

DEPARTMENT OF GENERAL SERVICES  
HALL OF RECORDS COMMISSION  
RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE

ST. MARY'S COLLEGE OF MARYLAND

Finance Office

AGENCY

DIVISION

DESCRIPTION

RECORDS AND RECORD SERIES ARE LISTED BY ITEM NUMBER AND TITLE GIVING FORM NUMBER, IF ANY, DISTRIBUTION OF COPIES, AUDIT REQUIREMENTS AND THE RECOMMENDATION FOR RETENTION. IN SPECIAL INSTANCES, THE RECORD MAY BE MORE CLOSELY DESCRIBED GIVING COVERING DATES, SIZE AND QUANTITY OF RECORDS, FILE ARRANGEMENT, TYPE OF INDEXING AND A DESCRIPTION WITH RESPECT TO ORIGIN AND CONTENT, USE WHILE ACTIVE, AND RELATIONSHIP TO OTHER RECORDS.

Item  
No.

Description and Retention

1 GENERAL ACCOUNTING RECORDS

Size: Varied  
File Arrangement: Chronological  
Audit: State and Federal (if Federal funds are involved)

This record series includes all standard State accounting forms and general accounting records which provide supporting data for permanent general ledgers and other books of final entry.

Revision of the forms identified below will not normally require any change in the retention schedule. If other scope or contents of a record series is changed, the retention schedule should be revised to reflect such changes.

All or some of the following records are found in State agencies:

Comptroller of the Treasury

- 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
- Transmittals\*
- Warrants, Paying and Receiving\*

\*State Treasurer's copies are the record copies for all State agencies.

Schedule approved by Department, Agency or Division Representative

*Robert H. Brown*  
Signature

Accountant  
Title

2-21-75  
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

3-11-75  
Date

*Edward C. Papenfuss*  
Archivist

2/19/75  
Date

*Leontine White*  
Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

Item No.	Description and Retention
	<p><u>Purchasing Bureau</u></p> <ul style="list-style-type: none"><li>Requisition for Supplies (also Agency Interoffice Requisitions)</li><li>Purchase Order</li><li>Out-of-Schedule Requisition for Supplies</li><li>Stores Requisition</li><li>Copy of Contract Awarded</li><li>Actual Emergency and Repairs Report</li><li>Notice of Award of Contract</li><li>Report of Partial Delivery</li><li>Credit Memorandum</li></ul>
	<p><u>Budget Bureau</u></p> <ul style="list-style-type: none"><li>Budget Schedule Amendment</li><li>Report of Fixed Assets</li><li>Report of Materials and Supplies</li><li>Materials and Supplies Physical Inventory</li><li>Budget Estimates</li><li>Request for Position Action</li></ul>
	<p><u>Miscellaneous Accounting</u></p> <ul style="list-style-type: none"><li>Paid Bonds</li><li>Paid Bills and Invoices</li><li>Receipt Copies and Stubs</li><li>Bank Books, Statements, and Deposit Receipts</li><li>Cancelled Checks, Check Copies and Check Stubs</li><li>Reconciliation and Trial Balance Sheets</li><li>Budget Papers and Work Sheets</li><li>Requisitions and Purchase Orders</li><li>Delivery Orders and Receipts</li><li>Receiving Reports</li><li>Daily and Monthly Time Sheets</li><li>Gas Withdrawal Tickets and Mileage Reports</li><li>Stock Record Card</li><li>Memorandum Receipt and Property Condemnation Report</li><li>Delivery Order and Receipt</li><li>Periodic Financial Reports to Local and State Agencies</li><li>Withholding Tax Forms and Statements (Local, State and Federal)</li><li>Renewable Licenses</li></ul>
	<p><u>Payroll Accounting</u></p> <ul style="list-style-type: none"><li>Payroll and Check Register*</li><li>Payroll Exceptions Time Report*</li><li>Payroll Warrants*</li><li>Payroll Transmittals*</li></ul>

\*State Treasurer's copies are the record copies for all State Agencies.

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

SCHEDULE  
NO. 616

PAGE  
NO. 3

Item No.	Description and Retention
	<p>Nonrecord material includes tab cards, memoranda used for intermediate accounting, extra copies of papers and records kept for convenience of reference, and printed or mimeographed material.</p> <p>RECOMMENDATION:</p> <p>A. RETAIN ALL EXCEPT NONRECORD MATERIAL THREE YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, THEN DESTROY.</p> <p>B. DESTROY ALL NONRECORD MATERIAL WHEN NO LONGER REQUIRED.</p>