

REQUEST FOR RECORDS RETENTION SCHEDULE

Hall of Records
Commission

be Submitted to the Records Management Division
Hall of Records Commission

PAGE NO. 1 ✓

1. Requesting Agency

FISCAL RESEARCH BUREAU

2. Division or Bureau of Requesting Agency

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. ANNUAL STATEMENT OF FINANCIAL CONDITION--COUNTY, MUNICIPAL, AND SPECIAL TAXING DISTRICTS

Form No.: 1-55
Size: Folded to 8 1/2" x 13"
Dates: 1947 - -
Quantity: 24 cubic feet
File Arrangement: Alphabetical by name of municipality, county, or special taxing district
Annual Accumulation: 3 cubic feet (est.)
Disposable Amount: 15 cubic feet (est.)

This report is received annually from each county, municipality, and special taxing district of the State (Ch. 605, Laws of 1947). For the period 1935 to 1947 the statements were filed with the Board of Public Works (Ch. 355, Laws of 1935), and since 1947 have been filed with the Bureau. Formerly a one-page report, the report is now multi-page and shows greater detail of financial condition. The report (Form 1-55) as now filed consists of:

- Transmittal and Certification Sheet, Uniform Financial Report
- Exhibit A Combined Balance Sheet--All Funds
- Exhibit B Statements of Changes in Fund Balances
- Exhibit C Statement of Revenues
- Exhibit D Statement of Salaries, Other Operating Expenses, and Capital Outlay
- Schedule 1 Statement of Taxes and Taxes Receivable
- Schedule 2 Statement of Special Assessments Receivable
- Schedule 3 Statement of Investments Other Than Sinking Fund Assets

APPROVED
HALL OF RECORDS COMMISSION

7. Agency Division or Bureau Representative

John S. Shaw
Signature

Director
Title

5/27/1958
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.

5/28/58
Date

Morris S. Orladoff
Archivist

McLuskey
Date Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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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- Schedule 3A Statement of Sinking Fund Assets
- Schedule 4 Statement of Capital Assets
- Schedule 5 Statement of Temporary Debt Payable
- Schedule 6A Statement of Long Term Indebtedness - General Bonded Debt
- Schedule 6B Statement of Long Term Indebtedness - Utility Bonds
- Schedule 6C Statement of Long Term Indebtedness - Special Assessment Bonds
- Schedule 7 Statistical data (date of incorporation, land area, population, facilities operated)
- Schedule 8 Detailed Statement of Revenues (5 pages)
- Schedule 9 Detailed Statement of Salaries, Other Operating Expenses, and Capital Outlay (6 pages)

A summary of this information was published in reports to the General Assembly by the Board of Public Works for the period 1935-1946. Since 1947, the Bureau has published this information annually under the title "Local Government Finances in Maryland." Article 41, Section 151, Annotated Code of Maryland, 1957 Edition, states that "Upon the receipt of any such statement of financial condition, properly executed, the State Fiscal Research Bureau shall examine the same, and upon being satisfied that said statement of financial condition complies with the provisions of this subtitle, it shall file said statement of financial condition in a special file reserved for such statements, which shall be available for inspection by any resident of the State of Maryland for a period of three years. Any person may request a certified copy of any of the statements of financial condition so filed, and upon prepayment of a fee of two dollars, the State Fiscal Research Bureau shall cause such certified copy to be prepared and delivered to the person making such request. After three years said statements of financial condition may be disposed of in accordance with the provisions of Sections 177 and 178 of this article." The reports received by the Board of Public Works (1935-1946) are on microfilm deposited with the Hall of Records, and the original records were destroyed upon completion of the filming.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

2. CORRESPONDENCE - RE: ANNUAL FINANCIAL STATEMENTS

Quantity: Included in Item 1
Dates: 1947 - -
File Arrangement: Alphabetical

This item consists of correspondence concerned with the Annual Financial Statements, letters of transmittal, requests for information missing from the report, reminders that the report is overdue, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

BOARD OF PUBLIC WORKS
JUN 9 1957
[Signature]

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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3. ACCOUNTING RECORDS

Size: 8½" x 11"
 Dates: 1948 - -
 Quantity: 2 drawers (4 cubic feet)
 File Arrangement: Chronological
 Annual Accumulation: ½ cubic foot
 Disposable Amount: 1 cubic foot (est.)
 Audit: State

This item includes all standard accounting forms used by State agencies as supporting data to the final books of entry, Ledgers and Journals (1947 - -). The final books of entry are to be retained permanently. Specifically these supporting records are:

Comptroller of the Treasury

Form No.

Memorandum of Adjustment
Distribution of Charges
Transmittal
Certificate of Deposit and Bank Deposit Slip
Monthly Report of State Funds Collected and Deposited
Distribution of Unexpended and Obligated Balances
Monthly Statement of Balances

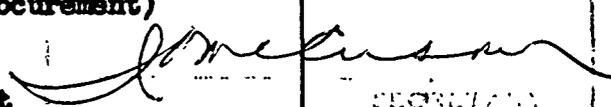
Purchasing Bureau (Department of Budget and Procurement)

1-A	Requisition for Supplies
47-A	Purchase Order
100-16	Out-of-Schedule Requisition for Supplies
39-A and 40-A	Stores Requisition
CF-2	Copy of Contract Awarded
CF-1	Capital Fund Requisition for Equipment
100/24	Actual Emergency and Repairs Report
27-A	Copy of Contract Awarded
CF-3	Copy of Contract Awarded
	Delivery Invoice
26-A	Notice of Award of Contract
52	Credit Memorandum
51	Report of Partial Delivery

Budget Bureau (Department of Budget and Procurement)

BB-1 (Rev.)	Formerly BB-1 and BB-2 Budget Schedule Amendment Sheet
B.P. Inv. R101	Report of Fixed Assets (annual)
B.P. Inv. R102	Report of Materials and Supplies (annual)
B.P. Inv. 6	Materials and Supplies Physical Inventory (annual)
Budget Forms, Nos. 1 thru 11	Budget Estimates Fiscal Year

APPROVED
HALL OF RECORDS COMMISSION

BOARD OF PUBLIC WORKS
 JUN 9 1958

 SECRETARY

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(Continuation Sheet)

4. Item b.	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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BB-40

Request for Position Action

Others

- Vendors' invoices
- Bank deposit slips
- Bank statements
- Bank deposit receipts
- Check stub books
- Canceled checks

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

4. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE.

PAYROLL (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

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

PAYROLL EXCEPTIONS, ADDITIONS AND DEDUCTIONS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-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, whichever is later, and then destroyed. (General Schedule No. G-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, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).

TRANSMITTAL FORM E-1 or E-1/2 (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).

5. MASTER AUTHORIZATION

This State-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making

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HALL OF RECORDS COMMISSION**

SECRETARY
J. McLean
30 6 1954
SECRETARY

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(Continuation Sheet)

4.
Item
No.

5. Description of Records

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any changes in the pay rate. It also shows all pay deductions.

RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

6. LEAVE RECORDS

Dates: 1953 - -

This file includes the following records:

Leave record card - Form SEC 128-A, a standard State-wide form, prepared annually for each employee

Leave applications
Doctors' certificates

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

**APPROVED
HALL OF RECORDS COMMISSION**

APPROVED BY
BOARD OF PUBLIC WORKS
JUN 9 1953
[Signature]
SECRETARY