
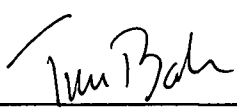


DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. C1371
		Page 1 of 1
Agency: Carroll County Public Schools (CCPS)		Division/Unit Research and Accountability District 504 Coordinator
Item No.	Description	Retention
1.	General Correspondence / 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 Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794 (Section 504) pertaining to alleged Lawsuits or Office of Civil Rights (OCR) complaints – Only pertains to cases handled at the CCPS central office by the District 504 Coordinator / Office of Research and Accountability	Retain for 6 years beyond student withdrawal or graduation, then destroy.
3.	Non-School Based Evaluations – Document authorizing Carroll County Public Schools to conduct evaluations for disability determination in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794 (Section 504).	Retain for 6 years beyond student withdrawal or graduation, then destroy.
4.	Electronic 504 Accommodations Plans for students with disabilities – Online historical records pertaining to students with disabilities as mandated by Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794 (Section 504).	Retain for 20 years and then <i>destroy</i>
Schedule Approved by Department, Agency, or Division Representative. Date: 10/24/2017 Signature: <u></u> Typed Name: <u>Gregory J. Bricca</u> Title: <u>Director of Research and Accountability</u>		Schedule Authorized by State Archivist Date: <u>12-1-17</u> Signature: <u></u>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>5</u>	
1. Department/Agency Carroll County Public Schools		2. Division Department of Research and Accountability		3. Unit District 504 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 General Correspondence / Information				5. Earliest Year/Latest Year 2015 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 504 correspondence / information not referenced elsewhere in the Schedules for Research and Accountability.					
7. Record Series Format(s) (List all) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>1/2</u> (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <u>2</u> (Number) <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) File Folder	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>3</u> <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) CCPS Central Office, 2 nd Floor, Suite 218			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? (If yes, explain briefly and describe requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 90 days and no longer needed for administrative purposes, then destroy; unless specified otherwise in this Schedule.		
19. Name and Title of Preparer M. Dona Foster Supervisor of Research and Accountability		20. Telephone Number 410-386-1822		21. Date October 24, 2017	

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page <u>2</u> of <u>5</u>	
1 DEPARTMENT/AGENCY Carroll County Public Schools		2 DIVISION Department of Research and Accountability		3 UNIT District 504 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 2010 to Present	
6 INPUT - Identify source of information to be entered Hard-copy general correspondence			7 OUTPUT - Identify the use/s of information generated by system Electronic correspondence typically by email		
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 all general correspondence pertaining to Section 504 for students, in which the District 504 Coordinator is involved. This could include emails, memos, letters, phone call logs, notes, etc. related to the day-to-day operations of maintaining guidance and compliance with Section 504 within the CCPS.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Access to electronic records stored on Carroll County Public Schools' network is controlled via the CCPS User Management System application. This application is the administrative system and authoritative source for all software application and Active Directory rights in CCPS. Default rights to systems and network access are granted to job title groups by the system/record owners. Each owner has the right to grant additional staff rights themselves or via request.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Automatic system purging of electronic correspondence occurs when documents reach a 90-day retention. Hard-copy correspondence is shredded within the department to maintain the 90-day retention period.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE - Explain the progression established to ensure record's retention and usability throughout the record's authorized life cycle. All electronic records maintained on CCPS network storage are backed up via a Backup Data Center, tape, and/or disk system. These systems exist in the secure Data Center and may include one or all of the following: network file share locations, SQL Server, SharePoint.					
12 RECOMMENDED RETENTION Retain for 90 days or until out of date or no longer needed, then destroy; unless specified otherwise in this Schedule.					
13 TYPED OR PRINTED NAME OF PREPARER M. Dona Foster		14 TELEPHONE NUMBER 410-386-1822		15 DATE October 24, 2017	
16 TITLE OF PREPARER Supervisor of Research and Accountability / District 504 Coordinator					

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY	
			PAGE <u>3</u> OF <u>5</u>	
1. Department/Agency Carroll County Public Schools		2. Division Department of Research and Accountability		3. Unit District 504 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 Correspondence Related to Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794 (Section 504) pertaining to alleged Lawsuits or Office of Civil Rights (OCR) complaints.			5. Earliest Year/Latest Year <u>2010</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series of records includes correspondence, records, notes, and documents related Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794 (Section 504) pertaining to alleged Lawsuits or Office of Civil Rights (OCR) complaints – Only pertains to cases handled at the CCPS central office by the District 504 Coordinator / Office of Research and Accountability				
7. Record Series Format(s) (List all) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>3</u> (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) 10. Annual Accumulation <u>1/2</u> (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) CCPS Central Office, 2 nd Floor, Suite 218			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? (If yes, explain briefly and describe requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 6 years beyond student withdrawal or graduation, then destroy.	
19. Name and Title of Preparer M. Dona Foster Supervisor of Research and Accountability		20. Telephone Number 410-386-1822		21. Date October 24, 2017

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY
		PAGE <u>4</u> OF <u>5</u>
1. Department/Agency Carroll County Public Schools	2. Division Department of Research and Accountability	3. Unit District 504 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 Non-School Based Evaluations – Document authorizing Carroll County Public Schools to conduct evaluations for disability determination in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794 (Section 504).		5. Earliest Year/Latest Year <u>2010</u> to <u>Present</u>
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series of records includes Non-School Based Evaluations that are documents authorizing Carroll County Public Schools to conduct evaluations for disability determination in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794 (Section 504). Section 504 indicating parental consent for evaluations to be conducted by CCPS.		
7. Record Series Format(s) (List all) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1</u> (Number) <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) 10. Annual Accumulation <u>1</u> (Number) <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) File Folder
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>6</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)
13. Current Location(s) (Bldg., Floor, Room) CCPS Central Office, 2 nd Floor, Suite 218		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No FERPA, HIPPA		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 beyond students withdrawal or graduation, then destroy.
19. Name and Title of Preparer M. Dona Foster Supervisor of Research and Accountability	20. Telephone Number 410-386-1822	21. Date October 24, 2017

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page <u>5</u> of <u>5</u>	
1 DEPARTMENT/AGENCY Carroll County Public Schools		2 DIVISION Department of Research and Accountability		3 UNIT District 504 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 Electronic 504 Accommodations Plans for students with disabilities				5 EARLIEST YEAR/LATEST YEAR 2001 to Present	
6 INPUT - Identify source of information to be entered Electronic records			7 OUTPUT - Identify the use/s of information generated by system Electronic records 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 online historical records pertaining to students with disabilities as mandated by Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794 (Section 504).					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Access to electronic records stored on Carroll County Public Schools' network is controlled via the CCPS User Management System application. This application is the administrative system and authoritative source for all software application and Active Directory rights in CCPS. Default rights to systems and network access are granted to job title groups by the system/record owners. Each owner has the right to grant additional staff rights themselves or via request.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE - Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. All electronic records maintained on CCPS network storage are backed up via a Backup Data Center, tape, and/or disk system. These systems exist in the secure Data Center and may include one or all of the following: network file share locations, SQL Server, SharePoint.					
12 RECOMMENDED RETENTION Retain for 20 years and then transfer to Maryland State Archives. ^{destroy}					
13 TYPED OR PRINTED NAME OF PREPARER M. Dona Foster		14 TELEPHONE NUMBER 410-386-1822		15 DATE October 24, 2017	
16 TITLE OF PREPARER Supervisor of Research and Accountability / District 504 Coordinator					