

HALL OF RECORDS COMMISSION

MARYLAND-NATIONAL CAPITAL PARK AND

Department or Agency  
PLANNING COMMISSION

RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION SCHEDULE

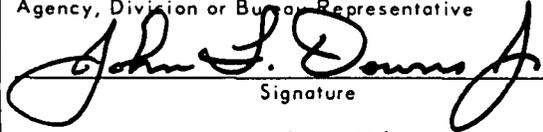
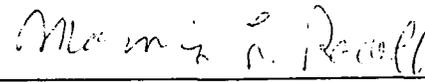
499-A  
Schedule Number

4 of 28

Page Number

Subdivision or Bureau

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of nonrecord material when no longer needed by office)
			A.	B. Distribution	
15		Bond Register (293-16) (The Register is a record of serial bonds issued by the Commission to pay for land acquisition and park development. Separate sheets are kept for each bond issue and coupon series by bond and coupon series number, dates of maturity, amounts payable on maturity, and amounts actually paid by date of payment. The Register sheets give information on each issue, the county of issue, purpose, date of issue, interest rates, and name of fiscal paying agent.)	1	Retained by Finance Office, Department of Finance. Register subject to periodic internal audit and annual external audit.	Retain Register permanently.

Agency, Division or Bureau Representative  Signature Acting Executive Director Title Date: August 2, 1974	Schedule Authorized by Hall of Records Commission  Date: 8/30/74 Archivist	Disposal Authorized by Board of Public Works  Date: 9/19/74 Secretary
--	---	---

HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

499-A

Schedule Number

4a of 28

Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of <u>nonrecord</u> material when no longer needed by office)
			B. Distribution		
			A.	B.	
16		<p>Commission Bonds and Coupons Dates: 1968 Forward. File Arrangement: By Bond series identification. Audit: Periodic internal audit, annual external audit, and audit at fiscal paying agent level.</p> <p>(The fiscal paying agents will account for paid and unpaid Commission bonds and coupons in the same manner as followed in the retirement of Maryland State bonds and coupons in the Office of the State Treasurer. The Commission's agents will submit monthly statements listing bonds and coupons paid, with description, due date, series, bond number and amount paid. Six (6) months (Continued on page 4b)</p>		<p>One original of each bond and each coupon is issued and delivered to investors upon purchases of one or more bonds. Bonds mature over a period of 10 to 25 years.</p>	<p>Disposable by fiscal agent under outlined conditions under "Record Title."</p>

HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

499-A

Schedule Number

4-b of 28 Rev.

Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of nonrecord material when no longer needed by office)
			B. Distribution		
			A.	B.	
		<p>after maturity date, the fiscal agent may destroy the paid bonds and coupons by cremation or shredding after requesting such authority from the department and submitting an itemized list of bonds and coupons to be destroyed.</p> <p>If an audit is determined to be necessary, the agent will be notified and will proceed to disposal only after acceptance of the audit by the department, and notification of approval for disposal.</p> <p>If an audit is not considered necessary, the agent will be notified of approval to proceed to destruction of the paid bonds and coupons as listed. After disposal, a second itemized list of bonds and coupons destroyed, with dates, is submitted by the fiscal agent to the department.</p>			

HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

499\_A  
Schedule Number

4c of 28  
Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of nonrecord material when no longer needed by office)
			A.	B. Distribution	
		<p>After posting to the Bond and Interest Ledger, as explained in Item 15 of this schedule, the monthly certified statements, the certifications of destruction (by cremation), and other papers, audits, and reports are subject to the following retention periods:</p> <p>Documents to be retained:</p> <p>a) Bonds and coupons, paid and cancelled.</p> <p>b) Monthly certified statements.</p> <p>c) Cremation certifications.</p> <p>d) Audits</p> <p>e) Other reports</p>			
			1	a) Fiscal paying agent retains original (paid and cancelled) until destroyed.	a) Six (6) months, then cremate, as non-record.
			2		
			2	b), c), d) & e) Prepare an original and one copy. Original is submitted to Department of Finance, M-NCPPC. The copy is retained by the fiscal paying agent.	b), c), d) & e) Retain for three (3) years after maturity of the particular issue and entry in the ledgers, then destroy.
			2		
			2		

HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

499-A  
Schedule Number

4d of 28

Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of nonrecord material when no longer needed by office)
			B. Distribution		
			A.	B.	
		<p>Bond and Interest Ledger Accounts</p> <p>The bond and interest ledger accounts are the permanent records of the history of all bond issues as to principal and interest payments, and of redemptions. The posting media for control accounts credit postings should be the monthly schedules of redeemed bonds and interest coupons <u>received from the fiscal agent</u> supported by the disposal (cremation) certifications prepared by the agent. Control account balances must be reconciled with the periodic listings of unrepresented bonds and interest coupons which the agent will prepare and forward to the Department of Finance. The listings serve</p>			

HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

499 A  
Schedule Number

4e of 28

Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of nonrecord material when no longer needed by office)
			B. Distribution		
			A.	B.	
		<p>as the detail supporting the control account balances. Under this method of reporting and destroying paid and cancelled bonds and coupons, it is necessary to maintain control accounts only for unrepresented bonds and interest coupons.</p> <p>Documents to be retained: a) Bond and Interest Ledger Accounts</p>	1	Maintained by Accounting Division of Department of Finance.	Retain ledgers permanently.