

STUDENT RECORDS - AR

I. Records Defined

Records include any papers, correspondence, forms, reports, minutes of formal meetings, photographs, films, videos, sound recording, maps, drawings or other documents regardless of form or characteristics that are made or received by public educational agencies of the State of Maryland in the transaction of public business.

Permanent records are those of enduring administrative, legal, financial historical (archival) or research value and consequently should be retained indefinitely. They may be active or inactive, but are not disposable.

Disposable records include records which reach a point of inactivity and are of no further administrative, legal, financial, or historic value; they may be disposed of after the retention period specified in the records retention schedule has elapsed.

B. Delegation of Responsibility for Talbot County Public Schools (TCPS)

The responsibilities of TCPS central office shall include but not be limited to the following:

- Develop and implement procedures to ensure that these data are collected and records maintained accurately in accordance with the guidelines set forth in the Maryland Student Records Manual.
- Maintain the confidentiality of these student records.
- Record retention and disposition procedures outlined in Section F of the Maryland Student Records Manual.

STUDENT RECORDS

The responsibilities of TCPS principals shall include but not be limited to the following:

- Each principal is responsible for collecting, maintaining, and using the student record in accordance with the guidelines set forth in the Maryland Student Records Manual and those developed by his/her central office.
- Each principal is responsible for adhering to the records retention and disposition procedures outlined in Section F of the Maryland Student Records Manual and those procedures developed by the TCPS central office.
- Principals should acquaint themselves with the student records system, provide leadership to their staff on its implementation, and periodically check the system's operation.
- Each principal is responsible for maintaining the confidentiality of these student records.

- Each principal is responsible for certifying annually in writing to the local superintendent the accuracy of student data maintained in the student records at the educational institution in compliance with COMAR 13A.08.02.07(D).

C. Procedure for Retention and Disposition of TCPS Student Records

1. Guidelines and standards for the retention and disposition of student records shall be those adopted in the *Records Retention and Disposition Manual for Public School Systems of Maryland*, current edition, and subsequent revisions.
2. Individual student records not required or specifically regulated by other State or local regulations shall be destroyed when they no longer serve legitimate education purposes, subject to the following exceptions:
 - a. TCPS may not destroy any student record if there is an outstanding request to inspect and review them under COMAR 13A.08.02.13;
 - b. Explanations placed in the education record under COMAR 13A.08.02.15 shall be maintained as provided in COMAR 13A.08.02.15D; and
 - c. The record of access required under COMAR 13A.08.02.20 shall be maintained for as long as the education record to which it pertains is maintained.
3. Guidelines for transfer of student records from schools to the central office.

Following high school graduation each year counselors will remove SR cards 1 and 3 from the files of all graduates and send them to the Student Services Office. The remainder of the cumulative file will be stored at the school for 5 years. The only exception is the discipline record, which may be shredded IF the student graduated. If they did not graduate the discipline record must be kept until age 21. At the end of 5 years, all the remaining records may be shredded.

-END-