

# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** JOA-RA, KBA-RA

**Responsible Office:** Office of Shared Accountability

**Related Sources:** *Code of Maryland Regulations* §13A.08.02.1-31;  
*Annotated Code of Maryland*, State Government Article §10-611, §10-616;  
*Annotated Code of Maryland*; State Personnel and Pensions Article §21-504, §21-505; Maryland State Department of Education (MSDE) *Records Retention and Disposition: A Reference Manual for Public Education in Maryland*

### Maintenance, Retention, and Disclosure of Montgomery County Public Schools (MCPS) Records

#### I. PURPOSE

To provide guidance to schools and administrative offices regarding the maintenance, retention, and disclosure of records and other MCPS documents

#### II. BACKGROUND

Central Records operates under the direction of the Office of Shared Accountability as an archive and storage facility for MCPS administrative documents, records of former students and employees, and other important documents. The archive maintains public records consistent with state and federal requirements.

#### III. DEFINITIONS

- A. *Directory information* is information relating to a student that would not generally be considered harmful or an invasion of privacy if disclosed. Examples of directory information are defined by Maryland regulation and MCPS Regulation JOA-RA, *Student Records*, and include a student's dates of attendance and degree received.
- B. *Official custodian* is an officer or employee responsible for maintaining a public record and adhering to maintenance and disclosure requirements set forth in Maryland laws and regulations.
- C. *Originating office* is the office responsible for creating a record.

- D. *Permanent record* is a subset of information from a student's full record that must be retained permanently once a student graduates or withdraws from MCPS, as required by Maryland regulations. Required elements include personal data and a summary of annual secondary school performance in Grades 9-12.

#### IV. PROCEDURES

##### A. Retention and Disposal of Records

1. Central Records provides guidance to MCPS schools and offices regarding the retention or disposal of critical documents in accordance with Maryland laws and regulations.
2. Subject to the approval of the supervisor of Central Records, MCPS documents may be temporarily or permanently retained for storage at Central Records.
  - a) MCPS staff members seeking to store materials at Central Records first complete MCPS Form 365-10: *Central Records Storage/Shredding Request Form*.
  - b) Upon approving a storage request, the supervisor of Central Records arranges for pick up and delivery of documents from the originating office.
  - c) Subsequent retrieval of archived boxes requires that the contents of all boxes sent for storage are clearly enumerated by the originating office before delivery to Central Records.

##### B. Student Records

1. Central Records is the official custodian of MCPS student records, charged with the retention and disclosure of student information in accordance with Maryland regulations and the *MSDE Records Retention and Disposition* manual.
2. Records of students who have graduated or withdrawn from MCPS are transferred to Central Records in accordance with procedures described in the MCPS Regulation JOA-RA, *Student Records*, and the MCPS *Student Recordkeeper Manual*.

- a) Central Records maintains film or digital copies of all students' permanent records.
  - b) Consistent with Maryland regulations, individual student records not specifically required or regulated by other state or local regulations shall be destroyed when they no longer serve a legitimate education purpose.
- 3. Former MCPS students and parents of former MCPS students may receive copies of their records by submitting a written request to Central Records.
  - 4. Consistent with Maryland regulations, Central Records may verify inquiries about a student's directory information, including dates of attendance and degree received.

**C. Other MCPS Records**

Central Records maintains archived records of the Montgomery County Board of Education, past and current MCPS superintendents, employee records, and other administrative documents.

- 1. For documents other than student records, the originating office is the official custodian.
- 2. Requests for disclosure of information archived by MCPS offices must be directed to the originating office, and disclosed by the originating office consistent with relevant Maryland laws and regulations.
- 3. After initial distribution, a copy of each MCPS publication may be forwarded by the originating office to Central Records for archiving.

**Regulation History:** Formerly Regulation No. 225-6, June 1, 1968; directory information updated January, 1983; reprinted April, 1988, revised September 19, 2011.