



South County Pre-Kindergarten Co-op  
*Making a splash since 1976!*  
3879 Queen Anne Bridge Rd.  
Davidsonville, MD 21035

## **Standard Operating Procedures for Criminal History Record Information (CHRI)**

**Security & Storage:** CHRI files/records are filed in the individual's personnel folder and locked in a file cabinet out of public view.

**Access:** Only the preschool Director/Lead Teacher and school leadership: President, 1<sup>st</sup> Vice President, and Enrollment Chair are allowed access to the CHRI files when coordinating the required paperwork for parent volunteers. Individuals accessing CHRI have had fingerprint supported background checks.

**Dissemination:** Volunteers/personnel may request to view their personal file; one must provide picture identification when doing so. If a copy is requested, "Copy" is stamped across the page and the date/purpose/person is logged into the SCPC Dissemination Log. CHRI can only be disseminated to the subject of the background check and the Maryland Office of Child Care.

**Retention & Destruction:** All CHRI/personnel files are kept for three years after termination and then destroyed on site by cross cut shredder. Those with no activity are shredded after 90 days.

### **Please Be Aware**

- ~ Fingerprints will be used to check the criminal history records of the FBI.
- ~ Individual fingerprints will be maintained in the Maryland and FBI database for further identification purposes.
- ~ Should applicants' prints come back with a negative response, he/she has the opportunity to challenge their record. Staff will advise said applicant on procedures for: making a change, correction, or updating an FBI identification record based on Title 28 CFR 16.34. Once the applicant has been afforded the time necessary to complete or challenge the accuracy of the information, a final fitness determination will be made.

I, \_\_\_\_\_, have read and understand the above SCPC CHRI guidelines and procedures.

Signature \_\_\_\_\_

Date \_\_\_\_\_