

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

1. Requesting Agency DEPARTMENT OF FORESTS AND PARKS	2. Division or Bureau of Requesting Agency
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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.
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1. ACCOUNTING RECORDS

Quantity: 60 cubic feet
 Dates: 1936 - -
 File Arrangement: chronological
 Annual Accumulation: 10 cubic feet
 Disposable Amount: 30 cubic feet (estimate)
 Audit: State and Federal

This item includes all standard accounting forms used by State agencies. Specifically, these are:

Comptroller of the Treasury

Form No.

- E-1-S Distribution of Charges
- E-1 & E-1/2 Transmittal
- DD-1 Certificate of Deposit and Bank Deposit Slip
- R-2 (formerly MR-2) Monthly Report of State Funds Collected and Deposited
- Distribution of Unexpended and Obligated Balances
- Monthly Statement of Balances

Purchasing Bureau (Department of Budget & Procurement)

- 1-A Requisition for Supplies
- 47-A Purchase Order
- 100-16 Out of Schedule Requisition for Supplies
- 39A & 40A Stores Requisition
- CF-2 Copy of Contract Awarded

*Approved Hall of
Records Commission*

7. Agency, Division or Bureau Representative

H. S. Buckingham
Signature

State Forester
Title

April 6, 1955
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.

April 7 1955 *Morris S. Radloff*
Date Archivist

APR 11 1955 *J. Meluskey*
Date Secretary

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(Continuation Sheet)

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<p>CF-1 100/24 27A CF-3 26-A 52 51</p> <p>BB-1 (Rev.)</p> <p>BP Inv. R101 BP Inv. R102 BP Inv. 6 BB-40 Budget Forms 1 thru 11 BP Inv. 1 BP Inv. 2 BP Inv. 3</p> <p>20</p> <p>2.</p>	<p>Capital Fund Requisition for Equipment Actual Emergency and Repairs Report Copy of Contract Awarded Copy of Contract Awarded Delivery Invoice Notice of Award of Contract Credit Memorandum Report of Partial Delivery</p> <p>Budget Bureau (Department of Budget & Procurement)</p> <p>Formerly BB1 and BB2 Budget Schedule Amendment Sheet Report of Fixed Assets (annual) Report of Materials and Supplies (annual) Materials and Supplies Physical Inventory (annual) Request for Position Action</p> <p>Budget Estimates Fiscal Year (13 pages including Form Statement)</p> <p>Stores Record Equipment Record Motor Vehicle Record Memorandum of Adjustment</p> <p>Others</p> <p>Vendors Invoices Bank Deposit Slips -Bank Statements Bank Deposit Receipts Cancelled Checks Motor Vehicle Departmental Invoices Timber Sale Contracts Use Permits Check Vouchers Departmental Payroll Form and Time Sheet U. S. Department of Agriculture Reimbursement Vouchers No's. 382, 474 and 717 Certified Tree Expert License</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, STATE AND FEDERAL, WHICHEVER IS LATER, AND THEN DESTROY.</p> <p><u>ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE</u></p> <p>PAYROLL (Prior to July 1, 1953) - The agency copy of this payroll form is to be retained for five years or until audited, State and Federal, whichever is later, and then destroy. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, Jan. 11, 1954).</p>	<p>APPROVED BY BOARD OF PUBLIC WORKS Date APR 11 1954</p> <p><i>[Signature]</i> Secretary</p> <p><i>Approved Hall of Records Commission</i></p>

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(Continuation Sheet)

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

PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. C-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL EXCEPTIONS: Additions and Exceptions - The agency copy is to be retained for three years or until audited, State and Federal, whichever is later, and then destroyed. (General Schedule No. 2, Item 3-B, approved by the Board of Public Works, January 11, 1954).

PAY WARRANTS - The agency copy is to be retained for three years or until audited, State and Federal, whichever is later, and then destroyed. (General Schedule No. 3, Item 3, approved by the Board of Public Works, May 10, 1954).

RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, State and Federal, whichever is later, and then destroyed. (General Schedule No. 4, Item 3, approved by the Board of Public Works, May 10, 1954).

TRANSMITTAL FORM E-1 or E-1¹ (Comptroller of the Treasury Form) is to be retained for three years or until audited, State and Federal, whichever is later and then destroyed. (General Schedule No. 5, Item 3, approved by the Board of Public Works, May 10, 1954).

3. LEAVE RECORD CARD

Size: 5" x 8"
Quantity: 1/2 cubic foot
Dates: 1953 - -
File Arrangement: alphabetical
Audit: State

The Leave Record Card is a state-wide form used since July 1953, showing all leave taken during the year, and all accrued leave. One card is prepared annually for each employee.

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

*Approved Hall of
Records Commission*

4. LEAVE APPLICATION

Form No.: 13
Size: 8 1/2" x 11"
Quantity: 1 letter size drawer (1 1/2 cubic feet)
Dates: 1944 - -
File Arrangement: chronological
Annual Accumulation: 2 linear inches
Disposable Amount: 1 cubic foot

APPROVED BY
BOARD OF PUBLIC WORKS

Date APR 11 1955.

[Signature]

Secretary

Application for leave showing inclusive dates, type of leave, signature and approval. The leave taken is posted to the Leave

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Record Card.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

5. MASTER AUTHORIZATION CARD

Size: 5" x 8"

Quantity: 1 cubic foot

Dates: 1953 - -

File Arrangement: alphabetical

Annual Accumulation: 2 linear inches

This State-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or to make any changes in the pay rate. It also shows all pay deductions.

RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION AND THEN DESTROY.

*Approved Hall of
Records Commission*

6. REPORT OF CHANGES IN PERSONNEL

Form No.: S.E.C. 109

Size: 8 1/2" x 11"

Quantity: 3 cubic feet

Dates: 1944 - -

File Arrangement: Chronological

Annual Accumulation: less than 1/2 cubic foot

Disposable Amount: 2 cubic feet

Form shows employees name, classification, pay, nature of change and effective date; is used to prepare new Master Authorization Card and effecting payroll changes.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

*Approved Hall of
Records Commission*

7. PERSONNEL FILE

Quantity: 5 letter size drawers (7 1/2 cubic feet)

Dates: 1936 - -

File Arrangement: alphabetical

Annual Accumulation: less than 1/2 cubic foot

Disposable Amount: 3 cubic feet (estimate)

A folder for each individual employed by the Department is maintained containing the application for employment, changes in classification and all correspondence. A large part of this file is composed of Forest Warden Commissions which are renewable every two years.

RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR FIVE YEARS AFTER DATE OF SEPARATION AND THEN DESTROY. BOARD OF PUBLIC WORKS

*Approved Hall of
Records Commission*

Date . APR 1.1 1955

[Signature]
Secretary

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8. PERSONNEL INJURY FILE

Quantity: 2 legal-size drawers (4 cubic feet)
 Dates: 1944 - -
 File Arrangement: alphabetical
 Annual Accumulation: 4 linear inches

This file contains the records required for reporting injuries to the State Accident Fund and the State Industrial Accident Commission. The following listed forms are necessary for processing the claim.

- SF-1 Employer's First Report of Injury
- SF-2 Surgeon's Report
- SIAC-108/07 Employee's Claim for Compensation
- SIAC-5 $\frac{1}{2}$ Settlement Receipt

Other forms may be needed to complete the claim; they are also included in the file. Copies of all records are filed in the case folders of the Accident Fund and the Industrial Accident Commission. (Case files of the Accident Fund are retained for ten years after final settlement. Those of the Industrial Accident Commission are retained permanently).

RECOMMENDATION: RETAIN FOR TEN YEARS AFTER FINAL SETTLEMENT AND THEN DESTROY.

*Approved Hall of
Records Commission*

9. ACCIDENT REPORTS

Size: 8 $\frac{1}{2}$ " x 11" (2 sides)
 Quantity: 1 cubic foot
 Dates: 1942 - -
 File Arrangement: alphabetical
 Annual Accumulation: 1 linear inch
 Disposable Amount: $\frac{1}{2}$ cubic foot

This is the standard Department of Motor Vehicles form used for reporting accidents. Copies are filed with the Department of Motor Vehicles and the Maryland State Police. After the Insurance has been settled, the Department of Forests and Parks has no further need for them.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

*Approved Hall of
Records Commission*

APPROVED BY
BOARD OF PUBLIC WORKS
Date ... APR 11 1955

[Signature]
Secretary