

# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** EGF-RA  
**Responsible Office:** Office of the Superintendent  
Department of Educational Accountability

### Central Records

#### I. CENTRAL RECORDS OFFICE

Central Records operates under the direction of the Department of Educational Accountability as an official archives to eliminate duplicate filing, wherever possible, and to make readily available, in one place for reference purposes, all of the information on a given topic rather than to accumulate materials in the individual office files.

#### II. DOCUMENTS FORWARDED TO CENTRAL RECORDS

Material received by individual offices that is not needed for ready reference or as “working papers” but may be needed for later reference or by other offices should be forwarded to Central Records, with a note indicating the name of the forwarding office.

#### III. REFERENCE SOURCE FOR CENTRAL OFFICE

Central office departments should refer to the Central Records office for background information prior to replying to letters from civic organizations, county offices, the federal government, other school systems, or the general public; and replies to such correspondence should be forwarded to Central Records.

#### IV. MICROFILMING

Copies of the PDS-1 and 2 and MCPS Form 340-1 for students who graduate and for those who withdraw from school should be microfilmed for storage in the Central Records office. (Originals of PDS-1 and 2 and 340-1 are to be returned to and filed in the last school attended.)

Records prior to 1957 and those from no longer existing schools should be sent to the Central Records office. The birth date of the student, together with the maiden name of the mother and the name of the father are to be microfilmed.

*Administrative History:* Formerly Regulation No. 225-3, June 1, 1968; reprinted April, 1988.