

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

DEPARTMENT OF GENERAL SERVICES

Finance and Accounting

AGENCY

DIVISION

Item No.	Description	Retention
	<p>SUPERSEDES SCHEDULE NO. 150 DATED APRIL 6, 1955</p> <p><u>ADMINISTRATIVE AND PERSONNEL RECORDS</u></p>	
1.	<p><u>BB-4 FORM</u></p> <p>Copy of Department of Budget and Fiscal Planning form which serves as an instrument for an agency (DGS in this instance) to request the services of private enterprise for temporary employees, leasing of equipment, etc.</p>	Retain for three (3) years after completion of contract and audit, then destroy.
2.	<p><u>MARYLAND FLEET OPERATIONS AND MANAGEMENT SYSTEM FILES</u></p> <p>Contains the following components:</p> <p>MFOMS 1 - Daily mileage log of State cars assigned to DGS employees (folder for each car for each fiscal year).</p> <p>MFOMS 2 - Vehicle Acquisition Reports</p> <p>MFOMS 3 - Data for Disposal (Vehicle Sale)</p> <p>Correspondence and directives related to management of DGS fleet of State cars.</p>	<p>Retain MFOMS 1 for three (3) years and audit, then destroy.</p> <p>Retain MFOMS 2 and 3 for three (3) years after disposal of vehicle and audit, then destroy.</p> <p>Retain correspondence for three (3) years and audit, then destroy.</p>
3.	<p><u>BOARD OF PUBLIC WORKS DGS AGENDAS</u></p> <p>Includes the following documents:</p> <p>Dept. of General Services Agenda Board of Public Works Summary Minutes DGS Agenda Related Correspondence (copies)</p> <p>The Board of Public Works meets usually every other week to approve/disapprove the various DGA Agenda items. The DGS Agenda covers construction contracts,</p>	Retain for fifteen (15) years, then destroy.

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Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

1/3/80 *Stephen G. Miller* Fiscal Admin  
Date Signature Title

\_\_\_\_\_  
Date State Archivist

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	consultant contracts, State acquisition of land, etc. The DGS record copies of these agendas are maintained in the Secretary's Office.	
4.	<u>GENERAL ADMINISTRATIVE-CORRESPONDENCE FILES</u> Subject file with correspondence and administrative records pertaining to the functions of the Accounting Division of the Department of General Services.	Purge annually and destroy inactive records two (2) years old whose administrative value has ceased.
5.	<u>PERSONNEL FILES</u> The copies of the following records all document DGS personnel actions and are addressed to the Secretary of Personnel:  State of Maryland Personnel Transaction (Form MS-310) State of Maryland Appointments Form Certification of Eligibles Request for Reclassification of a Position (MS-20) Request for Positive Action (BB-40)  The originals of these records are maintained by the Department of Personnel.	Retain for two (2) fiscal years, then destroy.
6.	<u>LEAVE REQUEST FORMS (DGS)</u> Official forms on which a DGS employee applies for annual, personal, or sick leave time.	Retain for three (3) years and audit, then destroy.
7.	<u>LEAVE FORM (P.S. 1562)</u> Official calendar year record of annual, personal, and sick leave; and compensatory time.	Retain for four (4) years after end of calendar year and audit, then destroy.

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<u>CAPITAL FUND ACCOUNTING</u>		
8.	<p><u>CAPITAL FUNDS TRANSMITTALS</u></p> <p>State Public Improvements, administered by the Department of General Services, can be paid for through any one of the following four means of funding:</p> <ol style="list-style-type: none"> <li>1. General Construction Loans (GCL)</li> <li>2. Special Loans (e.g. Outdoor Recreation Land Loan of 1969, Dredging Spoil Loan of 1969, etc.)</li> <li>3. Board of Public Works Capital Appropriations (BPWCA)</li> <li>4. Non-Budget Accounts</li> </ol> <p>Maintained for each of these basic modes of funding is a Transmittal File containing copies of:</p> <p style="padding-left: 40px;">Disbursement Transmittal to the Comptroller Invoices - DGS Approved Remittance Advice Forms Correspondence - Invoice Related</p>	<p>Retain for three (3) years after liquidation of account item (GCL, BPWCA, Special Loans) or account (Non-Budget Accounts), and audit - then destroy.</p>
9.	<p><u>STARS REPORTS FOR ADMINISTRATION OF CAPITAL FUNDS (GCL, Special Loans, BPWCA and Non-Budget Accounts)</u></p> <p>Computer printouts of capital funds account balances. These reports are also maintained by the General Accounting Division in a microfiche format.</p>	<p>Retain for twenty (20) years and audit, then destroy.</p>
10.	<p><u>CAPITAL FUNDS LEDGER CARDS</u></p> <p>A ledger card exists for each GCL, Special Loan and BPWCA account item and for each Non-Budget Account. There is also a ledger card for each major firm receiving payments from that account item or account.</p> <p>These cards provide a financial history of DGS administration of those capital funds which it is authorized to disburse for public improvements.</p>	<p>Retain permanently.</p>
11.	<p><u>A/E's AND CONTRACTOR'S WORKSHEETS</u></p> <p>Arranged alphabetically according to name of A/E or contractor. For each is listed the project(s) for which he is under contract, the encumbered fund sources from which he is to be paid, each payment made against these funds, and the balances remaining.</p>	<p>Retain for three (3) years after completion of project, and audit - then destroy.</p>

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12.	<p><u>MEMORANDUM OF ENCUMBRANCE (STARS 104)</u> Report forwarded to the Comptroller periodically which lists the invoices to be encumbered against a specific GCL or BPWCA account item for a particular month.</p>	Retain for three (3) years and audit, then destroy.
13.	<p><u>CAPITAL FUNDS REQUISITIONS (Purchase Bureau Form CF-1)</u> Requisitions for purchases out of capital funds of furniture for public improvements which are approved by DGS and eventually forwarded to the Purchasing Bureau for processing or returned because of ineligibility to the appropriate State agency.</p>	Retain for three (3) years and audit, then destroy.
14.	<p><u>STARS 120 - CAPITAL FUNDS (Allocation for Disbursement and Receipt Accounts)</u> With this report, DGS authorizes the Comptroller to transfer funds from a specific Capital Fund to State Use Industries in payment for furniture, materials, etc., for a DGS administered public improvement.</p>	Retain for three (3) years and audit, then destroy.
15.	<p><u>AGENCY CORRESPONDENCE FILES</u> Contents include copies of DGS approved invoices, invoice related correspondence and requisition forms forwarded to the appropriate agency, requesting their submission of transmittals authorizing payment from their operating budget.</p>	Retain for ten (10) years after end of fiscal year and audit, then destroy.

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	<u>OPERATING BUDGET ACCOUNTING</u>	
16.	<p><u>STARS REPORTS FOR DGS, OPERATING BUDGET</u></p> <p>Computer printouts of the operating budget account balances. These reports are also maintained by the General Accounting Division in a microfiche format.</p>	Retain last monthly STARS report for the fiscal year permanently. Retain all other monthly STARS reports for three (3) years and audit, then destroy.
17.	<p><u>BUDGET LEDGER CARDS</u></p> <p>Includes transaction history and balances for each DGS account. Maintained only to the end of August, 1978. Office now depends on STARS reports for operating budget account balances.</p>	Retain permanently.
18.	<p><u>VENDOR TRANSMITTALS</u></p> <p>Individual folders arranged according to DGS budget appropriation number containing copies of the following documents forwarded periodically to GAD for payment:</p> <p>Disbursement Transmittal to the Comptroller, of the Treasury (STARS 100 and 102) Remittance Advice Forms Vendor Invoices - DGS approved</p>	Retain for three (3) years and audit, then destroy.
19.	<p><u>TRAVEL TRANSMITTALS</u></p> <p>Contains copies of the following documents:</p> <p>Disbursement Transmittal to the Comptroller (STARS 100 and 102) sent monthly for each DGS budget appropriation number Remittance Advice Forms State of Maryland Expense Account - weekly reports filled out by employees documenting travel expenses.</p>	Retain for three (3) years and audit, then destroy.

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20.	<p><u>REMITTANCE ADVICE FORMS</u></p> <p>Duplicate files of these forms, copies of which are also included in the various transmittal files. This "in-house" record documents the processing of an invoice by DGS for payment by the Comptroller. Arranged numerically according to voucher number, it serves as a convenience file for office personnel.</p>	<p>Retain for three (3) months after end of fiscal year, then destroy.</p>
21.	<p><u>STARS 120 - DGS BUDGET RELATED (Allocation/Adjustment for Disbursement and Receipt Accounts)</u></p> <p>Report directing the Comptroller to transfer funds between DGS's and other State agency's accounts or from one DGS account to another. The related invoices are also maintained as supporting documentation for these reports.</p>	<p>Retain for three (3) years and audit, then destroy.</p>
22.	<p><u>AGENCY INVOICE FILES</u></p> <p>Invoices sent to DGS by other State agencies for services provided such as prisoner labor from the Corrections Department, gasoline from Gasoline Tax Division, etc.</p>	<p>Retain for three (3) years and audit, then destroy.</p>
23.	<p><u>INVOICES (Vendor)</u></p> <p>Arranged alphabetically according to vending companies submitting these invoices to DGS for payment of supplies.</p>	<p>Retain for three (3) years and audit, then destroy.</p>
24.	<p><u>FISCAL YEAR OBLIGATIONS</u></p> <p>Contents include official request (GAD 5 and 6) by DGS to the Comptroller at the end of a fiscal year for encumbered but unliquidated budget funds to be carried over into the next fiscal year. This records series also contains the related contract (BB-4, Purchase Order, etc.) as proof of encumbrance.</p>	<p>Retain for three (3) years and audit, then destroy.</p>
25.	<p><u>GENERAL ACCOUNTING RECORDS</u></p> <p>Certificate of Deposit and Bank Deposit Slips Distribution of Charges Memorandum of Adjustments Monthly Report of State Funds Collected and Deposited</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

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26.	<p><u>SPECIAL ACCOUNTING RECORDS</u></p> <p>Reports of audits conducted by the Legislative Auditors</p> <p>Reports of audits conducted by persons or agencies other than the Legislative Auditors</p> <p>Books of Final Entry - General Ledgers</p>	<p>Retain for ten (10) years, then destroy.</p> <p>Retain permanently.</p> <p>Retain permanently.</p>
27.	<p><u>BUDGET AND FISCAL PLANNING RECORDS</u></p> <p>Budget Schedule Amendment</p> <p>Materials and Supplies Physical Inventory</p> <p>Report of Fixed Assets</p> <p>Report of Materials and Supplies</p> <p>Request for Position Action</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
28.	<p><u>BUDGET ESTIMATES</u></p>	<p>Retain for ten (10) years and audit, then destroy.</p>
29.	<p><u>PAYROLL ACCOUNTING RECORDS</u></p> <p>Employee Roster Card File</p> <p>Payroll Exceptions Time Report</p> <p>Payroll Transmittals</p> <p>Payroll Warrants</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
30.	<p><u>PAYROLL AND CHECK REGISTER</u></p>	<p>Retain for seven (7) years and audit, then destroy.</p>
31.	<p><u>MISCELLANEOUS ACCOUNTING RECORDS</u></p> <p>Bank Books, Statements, and Deposit Receipts</p> <p>Budget Papers and Work Sheets</p> <p>Cancelled Checks, Check Copies and Check Stubs</p> <p>Delivery Orders and Receipts</p> <p>Gas Withdrawal Tickets and Mileage Reports</p> <p>Memorandum Receipt and Property Condemnation Reports</p> <p>Paid Bills and Invoices</p> <p>Paid Bonds and Coupons</p> <p>Periodic Financial Reports to Local/State Agencies</p> <p>Petty Cash</p> <p>Receipt Copies and Stubs</p> <p>Receiving Reports</p> <p>Reconciliation and Trial Balance Sheets</p> <p>Renewable Licenses</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

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	Requisitions and Purchase Orders Stock Record Cards Time Sheets Withholding Tax Forms and Statements (Local, State and Federal)	
32.	<u>PURCHASING RECORDS</u>  Actual Emergency and Repairs Report Copy of Contract Awarded Credit Memorandum Notice of Award of Contract Out-of-Schedule Requisition for Supplies Purchase Order Report of Partial Delivery Requisition for Supplies (also Agency Interoffice Requisitions)	Retain for three (3) years and until all audit require- ments have been fulfilled, then destroy.