

1. Requesting Agency

STATE TREASURER

2. Division or Bureau of Requesting Agency

ANNAPOLIS OFFICE

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.

5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1.

CERTIFICATES OF DEPOSIT

This is a Comptroller of the Treasury Form DD-1 (8 1/2" or 9" x 7-1/4") The Certificates of Deposit are prepared in triplicate by all State agencies depositing money in the bank to the credit of the State. The original (white) together with any relative deposit slips, is sent to the Treasurer. The duplicate (blue) is sent to the Comptroller of the Treasury and the triplicate (yellow) is retained by the originating agency. The Treasurer maintains a permanent record of deposits in the Deposit Journal. (The Receiving Warrant covering each Certificate is prepared by the Comptroller and sent to the Treasurer where it is maintained in a separate warrant series.) The Certificates occupy 3 1/2 cubic feet in the Treasurer's office for the most recent six months and 60 cubic feet in the basement storeroom for the years 1943 - 1953. Approximately 45 cubic feet will be disposed of upon approval of this schedule. The annual accumulation rate is approximately 6 cubic feet.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

2.

DEPOSIT SLIPS

These are duplicates of the deposit slips prepared by the Treasurer's office for depositing money to the credit of the State. These deposit slips are required in the audit of the agency. The deposit slips occupy 1/2 cubic foot in the basement storeroom for the years 1943 to date. Nearly all of this accumulation will be disposed of upon approval of this schedule. The annual accumulation rate is very small. The deposit slips are bundled by months and are stored in the boxes with the Certificates of Deposit (see Item 1 above).

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

*Approved by
Hall of Records
Commission*

7. Agency, Division or Bureau Representative

M. Spiller
Signature

Chief Deputy Treasurer
Title

JAN 7 - 1954
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

JAN 8 1954
Date

Maria S. Radloff
Archivist

JAN 11 1954
Date

[Signature]
Secretary