

ATTACHMENT # 2

Baltimore County Public Schools Division/Department/Office Numbering - Record Retention Schedule	
Board of Education	Series 1
Board of Education Office	1.0.
Ethics Review Panel	1.1.
Internal Audit	1.2.
Superintendent	Series 2
Superintendent's Office	2.0.
Office of Law	Series 3
Office of Law	3.0.
Chief of Staff	Series 4
Chief of Staff	4.0.
Department of Communications and Community Outreach	4.1.
BCPS-TV	4.2.
Executive Liaison	4.3.
Office of Copy and Print Services	4.4.
Office of Employee and Student Hearings	4.5.
Office of Family and Community Engagement	4.6.
Office of Governmental Relations and Constituency Services	4.7.
Division of Business Services	Series 5
Chief Administrative and Operations Officer	5.0.
Department of Administrative Services	5.1.
Department of Business Services Operations	5.2.
Department of Facilities Management	5.3.
Department of Fiscal Services	5.4.
Department of Information Technology	5.5.
Office of Budget and Accounting	5.6.
Office of Budget and Reporting	5.7.
Office of Business Management Information Systems	5.8.
Office of Enterprise Applications	5.9.
Office of Facilities Construction and Improvement	5.10.
Office of Facilities Operations	5.11.
Office of Facilities Solutions	5.12.
Office of Facilities Support Services	5.13.
Office of Food and Nutrition Services	5.14.
Office of Network Support Services	5.15.
Office of Payroll	5.16.
Office of Project Management	5.17.
Office of Purchasing	5.18.
Office of Technology Support Services	5.19.
Office of the Controller	5.20.
Office of Transportation	5.21.
Division of Curriculum and Instruction	Series 6
Chief Academic Officer	6.0.
Department of Academic Services	6.1.
Department of Academics	6.2.
Department of Curriculum Operations	6.3.
Department of Innovative Learning	6.4.
Office of College and Career Readiness	6.5.
Office of Advanced Academics	6.6.
Office of Athletics	6.7.
Office of Career Technology Education and Fine Arts	6.8.
Office of Educational Options	6.9.

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Baltimore County Public Schools	
Division/Department/Office Numbering - Record Retention Schedule	
Office of English Language Arts, PreK-12 Elementary	6.10.
Office of English Language Arts, PreK-12 Secondary	6.11.
Office of ESOL	6.12.
Office of Innovation & Digital Safety	6.13.
Office of Mathematics PreK-12	6.14.
Office of School Performance	6.15.
Office of Science PreK-12	6.16.
Office of Social Studies	6.18.
Office of Special Education	6.19.
Office of Title I	6.20.
Office of World Languages	6.21.
Division of Human Resources	Series 7
Chief Human Resources Officer	7.0.
Department of Human Resources Operations	7.1.
Department of Human Resources Recruitment and Staffing	7.2.
Department of Staff Relations and Employee Performance Management	7.3.
Office of Benefits, Leaves and Retirement	7.4.
Office of Certification	7.5.
Office of Employee Absence and Risk Management	7.6.
Office of Employment Dispute Resolution	7.7.
Office of Equal Employment Opportunity	7.8.
Office of Investigations and Records Management	7.9.
Office of Position Management and Classification	7.10.
Office of Staffing	7.11.
Office of Temporary Services	7.12.
Division of Organizational Effectiveness	Series 8
Chief of Organizational Effectiveness	8.0.
Department of Equity and Cultural Efficiency	8.1.
Department of Organizational Development	8.2.
Office of Leadership Development	8.3.
Office of Professional Development and Training	8.4.
Office of Professional Learning	8.5.
Office of Teacher Development	8.6.
Division of Research, Accountability and Assessment	Series 9
Chief Accountability and Performance Management Officer	9.0.
Department of Research and Strategic Planning	9.1.
Department of Performance Management and Assessment	9.2.
Division of School Climate and Safety	Series 10
Chief of Organizational Effectiveness	10.0.
Department of School Safety	10.1.
Department of Social-Emotional Support	10.2.
Office of Health Services	10.3.
Office of Psychological Services	10.4.
Office of Pupil Personnel Services	10.5.
Office of School Climate	10.6.
Office of School Counseling	10.7.
Office of School Social Work Services and Responsive Student Programming	10.8.
Office of Student Support Services	10.9.
Community Superintendents	Series 11
Office of the Community Superintendents	11.0.
Schools	Series 12