

**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 Assistant Superintendent of Instruction. Original drawings and specifications documents will be maintained in the office of the person supervising school construction.
3. Electronic Records—In accordance with the Maryland State Department of Education’s Records Retention and Disposition Reference Manual, and Maryland Student Data System, with any subsequent revisions issued by the MSDE and/or regulations from the State Board of Education, electronic records will be retained at the Central Office location by the Department of Information Technology. Back-ups of those records will be retained at an offsite data center.
4. Construction and Maintenance records are retained within the Maintenance Department. 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 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.

5. 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 and held at the discretion of the Executive Director of Finance.

6. Personnel Records

- a. Personnel records will be retained or disposed of in compliance with procedures outlined in the Records Retention and Disposition Reference Manual for Public Education of Maryland with any subsequent revisions issued by the MSDE and/or regulations from the State Board of Education.
- b. Personnel records of observation and evaluation forms in teachers’ personnel files will be disposed of and retained in the following manner:
 - 1) All final “Summative Evaluation Forms” will be maintained in an electronically protected file.
 - 2) All “Rating Observation Forms” which were recorded in the same year as a teacher was recommended for Second Class status will be maintained in an electronically protected file.
 - 3) All “Rating Observation Forms” which were recorded in the same year as a teacher received at least one “unsatisfactory” rating on the “Summative Evaluation Form” will be maintained in an electronically protected file.
 - 4) All “Anecdotal Record of Performance of Administrative Duties Forms” will be retained in the appropriate personnel file.
 - 5) At the end of the academic year (June 30), all observation forms other than those described above will be removed from the personnel file and destroyed.
- c. Back-ups of personnel records will be held electronically at an offsite data center by the Department of Information Technology.

B. Instruction

1. Office of the Assistant Superintendent of Instruction

- a. Committees Convened at the request of the Superintendent or the Assistant Superintendent of Instruction
 - 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 a file so 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 originator, with copies forwarded to the appropriate Director and maintained in a central document file by the Assistant Superintendent of Instruction.
- 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 e-mail 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 shall 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 housed on the approved web-based learning 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 current curriculum will be retained until superseded or declared obsolete by the appropriate Director with approval of the Assistant Superintendent of Instruction.

g. Summer School

- 1) Elementary—The grade book and appropriate assessments shall be retained by the principal or designee for three years after the summer session. Assessments shall be kept in the student's instructional folder. The grade book shall be kept with the current year grade books. (A hard copy must be maintained at the school, if using the electronic grade book.
- 2) Middle School—The grade book shall be retained by the principal or designee for three years after the summer session. The grade book shall be kept with the current year grade books. (If using the electronic grade book, a hard copy must be maintained at the school level.)
- 3) High School—The following information shall be retained by the Director of Secondary Curriculum and Instruction for three years after the summer session.
 - i. All teacher grade books and a copy of all electronic grades
 - ii. Names of students attending the summer session, home school, and student ID number.

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 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 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 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 the (1) 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 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 a written picture of the academic performance of a child. Therefore, the orderly and completed maintenance of these records is necessary 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 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.

Current 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
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	3 Years
N/A	Discipline Records	Graduation or Completion of High School Program or Age 21
N/A	Statewide Educational Interview Form	1 Year
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	6 Years 6 Years 6 Years 6 Years 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:

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Procedures Written: 2/10/05

Procedures Revised: 11/9/06; 7/30/07; 6/21/18

- 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.
- 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

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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 notices 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 right 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 Plan (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

- i. If a dispute occurs, it must be resolved within twenty (20) school days after the request resolution is filed. A letter to the Director of Student Services must be submitted within five (5) days of the dispute. During the dispute resolution process, the child in State-Supervised Care shall remain enrolled in the receiving school
- ii. The receiving school shall provide appropriate educational services including the implementation of an existing IEP or 504 Plan for a child in State-Supervised Care who is the subject of a dispute.

6) Compliance

- i. Calvert County Public Schools shall certify annually that it is in compliance with the records transfer law. Verification of compliance will include notice that the law requirements have been provided to principals, teachers, other school personnel, children in State-Supervised Care, responsible adults acting on behalf of the children in State-Supervised Care and other interested parties.

e. Release of Student Information and Fee Structure

- 1) Any request for student records must be made in writing, signed and dated, to the principal or other authorized school official.
 - 2) Should XCCPS provide an electronic means of requesting records, individuals must complete the documents required when using this server.
 - 3) A minimum fee of \$6.00 will be charged for transcripts/student records for students who have graduated from high school.
 - 4) If apparent/guardian/eligible student requests copies of the student's cumulative record, fees for copying will be charged at a rate of 15 cents (\$.15) per page.
- f. Destruction of Student Records
- 1) Nonessential records and/or records that extend beyond the required record retention time frame must be shredded or burned so that no personally identifiable information remains.
 - 2) A "Work Request for Destruction of Nonessential Student Records" form must be submitted to the Supervisor of Guidance and the Director of Student Services prior to the destruction of any student records.
- g. Responsibilities
- 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.