

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

Schedule No. 2846
Page 1 of 1

Agency: Frederick Community College
Division/Unit: Continuing Education & Workforce Development/
Emergency Management Programs

Item No.	Description	Retention
1.	<p><u>Continuing Education Course Materials</u> Forms and documentation relating to the activities of Continuing Education courses, including registration forms, class drop/transfer forms, transcript requests, and certificate requests, syllabi, rosters, final grade reports, and instructor materials.</p>	Scan to Maryland State Archives standards, then destroy paper originals. Retain images for 5 years, then destroy.
2.	<p><u>Credit Course Materials</u> Forms and documentation relating to the activities of Credit courses, including registration forms, class drop/transfer forms, transcript requests, certificate requests, proctor validations, Jacobs contract data (weekly orders), syllabi, rosters, final grade reports, and instructor materials.</p>	Scan to Maryland State Archives standards, then destroy paper originals. Retain images for 5 years, then destroy.
3.	<p><u>Internship Materials</u> Forms and documentation relating to the activities of Internships, including syllabi, rosters, final grade reports, FCC pre-requisites, MOUs, and Learning Objectives.</p>	Scan to Maryland State Archives standards. Retain for five years and then destroy.
4.	<p><u>Program and Course Repository</u> Forms and documentation relating to current and archived Credit courses, including syllabi and Curriculum Committee forms.</p>	Scan to Maryland State Archives standards, then destroy paper originals. Retain images for 5 years, then destroy.

Schedule Approved by Department, Agency, or Division Representative.
Date _____
Signature *Kathy L. Francis*
Typed Name Kathy L. Francis
Title Executive Director, Emergency Management Programs

Schedule Authorized by State Archivist
Date 9-14-17
Signature *T. Bol*

<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 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 1 OF 4</p>
<p>1. Department/Agency Frederick Community College</p>	<p>2. Division Continuing Education and Workforce Development</p>	<p>3. Unit Emergency Management Programs</p>
<p>DEFINITION: RECORD 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 Continuing Education Course Materials</p>	<p>5. Earliest Year/Latest Year 2013 to present</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>Records relating to the activities of Continuing Education courses for Emergency Management Programs.</p> <ul style="list-style-type: none"> - Forms and documentation used for student enrollment purposes including registration forms, class drop/transfer forms, transcript requests, and certificate requests. - Syllabi, rosters, final grade reports, and instructor materials. 		
<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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 6 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used Varies depending upon document; file(s) used as needed.</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After 5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) EMERGENCY MANAGEMENT PROGRAMS departmental offices.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input 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 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention 5 years and then destroy.</p>	
<p>19. Name and Title of Preparer Kathy L. Francis, Executive Director Emergency Management Programs</p>	<p>20. Telephone Number 240.629.7804</p>	<p>21. Date March 9, 2017</p>

<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 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>2</u> OF <u>4</u></p>
<p>1. Department/Agency Frederick Community College</p>	<p>2. Division Continuing Education and Workforce Development</p>	<p>3. Unit Emergency Management Programs</p>
<p>DEFINITION: RECORD 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 Credit Course Materials</p>	<p>5. Earliest Year/Latest Year _2004_ to _present_</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>Records relating to the activities of Credit courses for Emergency Management Programs.</p> <ul style="list-style-type: none"> - Forms and documentation used for student enrollment purposes including registration forms, class drop/transfer forms, transcript requests, and certificate requests. - Jacobs contract data (weekly reports), syllabi, rosters, final grade reports, and instructor materials. 		
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<p>11. File is Used Varies depending upon document; file(s) used as needed.</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After _5_ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) EMERGENCY MANAGEMENT PROGRAMS departmental offices.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> NO</p>	<p>16. Audit Requirements <input 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 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention 5 years and then destroy.</p>	
<p>19. Name and Title of Preparer Kathy L. Francis, Executive Director Emergency Management Programs</p>	<p>20. Telephone Number 240.629.7804</p>	<p>21. Date March 9, 2017</p>

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<p>1. Department/Agency Frederick Community College</p>	<p>2. Division Continuing Education and Workforce Development</p>	<p>3. Unit Emergency Management Programs</p>
<p>DEFINITION: RECORD 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 Internship Materials</p>	<p>5. Earliest Year/Latest Year 2008 to present</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>Records relating to the activities of Internships for Emergency Management Programs</p> <ul style="list-style-type: none"> - Forms and documentation including syllabi, final grade reports, FCC pre-requisites, MOUs, and Learning Objectives. 		
<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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 1 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 type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation 1 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 type="checkbox"/> Other (specify) _____</p>
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<p>13. Current Location(s) (Bldg., Floor, Room) EMERGENCY MANAGEMENT PROGRAMS departmental offices.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input 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 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention 5 years and then destroy.</p>	
<p>19. Name and Title of Preparer Kathy L. Francis, Executive Director Emergency Management Programs</p>	<p>20. Telephone Number 240.629.7804</p>	<p>21. Date March 9, 2017</p>

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<p>1. Department/Agency Frederick Community College</p>	<p>2. Division Continuing Education and Workforce Development</p>	<p>3. Unit Emergency Management Programs</p>
<p>DEFINITION: RECORD 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 Program and Course Repository</p>	<p>5. Earliest Year/Latest Year <u>2004</u> to <u>present</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>Records relating to current and archived Credit courses for Emergency Management Programs.</p> <ul style="list-style-type: none"> - Forms and documentation including syllabi and Curriculum Committee forms. 		
<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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>10</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
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<p>19. Name and Title of Preparer Kathy L. Francis, Executive Director Emergency Management Programs</p>	<p>20. Telephone Number 240.629.7804</p>	<p>21. Date March 9, 2017</p>

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> 1 </u> of <u> 8 </u>
1 DEPARTMENT/AGENCY Frederick Community College	2 DIVISION Continuing Education and Workforce Development	3 UNIT Emergency Management Programs
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 Continuing Education Course Materials	5 EARLIEST YEAR/LATEST YEAR <u> 2013 </u> TO <u> present </u>	
6 INPUT - Identify source of information to be entered Documentation received from students, instructors, and/or Program Manager. Forms and documentation used for student enrollment purposes are scanned into Perceptive Content. Syllabi, rosters, final grade reports, and instructional materials relating to the activities of Continuing Education courses are stored on a shared network drive.	7 OUTPUT - Identify the use/s of information generated by system Referral and historical storage for use as needed.	
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Records relating to the activities of Continuing Education courses for Emergency Management Programs <ul style="list-style-type: none"> - Forms and documentation used for student enrollment purposes including registration forms, class drop/transfer forms, transcript requests, and certificate requests. - Syllabi, rosters, final grade reports, and instructor materials. 		
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. The College's policy indicates that employees are granted access to data and information resources required to carry out the responsibilities of their position. Access limited to needs based on individual job description.		
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Documents scanned into Perceptive Content are not revised. Records stored in departmental folder on shared network drives can be revised by individuals with access. Revisions are indicated in file title, in addition to month, date, and year ex: File_v2.03.08.17.		
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. Paper documents held for scanning are kept in a secure filing cabinet. Once scanned into Perceptive Content, the paper documents are held for 5 years, then shredded. Digitally scanned records are retained on the College's secure servers. Instructor materials relating to the activities of Continuing Education courses are stored within departmental folder on a shared network drive. Visibility and access is limited to departmental staff. Virtual shells of Continuing Education courses are maintained on Blackboard (learning platform) with limited access.		
12 RECOMMENDED RETENTION		

5 years and then destroy.		
13 TYPED OR PRINTED NAME OF PREPARER Kathy L. Francis	14 TELEPHONE NUMBER 240-629-7804	15 DATE March 9, 2017
16 TITLE OF PREPARER Executive Director, Emergency Management Programs		
DGS 550-6 (rev. 10/12)		

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>3</u> of <u>8</u>
1 DEPARTMENT/AGENCY Frederick Community College	2 DIVISION Continuing Education and Workforce Development	3 UNIT Emergency Management Programs
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 Credit Course Materials	5 EARLIEST YEAR/LATEST YEAR <u>2004</u> TO <u>present</u>	
6 INPUT - Identify source of information to be entered Documentation received from students, instructors, and/or Program Manager. Forms and documentation used for student enrollment purposes are scanned into Perceptive Content. Jacobs contract data (weekly orders), proctor validations, syllabi, rosters, final grade reports, and instructional materials relating to the activities of Credit courses are stored on a shared network drive.	7 OUTPUT - Identify the use/s of information generated by system Referral and historical storage for use as needed.	
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1 DEPARTMENT/AGENCY Frederick Community College		2 DIVISION Continuing Education and Workforce Development		3 UNIT Emergency Management Programs	
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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. Paper documents are kept in a secure filing cabinet for 5 years, then shredded. Digitally scanned records are retained on the College's secure servers, within departmental folder on a shared network drive. Visibility and access is limited to departmental staff.					
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13 TYPED OR PRINTED NAME OF PREPARER Kathy L. Francis		14 TELEPHONE NUMBER 240-629-7804		15 DATE March 9, 2017	

16 TITLE OF PREPARER Executive Director, Emergency Management Programs	
DGS 550-6 (rev. 10/12)	

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				Page <u> 7 </u> of <u> 8 </u>	
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16 TITLE OF PREPARER					

8 of 8

Executive Director, Emergency Management Programs	
DGS 550-6 (rev. 10/12)	