

REQUEST FOR RECORDS RETENTION SCHEDULE
To be submitted to the Records Management Division
Hall of Records Commission

1. Requesting Agency
STATE DEPARTMENT OF PUBLIC WELFARE

2. Division or Bureau of Requesting Agency
DIVISION OF ACCOUNTS AND AUDITS

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. **MONTHLY REPORTS OF LOCAL WELFARE DEPARTMENTS TO THE STATE DEPARTMENT**
The records in this file consist of the following reports submitted monthly by local County Welfare Boards to the State Department of Public Welfare:

Form No.

- SDPW 302-1 (8 1/2" x 11") Report of Obligations
- SDPW 302-1 a (8 1/2" x 11") Supplement to Monthly Financial Report
- SDPW 302-1 b (8 1/2" x 11") Detail of Obligations for Administration
- SDPW 302-2 (8 1/2" x 11") Cash Account Reconciliation
- SDPW 303-1 (8 1/2" x 11") Report of Net Obligations and Source of Funds.
- SDPW 303-2 (8 1/2" x 11") Analysis of Unexpended Balance

The information contained on these reports is used for the preparation of a monthly report, for the control of local expenditures and for the State and Federal audits. The material is filed by county and chronologically therein. It occupies ~~4 drawers (6 cubic feet)~~ for the period March 1939 to date. The annual rate of accumulation is less than 1/2 cubic foot. ~~Approximately 4 cubic feet of material will be disposed of upon approval of this schedule.~~

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

*Approved
Hall of Records
Commission*

2. **MONTHLY BUDGET ESTIMATES**
This file consists of the following forms:

Form No.

- SDPW 364 (8 1/2" x 11") Estimate of Funds Required for Assistance

*Approved
Hall of Records
Commission*

7. Agency, Division or Bureau Representative
MaHoles Signature *Chief, Div Accts & Audits* Title *4/7/54* Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.
Morris S. Rudoff Archivist
Date

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.
J. Melusson Secretary
APR 13 1954 Date

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
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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.

Item No.

Programs

SDPW 364-a (8 1/2" x 11") Funds Required for Assistance Authorized

SDPW 364-b (8 1/2" x 11") Estimate of Funds Required for Additional Cases.

These forms are submitted monthly to the Department by each County Welfare Board. They are used as a control over the disbursement of Welfare funds. The reports are filed chronologically and occupy 2 1/2 drawers (4 cubic feet) for the years 1939 to date. The annual rate of accumulation is less than 1/2 cubic foot. Approximately 3 cubic feet of material will be disposed of upon approval of this schedule.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

3. OLD AGE ASSISTANCE RECOVERIES

This quarterly form (SDPW 351 - 8 1/2" x 11") lists money recovered from recipients of old age assistance or from their estates. Proper entries are made in the permanent books of account; the money reverts to the State Treasury after which the form is needed for audit purposes. This file occupies 1/2 drawer (1 cubic foot) for the period 1943 to date. It is filed chronologically. The annual rate of accumulation is very small. Approximately 1/2 cubic foot of material will be disposed of upon approval of this schedule.

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

4. MONTHLY WORKING PAPERS (PUBLIC ASSISTANCE EXPENDITURES)

This file consists of the following accounting worksheets:

- Table I (14" x 25 1/2") Summary of Expenditures and Sources of Funds for all Programs
- Table II (14" x 25 1/2") Summary of Administrative Expenditures and Source of Funds
- Table II-A (14" x 25 1/2") Source of Funds by Categories - Administration
- Table III (14" x 17") Summary of Old Age Assistance
- Table IV (14" x 8 1/2") Summary of Aid to Dependent Children Assistance
- Table V (14" x 17") Summary of Aid to Blind Assistance
- Table VI (14" x 17") General Public Assistance
- Table VII (14" x 8 1/2") Other Assistance
- (14" x 17") Receipts of Local and Private Funds
- (14" x 8 1/2") Salaries Reconciliation
- (13" x 17") Payroll Analysis
- SDPW 388A (8 1/2" x 11") Percentage Distribution to be Applied to Administrative Cost
- (14" x 8 1/2") Schedule Supporting List 18
- (14" x 25 1/2") Schedule Supporting List 1

From the information given on these records proper entries are made in the permanent books of account. The working papers are also used

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Commission

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APPROVED BY
BOARD OF PUBLIC WORKS
Date ... APR 13 1954
[Signature] Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

5. Description of Records

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

Item No.

in the audit after which they have no further value. The papers are bound each month in a folder in the order noted above and the folders are filed chronologically. They occupy 1 drawer (2 cubic feet) for the period 1946 to date. The annual rate of accumulation is 4 linear inches. Approximately 1 cubic foot of material will be disposed of upon approval of this schedule.

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

5. AUDIT REPORTS AND WORK PAPERS

This file contains the following two items submitted semi-annually to the County Boards of Public Welfare by the State Department (prior to 1946 these reports were submitted monthly). They occupy 7 drawers (14 cubic feet) in the Division Chief's Office for the period March 1946 to date and 8 drawers (16 cubic feet) in the third floor storeroom for the years 1933 to March 1946 - a total of 30 cubic feet. The annual rate of accumulation is approximately 2 cubic feet. Upon approval of this schedule 24 cubic feet of material will be disposed of.

*Approved
Hall of Records
Commission*

a. Audit Reports

The reports are prepared in quadruplicate and are distributed as follows: Original and one copy to the Director and Chairman of the local Welfare Board; second copy is sent to the Auditor of the Division of Accounts and Audits (this copy is non-record within the meaning of the statute governing non-record material, Article 31, Sec. 155, Annotated Code of 1951); the third copy is retained in the office of the Division Chief and the recommendation for this item applies only to this copy of the Audit Report. The work papers listed in section "b" of this item are filed with this copy (third copy) of the Audit Report. The Report consists of the following:

- Letter of Transmittal (8 1/2" x 13")
- Exhibit A (13" x 17" folded to 8 1/2" x 13") Statement of Receipts and Disbursements
- Exhibit B (8 1/2" x 13") State of Condition
- Exhibit B-1 (13" x 17" folded to 8 1/2" x 13") Analysis of Unexpended Balance.
- Exhibit C (8 1/2" x 13") Summary of Furniture and Equipment
- Exhibit D (8 1/2" x 13") Summary of Assignments Made by Old Age Clients to the Welfare Board
- Exhibit E (13" x 17" folded to 8 1/2" x 13") Schedule of Recoveries With Respect to Old Age Assistance

This copy of the report (third copy) is used for reference until the State audit has been completed; it has no value thereafter.

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

APPROVED BY
BOARD OF PUBLIC WORKS
Date APR 13 1954

[Signature]
Secretary

b. Audit Report Work Papers

These are filed with the Audit Reports but are not attached to it.

REGISTRY FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. 46

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5. Description of Records

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

This file consists of the following material:

Summary of Furniture and Equipment (8 1/2" x 13")
Analysis of Administrative Costs (13" x 17" folded to 8 1/2" x 13")

The Audit Report summarizes the detailed information shown on these work papers. Reference to the work papers, particularly the summary of furniture and equipment, continues over a period of several years.

RECOMMENDATION: RETAIN FOR THIRTY YEARS AND THEN DESTROY.

APPROVED BY
BOARD OF PUBLIC WORKS
Date APR 13 1954

MacLennan
Secretary