

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF EDUCATION

Division of Administration and Finance

AGENCY

DIVISION

Item No.	Description	Retention
1	<p>CASH RECEIPTS</p> <p>The material in this file consists of the Certificate of Deposit (Form DD-1), and the supporting documents. The original of the Certificate of Deposit is transmitted to the Comptroller of the Treasury, where it is used for the preparation of the paying warrant. The supporting documents filed with the Certificate are the deposit slips and the agency copy of the receiving warrant.</p>	<p>RETAIN FOR THREE YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, THEN DESTROY</p>
2	<p>CANCELLED CHECKS</p> <p>Cancelled checks drawn on the petty cash and revolving funds of the Department are stored in the Division offices. After audit these checks have no further reference value.</p>	<p>RETAIN FOR THREE YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, THEN DESTROY</p>
3	<p>INVOICES</p> <p>The Department receives two copies of the vendor's invoice. The original is forwarded to the Comptroller's office with the transmittal for payment. The Department retains one copy for accounting and audit purposes.</p>	<p>RETAIN FOR THREE YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, THEN DESTROY</p>
4	<p>AUDIT REPORTS</p> <p>This file contains audit reports of transportation program, special education, school lunch, free and reduced price lunches, current expense aid, community service and special food service for day care centers of the local boards of education performed by the Maryland State Department of Education audit staff; CPA audit reports of the local boards of education; and Legislative audit reports of the Maryland State Department of Education.</p>	<p>RETAIN FOR TEN YEARS, THEN DESTROY</p>

Schedule approved by Department, Agency or Division Representative

William M. Perkins
Signature

Assistant State Superintendent
Division of Administration and Finance *5-25-76*
Title Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

6/14/76
Date
Angie Stevenson
Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. **643**

PAGE
NO. 2 of 7

Item No.	Description	Retention
5	<p>ACCOUNTING RECORDS</p> <p>This item includes the final books of entry and all standard accounting forms used by all State agencies as supporting data to the final book of entry.</p> <p style="padding-left: 40px;">Comptroller of the Treasury Forms</p> <p style="padding-left: 80px;"><u>Title</u></p> <p style="padding-left: 40px;">Distribution of Charges Certificate of Deposit (See Item #1) Monthly Report of State Funds Collected Distribution of Unexpended and Obligated Balances Monthly Statement of Balances Memorandum of Adjustment Receiving Warrants Transmittal Forms E-1 or E-½</p> <p style="padding-left: 40px;">Purchasing Bureau, Department of General Services</p> <p style="padding-left: 80px;">Out of Schedule Requisition Requisition for Equipment</p> <p style="padding-left: 40px;">Department of Budget and Fiscal Planning</p> <p style="padding-left: 80px;">Formerly BB-1 and BB-2 Budget Schedule Amendment Sheet Report of Fixed Assets (annual) Report of Material and Supplies (annual) Material and Supplies Physical Inventory (annual)</p> <p style="padding-left: 40px;">Other Accounting Records</p> <p style="padding-left: 80px;">Bank Statements Bank Deposit Slips Bank Deposit Receipts Check Stubs Purchase Orders</p>	<p>A. RETAIN FINAL BOOKS OF ENTRY PERMANENTLY</p> <p>B. RETAIN ALL OTHER ACCOUNTING RECORDS FOR THREE (3) YEARS AND UNTIL AUDIT REQUIREMENTS HAVE BEEN MET, THEN DESTROY</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item	Description	Retention
6	<p>PAYROLL ACCOUNTING RECORDS</p> <p>These records are those prescribed by the State Office of the Comptroller of the Treasury for payroll accounting purposes. The State Treasurer's copies are the record copies.</p> <p>The following are included:</p> <ul style="list-style-type: none"> Payroll and Check Register Payroll Exceptions Time Report Payroll Warrants Payroll Transmittals 	<p>RETAIN FOR THREE YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, THEN DESTROY</p>
7	<p>NYC RECORDS (National Youth Corps)</p> <p>These are records prescribed by the federal government for the NYC program.</p> <p>The following are included:</p> <ul style="list-style-type: none"> Request for Reimbursement--School Community Centers Program NYC Sponsor's Activity Report Sponsor's Invoice Sponsor's Detail Statement of Goals 	<p>RETAIN FOR THREE YEARS AND UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, THEN DESTROY</p>
8	<p>ANNUAL BUDGET RECORDS</p> <p>These are records prescribed by the Department or the State for the annual preparation of the Department's budget request.</p> <p>The following are included:</p> <ul style="list-style-type: none"> Budget Bureau Budget Estimates Statement of Goal MSDE Action Plan/Budget Work Sheet MSDE Support Service Plan/Budget Work Sheet 	<p>RETAIN FOR THREE YEARS AND UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, THEN DESTROY</p>
9	<p>FOOD SERVICE RECORDS</p> <p>These are records required to administer the food service and commodity distribution programs.</p> <p>The following are included:</p> <ul style="list-style-type: none"> End of Month Inventory Report Donated Commodity Inventory Report Warehouse & Consignee's Receipt of Government Donated Food 	<p>RETAIN FOR THREE YEARS AND UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, THEN DESTROY</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. **643**

PAGE
NO. 4 of 7

Item No.	Description	Retention
9	<p>(continued)</p> <p>Administrative Review - Direct Distribution Program (Local System)</p> <p>Request for School Allocations</p> <p>Attachment to Direct Distribution Commodity Agreement</p> <p>Addendum to School Lunch Application</p> <p>Addendum to School Breakfast Program Application</p> <p>Addendum to Special Milk Program Application</p> <p>School Breakfast Program Application</p> <p>School Breakfast Program - Schedule A</p> <p>Claim for Reimbursement - School Breakfast Program Schedule A of Special Milk Program</p> <p>Nonfood Assistance Application - Claim</p> <p>Administrative Review and Performance Survey School Food Service Programs</p> <p>National School Lunch Program Application (Type A Lunch)</p> <p>Schedule A of Program School Lunch Program</p> <p>Claim for Reimbursement National School Lunch and Special Milk Program</p> <p>Quick Report (Claim for Reimbursement Information) Application - Special Food Service Program for Children</p> <p>Schedule A - Service Institutions Which Program Will Operate</p> <p>Reimbursement Voucher Worksheet Special Food Service Program for Children</p> <p>Claim for Reimbursement Special Food Service Program for Children</p> <p>Supplemental Claim for Reimbursement "Quick Reporting System"</p> <p>Expenditures by Board of Education from Tax Sources for the School Lunch Program</p> <p>Expenditures by Sponsoring Agency for the School Lunch Program</p> <p>Supplement to Claim for Reimbursement - State Funds</p> <p>School Lunch In-Service Meetings</p> <p>Special Milk Program Application</p> <p>Civil Rights Compliance Review (Public Schools)</p> <p>Civil Rights Compliance Review (Private and Service Institutions)</p> <p>Nonfood Assistance Application - Claim SFSP C</p> <p>Administrative Review Report - Special Food Service Program for Children</p> <p>Meal Analysis - Breakfast Program</p> <p>Policy Statement for Free and Reduced Price Meals</p>	

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
10	<p>STATE AID RECORDS</p> <p>These are records required to administer the Department's State aid programs.</p> <p>The following are included:</p> <ul style="list-style-type: none"> Aid to Education State Aid for Current Expense (Calculation of State Aid and Worksheet) Notification of Intent to Qualify for State Aid Projection of Pupil Enrollment - Budget Estimates Projection of Pupil Transportation Data - Budget Estimates Projection of Handicapped Children Enrollment - Budget Estimates Summary of Teaching Assignment in Evening High School Pupil Enrollment in Evening High School Certified Statement of Assessed Valuation Operating Costs of Severly Handicapped Child in Special Public Day School Programs Record for State Aid for Home Instruction Public library Incentive Fund Public Libraries - Current Expenses Sending Units Report on Tuition (Intercounty Transfers, Report of Tuition) Receiving Units Report on Tuition Record for State Aid for Hospital Instruction Summary Request for Home and Hospital Instruction Application for School Assistance in Federally Affected Areas (Title I of P.L. 81-874) Report for Determining Final Payment Pursuant to Title I of P.L. 81-874 Actual Operating Costs for Handicapped Children in Special Day School Programs Summary of the Cost of Educating Special Education Pupils Special Education Costs - Direct Salary Costs Special Education Costs - Indirect Salary Costs Special Education Costs - Total Cost per Pupil Computation of Local Cost per Regular Pupil for Special Education Purposes 	<p>RETAIN FOR THREE YEARS, AND UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, THEN DESTROY</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
11	<p>SCHOOL TRANSPORTATION AND SAFETY RECORDS</p> <p>These are records required to administer the Departments school transportation and school safety programs.</p> <p>The following are included:</p> <p>General administrative records required to administer the Department's school transportation and safety programs, but subject to the exceptions shown in b and c below.</p> <p>a. The following are included in the general administrative records category:</p> <p>Driver Education Program Report Project Application for Funds Under P.L. 89-564 Request for Student Driver Education Registration Forms Request for College and University Temporary Instructor's Card Student Driver Education Record School Bus Accident Supplemental Report Evaluation of Training Program Maryland Public School Bus Acceptance Check Sheet Request for Approval of Exceptional Conditions</p> <p>b. The information contained in the following documents is transferred to the Driver Education Master File computer tape shortly after they are received. The following are included:</p> <p>Driver Education Registration Form Driver Education Certificate</p> <p>c. The following are documents that attest to the certification of an instructor and are retained for the duration of employment. The Teacher Certification File retained in the Office of Certification contains the record copy of these documents. The following are included:</p> <p>Request for Instructor's authorization card for H. S. Driver Education -certified</p> <p>Request for Instructor's authorization card for H. S. Driver Education -not certified</p>	<p>RETAIN FOR THREE YEARS, AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, THEN DESTROY</p> <p>NONRECORD, DESTROY WHEN NO LONGER NEEDED</p> <p>NONRECORD, RETAIN FOR THE DURATION OF EMPLOYMENT OF THE INSTRUCTOR, THEN DESTROY</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
12	<p>MISCELLANEOUS RECORDS</p> <p>These are miscellaneous records required to administer the programs of the Division of Administration and Finance.</p> <p>The following are included:</p> <ul style="list-style-type: none">Expense Reports - Monthly Report of Expenses Incurred During the Course of State BusinessMonthly Reports - MS SeriesSchedule of 6 Months out-of-State TravelSurvey of Information from Local School Systems Concerning Maryland Public Schools and the Energy CrisisSurvey of Energy Consumption in Maryland Public Schools December 1, 1973 - March 31, 1974Application for PublicationRequest for Proposal and Contractual Services - Form BB-4	RETAIN FOR THREE YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, THEN DESTROY