## 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

<u>.                                    </u>	Toward County Fabric Controls (From C	, . <u></u>				
Item No.	Description		Retention			
	"The issuance of a legal hold by the Of any portion of this record retention pootherwise calls for the disposal, trans records subject to the hold, until the holy the Office of Law. No record that hold may be altered, disposed of, transeven if the scheduled destruction dat person preparing to alter, dispose of, record must ascertain whether a litigatic record before doing so."					
		,	•			
	, ··					
	approved by Department, Agency, or epresentative	Schedule Approved	by HCPSS Representative			
Date: Signature: Typed Name	HAIS Mussell	Date:	118 Cyawkins			
•	approved by County Records nt Representative	Schedule Authorized by State Archivist				
Date: Signature:	19egra Martin	Date: 3-30-18 Signature:				

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

Schedule No. C-1415

Page 2 of 3

em	Description	Retention		
o				
1	Property Ownership Files - Includes but not limited to the following items:			
	Property Deeds – all properties owned by HCPS (list is comprised on Excel spreadsheet).	Permanent. Forward copies to MSA when new deed is acquired.		
	<ol> <li>Rights of Entry – allowances by outside parties to enter property for purposes of surveys, environmental analysis, public sewer/water connections</li> </ol>	Items 2 thru 5: Non-Permanent. Retain ur structure is no longer owned		
-	<ol> <li>Easements – public easements for access through our site or for public water/sewer connections</li> </ol>	or operated by the Agency, then destroy.		
	<ol> <li>Site Acquisitions – records contain information as to why/why not considered by HCPSS or BOE for purchase</li> </ol>	·		
•	<ol> <li>Disposition for HCPSS Properties – records contain information as to the disposition of HCPSS properties to HoCo Government</li> </ol>			
2	Student Enrollment Projections (for all HCPSS school facilities or structures) - Includes but not limited to the following Items:	Items 1 thru 7:		
	Feasibility Study - an annual report detailing the following year's projections, school needs and strategies to manage growth	Non-Permanent. Retain for 10 years, then destroy.		
	<ol> <li>Accuracy Reports - an annual report on the accuracy of a year's projection based on September 30 enrollment of the same year.</li> </ol>	·		
	<ol> <li>State Confirmation Reports – Annual reporting of enrollment projections to MDE</li> </ol>			
	Boundary Adjustments (Redistricting) Summary Notes - summary of attendance area committee work for boundary changes (redistricting)			
	5. Appeals Paperwork			
	Resolutions – Board decisions on boundary changes and school attendance areas			
	Attendance Area Maps – maps containing past attendance area boundaries			

## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION ECORDS RETENTION AND DISPOSAL SCHED

Agency: Howard County Public School System (HCPSS)

Schedule No. C-1415

Page 3

of 3

RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Division/Unit: School Planning

tem 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.		

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Instructions –Type or Print a separate form for	DEPARTME	ENT OF GENERAL SERVICES		S AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with RECORI		S MANAGEMENT DIVISION				
Records Retention Schedule (DGS 550-1)	7275 Waterloo Road			_ ,		
•		P.O. Box 275		Page 1 OF 7		
	Je:	Jessup, Maryland 20794				
4 B	0.00					
1. Department/Agency	2. Division	). Discouring		3. Unit		
Howard County Public School System (HCPSS)	School	ol Planning				
DEFINITION: Records Series- A group of related r	ecords normally	filed and used as a u	nit for re	erence as well as retention and disposition purposes	-	
Record Series Title			5. Ea	liest Year/Latest Year		
Property Ownership Files				1990 to 2017		
6. Record Series Description (Briefly describe the	types of informa	tion/documents/forms	found i	the series. Include the purpose or function of the series	ries.)	
Property Ownership Files - Includes but not limited	to the following	items:				
(1) Property Deeds – all properties owned by HCP	SS; (2) Rights of	Entry – allowances b	y outsid	parties to enter property for purposes of surveys,		
environmental analysis, public sewer/water connec	ctions; (3) Easem	nents – public easeme	ents for a	ccess through our site or for public water/sewer		
connections; (4) Site Acquisitions – records contain	n information as	to why/why not consid	dered by	HCPSS or BOE for purchase; (5) Disposition for HC	PSS	
Properties – records contain information as to the	disposition of HC	PSS properties to Ho	Co Gov	ernment		
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Vol			
☑ Letter Size ☐ Microfilm	Alphabetical (by	Property)	Number	20 nber		
☑ Legal Size ☐ Computer Tape	Numerical					
☐ Audio Tape ☐ Floppy Disk	Chronological		Computer Tape(s)			
	` O o o o o o o o o o o o o o o o o o o		⊠ Othe	Other (specify) Electronic records in Excel – 5.4 MBs		
☐ Bound Book ☐ Video Tape	Geographical		10 Δε	nual Accumulation		
Other (specify)Spreadsheet - Excel	Other (specify)		10. 7	5		
			Number ·			
·			⊠ File	Drawer(s)		
			☑ File Drawer(s)   ☐ Microfilm Reel(s)			
*				Computer Tape(s)		
			⊠ Othe	r (specify) 5.4 MB Electronic Records		
11. File is Used		12. File Becomes	Inactive	After		
	.•	Item 1 = Permanent		· ·		
☐ Daily ☐ Weekly ☒ Monthly ☐ Ann	oually	<u>Items 2 thru 5 = 10 years</u> Number				
		☐ Month(s) ☐ Year(s)				
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)				
Central Office- Portable #177, 10910 Clarksville Pike, Ellicott City N	AD 20142					
		☐ Yes    No				
15. Access Restrictions (If Yes, cite Law(s) & Rec	julation(s)	16. Audit Requirer	nents			
☐ Yes	None ☐ State ☐ Federal ☐ Independent					
47 In an Indox Suntam used 2 if you supply being	19 Daggers and a	d Datas	inn			
17. Is an Index System used? If yes, explain brief	18. Recommende					
describe requirements	Permanent. Forward copies to MSA when new deed is acquired.			-nt		
☐ Yes            No			nent. Retain until structure is no longer owned or ope	rate0		
19. Name and Title of Preparer	20. Telephone	by the Agency, the	n uestro	21. Date		
Erika Hawkins, Knowledge and Records	20. relephone			March 13, 2018		
Management Coordinator	710-010-1410					

		<u> </u>					
Instructions –Type or Print a separate form for	DEPARTME	ENT OF GENERAL SERVICES		s	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with	RECORDS MANAGEMENT DIV			ſ			
Records Retention Schedule (DGS 550-1)	7275 Waterloo Road			1			
	P.O. Box 275				Page 2 OF 7		
	Jessup, Maryland 20794				•		
	Jessup, Marylanu 20194						
Department/Agency	2. Division				3. Unit		
Howard County Public School System (HCPSS)	School	Planning		l			
DEFINITION: Records Series- A group of related r	ecords normally	filed and used as a	unit for re	eferen	ce as well as retention and disposition purposes.		
Record Series Title			5. Ear	liest Y	ear/Latest Year		
Student Enrollment Projections				19	995 to 2017		
,							
6. Record Series Description (Briefly describe the	types of informa	tion/documents/form	s found	in the	series. Include the purpose or function of the series.)		
Student Enrollment Projections - Includes but not I	imited to the follo	wing Items:					
_		_	needs a	nd str	ategies to manage growth; (2) Accuracy Reports - an		
i					year; (3) State Confirmation Reports – Annual reporting		
					ry of attendance area committee work for boundary		
					ges and school attendance areas; (7) Attendance Area		
Maps – maps containing past attendance area bou		oura accisions on b	Jonasi y	ciletig	jos and sonoor attendance areas, (1) Attendance Area		
Wapa - Mapa containing past attendance area bot	indenes						
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume				
			1 GB				
Letter Size Microfilm	Alphabetical		Number				
☐ Legal Size ☐ Computer Tape	■ Numerical		File Drawer(s)				
Legal Size Computer Lape	_	Micro					
☐ Audio Tape ☐ Ftoppy Disk	Chronological	Com					
_	Geographical	☐ Other (specify) 1 GB Electronic Records					
Bound Book Video Tape	Geographical		10. Annual Accumulation				
☑ Other (specify) Electronic Database	Other (specify)						
	·		Number				
			_				
			☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s)				
	•		Other	r (specit	fy)Electronic Records		
11. File is Used		12. File Becomes	Inactive	After			
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Daily Weekiy Monthly And	luany	Number  ☐ Month(s) ☑ Year(s)					
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)					
Central Office- Portable #177, 10910 Clarksville Pike, Ellicott City I	MD 20142	☐ Yes 🖾 N	o				
•							
15. Access Restrictions (If Yes, cite Law(s) & Reg	gulation(s)	16. Audit Require	ements				
Yes 🔯 No	<b>5</b>			7			
	⊠ None □ State	e L Fed	eral L	_] Independent			
17. Is an Index System used? If yes, explain brief	18. Recommend	ed Reten	tion				
describe requirements	Non-Permanent. Retain for 10 years, then destroy.						
☐ Yes  ☑ No	, , , , , , , , , , , , , , , , , , , ,		· •				
	00 7-1- 1	Niverbar	ſ	~			
19. Name and Title of Preparer	20. Telephone			21.	Date		
Erika Hawkins, Knowledge and Records	410-313-7	4/5			March 13, 2018		
Management Coordinator							

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Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES			s	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with	RECORDS MANAGEMENT DIVISION					
Records Retention Schedule (DGS 550-1)	7:	275 Waterloo Road			Dec. 2 OF 7	
	P.O. Box 275				Page 3 OF 7	
· · · · · · · · · · · · · · · · · · ·	Jessup, Maryland 20794					
				_		
Department/Agency	2. Division				3. Unit	
Howard County Public School System (HCPSS)	School	Planning				
DEFINITION: Records Series- A group of related r	l ecords normally	filed and used as a	unit for rel	feren	ce as well as retention and disposition purposes.	
4. Record Series Title			5. Earli	est Y	ear/Latest Year	
Relocatable Portables				20	000 to 2017	
					<del></del>	
6. Record Series Description (Briefly describe the	types of informa	tion/documents/form	ns found in	n the	series. Include the purpose or function of the series.)	
Relocatable Classrooms (A type of portable bui	Iding installed at	a school location to	temporari	ily pr	ovide additional classroom space where there is a	
	_		-		oms. Contains locations of relocatable classrooms,	
number new and number removed from service					•	
					·	
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volur	ne 5		
Letter Size	Alphabetical		Number		_	
Legal Size Computer Tape	. Numerical					
☐ Audio Tape ☐ Floppy Disk	Chronological		☐ Computer Tape(s)  ☑ Other (specify) 100 MBs Electronic Records			
Bound Book Video Tape	☐ Geographical	Other (specify)				
			10. Ann	ual A	Accumulation	
Other (specify) Electronic Database	Other (specify)	1	As noted in the category field			
			Number			
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			Z Olilei	(speci	y)	
11. File is Used		12. File Become	s Inactive	Afte		
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☐ Daily ☐ Weekly ☒ Monthly ☐ Ann	lually	Number				
12 Current Location/o) /Dide Floor Commit						
13. Current Location(s) (Bldg., Floor, Room)	4D 20142	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)				
Central Office- Portable #177, 10910 Clarksville Pike, Ellicott City !	VID 20142	☑ Yes □ No				
		At all HCPCSS facilities address and varies by location				
15. Access Restrictions (If Yes, cite Law(s) & Reg	ulation(s)	16. Audit Requirements				
, '	, and the second		o, iroing			
☐ Yes		☑ None ☐ State ☐ Federal ☐ Independent			Independent .	
17. Is an Index System used? If yes, explain brief	18. Recommend	ed Retent	ion			
describe requirements		Non-Perman	ent. Retai	in for	10 years, then destroy.	
☐ Yes          No				•		
19. Name and Title of Preparer	20. Telephone	Number	T	21.	Date	
Erika Hawkins, Knowledge and Records	410-313-7				March 13, 2018	
Management Coordinator		-			•	
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Instructions –Type or Print a separate form for	DEPARTME	NT OF GENERAL S	ERVICES	AGENCY RECORDS INVENTORY			
each new or revised record series. Forward with		MANAGEMENT D					
Records Retention Schedule (DGS 550-1)	7:	275 Waterloo Road					
·		P.O. Box 275		Page 4 OF 7			
	Jes	sup, Maryland 2079	4				
4. Damarkaankii aana	O Districe		· · · · · · · · · · · · · · · · · · ·	2 11-2			
1. Department/Agency	2. Division	DI:		3. Unit			
Howard County Public School System (HCPSS)	School	Planning					
DEFINITION: Records Series- A group of related r	ecords normally	filed and used as a	unit for refer	ence as well as retention and disposition purposes.			
Record Series Title			5. Earliest	Year/Latest Year			
Adequate Public Facilities Ordinance (APFO	)			2000 to 2017			
	,			•			
6. Record Series Description (Briefly describe the	types of informat	tion/documents/form	s found in th	ne series. Include the purpose or function of the series.)			
Adequate Public Facilities Ordinance (APFO) - Pro	vides a growth n	nanagement proces	s that will en	able the County to provide adequate public roads, all			
HCPSS schools and structures in a timely manner	and achieve ger	neral plan growth obj	ectives. This	s record series will include all inventory information and			
other records pertaining to County laws and annua	I charts in relatio	n to APFO.		•			
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume	,			
(-,		<b>,</b>		100 MBs			
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	D 04(	•	10. Annua	I Accumulation			
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11. File is Used	,	12. File Becomes Inactive After					
☐ Daily ☑ Weekly ☐ Monthly ☐ Ann	oually	Number .					
,	·	☐ Month(s) ☑ Year(s)					
13. Current Location(s) (Bldg., Floor, Room)	•	14: Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)					
Central Office- Portable #177, 10910 Clarksville Pike, Ellicott City	MD 20142						
		☐ Yes     No					
45. Assess Backristians (IEV) so site Lauria N. Back							
15. Access Restrictions (If Yes, cite Law(s) & Reg	julation(s)	16. Audit Requirements					
☐ Yes		⊠ None □ Stat	None ☐ State ☐ Federal ☐ Independent				
17. Is an Index System used? If yes, explain brief	18. Recommended Retention						
describe requirements	Non-Perman	ent. Retain f	or 10 years, then destroy.				
Yes ⊠ No	,						
19. Name and Title of Preparer	20. Telephone	Number	21. Date				
Erika Hawkins, Knowledge and Records	410-313-7		2	March 13, 2018			
Management Coordinator							

		•				
Instructions –Type or Print a separate form for	DEPARTME	NT OF GENERAL SE	ERVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with	RECORDS MANAGEMENT DIVISION					
Records Retention Schedule (DGS 550-1)	7275 Waterloo Road			Page 5 OF 7		
		P.O. Box 275				
	Jes	ssup, Maryland 20794				
Department/Agency	2. Division			3. Unit		
Howard County Public School System (HCPSS)	School	Planning				
DEFINITION: Records Series- A group of related r	ecords normally	filed and used as a ur	nit for refere	nce as well as retention and disposition purposes		
Record Series Title				t Year/Latest Year		
Facility Reviews				1995 to 2017		
1 acinty Neviews				<del></del>		
6. Record Series Description (Briefly describe the	types of information	tion/documents/forms	found in the	e series. Include the purpose or function of the series.)		
Facility Reviews - This record series includes I	out not limited to	records created whe	n determinir	ng additions, modifications and/or evaluating HCPSS		
facilities.		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	.,	additiono, modificacione andrei evaluating (161 ee		
7. Record Series Format(s) List all	8. Record	Series Sequence	9. Volume			
■ Letter Size	Alphabeti	ical	Number	30		
Z Color Dize	·		<b>-</b>			
Legal Size Computer Tape	Numerical .			☐ File Drawer(s) ☐ Microfilm Reel(s)		
☐ Audio Tape ☐ Floppy Disk	Chronolo	gical	Computer Tape(s)			
☐ Bound Book ☐ Video Tape	☐ Geograph	nical .	Other (specify) Binders			
C COUNT BOOK C VIGEO Fape			10. Annual Accumulation			
Other (specify)	Other (specify)		1			
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		☐ Month(s) ☑ Year(s)				
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)				
Central Office- Portable #177, 10910 Clarksville Pike, Ellicott City N	1D: 20142	☐ Yes       No				
45 4 5 8 414 (100	h P ( )	16. Audit Requirements				
15. Access Restrictions (If Yes, cite Law(s) & Reg	ulation(s)		_	_		
Yes 🖾 No		None ☐ State	Federal	Independent		
17. Is an Index System used? If yes, explain brief	18. Recommended Retention					
describe requirements	Non-Permanent. Retain for 10 years, then destroy.					
☐ Yes   No						
19. Name and Title of Preparer	20. Telephone	Number	21.	Date		
Erika Hawkins, Knowledge and Records	410-313-7	7475		March 13, 2018		
Management Coordinator				•		

Instructions –Type or Print a separate form for	DEPARTME	NT OF GENERAL SEF	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with	1	S MANAGEMENT DIVI		·		
Records Retention Schedule (DGS 550-1)	7:	275 Waterloo Road				
	!	P.O. Box 275		Page 6 OF 7		
·	Jes	sup, Maryland 20794				
Department/Agency	2. Division			3. Unit		
Howard County Public School System (HCPSS)	School	Planning		1		
	:					
DEFINITION: Records Series- A group of related r	ecords normally	filed and used as a unit	t for refere	nce as well as retention and disposition purposes.		
4. Record Series Title	:		5. Earlie	est Year/Latest Year		
School Capacities				2000 to 2017		
6. Record Series Description (Briefly describe the	types of informal	tion/documents/forms f	ound in th	e series. Include the purpose or function of the series.)		
School Capacities - This record series includes b	ut not limited to	methods used to calcul	late eleme	entary, middle and high school capacities.		
	:					
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volum	ne		
	Alphabetical		Number	100 MBs		
Letter Size Microfilm	<del>-</del> -					
Legal Size Computer Tape	Numerical		☐ File Drawer(s) ☐ Microfilm Reel(s)			
Audio Tape Floppy Disk	Chronological			ter Tape(s)		
. Bound Book Video Tape	: Geographical		Other (	specify)Electronic Records		
- South Cook - Video Tape			10. Annual Accumulation			
Other (specify)Electronic Database	Other (specify)		5.4 MBs Number			
	1		Number	Number		
·	1		=	File Drawer(s)		
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	) 			Other (specify) Electronic Records		
11. File is Used		12. File Becomes In	nactive Aft	er		
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☐ Daily ☐ Weekly ☐ Monthly ☐ And	nually	Number  ☐ Month(s) ☑ Year(s)				
	:			·		
13. Current Location(s) (Bldg., Floor, Room)	;	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)				
Central Office- Portable #177, 10910 Clarksville Pike, Ellicott City I	MD 20142	⊠ Yes □ No				
·	;	At all HCPCSS facilities address and varies by location				
15. Access Restrictions (If Yes, cite Law(s) & Rec	16. Audit Requirements					
☐ Yes	i	⊠ None ☐ State ☐ Federal ☐ Independent		☐ Independent		
17. Is an Index System used? If yes, explain brief	18. Recommended Retention					
describe requirements		Non-Permanent	t. Retain fo	or 10 years, then destroy.		
☐ Yes	; +					
19. Name and Title of Preparer	20. Telephone		21	. Date		
Erika Hawkins, Knowledge and Records	410-313-7	7475		March 13, 2018		
Management Coordinator						

Instructions –Type or Print a separate form for	DEPARTMENT OF GEN	NERAL	AGENCY RECORDS INVENTORY			
each new or revised record series. Forward with	SERVICES	•				
Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT	DIVISION				
, ,	7275 Waterloo Roa		Page 7 OF 7			
	P.O. Box 275		,			
		704				
	Jessup, Maryland 20	794				
Department/Agency	2. Division		3. Unit			
Howard County Public School System (HCPSS)	School Planning					
DEFINITION: Records Series- A group of related in	ecords normally filed and used	as a unit for	reference as well as retention and disposition purposes.			
4. Record Series Title		5. Earlies	st Year/Latest Year			
Capital Budget Final Reports			1978 to Current			
	·		<u> </u>			
6. Record Series Description (Briefly describe the	types of information/documents	s/forms found	In the series. Include the purpose or function of the series.)			
Capital Budget Final Reports - This record serie	s includes final capital budget d	ocuments an	d final adopted annual Board of Education Budget pages.			
Note: HCPSS Construction is the official records of	ustodian of these records; henc	e, the reasor	n for non-permanent status			
7. Record Series Format(s) List all	8. Record Series Sequence	9. Volum	<u> </u>			
7. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	·	J. Volum	30			
Letter Size  Microfilm	Alphabetical	Number				
Legal Size Computer Tape	Numerical	ı —				
☐ Audio Tape ☐ Floppy Disk	Chronological	1 =	Computer Tape(s)			
Подружание подружение	_	Other (s	pecify) Electronic dataset (5 MBs)			
☐ Bound Book ☐ Video Tape	Geographical					
★ Other (specify)Electronic Database _ & Binders	Other (specify)	10. A∩nu	al Accumulation			
Other (specify)Electronic Database _a Binders		Number	As noted in category field			
	1					
		File Drawer(s) 2				
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11. File is Used	12. File Be	comes Inactiv	ve After			
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☐ Daily ☑ Weekly ☐ Monthly ☐.Ani	nually Number	Monti	n(s) X Year(s)			
13. Current Location(s) (Bldg., Floor, Room)	14. Is Reco	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)				
Central Office- Portable #177, 10910 Clarksville Pike, Ellicott City	MD 20142 🛛 Yes	⊠ Yes  □ No				
	At all HCPCSS	At all HCPCSS construction departments (address varies by location)				
15. Access Restrictions (If Yes, cite Law(s) & Reg	gulation(s)   16. Audit R	equirements				
Yes 🛛 No		7 e [7 c.	deral Independent			
	: None L	☑ State ☐ Fe	derai independent			
17. Is an Index System used? If yes, explain brief	ly and 18. Recom	mended Rete	ention			
describe requirements	Non-Perma	Non-Permanent. Retain current fiscal year plus 19 years, then destroy.				
Yes 🛛 No						
☐ 169 <b>☑</b> 40						
19. Name and Title of Preparer	20. Telephone Number		21. Date			
Erika Hawkins, Knowledge and Records	410-313-7475		March 13, 2018			
Management Coordinator						