

**Administrative Procedures for Policy #1920 (Administration)
Regarding Records—Retention and Disposition**

I. Guidelines:

A. Administration

1. Board records will consist of minutes of all meetings of the Board. They will be maintained in a digital-electronic format by the Assistant to the Board. These records are to be retained indefinitely. Official correspondence, resolutions, annual reports or other documents associated with the official responsibilities of the Board and/or its members will be maintained for a period of at least (1) year. Electronic records between the Board of Education members and staff will be treated in the same manner as all other electronic documents in the Calvert County Public School System.
2. Educational Specifications for schools are maintained in an electronically protected file labeled Educational Specifications and shall reside with the Administration's electronic storage system. Original drawings and specifications documents will be maintained in the office of the person supervising school construction. In accordance with the Maryland State Department of Education's Records Retention and Disposition Reference Manual, and Maryland Student Records System Manual with any subsequent revisions issued by the MSDE and/or regulations from the State Board of Education, electronic records will be retained by the Department of Information Technology. Back-ups of those records will also be retained.
3. Construction and Maintenance records are retained within the Departments of Planning and Construction or School Facilities. The Director of each department will determine when older records are either archived or disposed of when no longer needed.
 - a. Construction—Follow the Department of General Services records retention and disposal schedule.
 - 1) Educational Specifications—retain for three (3) years, then destroy.
 - 2) Other Construction Documents —retain until the Board of Education ownership is terminated, then transfer to new owner.
 - b. Maintenance—Follow the MSDE Manual for Records Retention and Disposition. These guidelines are consistent with the Code of Maryland Regulation (COMAR 14.18.02), Environmental Protection Agency (EPA), Maryland Department of Environment (MDE), and Asbestos Hazardous Emergency Response Act (AHERA).

- 1) MDE—test results of drinking water—bacteria, lead, copper, arsenic, etc. Both MDE and the Maintenance Department will keep these records indefinitely.
 - 2) AHERA—asbestos management plans will be maintained for all school buildings indefinitely.
 - 3) Other Maintenance Records—will be retained or disposed of according to the MSDE Manual.
4. Financial Records
- a. In accordance with the Maryland State Department of Education’s Records Retention and Disposition Reference Manual (Revised 1999), and Maryland Student Data System, with any subsequent revisions issued by the MSDE and/or regulations from the State Board of Education, financial records will be retained at the Central Office location, in the Finance electronic storage system, and held at the discretion of the Chief Finance Officer.
5. Personnel Records
- a. The Office of Human Resources will maintain in a current state those records which will reflect an accurate history of each Calvert County Public Schools (CCPS) employee. Employee records are maintained for the guidance of the administration and for the benefit of the employee.
 - 1) All official physical records will be kept in the Office of Human Resources except in cases where the files have been scanned to the CCPS electronic Employee Records database.
 - 2) Records will be maintained in a manner to ensure confidentiality and only those individuals who are authorized and meet the ‘needs to know’ standard with specific records will have access to them.
 - 3) The Superintendent or his/her designee has the prerogative to designate material for inclusion in the employee record of anyone under his/her supervision. No letter, memoranda, or document that can be construed as being derogatory in nature can be included in an employee record maintained by the Office of Human Resources unless the employee is notified that it is being placed in their file and they are given an opportunity to reply in writing to the questioned material. A signature on the original document constitutes knowledge of the material, but not necessarily concurrence.
 - 4) Active employees may review and obtain copies of documents from his/her official employee record file as maintained by the Office of Human Resources by submitting an official request to review his/her employee record and scheduling an appointment.

- 5) Information will be released from employee records to others only upon written consent of the employee concerned (with the exception of those individuals and instances outlined in 'a' and 'b' below).
 - i. As an exception to the above, supervisors and principals may screen the records of employees assigned to their offices and schools. They may also screen applicant files to determine qualifications for hiring.
 - ii. In cases where the record must be revealed by law, court order, subpoena, litigation, or other legal complaint process, as determined by the Superintendent or designee, written consent of the employee concerned is not required.
- b. CCPS' Personnel Records Retention Schedule lists various types of records maintained by the school system. For each type of record, the schedule shall include the minimum retention period. Personnel records will be retained during active employment with Calvert County Public Schools (CCPS) and maintained for a minimum of four (4) years after separation of employment from CCPS. For records not expressly listed in the schedule, the minimum retention period shall be four (4) years, or until all audit requirements are met, whichever is later. The records retention schedule shall be followed in all cases, unless a specific record is subject to a litigation hold or subpoenaed, or unless the record is otherwise specifically determined by a school system employee with authority over the record to be necessary for retention beyond the required retention period.

CCPS Employee Records will be retained and disposed of in accordance with CCPS' Personnel Records Retention Schedule and aligned to State and Federal Laws.

Table 1 CCPS' Personnel Records Retention Schedule

Personnel Record	Retention Period (After separation of employment)	Electronic Location Employee Records Folders
Records of Dates of Employment and Positions Held	PERMANENT	
Appointment Notices	Seven (7) years	Personnel (Appointment Notices)
Personnel Action Forms	Seven (7) years	Personnel (Historic PAF)
Job Descriptions	Seven (7) years	Personnel (Historic Job Descriptions)
Employment Contract	Seven (7) years	Contracts & Agreements (Historic Contracts)
Current Certification with expiration date	Seven (7) years	Certification (Teaching Certificate)
Communication related to Certification	Seven (7) years	Communication (Confidential Certification Communication)
Expired Certification Documentation	Seven (7) years	Certification (Historic Certification)
Record of CPDs used to renew Certification	Seven (7) years	Certification (Official Transcripts)
Official Transcripts	Seven (7) years	Certification (Official Transcripts)
College Billing Related to Certification	Seven (7) years	College Billing (Historic College Billing)
Verification of Employment Forms for Hire	Seven (7) years	Certification (Completed VOEs)
Employee Evaluations	Seven (7) years	Evaluations (Historic Evaluations)
Employee Communication	Seven (7) years	Communication (Confidential Employee Communication)
Outgoing Verification of Employment Requests	Seven (7) years	Personnel (Outgoing VOE)
Leave Information (FMLA, ADA, Borrowed, Transferred)	Seven (7) years	Leave (Historic Leave)
Onboarding Hire Documents	Seven (7) years	Completed Onboarding Forms
Exit Checklists	Seven (7) years	Benefits (Historic Benefits)
I-9 Forms, Immigration, and Supporting Documents	Seven (7) years	I-9 *Maintained separate from other personnel records for access by DOL and USCIS officials
Security Clearance Documents (CJIS, FBI, Drug Testing)	Seven (7) years	Security Screening (Confidential)
Employee Benefits Enrollment Forms	Seven (7) years after change in enrollment	Benefits (Historic Benefits)
Application/Pre-Employment Materials (Hired)	Seven (7) years	Historic Hiring Documents (Confidential)
Application/Pre-Employment Materials (Non – Hire)	Four (4) years after non-selection	Electronic Application Database (No Employee Record)
Employee Disciplinary Documents	Seven (7) years	Manager's File
Life Insurance Beneficiary Forms	PERMANENT	Benefits
Employee Accident Records (including Workers' Compensation)	Seven (7) years (or until case is closed)	FMLA – WC (Confidential)

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Employee Collective Bargaining Grievance Records of Cases Filed by Employee/Employer Relations	Five (5) years (or until the case is closed)	Manager's File
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B. Instruction

1. Office of the Chief Academic Officer

- a. Committees Convened at the request of the Superintendent or the Chief Academic Officer
 - 1) Minutes, Agenda, and Final reports will be archived until the person who convened the committee determines it is no longer useful to do so.
 - 2) Documents that arise from curriculum supervision should be archived in the Instruction Department's electronic files, labeled on one of the Board servers available for this purpose. These documents can be accessed by the instructional supervisor and the secretary assigned to the instructional supervisor as well as certain system representatives.
- b. Memorandums of Understanding—Memorandums of Understanding represent formal agreements between Calvert County Public Schools and identified partners. Original documents reside with the Supervisor of Procurement, with copies forwarded to the originator and the appropriate Director and maintained in a central document file by the Chief Academic Officer.
- c. Copies of Request for Proposals and Submitted Proposals—Copies of Request for proposals and submitted proposals will be on file in hard copy or email in the office of the appropriate Director. Documents will also be archived in a folder on the hard drive. Records that need to be maintained to meet grant specifications will also be archived with the grant file on the hard drive. Copies will be disposed of at the discretion of the Director.
- d. Test Administration and Data Reporting Procedures Retention of Information—The following information shall be retained by the School Test Coordinator: all state required tests for six years after the date of test administration for each testing group for each testing day to include the name and identification number for each student, the school and system names and identifiers, and the names of the test administrators, examiners, and proctors.
 - 1) The above information should be kept in a central location which is known to all school administrative personnel.
- e. Data Reporting—Collection, Storage, and Retrieval of Data—Procedures for the collection, storage, and retrieval of data shall be developed and

reviewed annually by the Local Accountability Coordinator in cooperation with the Department of Information Technology.

f. Curriculum Records

- 1) Curriculum Document- Electronic curriculum will be housed on the approved web-based learning management system. Content supervisors will follow procedures set forth in Procedure 2315.1 in creating and seeking approval of curricular documents.
- 2) All records relating to the current curriculum will be retained until superseded or declared obsolete by the appropriate Director with approval of the Chief Academic Officer.

g. Summer School

- 1) Elementary—All assessments and gradebooks, both digital and/or hardcopy, must be retained by the principal for Three (3) years after the summer session. Assessments shall be kept in the students' instructional folders.
- 2) Middle School—The electronic gradebook is maintained in the CCPS student management system.
- 3) High School— The electronic gradebook is maintained in the CCPS student management system. Registration information will be maintained at the location of summer school.

2. Special Education

a. Special Education Records—The Special Education Department is responsible for maintaining the following records:

- 1) Student IEP records
- 2) Monitoring/compliance records
- 3) Grants
- 4) Due process hearing records
- 5) MSDE complaint records
- 6) Related Services Logs
- 7) Medicaid Billing

b. Retention of Records

- 1) Student Part B IEP records include all documents associated with the identification, evaluation, placement and the provision of free, appropriate public education (FAPE).
 - i. Part B IEP records for students attending Calvert County Public Schools are found in the school in which the student is attending; for students attending private schools or students ages 3-5, the records are found in

the school in which the student receives the special education services. In the event the child receives services in a daycare or private school, the records will be maintained at the school designated as responsible for the IEP or service plan. For students attending nonpublic schools, the records are found in the CCPS Special Education Department Non-Public Office.

- ii. The records are kept in a secure location (locked file or locked room) in the building. The records are kept confidential and access to them is limited.
 - iii. Student Part B IEP records for the most current three (3) years will be maintained in the IEP file; Part B IEP records and other related information older than three (3) years will be maintained in a "confidential folder or envelope."
 - iv. If a student graduates from CCPS with a high school diploma or exits with a certificate of completion, Part B IEP records will be stored, in the student's home school, for six (6) years following graduation/exit from school.
 - v. In the event a student withdraws from CCPS, the records must be kept for 6 years after the withdrawal.
- 2) A student who transitions to Part B services will have his/her Part C Early Intervention records become part of the IEP records and the above procedures apply. All other Part C records maintained by CCPS will be retained for six (6) years.
 - 3) Monitoring/compliance data will be stored electronically in the CCPS Special Education Department Office.
 - i. This information will be disposed of five (5) years following the compliance review of MSDE.
 - 4) All grants will be maintained electronically in the CCPS Special Education Department Office.
 - i. This information will be disposed of five (5) years following the implementation of the grant.
 - 5) All due process hearing records will be maintained in the CCPS Special Education Department Office.
 - i. If a student graduates from CCPS, due process hearing records will be stored for six (6) years following graduation.
 - ii. In the event a student withdraws from CCPS, the records must be kept for six (6) years after the withdrawal.

- 6) All MSDE Complaint records will be maintained in the CCPS Special Education Department Office.
 - i. If a student graduates from CCPS with a high school diploma or exits with a certificate of completion, MSDE complaint records related to the individual student will be stored for six (6) years following graduation/exit.
 - ii. In the event a student withdraws from CCPS, the records must be kept for six (6) years after the date of the withdrawal.
- c. Directions for Disposition of Records
 - 1) Individual Education Program (IEP) records will be stored for six (6) years following graduation from school. In the event a student withdraws prior to graduation, the records must be kept for 6 years from the date of the withdrawal.
 - 2) The home school must complete a Work Request for Destruction of Special Education Records.
 - 3) The Work Request for Destruction of Special Education Records will specify (1) the nature of the records; (2) the name of the student whose records will be shredded or burned; (3) the student's date of graduation or withdrawal from CCPS schools, and (4) the student's date of birth.
 - 4) The Work Request for Destruction of Special Education Records will be reviewed and signed by the principal of the home school and the Special Education Director and/or Supervisor.
 - 5) A copy of the Work Request for Destruction of Special Education Records will be maintained in the student's Cumulative folder permanently.
 - 6) The warehouse will shred only those IEP records or burn audio tapes that are accompanied by a Work Request for Destruction of Special Education Records signed by the principal and the Special Education Director and/or Supervisor.

Calvert County Public Schools
Work Request for Destruction of Special Education Records

If a student graduates from Calvert County Public Schools with a high school diploma or exits with a certificate of completion, IEP records will be stored in the student's home school for six (6) years following graduation/exit.

In the event a student withdraws from CCPS, the records must be kept for six (6) years after the withdrawal.

School Name:

Person making the request:

Description of Request:

Student Name:

Student Birthdate:

Date of Graduation or Withdrawal:

Printed name	Signature of Principal	Date
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Printed name	Signature of Director/Supervisor of Special Education	Date
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Special Education records are to be maintained for six [6] years after graduation, withdrawal from school, or dismissal from special education services.

Destruction Completed

Date: _____

Signature: _____

C. Student Services

1. Student records provide written documentation of the academic performance of a child. Records must be kept in an orderly and up-to-date manner to ensure accurate information is available to plan for a child's education.
2. All student records will be maintained in accordance with The Family Educational Rights and Privacy Act (FERPA), all appropriate Code of Maryland Regulations (COMAR), the Annotated Code of Maryland, Maryland Student

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Record System Manual and Calvert County Board of Education Policy 1920 Regarding Records, Retention and Disposition.

- a. Retention of Student Records—Below is a list of student records and timelines for their retention in accordance with the Maryland State Department of Education.

Table 2 Student Record Cards

Number	Record Title or Description	Retention Period
SR 1, Side 1	Student’s Personal Data	Permanent
SR 1, Side 2	Student’s School Attendance Data	Permanent
SR 2, Side 1	Annual Early Childhood School Performance	Student – Age 21
SR 2, Side 2	Annual Middle School Performance	Student – Age 21
SR 3, Side 1	Annual Secondary School Performance	Permanent
SR 3, Side 2	Maryland High School Graduation Requirements	Permanent
SR 3A, Side 1	Maryland High School Assessment Results	Student – Age 21
SR 3B	Maryland High School Assessment Performance	Student – Age 21
SR 3A, Side 2	High School Test Results Outside of State Assessments	Student – Age 21
SR 4, Side 1	Maryland State Assessment Results Elementary and Middle Grades	Student – Age 21
SR 4, Side 2	Local School System Testing	Student – Age 21
SR 5, Side 1	Health Screening	Student – Age 21
SR 5, Side 2	Health Screenings, Examinations, and Evaluations	Student – Age 21
MDH Form 896	Immunization Records	Five Years or Age 21 (whichever is later)
DHMH Form 4620	Blood Lead Certificate	Five Years or Age 21 (whichever is later)
SR 7	Maryland Student Exit Record	Three (3) Years
CR 1 (Obsolete)	Achievement and Attendance Record	Permanent
CR 5 (Obsolete)	Permanent Record, Elementary School	Permanent
PDS 1 (Obsolete)	Personal and Family Information	Permanent
PDS 2 (obsolete)	Subject Performance Information	Permanent

Table 3 Student Record Cards

Record Title or Description	Retention Period
Other Pupil Records prior to 1957 similar to CR-1 and CR-5	Permanent
Reports of suspected child abuse and neglect	Not part of the permanent record
Discipline Records	Graduation or Completion of High School program, or Age 21

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Information Required for English Learners	Graduation or Completion of High School Program, or Age 21
Statewide Educational Interview Form	One (1) year
Reportable Offense Records including gang related offenses (<u>Md. Cod. Ed. Art. §7-303; Comar 13A.08.01.17c(7)</u>)	Not part of the permanent record. Destroyed when the first of the following occurs: <ul style="list-style-type: none"> • Student graduates; • Student permanently leaves school; • Student turns 22; • Criminal case involving the reportable offense is dismissed; • Student is found not guilty of the reportable offense; or • Student pleads to lesser offense that was not a reportable offense.
State-mandated bullying, harassment or intimidation reports contained in report form or received from tip line (<u>Md. Code. Ed. Art. §7-424</u>)	Not part of the permanent record
State-mandated reports of incidences of suspected gang activity or similar destructive or illegal group behavior (<u>Md. Code. Ed. Art. §7-424.2 and Maryland's Model Policy to Address Bullying, Harassment, or intimidation</u>)	Destroy immediately if unsubstantiated, otherwise, maintain until student graduates, permanently leaves school, or turns 22.
Maryland Student Assistance Program (MSPAP) records	Not part of the permanent record
Copies of student records for students who have exited a school	Four (4) years

Table 4 Records Required for Students with Disabilities

Record Title or Description	Retention Period
Individualized Education Program (IEP)/Individualized Family Service Plan (IFSP) (Including progress reports)	Six (6) years
Special Services information System (SSIS) Form	Six (6) years
Assessment Reports	Six (6) years
IEP/IFSP Team Meeting Summary Sheets and Notes	Six (6) years
Medical Assistance Records	Six (6) years

Table 5 Student Record Cards

Card Number	Record Title or Description	Retention Period
SR-1	Personal Data	Permanent
SR-2	Annual School Performance Data Summary Grade Levels PreK-8	Pupil—Age 21
SR-3	Annual Secondary School Performance Data Summary – Grade Levels 9-12	Permanent

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SR-4	Test Information	Pupil—Age 21
SR-5	Health screening, Examinations and Evaluations	Pupil—Age 21
SR-6	Record of Physical Examination	Pupil—Age 21
SR-7	Maryland Student Transfer Record	Three (3) Years
N/A	Discipline Records	Graduation or Completion of High School Program or Age 21
N/A	Information Required for Students with Disabilities Individualized Educational Program (IEP) Special Service Information Systems (SSIS) Form Assessment Reports IEP Team Meeting Summary Sheets and Notes Medical Assistance Reports	Six (6) Years Six (6) Years Six (6) Years Six (6) Years Six (6) Years

b. Request to Amend Student Records

- 1) In accordance with Section 99.20 of regulations promulgated from the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, student records will be amended as follows:
 - i. Either the parent of a student or an eligible student who believes that information contained in the records of the student is inaccurate or misleading.
 - ii. The educational agency or institution shall decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request.
 - iii. If the educational agency or institution decides to refuse to amend the education records of the student in accordance with the request, it shall so inform the parent of the student or the eligible student of the refusal and advise the parent or the eligible student of the right to a hearing under S99.21.

c. Transfer of Records

- 1) Student data must be cumulative and continuous if the data are to assist the teacher in providing optimum instruction to each student. Accordingly, if the student's record is to be complete it should follow the student from grade to grade and from school to school. A hand carried transfer card (SR-7) will be provided to the parent/guardian of the student at the time of the withdrawal.
- 2) No record will be sent until a request is received from the school in which the student has entered.

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- 3) When a student transfers to another public school in Maryland, the original student records in their entirety including special education and discipline records will be sent. Copies of attendance information (SR Card 1) and all subject performance information (SR Cards 2 and 3) will be kept in the sending school.
- 4) When a student transfers to an out-of-state school or a nonpublic school, the original record cards will be kept. Copies of SR Card 1, SR Card 2, SR Card 3, SR Card 4, SR Card 6, immunization data, special education information/records, and discipline records will be sent.
- 5) A copy of the record (or the original) must remain in the building for every withdrawal, including moving from elementary to middle and from middle to high school where the Invoice to Accompany Student Records will suffice.

CHILD ABUSE AND NEGLECT RECORDS SHALL NOT BE TRANSFERRED WITH THE STUDENT'S CUMULATIVE RECORDS TO ANY SCHOOL

d. Children in State-Supervised Care

- 1) A child who is in the custody of, committed to, or otherwise placed by a placement agency must be promptly enrolled, placed, and provided appropriate services. The prompt transfer of educational records is critical to student academic success.
- 2) Notice of Enrollment or Imminent Enrollment:
 - i. Prior to or concurrent with the placement or modification of the placement of a child in State-Supervised Care, a placement agency responsible for the child in State-Supervised Care or placement agency's designee shall provide notice to a receiving school regarding the enrollment or imminent enrollment of the child in State-Supervised Care.
 - ii. The parent, education guardian, parent surrogate, foster parent, court appointed attorney, or court appointed special advocate acting on behalf of the child in State-Supervised Care may provide notice to a receiving school regarding the enrollment or imminent enrollment of the child in State-Supervised Care.
- 3) Receiving School:

- i. Once a school receives notice of enrollment of a child in State-Supervised Care, the school has two (2) days to respond as follows:
 - 1. Request in writing, the educational records of the child in State-Supervised Care from the sending school;
 - 2. Provide a copy of the request to the child in State-Supervised Care or the responsible adult acting on behalf of the child in State-Supervised Care; and
 - 3. Inform the child in State-Supervised Care, or the responsible adult acting on behalf of the child in State-Supervised Care of the rights set forth in this regulation.

4) Sending School:

- i. After receiving notice, a sending school shall immediately inform the receiving school orally of the grade level in which the child in State-Supervised Care was last enrolled, and the status of the child in State-Supervised Care with regard to a 504 Plan or an Individual Education Program (IEP). Within three (3) days following receipt of the notice, the sending school must send by mail or transit electronically to the receiving school copy of the following:
 - 1. A complete student withdrawal or transfer record of child in State-Supervised Care;
 - 2. The academic records of the child in State-Supervised Care;
 - 3. The discipline records of the child in State-Supervised Care;
 - 4. The immigration records of a child in State-Supervised Care; and
 - 5. If applicable, the most recent IEP or 504 Plan and the most recent assessment of the child in State-Supervised Care.
 - a. A placement agency or school employee may hand carry the documents listed in this section from a sending school to a receiving school.

5) Dispute Resolution

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- 1) The principal is responsible for:
 - i. Collecting required data in accordance with the Code of Maryland (COMAR) for each student in the school.
 - ii. Establishing and maintaining complete and accurate records.
 - iii. Ensuring the security of each student's cumulative, health and, when appropriate, confidential folders.
- 2) The Department of Student Services has primary responsibility for the maintenance of copies of psychological reports and for their dissemination to other agency personnel or private practitioners, provided that the parent/guardian/eligible student has granted permission in writing for the forwarding of such reports.