

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

Schedule No. C-1415

Page 1 of 3

Agency: Howard County Public Schools (HCPSS)

Division/Unit: School Planning

Item No.	Description	Retention
	<p>"The issuance of a legal hold by the Office of Law overrides any portion of this record retention policy or schedule that otherwise calls for the disposal, transfer, or destruction of records subject to the hold, until the hold has been released by the Office of Law. No record that is subject to a legal hold may be altered, disposed of, transferred, or destroyed, even if the scheduled destruction date has passed. Any person preparing to alter, dispose of, transfer, or destroy a record must ascertain whether a litigation hold applies to the record before doing so."</p>	

Schedule Approved by Department, Agency, or Division Representative

Date: 1/19/18
 Signature: *Gina Massella*
 Typed Name: Gina Massella
 Title: Director of Shared Accountability

Schedule Approved by HCPSS Representative

Date: 1/19/18
 Signature: *E Cyawkins*

Schedule Approved by County Records Management Representative

Date: Jan 23, 2018
 Signature: *Regina Martin*

Schedule Authorized by State Archivist

Date: 3-30-18
 Signature: *Tim Boh*

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

Schedule No. C-1415

Page 2 of 3

Agency: Howard County Public School System (HCPSS)

Division/Unit: School Planning

Item No.	Description	Retention
1	<p>Property Ownership Files - Includes but not limited to the following items:</p> <ol style="list-style-type: none"> 1. Property Deeds – all properties owned by HCPS (list is comprised on Excel spreadsheet). 2. Rights of Entry – allowances by outside parties to enter property for purposes of surveys, environmental analysis, public sewer/water connections 3. Easements – public easements for access through our site or for public water/sewer connections 4. Site Acquisitions – records contain information as to why/why not considered by HCPSS or BOE for purchase 5. Disposition for HCPSS Properties – records contain information as to the disposition of HCPSS properties to HoCo Government 	<p>Permanent. Forward copies to MSA when new deed is acquired.</p> <p>Items 2 thru 5: Non-Permanent. Retain until structure is no longer owned or operated by the Agency, then destroy.</p>
2	<p>Student Enrollment Projections (for all HCPSS school facilities or structures) - Includes but not limited to the following Items:</p> <ol style="list-style-type: none"> 1. Feasibility Study - an annual report detailing the following year's projections, school needs and strategies to manage growth 2. Accuracy Reports - an annual report on the accuracy of a year's projection based on September 30 enrollment of the same year. 3. State Confirmation Reports – Annual reporting of enrollment projections to MDE 4. Boundary Adjustments (Redistricting) Summary Notes - summary of attendance area committee work for boundary changes (redistricting) 5. Appeals Paperwork 6. Resolutions – Board decisions on boundary changes and school attendance areas 7. Attendance Area Maps – maps containing past attendance area boundaries 	<p>Items 1 thru 7:</p> <p>Non-Permanent. Retain for 10 years, then destroy.</p>

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

Schedule No. C-1415

Page 3 of 3

Agency: Howard County Public School System (HCPSS)

Division/Unit: School Planning

Item No.	Description	Retention
3	Relocatable - A building or portion of a building made up of prefabricated units that may be disassembled and reassembled, or a single unit of construction consisting of walls, roof, and floor that is movable as a unit either on wheels or by truck. Mobile, demountable, dividable, modular, and portable buildings are types of relocatable units.	Non-Permanent. Retain for 10 years, then destroy.
4	Adequate Public Facilities Ordinance (APFO) - Provides a growth management process that will enable the County to provide adequate public roads, all HCPSS schools and structures in a timely manner and achieve general plan growth objectives. This record series will include all inventory information and other records pertaining to County laws and annual charts in relation to APFO.	Non-Permanent. Retain for 10 years, then destroy.
5	Facility Reviews - This record series includes but not limited to, records created when determining additions, modifications and/or evaluating HCPSS facilities.	Non-Permanent. Retain for 10 years, then destroy.
6	School Capacities - This record series includes but not limited to, methods used to calculate elementary, middle and high school capacities.	Non-Permanent. Retain for 10 years, then destroy.
7	Capital Budget Final Reports - This record series includes final capital budget documents and final adopted annual Board of Education Budget pages.	Non-Permanent. Retain for 10 years, then destroy.

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road P.O. Box 275 Jessup, Maryland 20794</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 1 OF 7</p>
<p>1. Department/Agency Howard County Public School System (HCPSS)</p>	<p>2. Division School Planning</p>	<p>3. Unit</p>
<p>DEFINITION: Records Series- A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Property Ownership Files</p>	<p>5. Earliest Year/Latest Year <u>1990</u> to <u>2017</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Property Ownership Files - Includes but not limited to the following items: (1) Property Deeds – all properties owned by HCPSS; (2) Rights of Entry – allowances by outside parties to enter property for purposes of surveys, environmental analysis, public sewer/water connections; (3) Easements – public easements for access through our site or for public water/sewer connections; (4) Site Acquisitions – records contain information as to why/why not considered by HCPSS or BOE for purchase; (5) Disposition for HCPSS Properties – records contain information as to the disposition of HCPSS properties to HoCo Government</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Spreadsheet – Excel</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical (by Property)</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>20</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronic records in Excel – 5.4 MBs</u></p> <p>10. Annual Accumulation <u>5</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>5.4 MB Electronic Records</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>Item 1 = Permanent</u> <u>Items 2 thru 5 = 10 years</u> Number</p> <p><input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Central Office- Portable #177, 10910 Clarksville Pike, Ellicott City MD 20142</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Permanent. Forward copies to MSA when new deed is acquired. Items 2 thru 5: Non-Permanent. Retain until structure is no longer owned or operated by the Agency, then destroy.</p>	
<p>19. Name and Title of Preparer</p> <p>Erika Hawkins, Knowledge and Records Management Coordinator</p>	<p>20. Telephone Number</p> <p>410-313-7475</p>	<p>21. Date</p> <p>March 13, 2018</p>

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		AGENCY RECORDS INVENTORY Page 2 OF 7	
1. Department/Agency Howard County Public School System (HCPSS)		2. Division School Planning		3. Unit	
DEFINITION: Records Series- A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Student Enrollment Projections			5. Earliest Year/Latest Year 1995 to 2017		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Student Enrollment Projections - Includes but not limited to the following Items: (1) Feasibility Study - an annual report detailing the following year's projections, school needs and strategies to manage growth; (2) Accuracy Reports - an annual report on the accuracy of a year's projection based on September 30 enrollment of the same year; (3) State Confirmation Reports - Annual reporting of enrollment projections to MDE; (4) Boundary Adjustments (Redistricting) Summary Notes - summary of attendance area committee work for boundary changes (redistricting); (5) Appeals Paperwork; (6) Resolutions - Board decisions on boundary changes and school attendance areas; (7) Attendance Area Maps - maps containing past attendance area boundaries					
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Electronic Database</u>		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 GB</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>1 GB Electronic Records</u>	
		10. Annual Accumulation <u>25 MBs</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronic Records</u>			
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>10</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Central Office- Portable #177, 10910 Clarksville Pike, Ellicott City MD 20142			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 Non-Permanent. Retain for 10 years, then destroy.		
19. Name and Title of Preparer Erika Hawkins, Knowledge and Records Management Coordinator		20. Telephone Number 410-313-7475		21. Date March 13, 2018	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road P.O. Box 275 Jessup, Maryland 20794</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 3 OF 7</p>
<p>1. Department/Agency Howard County Public School System (HCPSS)</p>	<p>2. Division School Planning</p>	<p>3. Unit</p>
<p>DEFINITION: Records Series- A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Relocatable Portables</p>	<p>5. Earliest Year/Latest Year <u>2000</u> to <u>2017</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Relocatable Classrooms (A type of portable building installed at a school location to temporarily provide additional classroom space where there is a shortage capacity) – Reports identifying individual school's need for additional relocatable classrooms. Contains locations of relocatable classrooms, number new and number removed from service for a particular year.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic Database</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p style="text-align: center;"><u>5</u></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>100 MBs Electronic Records</u></p> <hr/> <p>10. Annual Accumulation</p> <p style="text-align: center;"><u>As noted in the category field</u></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <u>2</u></p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>5.4 MBs Electronic Records</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p style="text-align: center;"><u>10</u></p> <p>Number</p> <p><input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Central Office- Portable #177, 10910 Clarksville Pike, Ellicott City MD 20142</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>At all HCPSS facilities address and varies by location</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Non-Permanent. Retain for 10 years, then destroy.</p>	
<p>19. Name and Title of Preparer</p> <p>Erika Hawkins, Knowledge and Records Management Coordinator</p>	<p>20. Telephone Number</p> <p>410-313-7475</p>	<p>21. Date</p> <p>March 13, 2018</p>

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	AGENCY RECORDS INVENTORY Page 4 OF 7
1. Department/Agency Howard County Public School System (HCPSS)	2. Division School Planning	3. Unit
DEFINITION: Records 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 Adequate Public Facilities Ordinance (APFO)	5. Earliest Year/Latest Year <u>2000</u> to <u>2017</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.) Adequate Public Facilities Ordinance (APFO) - Provides a growth management process that will enable the County to provide adequate public roads, all HCPSS schools and structures in a timely manner and achieve general plan growth objectives. This record series will include all inventory information and other records pertaining to County laws and annual charts in relation to APFO.		
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Electronic Database</u>	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>100 MBs</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronic Records</u> 10. Annual Accumulation <u>5.4 MB</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronic Records</u>
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>10</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Central Office- Portable #177, 10910 Clarksville Pike, Ellicott City MD 20142	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 Non-Permanent. Retain for 10 years, then destroy.	
19. Name and Title of Preparer Erika Hawkins, Knowledge and Records Management Coordinator	20. Telephone Number 410-313-7475	21. Date March 13, 2018

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	AGENCY RECORDS INVENTORY Page 5 OF 7
1. Department/Agency Howard County Public School System (HCPSS)	2. Division School Planning	3. Unit
DEFINITION: Records 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 Facility Reviews	5. Earliest Year/Latest Year <u>1995</u> to <u>2017</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.) Facility Reviews - This record series includes but not limited to, records created when determining additions, modifications and/or evaluating HCPSS facilities.		
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>30</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Binders</u> <hr/> 10. Annual Accumulation <u>1</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Binder</u>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>10</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Central Office- Portable #177, 10910 Clarksville Pike, Ellicott City MD 20142	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 Non-Permanent. Retain for 10 years, then destroy.	
19. Name and Title of Preparer Erika Hawkins, Knowledge and Records Management Coordinator	20. Telephone Number 410-313-7475	21. Date March 13, 2018

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	AGENCY RECORDS INVENTORY Page 6 OF 7
1. Department/Agency Howard County Public School System (HCPSS)	2. Division School Planning	3. Unit
DEFINITION: Records 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 School Capacities	5. Earliest Year/Latest Year <u>2000</u> to <u>2017</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.) School Capacities - This record series includes but not limited to, methods used to calculate elementary, middle and high school capacities.		
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Electronic Database</u>	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>100 MBs</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronic Records</u> 10. Annual Accumulation <u>5.4 MBs</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronic Records</u>
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>10</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Central Office- Portable #177, 10910 Clarksville Pike, Ellicott City MD 20142	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No At all HCPSS facilities address and varies by location	
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 Non-Permanent. Retain for 10 years, then destroy.	
19. Name and Title of Preparer Erika Hawkins, Knowledge and Records Management Coordinator	20. Telephone Number 410-313-7475	21. Date March 13, 2018

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	AGENCY RECORDS INVENTORY Page 7 OF 7
1. Department/Agency Howard County Public School System (HCPSS)	2. Division School Planning	3. Unit
DEFINITION: Records 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 Capital Budget Final Reports	5. Earliest Year/Latest Year <u>1978</u> to <u>Current</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.) Capital Budget Final Reports - This record series includes final capital budget documents and final adopted annual Board of Education Budget pages. Note: HCPSS Construction is the official records custodian of these records; hence, the reason for non-permanent status		
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 checked="" type="checkbox"/> Other (specify) <u>Electronic Database & Binders</u>	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>30</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronic dataset (5 MBs)</u> 10. Annual Accumulation <u>As noted in category field</u> Number <input checked="" type="checkbox"/> File Drawer(s) <u>2</u> <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>1 MB</u>
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>20</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Central Office- Portable #177, 10910 Clarksville Pike, Ellicott City MD 20142	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>At all HCPSS construction departments (address varies by location)</small>	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input type="checkbox"/> None <input checked="" 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 Non-Permanent. Retain current fiscal year plus 19 years, then destroy.	
19. Name and Title of Preparer Erika Hawkins, Knowledge and Records Management Coordinator	20. Telephone Number 410-313-7475	21. Date March 13, 2018