

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of the Environment		Directorate of Finance and Administration
AGENCY		DIVISION
Item No.	Description	Retention
1.	<p>ACCOUNTING RECORDS</p> <p>This series includes all standard State accounting forms as well as other accounting media which provide supporting data for the special and general accounting records.</p> <p>Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of a records series be altered, the schedule may be amended to reflect such changes.</p> <p>Each agency will use all or some of the following records which are governed by the indication retention period:</p> <p>A. Special Accounting Records:</p> <p>Books of Final Entry-General Ledgers Audit Reports</p> <p>B. General Accounting Records:</p> <p>Memorandum of Adjustments Distribution of Chart Transmittals Certificate of Deposit and Bank Deposit Slips Monthly Report of State Funds Collected and Deposited</p>	<p>Retain Permanently.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

11/17/88
Date

[Signature]
Signature

Deputy F&A
Title

[Signature]
Date

[Signature]
State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1188

PAGE 2 Of 2
NO.

Item	Description	Retention
1	<p>ACCOUNTING RECORDS (continued)</p> <p>C. Program Grant payroll cost distribution, time records, invoices, records of payment, etc. (non-Superfund)</p> <p>D. Program Grant payroll cost distribution time records, invoices, record of payment etc. (Superfund)</p>	<p>Retain for Three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain ten (10) years and/or clearance for destruction is obtained from Grantor</p>
2	<p>CONSTRUCTION GRANTS PROJECT</p> <p>Alphabetical arrangement by county and project name containing plots, correspondence, estimates, contractual agreements, fiscal grants, state loans, and change orders.</p>	<p>Retain in office two (2) years after audit, then transfer to the State Records Center for ten (10) additional years and destroy.</p>
3	<p>ADMINISTRATIVE CORRESPONDENCE</p> <p>Files contain correspondence, memos and personnel records pertaining to the business of Finance & Administration. Personnel records are for each individual person in the Directorate.</p>	<p>Retain for three (3) years, then destroy.</p>

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

1/88
AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY
Department of the Environment

2. DIVISION
Finance and Administration

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Program Grants - Federal Time Sheets

5. EARLIEST YEAR/LATEST YEAR
1975 TO 1987

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
Department created time sheet records for federal grant cost recovery

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
std boxes
13
NUMBER

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY) BOXES
3
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
2nd floor, 201 West Preston Street, Baltimore

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Audit plus 3 years

19. NAME AND TITLE OF PREPARER
G. A. Reisman
G. A. Reisman, Deputy, F & A

20. TELEPHONE NUMBER
631-3000

21. DATE
11/4/88