


RECORDS RETENTION AND DISPOSAL SCHEDULE

OFFICE OF THE COMPTROLLER OF THE TREASURY		Income Tax
AGENCY		DIVISION
Item No.	Description	Retention
	<p>THIS SCHEDULE SUPERSEDES SCHEDULES No. 6, November 1953; No. 7, November 1953; No. 370, September 1960; and No. 371, September 1960.</p> <p style="text-align: center;"><u>WITHHOLDING</u></p>	
1.	<p><u>EMPLOYERS RETURN OF INCOME TAX WITHHELD - MW 506</u> Quarterly returns submitted by employers showing the total tax, with adjustments, withheld from each employee's salary during the reporting quarter.</p>	Retain for three (3) calendar years and until audit, then transfer to inactive storage for two (2) years, then destroy by supervised burning or shredding.
2.	<p><u>INDIVIDUAL DECLARATION OF ESTIMATED TAX (Original) - 502-D</u> Submitted by the taxpayer to initiate payment of state taxes by estimation. The form shows the quarterly estimated tax to be paid by declaration and the amount accompanying the initial declaration.</p>	Retain for three (3) calendar years and until audit, then destroy by supervised burning or shredding.
3.	<p><u>INDIVIDUAL ESTIMATED TAX VOUCHERS - 502-DEP</u> Submitted quarterly by the taxpayer along with the quarterly tax installment, these vouchers serve as billing notices for taxpayers who pay their State taxes by quarterly declaration.</p>	Retain for three (3) calendar years and until audit, then destroy by supervised burning or shredding.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

13/10/81  Director
Date Signature Title

Date State Archivist

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4.	<p><u>ESTIMATED TAX CORRESPONDENCE</u></p> <p>Consisting of original incoming and copies of outgoing correspondence relating to the activities of the office and the taxpayer.</p>	<p>Retain for three (3) calendar years, then destroy by supervised burning or shredding.</p>
5.	<p><u>INDIVIDUAL ESTIMATED TAX RECONCILIATION LEDGERS</u></p> <p>These ledgers provide a means of reconciling each year's individual estimated tax activity. The data processing totals shown are further reconciled with the gross receipts ledger maintained in the Withholding Accounting Control Unit and sent to Document Control.</p>	<p>Retain for three (3) years and until audit, then transfer to inactive storage for eventual transfer to the State Archives for permanent retention.</p>
6.	<p><u>ESTIMATED TAX COMPUTER PRINTOUTS</u></p> <p>Maintained in binders, these printouts show the estimated tax processing and files maintenance activity by the calendar year. The series is primarily used to maintain systems information and to produce audit trail verification.</p>	<p>Retain for three (3) calendar years and until audit, then destroy by supervised burning or shredding.</p>
7.	<p><u>INDIVIDUAL ESTIMATED TAX (Microfilm)</u></p> <p>This film, produced from computer tapes, constitutes the estimated tax master files for each calendar year. The images are arranged in social and alpha sequence and used for research and taxpayer assistance.</p>	<p>Retain for six (6) years and until audit, then destroy by supervised burning or shredding.</p>
8.	<p><u>SUSPENSE FUND RECORDS</u></p> <ul style="list-style-type: none"> a. Closed credit books b. Cancelled credit memos c. Deposit listings d. Active, inactive, and closed suspense fund cards 	<p>Closed credit books will be maintained for five (5) fiscal years and until audit, then transferred to inactive storage. All other records will be kept indefinitely in the office.</p>

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9.	<p><u>RESIDENT INDIVIDUAL CONTROL GROUP TOTALS (QUARTERLY PAYMENTS)</u></p> <ul style="list-style-type: none"> a. Beginning and ending date of each weekly payment. b. Beginning and ending document locator number of the above. c. Amount of money deposited for the period. d. Accounting Control information (date/JRT, etc.) <p style="text-align: center;"><u>ADMINISTRATION - REFUND UNIT</u></p>	<p>Retain for two (2) years, or until all audit requirements have been fulfilled, then destroy by supervised burning or shredding.</p>
10.	<p><u>GENERAL FILES</u></p> <p>Consisting of documents which relate to the internal management or general administration of the office. Included are: copies of monthly and annual reports, equipment contracts, supply orders, telephone logs, studies, budget information, and related materials.</p>	<p>Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative value to be retained until such value ceases, then destroyed.</p>
11.	<p><u>PERSONNEL POLICY FILES</u></p> <p>Consisting of documents which relate to the day to day administration of office employees. Included are documents relating to leave, work schedules, employee evaluation and efficiency, interview sheets and comparable or relating papers.</p>	<p>Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative value to be retained until such value ceases, then destroyed.</p>
12.	<p><u>TAXPAYER CORRESPONDENCE FILES</u></p> <p>Consisting of original incoming and copies of outgoing correspondence relating to tax refund activities. Included are duplicate return requests and letters requesting the execution of forgery affidavits.</p>	<p>Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative value to be retained until such value ceases, then destroyed.</p>

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13.	<p><u>REFUND TRANSACTION LEDGERS AND REGISTERS</u> Included in this series are ledgers and registers showing tabulated information which is used in the checking and auditing of various types of tax returns for which refunds have been issued. The information shown includes the taxpayer account number, year and amount of refund and warrant number authorizing issuance of the refund check.</p>	<p>Retain for five (5) years and audit, then destroy by supervised burning or shredding.</p>
14.	<p><u>REFUND AUTHORIZATION AND DISTRIBUTION FILES</u> Contain internal auditor's authorization and request for processing refunds resulting from overpayment of all taxes collectable by the State Income Tax Division.</p>	<p>Retain for three (3) years and until all audit requirements have been met, then destroy by supervised burning or shredding.</p>
15.	<p><u>RETURN REGISTERS</u> 16mm microfilm cartridges containing alphabetical listings of taxpayers to whom tax refunds have been issued. Arranged by taxable years, listings show the name and address of taxpayer, social security and return numbers, check number, and amount refunded or balance due.</p>	<p>Retain for five (5) years then remove film from cartridges and destroy by supervised burning or shredding. Return cartridges to micrographics lab for reuse.</p>
16.	<p><u>DEPOSIT RECEIPTS</u> Receipts of deposit to the credit of bank accounts which have been established to service Maryland income tax refund activities.</p>	<p>Retain until the account is closed, and all audit requirements have been met, then destroy by supervised burning or shredding.</p>
17.	<p><u>STOP PAYMENT FILE</u> Arranged alphabetically according to name of taxpayer, this file contains copies of Form 209 which have been initiated to stop payment on previously issued refund checks.</p>	<p>Retain for three (3) years and until audit requirements have been met, then destroy by supervised burning or shredding.</p>

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18.	<p><u>COMPLETED FORGERY AND STOP PAYMENT LISTS</u></p> <p>Chronological listings of forgery affidavits which have been executed and stop payments which have been completed. These listings arranged by the tax year, complement the tax return for the corresponding tax year.</p>	<p>Retain for five (5) years and until all audit requirements have been met, then destroy by supervised burning or shredding.</p>
19.	<p><u>STOP PAYMENT AND FORGERY CASE CARDS</u></p> <p>3"x5" cards arranged alphabetically, which show the name and address of taxpayer, check number and date of issue. Cards also show the date stop payment was completed and the reissue date of the new check.</p>	<p>Retain for three (3) years, and until all audit requirements have been met, then destroy by burning or shredding.</p>
20.	<p><u>DECEDENT AND REISSUED CHECK FILES</u></p> <p>Arranged alphabetically, these files contain miscellaneous correspondence to and from executors, administrators, survivors or personal representatives of deceased taxpayers regarding the disposition of any refund of taxes payable to the deceased.</p>	<p>Retain for three (3) years and until audit requirements have been met, then destroy by supervised burning or shredding.</p>
21.	<p><u>REISSUED REFUND CHECK LEDGERS</u></p> <p>Tabulated information which is used in the checking and auditing of various types of tax returns for which refund checks have been reissued. The information shown includes the taxpayer account number, year and amount, and the warrant number authorizing reissuance of the refund.</p>	<p>Retain for five (5) years and until all audit requirements have been met, then destroy by supervised burning or shredding.</p>
22.	<p><u>REISSUED CHECK LISTS</u></p> <p>Chronological listing of tax refund checks which have been reissued. These listings are arranged by the tax year corresponding to the tax returns for which they were listed.</p>	<p>Retain for five (5) years and until all audit requirements have been met, then destroy by supervised burning or shredding.</p>
23.	<p><u>RECOVERED CHECK LISTS (STARS-140)</u></p> <p>Computer produced report showing chronological listing of unused and returned tax refund checks.</p>	<p>Retain for three (3) years and until all audit requirements have been met, then destroy by supervised burning or shredding.</p>

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24.	<p><u>MASTER CHECK ACCESS AND ACCOUNT RECONCILIATION</u></p> <p>Computer printouts of master check access and account reconciliations for current year refunds which are issued by the computer.</p>	<p>Retain for five (5) years and until all audit requirements are met, then destroy by supervised burning or shredding.</p>
25.	<p><u>CANCELLED TAX REFUNDS CHECKS</u></p> <p>Checks are returned to the Income Tax Division by the bank upon which they are drawn, after payment and cancellation. Each check shows the check number, account number, name and address of payee, date, amount of the refund and name of the bank upon which it was drawn.</p>	<p>Retain for three (3) years from date of issue and until all audit requirements have been met, then destroy by supervised burning or shredding.</p>
26.	<p><u>REFUND CHECK REGISTERS</u></p> <p>Consists of computer produced listing of refund checks issued during each tax year. Listings are contained in printout binders, numerically by tax year.</p>	<p>Retain for five (5) years and until all audit requirements have been met, then destroy by supervised burning or shredding.</p>
27.	<p><u>REFUND IMPREST ACCOUNT-OUTSTANDING LISTS</u></p> <p>Computer printouts received from the banks indicating date of issue, amounts and current status of refund imprest checks for various years. These accounts are still open and/or active.</p>	<p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy by supervised burning or shredding.</p>
<p><u>CORPORATION</u></p>		
28.	<p><u>CORPORATION-INCOME TAX RETURNS - Form 500</u></p> <p>This file consists of the annual tax returns filed by each corporation and association having income allocable to the State under the provisions of the Annotated Code of Maryland, unless otherwise exempted.</p>	<p>Retain in the division for five (5) calendar years, then transfer to a State Records Center for an additional fifteen (15) years, and until all Federal audit requirements have been fulfilled, then destroy by supervised burning or shredding.</p>

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29.	<p><u>MONTHLY AND FISCAL YEAR END LISTINGS</u></p> <p>Microfilmed master listing of deposits, receipts, disbursements, and related corporation tax transactions, arranged alphabetically by corporation name, and numerically by tax account number. Monthly updates are generated at the end of each month, and fiscal year updates are generated at the end of each fiscal year.</p> <p style="text-align: center;"><u>DISTRIBUTION UNIT</u></p>	<p>Retain current listings until updates are received then destroy by supervised burning or shredding. Source documents (Item 28) are retained for that period of time required to satisfy State and Federal audit requirements.</p>
30.	<p><u>DISTRIBUTION FILES</u></p> <p>Arranged numerically by subdivision, these files contain papers which document the amount of State taxes collected from each incorporated municipality, and the amount redistributed to same as their respective share, pursuant to Article 81, Annotated Code of Maryland.</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then offer to the Hall of Records for permanent retention.</p>
31.	<p><u>FRANCHISE TAX RETURNS - Form FT-1</u></p> <p>This file consists of the fiscal year tax returns filed by saving banks, buildings, and savings and loan associations having income allocable to the State under the provisions of the Annotated Code of Maryland, unless otherwise exempted.</p> <p style="text-align: center;"><u>PROCESSING AND ACCOUNTING CONTROL</u></p>	<p>Retain for five (5) years, then destroy by supervised burning or shredding.</p>
32.	<p><u>AUXILIARY PERSONNEL FOLDERS</u></p> <p>Arranged by position number, these folders are maintained for each employee assigned to the Processing Unit. Documents included in these folders may be duplicates or extracts of documents filed in the official personnel folders, and are kept solely for the convenience of the Processing Unit. Types of documents filed in these folders would include:</p>	

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	<ul style="list-style-type: none"> a. Copies of Efficiency Ratings b. Sick Leave Records c. Copies of Conduct Reports 	Upon termination of employment segregate from active files, retain for five (5) years, then destroy.
33.	<p><u>CLERICAL PROCEDURE FOLDERS</u></p> <p>Contain procedures for identifying, and methods for correcting clerical errors on Income Tax Returns.</p>	Retain until superseded or revised, then destroy.
34.	<p><u>DAILY PROGRESS REPORTS</u></p> <p>Copies of reports which show the volume and type of work completed on a daily basis. Included are the number of checks written, number of bills sent, and number and type of errors corrected on Income Tax Returns processed during the reporting period.</p>	Retain for five (5) years, then destroy.
35.	<p><u>DECLARATION REGISTER</u></p> <p>Microfilmed copy of the register which identifies those taxpayers who have filed a Declaration of Estimated Maryland Income Tax (Form 502-D). This register facilitates the checking, auditing and general in-processing of the Annual Income Tax Returns.</p>	Retain register for current tax year. Destroy by supervised burning or shredding when updated or amended.
<u>COLLECTION AND COMPLIANCE</u>		
36.	<p><u>FIELD REPRESENTATIVES REPORTS FILE (Form-24)</u></p> <p>Arranged chronologically, this file contains Daily and Weekly Reports which have been submitted by Income Tax Division Field Representatives throughout the State. These reports reflect daily/weekly records of cases closed and monies collected by individual field representatives.</p>	Retain for five (5) calendar years, then destroy by supervised burning or shredding.
37.	<p><u>WITHHOLDING TAX STATEMENTS (MW-509)</u></p> <p>Prepared and submitted by employers for each employee from whom income tax was withheld during the tax year. Each statement shows the employers name, address, and identification number, the employee's name, address,</p>	

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38.	<p>and social security number, total wages paid, and the amount of income tax withheld.</p> <p><u>INDIVIDUAL INCOME TAX RETURNS (Form 502)</u></p> <p>Arranged numerically by year, these are the returns filed by all residents and nonresidents of the State who have received income from sources within the State, and are required by existing statutes to file such a return. Individual returns generally show the source and amount of income received, the amount of tax withheld or paid, the amount due to be paid, and where applicable, the amount to be refunded to the taxpayer.</p>	<p>Retain for five (5) years, then destroy by supervised burning or shredding.</p> <p>Retain in the office for three (3) years, then transfer to inactive storage for an additional two (2) years, then destroy by supervised burning or shredding.</p>
<u>ADMINISTRATION</u>		
39.	<p><u>GENERAL CORRESPONDENCE FILES</u></p> <p>Consists of original incoming, and copies of outgoing letters, memorandums and reports. Included are news releases, speeches, meeting minutes, procedures, request for information, legislative data and other material concerning the overall operations of the Division, and arranged alphabetically by subject, rather than a name or number. These files are maintained in the offices of the Chief and Assistant Chief, Income Tax Division, the Legal Officer and Personnel and Budget Officer.</p>	<p>Screen annually to remove that material for which no further reference is required. Retain permanently for periodic transfer to the Hall of Records that material relating to planning and policy, and which reflects the development of the Division.</p>
40.	<p><u>CASE FILES</u></p> <p>Maintained by the Assistant Chief and Legal Officer of the Income Tax Division, these files include:</p> <ul style="list-style-type: none"> a. Cases pending, being or having been adjudicated for determination of compliance or noncompliance with existing tax laws. b. Cases which document the qualification and status of tax exempt organizations and activities. c. Cases which document claims of bankruptcy or receivership, and those of decedent taxpayers. 	<p>Screen annually to destroy those cases for which legal issues have been resolved (bankruptcies, receiverships, tax court appeals, etc.) and limitations for legal action have expired. Other cases retain until collected or resolved, then destroy.</p>

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41.	<p><u>LEASE FILES</u></p> <p>Arranged alphabetically by location, these files contain copies of leases and other documents relating to the acquisition of real estate to be occupied by Field Offices of the Income Tax Division.</p>	<p>Retain until termination and final payment of the lease, and until all legislative audit requirements have been met, then destroy.</p>
42.	<p><u>BANK ACCOUNT FILES</u></p> <p>These files contain documents generated during the transaction of banking services for Income Tax Refunds as required by the Income Tax Division. Files are arranged by calendar year and bank account number, and may contain the following:</p> <ul style="list-style-type: none"> a. Bank Statements b. Debit Memoranda c. Check Lists d. Bank Printouts e. Reconciliations f. Check Copies 	<p>Retain until the bank account is closed and all legislative audit requirements have been fulfilled, then destroy.</p>
43.	<p><u>LEAVE REQUEST FORMS</u></p> <p>Official forms on which an employee applies for annual, personal, compensatory or sick leave time. Doctors certificates may be included in the collection.</p>	<p>Retain until all legislative audit requirements have been fulfilled, then destroy.</p>
44.	<p><u>LEAVE FORMS</u></p> <p>Official calendar year record of annual, personal, sick and compensatory leave accumulated and used.</p>	<p>Retain record of previous calendar year until all legislative audit requirements have been fulfilled, then destroy. Upon transfer of employee, forward current record to gaining agency. Record of terminated employee will be retained for four (4) years, and until all legislative audit requirements have been fulfilled, then destroyed.</p>

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45.	<p><u>UNOFFICIAL PERSONNEL RECORDS</u></p> <p>Alphabetically arranged personnel folders maintained for each employee assigned to the Division. Documents included in these folders may be duplicates or extracts of documents filed in the official folder maintained by the Comptroller's Personnel Office. Folders of former employees are used on a regular basis to engage permanent and temporary help to meet the cyclic work demands of the Division.</p>	<p>Retain all folders of active employees. Periodically screen folders of inactive employees to dispose of those ineligible for re-employment by reason of age, death or previous unsatisfactory performance.</p>
46.	<p><u>BI-WEEKLY TIME CARDS</u></p> <p>Official forms which an employee submits in order to be paid for hours worked.</p>	<p>Retain until all legislative audit requirements have been fulfilled, then destroy.</p>
47.	<p><u>JOURNALS OF FINAL ENTRY</u></p> <p>Official journals and ledgers recording the receipts and expenditures of the Division.</p>	<p>Retain as permanent records.</p>
<p><u>DOCUMENT CONTROL UNIT</u></p>		
48.	<p><u>ERROR LISTING REGISTER BOOKS</u></p> <p>Contain computer listings of information relating to tax returns on which errors have been made. The information designates the types of errors, transactions, withholding taxes, estimated tax credits, additional taxes, refunds issued, interest and penalties.</p>	<p>Retain in the Division for four (4) years, and until audit, then destroy by supervised burning or shredding.</p>
49.	<p><u>FIDUCIARY REGISTER BOOKS</u></p> <p>Contain computer listings of all fiduciary returns, showing amount of taxes paid, refunds issued, additional taxes, interest and penalties.</p>	<p>Retain in the division for four (4) years, and until audit, then destroy by supervised burning or shredding.</p>

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50.	<p><u>NONCURRENT REGISTER BOOKS (Individual Returns)</u> Contain computer listings of late filed individual returns, showing amount of taxes paid, refunds issued, interest and penalties.</p>	<p>Retain in the division for four (4) years, and until audit, then destroy by supervised burning or shredding.</p>
51.	<p><u>PARTNERSHIP REGISTER BOOKS</u> Contain computer listings of tax returns filed by individuals involved in business partnerships. Listings show the amount of taxes paid, refunds issued, additional taxes, interest and penalties.</p>	<p>Retain in the division for four (4) years, and until audit, then destroy by supervised burning or shredding.</p>
52.	<p><u>ESTIMATED TAX BOOKS</u> <u>(2 Series - Alphabetical and Numerical)</u> Contain computer listings of taxpayers who file quarterly estimated tax returns. Information shown includes the amount of quarterly tax paid from April 15 to January 15. This data is used to reconcile the quarterly tax returns.</p>	<p>Retain in the division for four (4) years, and until audit, then destroy by supervised burning or shredding.</p>
53.	<p><u>LATE PAYMENT BOOKS (Estimated Returns)</u> Contain computer listings of late filed estimated returns and payments which were received with applications for "Extensions of Time."</p>	<p>Retain in the division for four (4) years, and until audit, then destroy by supervised burning or shredding.</p>
54.	<p><u>ESTIMATED TAX (Microfilm Cartridges)</u> These cartridges contain the same information as the estimated tax books shown in Item 52, in addition to the address and name of spouse. These cartridges allow for more detailed, simultaneous research of accounts.</p>	<p>Retain cartridges in the division for five (5) years, or until updated and until audit, then destroy by supervised burning or shredding.</p>
55.	<p><u>MISCELLANEOUS CORRESPONDENCE</u> Consisting of original incoming and copies of outgoing correspondence which does not require filing with any state tax return.</p>	<p>Screen annually to destroy that material no longer needed by supervised burning or shredding.</p>

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56.	<p><u>NONPROCESSABLE RETURNS</u></p> <p>These are tax returns with corresponding control cards on which additional information is needed. When the information is received, the return is pulled, the control card is attached and both are forwarded to the processing unit for coding. After both have been coded with the same serial number, the control cards are returned for filing.</p>	<p>Retain the control cards in the unit for two (2) years, then destroy by supervised burning or shredding.</p>
57.	<p><u>SUSPENSE FUND FILE</u></p> <p>This series of records consist of copies of remittance checks which are deposited in the suspense fund due to lack of identification of the taxpayer, or the return to which it should be applied. Correspondence advising the taxpayer of the disposition of his remittance is attached to the check.</p>	<p>Retain in the unit until the account is researched, and positive identification and related matters are completely satisfied, then forward to the appropriate unit for processing.</p>
58.	<p><u>TAX RETURNS (Open)</u></p> <p>These tax returns are held in the Document Control Unit pending receipt of payment or required adjustments by the taxpayer.</p>	<p>Retain in the unit until payment is received and required adjustments are made, then forward to the appropriate unit for processing. Closed returns are transferred to inactive storage for the remaining time required by existing statutes.</p>
59.	<p><u>APPLICATIONS FOR EXTENSIONS OF TIME</u></p> <p>These records document the application and approval for extension of time for filing returns, which has been granted taxpayers, except in the case of taxpayers who are abroad, no extensions are granted for more than one year.</p>	<p>Retain in the unit until the end of the tax year for which the extension was granted; then destroy by supervised burning or shredding.</p>

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<u>AMENDED UNIT</u>		
60.	<p><u>MICROFILMED INDEXES (16mm)</u></p> <p>Two sets of 16mm microfilm - one arranged alphabetically by name of taxpayer, the other numerically by social security number. Microfilm shows the name of taxpayer, social security number, account number, refunds issued and amount of taxes paid. Microfilm is used primarily for reference and research.</p>	<p>Transfer master negative films to Hall of Records after reference copies have been made; if negative not extant, transfer one reference copy. The Hall of Records will restrict use of records for seventy-five (75) years during which time they will be made available only as specified in Article 81, Section 300. Destroy reference copies by shredding or burning after five (5) years.</p>
61.	<p><u>PROTECTIVE CLAIMS FILES</u></p> <p>These case files contain papers which document taxpayers' claims against the State. Claims are either satisfied or disallowed by the Comptroller. Disallowed claims may be appealed to the Maryland Tax Court, and further appealed to the Judicial Courts of the State.</p>	<p>Retain claims folders until claims have been satisfied by the Comptroller or by the Court System, and for two (2) additional years, then destroy by supervised burning or shredding.</p>
62.	<p><u>CHECK REGISTERS</u></p> <p>Computer produced listing of issued checks showing check number, account number, amount refunded, and name and address of taxpayer. These registers are used to verify, control and reconcile refunds sent to taxpayers who file amended returns.</p>	<p>Retain for three (3) years, then destroy by supervised burning or shredding.</p>
63.	<p><u>AMENDED TAX RETURNS (Form 502-X)</u></p> <p>Amended tax returns are filed by taxpayers to facilitate adjustments to their original return. In addition to the basic information shown on returns, the amended return shows an explanation of the changes to income, deductions and credits. The returns are needed by the unit only for the period required to process the adjustment.</p>	<p>Retain in the unit until the adjustment is posted, and all audit requirements fulfilled, then transfer to inactive storage for the remaining time required by existing statutes, then destroy by supervised burning or shredding.</p>

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64.	<p><u>FEDERAL ADJUSTMENT INFORMATION</u></p> <p>This information consists of copies of correspondence to and from the Internal Revenue Service which respond to potential adjustments on Maryland State Income Tax Returns.</p>	<p>Retain federal documentation until the associated Maryland return has been adjusted and closed, and all audit requirements fulfilled, then destroy by supervised burning or shredding. The Maryland tax returns, after adjustments have been made, are transferred to inactive storage for the remaining time required by existing statutes.</p>
65.	<p><u>FEDERAL RETURNS</u></p> <p>Copies of federal returns which have been requested from the Internal Revenue Service by the Chief, Income Tax Division. These returns are used for the conduct of specific audits, and may be required if results of the audit are appealed to the Maryland Tax Court.</p>	<p>Retain in the unit until the audit is complete, or until the case is disposed of, then return to the Chief, Income Tax Division, for destruction by supervised burning or shredding.</p>
<p><u>AUDIT UNIT</u></p>		
66.	<p><u>MICROFILMED ACCOUNTS (16mm)</u></p> <p>This collection of microfilm consist of the following accounts:</p> <ul style="list-style-type: none"> - Partnership - Fiduciary - Late Filing - Individual Income Tax - Accounts Receivable <p>Produced from computer tapes, these accounts show the taxpayer's name, social security number, account number, amount of refund issued, and amount of taxes paid. The microfilm is used for research and to verify compliance with existing tax laws.</p>	<p>Retain in the unit for five (5) years, then remove film from cartridges and destroy by supervised burning or shredding. Return cartridges to micrographics lab for reuse.</p>

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Item No.	Description	Retention
67.	<p><u>BILLING SYSTEM BOOKS</u></p> <p>These books are used to prepare monthly and fiscal year reports. Information contained in the books include the status of accounts, number of payments entered into the data processing system, amount of cash applied, and the number and amount of refunds issued.</p>	<p>Retain for twelve (12) years, then destroy by supervised burning or shredding.</p>
68.	<p><u>FIDUCIARY RETURNS</u></p> <p>This file consists of those fiduciary returns for which protective claims have been instituted and not yet settled.</p>	<p>Retain in the unit until claim has been satisfied or disallowed, then transfer to inactive storage for five (5) additional years and destroy by supervised burning or shredding.</p>