

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Public Safety & Correctional Services

Secretariat

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	<p>GENERAL ACCOUNTING RECORDS</p> <p>This records 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.</p> <p>Revision of the forms identified below will not normally require any change in this retention schedule. If either scope or contents of a records series is changed, this retention schedule will be revised to reflect such changes.</p> <p>All or most of the following records are found in the files of this State agency:</p> <p><u>Comptroller of the Treasury</u></p> <ul style="list-style-type: none"> Memorandum of Adjustment Transmittal List Distribution of Charges Summary of Delayed Invoices Certificate of Deposit and Bank Deposit Slip Monthly Summary of State Agency Receipts and Deposits Allocation of Shared Costs Monthly Statement of Balances Distribution of Unexpended and Obligated Balances Fiscal Year Closing Statement Warrants, Disbursing and Receiving

Schedule approved by Department, Agency or Division Representative

W. O. Ware

Assistant Secretary

12-23-75

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

4/24/76

Date

Edward Raper

Archivist

Date

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">Requisition for SuppliesOut-of-Schedule RequisitionWarehouse RequisitionCapital Fund RequisitionEmergency Purchase ReportPurchase OrderCopy of Contract AwardedNotice of Award of ContractPaid Bills and InvoicesReceiving ReportDelivery Order and Shipping ReceiptReport of Partial DeliveryCredit MemorandumStock Record Card, Materials and SuppliesMaterials and Supplies Physical InventoryReport of Materials and SuppliesInventory Card, Fixed AssetsExcess Property Declaration <p><u>Budget and Fiscal Planning</u></p> <ul style="list-style-type: none">Budget EstimatesNotice of Authorized AppropriationBudget Schedule AmendmentRequest for Object TransferRequest for Position ActionMonthly Report of Budget ExpendituresState Motor Vehicle Operator's ReportMotor Vehicle Acquisition and Disposal ReportPrivately-Owned Vehicles Quarterly Report <p><u>Payroll Accounting</u></p> <ul style="list-style-type: none">Payroll and Check RegisterPayroll Distribution of Charges WarrantPayroll Exception Time ReportSpecial Payments PayrollMonthly Class Code DistributionCancellation of Payroll CheckEmployees' Time SheetEmployee's Withholding Exemption CertificateHosp. and U. S. Savings Bonds Deduction Authorization

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item	Description and Retention
	<p><u>Miscellaneous Accounting</u></p> <p>Bank Statement, Reconciliation, and Deposit Receipts Cancelled Checks and Check Stub Record Individual Request for Out-of-State Travel State of Maryland Expense Account Petty Cash and Working Fund Receipt Copies Periodic Financial Reports</p> <p>RECOMMENDATION: RETAIN THREE YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, THEN DESTROY.</p> 