

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

SCHEDULE NO. ~~400A~~ 406

PAGE NO. 1 ✓

1. Requesting Agency

DEPARTMENT OF CORRECTION

2. Division or Bureau of Requesting Agency

State Use Industries

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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This retention schedule applies to the records of all branches of the State Use Industries under the Department of Correction--- the Maryland Penitentiary, the Maryland House of Correction, the Maryland Institution for Men, the Maryland Institution for Women, and the Patuxent Institution. The same recommendations apply to all institutions, although not all of the records listed herein will be found in each institution.

1 GENERAL LEDGER

Quantity: 2 post binders, 8 bundles  
Size: 11" x 12" x 2"  
Dates: 1955...  
File Arrangement: Chronological  
Audit: State

The General Ledger is the book of final entry, arranged by accounts and chronologically therein, with totals carried forward. Receipts are entered from the cumulated data posted in the Sales Journal (Item 3), and expenditures are posted from the Accounts Payable Ledger (Item 5).

RECOMMENDATION: RETAIN PERMANENTLY.

2 ACCOUNTS RECEIVABLE LEDGER CARDS

Quantity: 3 ledger trays, 4 bundles  
Size: 8 1/2" x 11" cards  
Dates: 1956...  
File Arr.: Alphabetical by name of customer  
Audit: State

These cards are prepared and entries are made simultaneously with the Sales Journal (Item 3), from the pink invoice copies, giving the

(continued)

7. Agency, Division or Bureau Representative

*William White*  
Signature

Director  
Title

12-3-64  
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.

12/7/64  
Date

*Marice S. Dehoff*  
Archivist

Date

*Audrey H. ...*  
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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2 (cont.)	<p>sales order number and reference, the date of payment and amount of the charge and debit for payment, dates of billing and payment, and the balance, if any.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p>	
3	<p><b>SALES JOURNAL</b></p> <p>Quantity: 1 post binder, 1 bundle Size: 15" x 18" sheets Dates: 1959... File Arr.: Chronological Audit: State</p> <p>The Sales Journal, recording sales of products made by the State Use Industries, is prepared from the pink invoice copy together with the Accounts Receivable Ledger Cards (Item 2) at the time of billing, giving name of the customer and the old balance, if any, the sales order number and reference, the amount, date and balance, a second balance, and the proof. The totals are cumulated and posted to the General Ledger (Item 1).</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p>	
4	<p><b>CASH RECEIPTS JOURNAL</b></p> <p>Quantity: 1 post binder, 1 bundle Size: 15" x 18" sheets Dates: 1959... File Arr.: Chronological Audit: State</p> <p>This Journal records payments for purchases made from the State Use Industries, giving name of the purchaser and the old balance, if any, the sales order number and the reference, the credit, date and balance, a second balance, and the proof. The totals are cumulated and posted to the General Ledger (Item 1).</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p>	
5	<p><b>ACCOUNTS PAYABLE LEDGER (JOURNAL)</b></p> <p>Quantity: 1 post binder Size: 11" x 13" sheets Dates: 1961... File Arr.: Chronological Audit: State</p> <p>The Accounts Payable Ledger is arranged by account number, then by transmittal numbers, giving the amounts for posting to the General Ledger (Item 1).</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p>	

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6	<p><b>CAPITAL EQUIPMENT LEDGER (INVENTORY)</b></p> <p>Quantity: 3 vols. Size: 9" x 12" x 5" Dates: 1950... File Arr.: By title of shop Audit: State</p> <p>This Ledger is an inventory arranged by class or type of equipment under each shop, one item to a page, giving names of the suppliers and dates of purchase, order number and cost, depreciation by year end, in some instances, repair costs and dates.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
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7	<p><b>CONSTRUCTION LOAN LEDGER</b></p> <p>Quantity: 1 vol., 1 bundle Size: 12" x 14" sheets Dates: 1945... File Arr.: Chronological Audit: State</p> <p>The Construction Loan Ledger lists transmittals and warrants by number, giving amount of the debit. The balance is carried forward with supporting detailed accounts.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
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8	<p><b>GENERAL ACCOUNTING RECORDS</b></p> <p>Quantity: 10 cu. ft. Dates: 1956... File Arr.: Chronological Audit: State</p> <p>The following are subsidiary accounting records, all of which may not necessarily be found in the files of this office.</p> <table border="0"><tr><td>Paid Bills and Invoices</td><td>Award of Contract</td></tr><tr><td>Interdepartmental Requisitions and Purchase Orders</td><td>Shipping Ticket</td></tr><tr><td>Remittance Memorandum (Original and Duplicate)</td><td>Bank Deposit Slips</td></tr><tr><td>Sales Invoices</td><td>Receipts</td></tr><tr><td>Interdepartmental Sales Invoices</td><td>Check Stubs</td></tr><tr><td>Delivery Ticket</td><td>Canceled Checks</td></tr><tr><td>Shop Orders</td><td>Weekly Time Sheet</td></tr><tr><td>Unit Cost Statements</td><td>Assignment Sheet</td></tr><tr><td>Invitation to Bid</td><td>Time Cards</td></tr><tr><td></td><td>Inmate Payroll</td></tr></table> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p>	Paid Bills and Invoices	Award of Contract	Interdepartmental Requisitions and Purchase Orders	Shipping Ticket	Remittance Memorandum (Original and Duplicate)	Bank Deposit Slips	Sales Invoices	Receipts	Interdepartmental Sales Invoices	Check Stubs	Delivery Ticket	Canceled Checks	Shop Orders	Weekly Time Sheet	Unit Cost Statements	Assignment Sheet	Invitation to Bid	Time Cards		Inmate Payroll	
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