

DEPARTMENT OF GENERAL SERVICES
HALL OF RECORDS COMMISSION
RECORDS MANAGEMENT DIVISION

SCHEDULE
NO. **686**

PAGE
NO. 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Maryland Children's Centers

Department of Health & Mental Hygiene

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

James D. Mzelle
Signature

Superintendent

Title

May 27, 1977

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

6/22/77
Date

Edward P. Ferguson
Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

No.

Description and Retention

Purchasing Bureau

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

Budget Bureau

Budget Schedule Amendment
Report of Fixed Assets
Report of Materials and Supplies
Materials and Supplies Physical Inventory
Budget Estimates
Request for Position Action

Miscellaneous Accounting

Paid Bonds
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 and State Agencies
Withholding Tax Forms and Statements (Local, State and Federal)
Renewable Licenses

Payroll Accounting

Payroll and Check Register*
Payroll Exceptions Time Report*
Payroll Warrants*
Payroll Transmittals*

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

RECORDS RETENTION AND DISPOSAL SCHEDULE
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Description and Retention

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.

RECOMMENDATION:

- A. RETAIN ALL EXCEPT NONRECORD MATERIAL THREE YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, THEN DESTROY.

- B. DESTROY ALL NONRECORD MATERIAL WHEN NO LONGER REQUIRED.