

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 959

PAGE  
NO. 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Natural Resources - Maryland Environmental Service

AGENCY

DIVISION

Item No.	Description	Retention
1	General Accounting Records A. Certificate of Deposit and Bank Deposit Slips B. Distribution of Charges C. Memorandum of Adjustments D. Monthly Report of State Funds Collected and Deposited	Retain for three (3) years and until audit requirements have been fulfilled, then destroy.
2	Special Accounting Records A. Reports of audits conducted by the Legislative Auditors B. Reports of audits conducted by persons or agencies other than Legislative Auditors C. Books of Final Entry - General Ledgers	Retain for ten (10) years, then destroy.  Retain permanently.  Retain permanently.
3.	Budget and Fiscal Planning Records A. Budget Estimates B. Budget Schedule Amendment C. Materials and Supplies-Physical Inventory D. Report of Fixed Assets E. Report of Materials and Supplies F. Request for Position Action	Retain for three (3) years and until all audit requirements have been met, then destroy.
4.	Payroll Accounting Records A. Employee Roster Card File B. Payroll and Check Register C. Payroll Exceptions Time Report D. Payroll Transmittals E. Payroll Warrants	Retain for three (3) years and until all budget requirements have been met, then destroy.
5.	Miscellaneous Accounting Records A. Bank Books, Statements and Deposit Receipts B. Budget Paper and Work Sheets C. Cancelled Checks, Check Copies and Check Stubs D. Delivery Orders and Receipts E. Gas Withdrawal Tickets and Mileage Reports. F. Memorandum Receipt and Property Condemnation Reports G. Paid Bills and Invoices H. Paid Bonds and Coupons	Retain for three (3) years and until all audit requirements have been met, then destroy.

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

3-24-83  
Date

J. Frank Miller  
Signature

State Archivist  
Title

Date

State Archivist

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

Item No.	Description	Retention
5	Miscellaneous Accounting Records (cont.) I. Periodic Financial Reports to Local/State Agencies J. Receipt Copies and Stubs K. Receiving Reports L. Reconciliation and Trial Balance Sheets M. Renewable Licenses N. Requisitions and Purchase Orders O. Stock Record Cards P. Time Sheets Q. Withholding Tax Forms and Statements (Local, State and Federal)	Retain for three (3) years and until all audit requirements have been met, then destroy.
6	Purchasing Records A. Actual Emergency and Repairs Report B. Copy of Contract Awarded C. Credit Memorandum D. Notice of Award of Contract E. Out-of-Schedule Requisition for Supplies F. Purchase Orders G. Report of Partial Delivery H. Requisition for Supplies	Retain for three (3) years and until all audit requirements have been met, then destroy.
7	State Personnel Files and Records	Retain for five (5) years following the year the employee leaves employment with the Agency and until all audit requirements have been met, then destroy.
8	Corporate Personnel Files and Records	Retain for three (3) years following the year the employee leaves employment with the Agency and until all audit requirements have been met, then destroy.
9	Special Project Records A. Contract Studies and Reports B. Studies conducted under the provisions of Sections 201 and 303(e) of the Water Pollution Control Act as amended C. Projects carried out by the Agency under contract to others D. Miscellaneous Projects	Retain at least one (1) copy permanently for eventual transfer to State Archives. Retain associated working files and records for three (3) years and until all audit requirements have been met, then destroy.
10	Contracts	Retain for three (3) years after the contract expires and until all audit requirements have been fulfilled, then destroy.

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Item No.	Description	Retention
11	Budgets	Retain for three(3) years and until all audit requirements have been met, then destroy.
12	legislation	Screen annually and destroy what is no longer needed for current business.
13	Reports and Publications	Retain for two (2) years, then destroy.
14	miscellaneous Correspondence-paper-Documents	Retain for two (2) years, then destroy.
15	In-House Reader file	Retain for two (2) years, then destroy.