

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
Board of Education
Upper Marlboro, Maryland

2600
Policy No.

BOARD OF EDUCATION POLICY

ADMINISTRATION

Records and Documents Management Program

The Board of Education recognizes the importance of maintaining a uniform, system-wide Records and Documents Management Program to ensure that records and documents controlled by Prince George's County Public Schools are maintained in a professional, efficient and economical manner consistent with accepted standards and provisions of state and federal laws. The components of the Program shall include the establishment, implementation, maintenance, protection, retention, preservation and revision of records retention schedules in order to ensure an orderly disposal of records not required by the operations of the school system.

An efficiently maintained program provides information to support decision-making and to respond to inquiries from internal and external sources in a timely manner. In addition to historical and management information uses, a formal system of records is required to ensure compliance with documentary and reporting requirements established by federal, state and local statute and regulations. The records disposition process requires a decision that determines when records are no longer needed for current operations or statutory records management provisions. These determinations can result in records destruction; transfer to a records center; reproduction to microfilm, magnetic, or other electronic media; subsequent destruction of paper documents converted to alternative media microfilmed; or transfer to a permanent preservation/holding area. Therefore, the Board of Education has adopted the following criteria and guidelines for a system-wide Records and Document Management Program Policy:

- A. Establishment and maintenance of a formal Records and Document Management Program that ensures compliance with records management requirements set forth by the Maryland State Department of Education; other State and federal government agencies; the policies and procedures of the Board of Education and the school system; and sound business practices compatible with public education entities.

- B. The Records and Documents Management Program will include, but not be limited to, specific guidelines and procedures addressing:
1. Definition of records and documents and the various mediums in which those records and documents are created and kept.
 2. Categories of documents and records including, but not limited to, permanent records, disposable records, active vs. inactive records, and confidential records.
 3. Responsibilities and instructions for the creation and maintenance of records and files.
 4. Retention schedules and disposition procedures and instructions.
- C. The Superintendent shall develop and maintain administrative procedures to support this policy.

Policy Adopted
9/8/05

Policy Reviewed-No Revisions Required
11/27/06

Policy Amended
4/29/10