FORM RM-1
REV. 2/75

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. 620

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPT. OF HEALTH AND MENTAL HYGIENE — AGENCY

Maryland State Board of Dental Examiners — DIVISION

Item No.	Description	Retention
	Supercedes Schedules ~~#463 & 464~~ #464	
1.	ACCOUNTING RECORDS This series includes all standard State accounting forms as well as other accounting media which provide supporting data for the special and general accounting records. Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of a records series be altered, the schedule may be amended to reflect such changes. Each agency will use all or some of the following records which are governed by the indicated retention period: A. Special Accounting Records: Books of Final Entry - General Ledgers Audit Reports	Retain permanently.
	B. General Accounting Records: Memorandum of Adjustments Distribution of Charges Transmittals Certificate of Deposit and Bank Deposit Slips Monthly Report of State Funds Collected and Deposited	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

Schedule approved by Department, Agency or Division Representative

Signature: [illegible] — Title: [illegible] — Date: 6/30/75

Schedule Authorized by Hall of Records Commission

Date: 8-15-75 — Archivist: Edward C. Papenfuse

Disposal Authorized by Board of Public Works

Date: _____ — Secretary: [illegible]

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RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
	C. Purchasing Records: Requisition for Supplies (also Agency Interoffice Requisitions) Purchase Order Out-of-Schedule Requisition for Supplies Stores Requisition Copy of Contract Awarded Actual Emergency and Repairs Report Notice of Award of Contract Report of Partial Delivery Credit Memorandum	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	D. Budget and Fiscal Planning Records: Budget Schedule Amendment Report of Fixed Assets Report of Materials and Supplies Materials and Supplies Physical Inventory Budget Estimates Request for Position Action	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	E. Payroll Accounting Records: Payroll and Check Register Payroll Exceptions Time Report Payroll Warrants Payroll Transmittals Employee Roster Card File	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	F. Miscellaneous Accounting Records: Paid Bonds and Coupons Paid Bills and Invoices Receipt Copies and Stubs Bank Books, Statements, and Deposit Receipts Cancelled Checks, Check Copies and Check Stubs Reconciliation and Trial Balance Sheets Budget Papers and Work Sheets Requisitions and Purchase Orders Delivery Orders and Receipts Receiving Reports Daily and Monthly Time Sheets Gas Withdrawal Tickets and Mileage Reports Stock Record Card Memorandum Receipt and Property Condemnation Report Delivery Order and Receipt Periodic Financial Reports to Local & State Agencies Withholding Tax Forms and Statements (Local, State and Federal) Renewable Licenses	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.