Baltimore County Public Schools  
Department of Facilities Management  
Standard Operating Procedures

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<th>Subject: Archives - Central Offices</th>
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**Subject Description:** Procedure establishes the steps required to store and retrieve archived documents for central offices.

**Reference:** Superintendent’s Rule 2380, Records Retention

**Date Issued:** 02/21/19

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**Purpose**

The purpose of this procedure is to provide clear instructions to all Baltimore County Public Schools’ (BCPS) central office staff regarding the archive storage and record retrieval process.

**Background**

The Office of Logistics (Logistics) provides warehouse space and transportation needs for storage and retrieval of central office archive documents.

**Procedure**

It is the responsibility of the BCPS records officer, records liaison, and records custodian to ensure that archived documents are in compliance with Superintendent’s Rule 2380, Records Retention. In addition, the records liaison is responsible for maintaining a detailed list of the information stored in each archive box.

**Archive Storage**

1. **Archive Supplies**
   - Contact Logistics (e-mail: logistics@bcps.org)
   - Request archive boxes, maximum 25
   - Request archive labels, BEBCO 39527120255, 2 labels per box
   - One roll of clear packing tape provided per 25 boxes

2. **Archive Label – Must be completed in its entirety to be stored (Attachment #1)**
   - Box No. - Records Liaison creates the identification number for each archive box.
   - Date Archived - Date of request that is on the Transfer Requisition Form.
   - Office Name – Name that is indicated on the Office of Law, Records Retention Schedule (Attachment #2)

Refer to the BCPS Records Transfer Form for the following definitions (Attachment #3):
   - Schedule No. - Division/Department/Office Series Numbering, Records Retention Schedules
3. Archive Boxes
   - Pack files in the archive boxes provided by Logistics.
   - Complete a BCPS Records Transfer Form and list of contents for each box, by Box No., per the archive label. This list will be maintained by the records liaison and used to retrieve files as needed.
   - Secure the lid of the archive box with clear packing tape.
   - Place the completed blue archive label on one end and one side of the box (Attachment #4).

4. Transfer Requisition Form
   - Locate the Transfer Requisition form from the BCPS intranet site under "Forms".
   - Complete the Transfer Requisition form in its entirety (see highlighted sections on Attachment #5).
   - Approved Signature of Office Head is REQUIRED.
   - Once completed and approved, scan and e-mail the signed form to logistics@bcps.org.

Archive Retrieval

1. Complete the Transfer Requisition process as indicated above in Procedure #4.
2. The identifying Box No. and Office Name, as described on the archive label, must be indicated on the Transfer Requisition form under the "ITEM" line.
3. To return the archive box to storage, follow Procedure #4 above.

*Note: The records liaison is required to maintain an updated BCPS Records Transfer Form for files that have been removed or returned.*

Manager Office of Logistics

Director Office of Facilities Support Services

Executive Director Department of Facilities Management

2/25/2019

Date

2/25/19

Date

2/25/19

Date