

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

**Schedule No. C1369**

Page 1 of 1

**Agency**

Carroll County Public Schools (CCPS)

**Division/Unit**

Research and Accountability -  
Local Accountability Coordinator  
/ Testing

**Item No.**

**Description**

**Retention**

- |     |   |   |
|-----|---|---|
| 1.  | General Correspondence / Information – Paper and electronic   | Retain for 90 days and no longer needed for administrative purposes, then destroy; unless specified otherwise in this Schedule. |
| 2.  | Correspondence Related to Testing   | Retain for 6 years, then destroy  |
| 3.  | Certification and Training Forms – Certificate that person has been trained   | Retain for 6 years, then destroy  |
| 4.  | Testing Incident Forms – Description of testing violation, investigations, and sanctions  | Retain for 6 years, then destroy  |
| 5.  | Verification of Personnel Action – 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.  | Retain for 6 years, then destroy  |
| 6.  | Student Tracking Forms – includes Content tested, litho code (paper) or test number (online), with student signatures (High Schools only), Test Examiner/Accommodator/Proctor signature for State mandated assessments  | Retain for 6 years, then destroy  |
| 7.  | Assessment Results from Standardized Testing  | Retain for 30 years, then destroy   |
| 8.  | Testing Calendars   | 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 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. | Retain for 6 years, then destroy  |

Schedule Approved by Department, Agency, or Division Representative.

Date: 10/24/2017

Signature



Typed Name Gregory J. Bricca

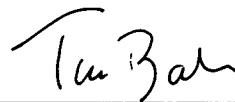
Title Director of Research and Accountability

Schedule Authorized by State Archivist

Date

12-1-17

Signature



INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				PAGE 1 of 12	
1 DEPARTMENT/AGENCY Carroll County Public Schools		2 DIVISION Department of Research and Accountability		3 UNIT Office of the Local Accountability Coordinator	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE General Correspondence / Information				5 EARLIEST YEAR/LATEST YEAR 2017 to Present	
6 INPUT - Identify source of information to be entered Electronic receipt			7 OUTPUT - Identify the use/s of information generated by system Electronic correspondence available for the Division / Unit		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. include purpose and function of the system. This series of records includes miscellaneous correspondence / information not referenced elsewhere in this Schedule.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Access to electronic records stored on Carroll County Public Schools' network is controlled via the CCPS User Management System application. This application is the administrative system and authoritative source for all software application and Active Directory rights in CCPS. Default rights to systems and network access are granted to job title groups by the system/record owners. Each owner has the right to grant additional staff rights themselves or via request.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE - Explain the progression established to ensure record's retention and usability throughout the record's authorized life cycle. All electronic records maintained on CCPS network storage are backed up via a Backup Data Center, tape, and/or disk system. These systems exist in the secure Data Center and may include one or all of the following: network file share locations, SQL Server, SharePoint.					
12 RECOMMENDED RETENTION Retain for 90 days and no longer needed for administrative purposes, then destroy; unless specified otherwise in this Schedule.					
13 TYPED OR PRINTED NAME OF PREPARER Lisa A. Busher		14 TELEPHONE NUMBER 410-386-1514		15 DATE October 24, 2017	
16 TITLE OF PREPARER Supervisor of Accountability & Assessment					

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY  PAGE 2 of 12	
1. Department/Agency  Carroll County Public Schools		2. Division  Department of Research and Accountability		3. Unit  Office of the Local Accountability Coordinator	
<b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title  General Correspondence / Information				5. Earliest Year/Latest Year  2017 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  This series of records includes miscellaneous correspondence / information not referenced elsewhere in this Schedule.					
7. Record Series Format(s) (List all)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume  1 (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
		10. Annual Accumulation  1 (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After  3 (Number) <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room)  CCPS Central Office, 2 <sup>nd</sup> Floor, Suite 218 Kessler Building, Secure Testing Room			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? (If yes, explain briefly and describe requirements)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention  Retain for 90 days and no longer needed for administrative purposes, then destroy; unless specified otherwise in this Schedule.		
19. Name and Title of Preparer  Lisa A. Busher Supervisor of Accountability & Assessment		20. Telephone Number  410-386-1514		21. Date  October 24, 2017	

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY  PAGE <u>3</u> of <u>12</u>	
1. Department/Agency  Carroll County Public Schools		2. Division  Department of Research and Accountability		3. Unit  Office of the Local Accountability Coordinator	
<b>DEFINITION: RECORD SERIES:</b> 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  Testing Correspondence				5. Earliest Year/Latest Year  2010 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  This series of records includes miscellaneous correspondence / information related to state-mandated testing not referenced elsewhere in the Schedules for Research and Accountability/Office of the Local Accountability Coordinator.					
7. Record Series Format(s) (List all)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume  <u>35</u> (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
		10. Annual Accumulation  <u>5</u> (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After  <u>6</u> (Number) <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room)  CCPS Central Office, 2 <sup>nd</sup> Floor, Suite 218 Kessler Building, Secure Testing Room			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? (If yes, explain briefly and describe requirements)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention  Retain for 6 years, then destroy		
19. Name and Title of Preparer  Lisa A. Busher Supervisor of Accountability & Assessment		20. Telephone Number  410-386-1514		21. Date  October 24, 2017	

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY  PAGE <u>4</u> of <u>12</u>	
1. Department/Agency  Carroll County Public Schools		2. Division  Department of Research and Accountability		3. Unit  Office of the Local Accountability Coordinator	
<b>DEFINITION: RECORD SERIES:</b> 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  Certification & Training Forms				5. Earliest Year/Latest Year  2010 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  This series of records includes certification of training for all persons involved in state-mandated testing.					
7. Record Series Format(s) (List all)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume  <u>35</u> (Number)  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After  <u>6</u> (Number) <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room)  CCPS Central Office, 2 <sup>nd</sup> Floor, Suite 218 Kessler Building, Secure Testing Room			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? (If yes, explain briefly and describe requirements)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention  Retain for 6 years, then destroy		
19. Name and Title of Preparer  Lisa A. Busher Supervisor of Accountability & Assessment		20. Telephone Number  410-386-1514		21. Date  October 24, 2017	

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY  PAGE <u>5</u> of <u>12</u>	
1. Department/Agency  Carroll County Public Schools		2. Division  Department of Research and Accountability		3. Unit  Office of the Local Accountability Coordinator	
<b>DEFINITION: RECORD SERIES:</b> 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  Testing Incident Report Forms				5. Earliest Year/Latest Year  2010 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  This series of records includes information regarding testing irregularities and/or violations that occurred during the administration of a state-mandated assessment.					
7. Record Series Format(s) (List all)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal-Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume  1 (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation  1 (Number) <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) File Folder	
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After  6 (Number) <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room)  CCPS Central Office, 2 <sup>nd</sup> Floor, Suite 218			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? (If yes, explain briefly and describe requirements)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention  Retain for 6 years, then destroy.		
19. Name and Title of Preparer  Lisa A. Busher Supervisor of Accountability & Assessment		20. Telephone Number  410-386-1514		21. Date  October 24, 2017	

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY  PAGE <u>6</u> of <u>12</u>	
1. Department/Agency  Carroll County Public Schools		2. Division  Department of Research and Accountability		3. Unit  Office of the Local Accountability Coordinator	
<b>DEFINITION: RECORD SERIES:</b> 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. Earliest Year/Latest Year  2010 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  This series of records includes 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)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume  1 (Number)  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  10. Annual Accumulation  1 (Number)  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) File Folder	
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After  <u>6</u> (Number) <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room)  CCPS Central Office, 2 <sup>nd</sup> Floor, Suite 218			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? (If yes, explain briefly and describe requirements)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention  Retain for 6 years, then destroy.		
19. Name and Title of Preparer  Lisa A. Busher Supervisor of Accountability & Assessment		20. Telephone Number  410-386-1514		21. Date  October 24, 2017	

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY  PAGE <u>7</u> of <u>12</u>	
1. Department/Agency  Carroll County Public Schools		2. Division  Department of Research and Accountability		3. Unit  Office of the Local Accountability Coordinator	
<b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title  Student Tracking Forms				5. Earliest Year/Latest Year  2010 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  This series of records includes forms containing content tested, litho code (paper) or test number (online), with student signatures (High Schools only), Test Examiner/Accommodator/Proctor signature for State mandated assessments.					
7. Record Series Format(s) (List all)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume  <u>35</u> (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
		10. Annual Accumulation  <u>5</u> (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After  <u>6</u> (Number) <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room)  CCPS Central Office, 2 <sup>nd</sup> Floor, Suite 218 Kessler Building, Secure Testing Room			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? (If yes, explain briefly and describe requirements)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention  Retain for 6 years, then destroy		
19. Name and Title of Preparer  Lisa A. Busher Supervisor of Accountability & Assessment		20. Telephone Number  410-386-1514		21. Date  October 24, 2017	



INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 8 of 12	
1 DEPARTMENT/AGENCY Carroll County Public Schools		2 DIVISION Department of Research and Accountability		3 UNIT Office of the Local Accountability Coordinator	
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 Assessment Results				5 EARLIEST YEAR/LATEST YEAR 1992 to Present	
6 INPUT - Identify source of information to be entered Electronic receipt			7 OUTPUT - Identify the use/s of information generated by system Electronic assessment files available for use by appropriate employees		
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 assessment files for state-mandated testing as well as for other high school assessments (ie. MSA, HSA, PARCC, CoGAT, KRA, Access for ELs, Alt-MSA, MSA, Accuplacer, SAT, PSAT, AP, ACT).					
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 30 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Lisa A. Busher		14 TELEPHONE NUMBER 410-386-1514		15 DATE 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 WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 9 of 12	
1 DEPARTMENT/AGENCY Carroll County Public Schools		2 DIVISION Department of Research and Accountability		3 UNIT Office of the Local Accountability Coordinator	
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 Testing Calendars				5 EARLIEST YEAR/LATEST YEAR 2010 to Present	
6 INPUT - Identify source of information to be entered Electronic receipt			7 OUTPUT - Identify the use/s of information generated by system Electronic correspondence available for the Division / Unit		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series of records includes testing calendars for state-mandated testing for use by CCPS employees.					
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 Lisa A. Busher		14 TELEPHONE NUMBER 410-386-1514		15 DATE October 24, 2017	
16 TITLE OF PREPARER Supervisor of Accountability & Assessment					

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>10</u> of <u>12</u>	
<b>1. Department/Agency</b>  Carroll County Public Schools		<b>2. Division</b>  Department of Research and Accountability		<b>3. Unit</b>  Office of the Local Accountability Coordinator	
<b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
<b>4. Record Series Title</b>  Test Training Information				<b>5. Earliest Year/Latest Year</b>  2010 to Present	
<b>6. Record Series Description</b> (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 training for state-mandated testing.					
<b>7. Record Series Format(s)</b> (List all)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____		<b>8. Record Series Sequence</b>  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input checked="" type="checkbox"/> Other (specify) _____		<b>9. Volume</b>  <u>35</u> (Number)  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
		<b>10. Annual Accumulation</b>  <u>5</u> (Number)  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
<b>11. File is Used</b>  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			<b>12. File Becomes Inactive After</b>  <u>6</u> (Number) <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
<b>13. Current Location(s)</b> (Bldg., Floor, Room)  CCPS Central Office, 2 <sup>nd</sup> Floor, Suite 218 Kessler Building, Secure Testing Room			<b>14. Is Record Series Duplicated Elsewhere?</b> (If yes, specify agency or office.)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>15. Access Restrictions</b> (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			<b>16. Audit Requirements</b>  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
<b>17. Is an Index System used?</b> (If yes, explain briefly and describe requirements)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			<b>18. Recommended Retention</b>  Retain for 6 years, then destroy		
<b>19. Name and Title of Preparer</b>  Lisa A. Busher Supervisor of Accountability & Assessment		<b>20. Telephone Number</b>  410-386-1514		<b>21. Date</b>  October 24, 2017	

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page <u>11</u> of <u>12</u>	
1 DEPARTMENT/AGENCY Carroll County Public Schools		2 DIVISION Department of Research and Accountability		3 UNIT Office of the Local Accountability Coordinator	
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 Test Training Information				5 EARLIEST YEAR/LATEST YEAR 2010 to Present	
6 INPUT - Identify source of information to be entered Electronic receipt			7 OUTPUT - Identify the use/s of information generated by system Electronic correspondence available for the Division / Unit		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.  This series of records includes test training information for state-mandated testing for use by CCPS employees.					
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  Lisa A. Busher		14 TELEPHONE NUMBER  410-386-1514		15 DATE  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 WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				PAGE <u>12</u> of <u>12</u>	
1 DEPARTMENT/AGENCY Carroll County Public Schools		2 DIVISION Department of Research and Accountability		3 UNIT Office of the Local Accountability Coordinator	
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 State Test File Layouts				5 EARLIEST YEAR/LATEST YEAR 2010 to Present	
6 INPUT - Identify source of information to be entered Electronic receipt			7 OUTPUT - Identify the use/s of information generated by system Electronic correspondence available for the Division / Unit		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.  This series of records includes State Test File Layouts for state-mandated testing for use by CCPS employees. The layout template defines an outline structure for clear and unambiguous definition of the discreet data elements (tables, columns, fields, etc.) 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.					
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 Lisa A. Busher		14 TELEPHONE NUMBER 410-386-1514		15 DATE October 24, 2017	
16 TITLE OF PREPARER Supervisor of Accountability & Assessment					