

RECORDS RETENTION AND DISPOSAL SCHEDULE

MARYLAND PORT ADMINISTRATION

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p>ACCOUNTING RECORDS</p> <p>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.</p> <p>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.</p> <p>Each agency will use all or some of the following records which are governed by the indicated retention period:</p> <p>A. Special Accounting Records:</p> <p>Books of Final Entry - General Ledgers Audit Reports</p> <p>B. General Accounting Records:</p> <p>Memorandum of Adjustments Distribution of Charges Transmittals Certificate of Deposit and Bank Deposit Slips Monthly Report of State Funds Collected and Deposited</p>	<p>Retain permanently.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

Schedule approved by Department, Agency or Division Representative

[Signature]
Signature

Chief Adon Soes
Title

12/12/75
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

4/26/76
Date

Edward P. [Signature]
Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
	<p>C. Purchasing Records:</p> <ul style="list-style-type: none"> Requisition for Supplies (also Agency Inter-office 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 Direct Bid Proposals <p>D. Budget and Fiscal Planning Records:</p> <ul style="list-style-type: none"> Budget Schedule Amendment Report of Materials and Supplies Budget Estimates Request for Position Action Report of Fixed Assets Materials and Supplies Physical Inventory <p>E. Payroll Accounting Records:</p> <ul style="list-style-type: none"> Payroll Exceptions Time Report Payroll Warrants Payroll Transmittals Employee Roster Card File Payroll and Check Register 	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 627

PAGE
NO. 3 of 3

Item No.	Description	Retention
	<p>F. Miscellaneous Accounting Records:</p> <ul style="list-style-type: none">Paid Bonds and CouponsPaid Bills and InvoicesReceipt Copies and StubsBank Books, Statements, and Deposit ReceiptsCancelled Checks, Check Copies and Check StubsReconciliation and Trial Balance SheetsBudget Papers and Work SheetsRequisitions and Purchase OrdersDelivery Orders and ReceiptsReceiving ReportsDaily and Monthly Time SheetsGas Withdrawal Tickets and Mileage ReportsStock Record CardMemorandum Receipt and Property Condemnation ReportDelivery Order and ReceiptPeriodic Financial Reports to Local and State AgenciesWithholding Tax Forms and Statements (Local, State and Federal)Renewable Licenses	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>