

Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, Maryland 20678

**Policy Statement #1920 (Administration) of the Board of Education
Regarding Records Retention and Disposition**

- I. Purpose
 - A. To establish standards and procedures for the development, maintenance, retention and disposal of records essential to the continuing operation of Calvert County Public Schools
- II. Definitions
 - A. Records – all papers, correspondence, forms, reports, minutes of formal meetings, photographs, films, sound recordings, maps, drawings, digital artifacts or any other documents, regardless of format or characteristics, that are made or received by Calvert County Public Schools in the transaction of public business
- III. Policy Statement
 - A. The Board of Education of Calvert County recognizes the importance of implementing a records management system that protects and maintains accurate and complete Calvert County Public Schools records. As a public entity, the Board of Education is committed to transparency in its record management practices and to compliance with federal, state, and local mandates.
- IV. Delegation of Authority
 - A. The Superintendent of Schools is directed to develop administrative procedures to implement this policy in accordance with all local policies and local, state and federal laws and/or regulations and to communicate this policy and accompanying procedures to all relevant parties.
- V. Exceptions
 - A. There are no exceptions to this policy. However, the Board, by majority vote, may temporarily suspend all or part of this policy. Suspension of all or part of this policy, however, in no way relieves the Board of its obligation to comply with pertinent local, state and federal laws and regulations and the rules and regulations of the Maryland State Board of Education and the Maryland State Department of Education.
- VI. Review
 - A. This policy will be reviewed at the end of three years, or sooner, if approved by majority vote of the Board of Education in public session.
- VII. Effective Date
 - A. This policy is effective April 12, 2018.

Citations

Administration # 1920

Originally Adopted: 11/11/04

Revised: 2/9/12; 3/19/15; 4/12/18

Page 1 of 2

State Law: State Government Article Subtitle 6 of the Annotated Code of Maryland,
State Personnel and Pensions Article §21-504, §21-505 of the Annotated Code of Maryland

State Reg.: COMAR §13A.08.02.1-31

Federal Law:

Adm. Reg.:

Neg. Agr.:

Other Citation: Maryland State Department of Education (MSDE) Records Retention and Disposition: A
Reference Manual for Public Education in Maryland

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Page **2** of **2**