ability	Office of the Local Accountability Coordinator
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a u	unit for refe	erence as well as rete	ention and disp	position p	purposes.
4. Record Series Title					liest Year/Latest Year
Testing Incident Report Forms		<u> </u>		<u>2010</u> 1	to <u>Present</u>
Record Series Description     (Briefly describe the types of information/documents/fe	orms foun	d in the series. Includ	de the purpos	e or funct	cion of the series.)
This series of records includes information regardi mandated assessment.	ng testinç	g irregularities and/	or violations	that occ	curred during the administration of a state-
7. Record Series Format(s) (List all)		8. Record Series Sequence	;	9. Vol	ume
☑ Letter Size ☐ Microfilm		·		1	(Number)
☐ Legal Size ☐ Computer Tape	*	☐ Alphabetical ☐ Numerical			e Drawer(s) crofilm Reel(s)
☐ Audio Tape ☐ Floppy Disk		☐ Numerical  ☐ Chronological	ı	☐ Co	emputer Tape(s)
☐ Bound Book ☐ Video Tape					her (specify) nnual Accumulation
Other (specify)		Geographical		1	(Number)
		☐ Other (specify			le Drawer(s) crofilm Reel(s) mputer Tape(s) ner (specify) <u>File Folder</u>
11. File is Used			12. File Be	<del>1 </del>	Inactive After
☐ Daily ☐ Weekly ☒ Monthly	, 🔲	] Annually	<u>6</u> (I	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			(if yes, specify agency of office.)  ☐ Yes ☑ No		
15. Access Restrictions (If Yes, cite Law(s) & Re	equiation(s	;))	16. Audit Requirements		
☐ Yes         No	,	"		ne 🗌 S	
17. Is an Index System used?     (If yes, explain briefly and describe requirements)			18. Recommended Retention		
☐ Yes			Retain for 6 years, then destroy.		
19. Name and Title of Preparer		20. Telephone N	umber	21. Da	ate
Lisa A. Busher		410-386-1514		Octob	er 24, 2017

Selections - Type or Print a separate form for each new or revised record is reised. Forward with Records Retention Schedule (DGS 550-1)   PAGE 6 of 12							
Department/Agency	each new or revised record series. Forward	RE	CORDS MANAGEN	MENT DIVISION		AGENCY RECORDS INVENTORY	
Carroll County Public Schools   Department of Research and Accountability   Coordinator	With records recentled concade (500 con 1)					PAGE <u>6</u> of <u>12</u>	
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	1. Department/Agency	2. Divi	sion			3. Unit	
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  Verification of Personnel Action Forms  5. 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 information regarding MSDE verification of personnel action taken as a result of testing irregularities and/or violations that occurred during the administration of a state-mandated assessment.  7. Record Series Format(s) (List ali)    A group of the series of records includes information/documents/forms found in the series. Include the purpose or function of the series.)    A group of the series of the series. Include the purpose or function of the series.)    A group of the series of the series. Include the purpose or function of the series. Include the purpose or function of the series.)    A group of the series of the series of the series of the series. Include the purpose or function of the series	Carroll County Public Schools	Depart	ment of Research	and Account	ability		
Verification of Personnel Action Forms	DEFINITION: RECORD SERIES: A group of related records normally filed and used as a u	ınit for ref	erence as well as rete	ention and disp	osition pu	urposes.	
6. Record Series Description (Briefly describe the types of Information/documents/forms found in the series. Include the purpose or function of the series.)  This series of records includes information regarding MSDE verification of personnel action taken as a result of testing irregularities and/or violations that occurred during the administration of a state-mandated assessment.  7. Record Series Format(s) (List all)    Alphabetical	4. Record Series Title				5. Earl	iest Year/Latest Year	
(Briefly describe the types of information regarding MSDE verification of personnel action taken as a result of testing irregularities and/or violations that occurred during the administration of a state-mandated assessment.  7. Record Series Format(s) (List all)    Record Series Format(s) (List all)   Record Series Format(s) (List all)   Legal Size   Computer Tape   Alphabetical   File Drawer(s)   Microfilim Reel(s)   Computer Tape(s)   Other (specify)   Other (specify)   Other (specify)   Other (specify)   Other (specify)   File Drawer(s)   Microfilim Reel(s)   Computer Tape(s)   Other (specify)   Other (specify)   File Drawer(s)   Microfilim Reel(s)   Computer Tape(s)   Other (specify)   File Drawer(s)   Microfilim Reel(s)   Other (specify)   Othe	Verification of Personnel Action Forms				<u>2010</u> to	o <u>Present</u>	
violations that occurred during the administration of a state-mandated assessment.  7. Record Series Format(s) (List all)   8. Record Series Sequence   1 (Number)   File Drawer(s)   Microfilm		orms foun	d in the series. Inclu	de the purpose	e or functi	on of the series.)	
Legal Size					n taken a	as a result of testing irregularities and/or	
☑ Letter Size         Microfilm         ☐ Alphabetical         ☐ (Number)           ☐ Legal Size         ☐ Computer Tape         ☐ Numerical         ☐ Microfilm Reel(s)         ☐ Microfilm Reel(s)         ☐ Computer Tape(s)         ☐ Other (specify)         ☐ Other (specify)         ☐ 0. Annual Accumulation         ☐ (Number)         ☐ (	7. Record Series Format(s) (List all)			\$	9. Volu	ime	
Legal Size	☑ Letter Size ☐ Microfilm		,		<u>1</u>	(Number)	
Audio Tape	☐ Legal Size ☐ Computer Tape						
Geographical   Other (specify)   10. Annual Accumulation   1 (Number)   File Drawer(s)   Microfilm Reel(s)   Computer Tape(s)   Month (s)   Year(s)   12. File Becomes Inactive After   6 (Number)   Month(s)   Year(s)   13. Current Location(s) (Bidg., Floor, Room)   14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)   Yes   No   15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))   16. Audit Requirements   Mone   State   Federal   Independent   17. Is an Index System used? (If yes, explain briefly and describe requirements)   18. Recommended Retention   Retain for 6 years, then destroy.   19. Name and Title of Preparer   20. Telephone Number   21. Date   October 24, 2017	☐ Audio Tape ☐ Floppy Disk			│		mputer Tape(s)	
Other (specify)	☐ Bound Book ☐ Video Tape		1		☐ Oth	er (specify)	
1	Other (specify)		1	y) 10. An		nual Accumulation	
			☐ Other (specify			(Number)	
Computer Tape(s)   Computer Tape(s)   Computer (specify) File Folder							
11. File is Used    Daily   Weekly   Monthly   Annually   6   (Number)   Month(s)   Year(s)					Computer Tape(s)		
□ Daily □ Weekly ☒ Monthly □ Annually 6 (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, 2nd Floor, Suite 218 □ 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 Retain for 6 years, then destroy.   19. Name and Title of Preparer 20. Telephone Number 21. Date   Lisa A. Busher 410-386-1514 October 24, 2017	44 File is blood			12 File P			
13. Current Location(s) (Bidg., Floor, Room)  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  None State Federal Independent  17. Is an Index System used? (If yes, explain briefly and describe requirements)  Yes No  18. Recommended Retention Retain for 6 years, then destroy.  19. Name and Title of Preparer  20. Telephone Number 21. Date Lisa A. Busher  20. Cotober 24, 2017			. A.m				
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 □ State □ Federal □ Independent  17. Is an Index System used? (If yes, explain briefly and describe requirements) □ Yes □ No  18. Recommended Retention Retain for 6 years, then destroy.  19. Name and Title of Preparer  20. Telephone Number 21. Date Lisa A. Busher  21. Date			Annually		·····		
Yes   No	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						
☐ Yes ☒ None ☐ State ☐ Federal ☐ Independent    17. Is an Index System used? (If yes, explain briefly and describe requirements)  ☐ Yes 18. Recommended Retention Retain for 6 years, then destroy.    18. Recommended Retention 20. Telephone Number 21. Date 21. Date 22. Date 23. Date 24. 2017	CCPS Central Office, 2 <sup>110</sup> Floor, Suite 218			☐ Yes   ☑ No			
17. Is an Index System used? (If yes, explain briefly and describe requirements)  ☐ Yes ☑ No  18. Recommended Retention Retain for 6 years, then destroy.  19. Name and Title of Preparer  20. Telephone Number 21. Date Lisa A. Busher  410-386-1514  October 24, 2017	15. Access Restrictions (If Yes, cite Law(s) & Re	gulation(s	»	16. Audit	Requirer	nents	
(If yes, explain briefly and describe requirements)  ☐ Yes ☐ No  19. Name and Title of Preparer  Lisa A. Busher  Retain for 6 years, then destroy.  20. Telephone Number  21. Date  410-386-1514  October 24, 2017	☐ Yes			⊠ Nor	ne 🗌 S	tate	
☐ Yes ☒ No     19. Name and Title of Preparer 20. Telephone Number 21. Date     Lisa A. Busher 410-386-1514 October 24, 2017				18. Recommended Retention			
Lisa A. Busher 410-386-1514 October 24, 2017	☐ Yes			Retain for	6 years,	then destroy.	
	19. Name and Title of Preparer		20. Telephone N	umber	21. Dat	te	
			410-386-1514		Octobe	er 24, 2017	

		<del></del>			<del>,</del>
Instructions –Type or Print a separate form for each new or revised record series. Forward RECORDS MANAGEM				ION	AGENCY RECORDS INVENTORY
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930				PAGE <u>7</u> of <u>12</u>
Department/Agency	2. Divi	sion			3. Unit
Carroll County Public Schools	Depart	ment of Research	and Account	ability	Office of the Local Accountability Coordinator
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a u	ınit for ref	erence as well as rete	ention and disp	position p	urposes.
4. Record Series Title		<del>-</del> ··		5. Earl	iest Year/Latest Year
Student Tracking Forms			·	2010 t	o Present
Record Series Description     (Briefly describe the types of information/documents/f	orms foun	d in the series. Includ	de the purpos	e or functi	on of the series.)
This series of records includes forms containing consciously, Test Examiner/Accommodator/Proc					online), with student signatures (High
7. Record Series Format(s) (List all)		8. Record Series	·	9. Volu	ume
☑ Letter Size ☐ Microfilm	4	Sequence  Alphabetical		<u>35</u>	(Number)
☐ Legal Size ☐ Computer Tape		☐ Numerical	☐ Mic		e Drawer(s) crofilm Reel(s)
☐ Audio Tape ☐ Floppy Disk		☐ Numerical  ☐ Chronologica			mputer Tape(s) er (specify)
☐ Bound Book ☐ Video Tape		☐ Geographical		10. Annual Accumulation	
Other (specify)		Other (specify			
		C canon (openan)	,,		e Drawer(s)
			:	Cor	rofilm Reel(s) nputer Tape(s) er (specify)
11. File is Used			12. File Be	ecomes l	nactive After
☐Daily ☐ Weekly ☒ Monthly	<i>,</i> [	Annually	6 (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, Secure Testing Room			☐ Yes		
15. Access Restrictions (If Yes, cite Law(s) & Re	gulation(s	))	16. Audit Requirements		
☐ Yes			⊠ Noi	ne 🗆 S	itate
17. Is an Index System used? (If yes, explain briefly and describe requirements)			18. Recommended Retention		
☐ Yes	-		Retain for 6 years, then destroy		
19. Name and Title of Preparer		20. Telephone N	umber	21. Da	te
Lisa A. Busher Supervisor of Accountability & Assessment		410-386-1514	.,	Octobe	er 24, 2017
DGS 550-4 (Rev. 1/93)					

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M 7275 WATERL	OF GENERAL SERVICES IANAGEMENT DIVISION .OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		, MARYLAND 20794 10) 799-1930	Page <u>8</u> of <u>12</u>
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT
Carroll County Public Schools	Department of R	esearch and Accountability	Office of the Local Accountability Coordinator
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR
Assessment Results			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 assessment files employees	available for use by appropriate
8 ELECTRONIC RECORD SERIES DESCRIPTI		ly describe the information/do de purpose and function of th	cuments/forms contained in a series. e system.
This series of records includes assessment files for PARCC, CoGAT, KRA, Access for ELs, Alt-MSA,			gh school assessments (ie. MSA, HSA,
9 POLICY ON ACCESS AND USE - Explain of	or attach copy if es	tablished in writing.	
Access to electronic records stored on Carroll Cot application. This application is the administrative s CCPS. Default rights to systems and network acceptable to grant additional staff rights themselves or the contract of	system and authori ess are granted to	tative source for all software a	application and Active Directory rights in
10 UPDATING CYCLES OR CONDITIONS AND		ISING INFORMATION IN TH	E SYSTEM
11 SPECIFY THE LOCATION AND MEDIA OF Trecord's retention and usability throughout the			in the progression established to ensure
All electronic records maintained on CCPS network systems exist in the secure Data Center and may	k storage are back include one or all o	ked up via a Backup Data Cer of the following: network file si	nter, tape, and/or disk system. These hare locations, SQL Server, SharePoint.
12 RECOMMENDED RETENTION			
Retain for 30 years, then destroy.		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHON	E NUMBER	15 DATE
Lisa A. Busher	410-386-1514		October 24, 2017
16 TITLE OF PREPARER	•		
Supervisor of Accountability & Assessment			

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M 7275 WATERL	OF GENERAL SERVICES IANAGEMENT DIVISION OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY			
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		, MARYLAND 20794 10) 799-1930	Page <u>9</u> of <u>12</u>			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Carroll County Public Schools	Department of R	esearch and Accountability	Office of the Local Accountability Coordinator			
DEFINITION - Record Series - A group of re and disposition		d electronically and used as a	a unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE		·	5 EARLIEST YEAR/LATEST YEAR			
Testing Calendars			2010 to Present			
6 INPUT - Identify source of information to be e	ntered	7 OUTPUT - Identify the u	se/s of information generated by system			
Electronic receipt	2002-	Electronic correspondence	available for the Division / Unit			
<ul> <li>8 ELECTRONIC RECORD SERIES DESCRIPT Include purpose and function of the system.</li> <li>This series of records includes testing calendars to the system.</li> </ul>			ocuments/forms contained in a series.			
9 POLICY ON ACCESS AND USE - Explain			,			
Access to electronic records stored on Carroll County Public Schools' network is controlled via the CCPS User Management System application. This application is the administrative system and authoritative source for all software application and Active Directory rights in CCPS. Default rights to systems and network access are granted to job title groups by the system/record owners. Each owner has the right to grant additional staff rights themselves or via request.						
10 UPDATING CYCLES OR CONDITIONS AND	RULES FOR REV	ISING INFORMATION IN TH	E SYSTEM			
11 SPECIFY THE LOCATION AND MEDIA OF THE 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	14 TELEPHONE NUMBER		15 DATE			
Lisa A. Busher	410-386-1514					
	410-386-1514		October 24, 2017			
16 TITLE OF PREPARER	410-386-1514		October 24, 2017			

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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	REC	RTMENT OF GEN CORDS MANAGEN 7275 Waterloo Road, Jessup, Marylar 410-799-1	, P.O. Box 275 nd 20794		AGENCY RECORDS INVENTORY PAGE 10 of 12
Department/Agency	2. Divis	sion			3. Unit
Carroll County Public Schools	Depart	ment of Research	and Account	ability	Office of the Local Accountability Coordinator
DEFINITION: RECORD SERIES:  A group of related records normally filed and used as a u	nit for refe	erence as well as rete	ention and disp	osition p	urposes.
4. Record Series Title					iest Year/Latest Year
Test Training Information				<u>2010</u> t	o <u>Present</u>
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)					
This series of records includes information related	to test tr	aining for state-ma	ndated testin	g.	
7. Record Series Format(s) (List all)		8. Record Series Sequence	3	9. Volu	ıme
☑ Letter Size ☐ Microfilm		☐ Alphabetical		<u>35</u>	(Number)
☐ Legal Size ☐ Computer Tape		☐ Numerical	☐ Mic		Prawer(s) rofilm Reel(s)
☐ Audio Tape ☐ Floppy Disk		☐ Chronologica			nputer Tape(s) er (specify)
☐ Bound Book ☐ Video Tape		Geographical			nual Accumulation
Other (specify)		☐ Coographical ☐ Other (specify	5 Observa		(Number)
		El Other (specify			rofilm Reel(s) nputer Tape(s)
11. File is Used			12. File Be	comes I	nactive After
☐ Daily ☐ Weekly ☒ Monthly		Annually	6 (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, Secure Testing Room			☐ Yes   ☑ No		
15. Access Restrictions (If Yes, cite Law(s) & Re	gulation(s	))	16. Audit Requirements		
☐ Yes			⊠ Noi	ne 🗌 S	tate
Is an Index System used?     (If yes, explain briefly and describe requirements)			18. Recommended Retention  Retain for 6 years, then destroy		
☐ Yes			Retain for	o years,	
19. Name and Title of Preparer		20. Telephone N	umber	21. Da	te
Lisa A. Busher Supervisor of Accountability & Assessment DGS 550-4 (Rev. 193)		410-386-1514		Octobe	er 24, 2017

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	RECORDS M 7275 WATERL JESSUP,	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	ELECTRONIC RECORDS INVENTORY Page 11 of 12					
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT					
Carroll County Public Schools	Department of R	esearch and Accountability	Office of the Local Accountability Coordinator					
DEFINITION – Record Series - A group of rela and dispositio		d electronically and used as a	a unit for reference as well as retention					
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR					
Test Training Information			2010 to Present					
6 INPUT - Identify source of information to be er	itered	7 OUTPUT - Identify the us	se/s of information generated by system					
Electronic receipt		Electronic correspondence	available for the Division / Unit					
8 ELECTRONIC RECORD SERIES DESCRIPTION		ly describe the information/do de purpose and function of th	ocuments/forms contained in a series. se system.					
This series of records includes test training information	ation for state-mar	ndated testing for use by CCP	S employees.					
9 POLICY ON ACCESS AND USE - Explain of	or attach copy if es	tablished in writing.						
Access to electronic records stored on Carroll Cou application. This application is the administrative s CCPS. Default rights to systems and network acc right to grant additional staff rights themselves or v	system and authoricess are granted to	tative source for all software a	application and Active Directory rights in					
10 UPDATING CYCLES OR CONDITIONS AND		ISING INFORMATION IN TH	E SYSTEM					
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								
12 RECOMMENDED RETENTION								
Retain for 6 years, then destroy								
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE	E NUMBER	15 DATE					
Lisa A. Busher	410-386-1514		October 24, 2017					
16 TITLE OF PREPARER								
Supervisor of Accountability & Assessment								

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INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M 7275 WATERL	ANAG OO R	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>12</u> of <u>12</u>		
1 DEPARTMENT/AGENCY	2 DIVISION			3 UNIT		
Carroll County Public Schools	Department of R	esearc	ch and Accountability	Office of the Local Accountability Coordinator		
DEFINITION – Record Series - A group of rela and dispositio		d elect	tronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE				5 EARLIEST YEAR/LATEST YEAR		
State Test File Layouts	***			2010 to Present		
6 INPUT - Identify source of information to be en	ntered	7 0	UTPUT - Identify the us	se/s of information generated by system		
Electronic receipt		Elect	ronic correspondence a	available for the Division / Unit		
ELECTRONIC RECORD SERIES DESCRIPTION     Include purpose and function of the system.	ON - Brief	ly desc	cribe the information/do	cuments/forms contained in a series.		
This series of records includes State Test File Lay an outline structure for clear and unambiguous demanagement layers of the required data solution. identify and correctly process the records and field	finition of the discre The template defin	eet dat	ta elements (tables, coi	umns, fields, etc.) within the physical data		
9 POLICY ON ACCESS AND USE - Explain of	r attach copy if es	tablish	ed in writing.			
Access to electronic records stored on Carroll Cou application. This application is the administrative s CCPS. Default rights to systems and network acc right to grant additional staff rights themselves or v	ystem and authori ess are granted to	tative s	source for all software a	application and Active Directory rights in		
10 UPDATING CYCLES OR CONDITIONS AND	RULES FOR REV	ISING	INFORMATION IN TH	E SYSTEM .		
11 SPECIFY THE LOCATION AND MEDIA OF T record's retention and usability throughout the				n the progression established to ensure		
All electronic records maintained on CCPS networ systems exist in the secure Data Center and may it						
12 RECOMMENDED RETENTION						
Retain for 6 years, then destroy						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONI	E NUN	1BER	15 DATE		
Lisa A. Busher	410-386-1514			October 24, 2017		
16 TITLE OF PREPARER						
Supervisor of Accountability & Assessment						