

Office on Aging

Management: Fiscal

Agency

Division

Item No.	Description	Retention
1.	<p><u>ACCOUNTING RECORDS</u></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>A. <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>B. <u>Special Accounting Records</u></p> <p>Reports of audits conducted by the Legislative Auditors Reports of audits conducted by persons or agencies other than the Legislative Auditors Books or final entry - general ledgers</p>	<p>A. Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>B. Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
2.	<p><u>MISCELLANEOUS ACCOUNTING RECORDS</u></p> <p>A. <u>Budget and Fiscal Planning Records</u></p> <p>Budget estimates Budget schedule amendment Materials and supplies physical inventory Report of fixed assets Report of materials and supplies Request for position action</p>	<p>A. Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>B. Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

- CONTINUED -

Schedule Approved by Department, Agency
Division Representative

Schedule Authorized by:

7/26/90
DateD. Wassman
SignatureDep Dir -
Title10/4/90
DateE. H. ...
Signature

RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

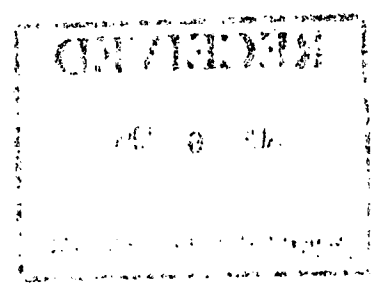
Schedule
No. 1240

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No. 2 of 3

Item No.	Description	Retention
	<p>B. <u>Payroll Accounting Records</u></p> <p>Employee roster card file Payroll and check register Payroll exceptions time report Payroll transmittals Payroll warrants</p> <p>C. <u>Miscellaneous Accounting Records</u></p> <p>Bank books, statements, and deposit receipts Budget papers and work sheets Cancelled checks, check copies and check stubs Delivery orders and receipts Gas withdrawal tickets and mileage reports Memorandum receipt and property condemnation reports Paid bills and invoices Paid bonds and coupons Periodic financial reports to local/state agencies Receipt copies and stubs Receiving reports Reconciliation and trial balance sheets Renewable licenses Requisitions and purchase orders Stock record cards Time sheets Withholding tax forms and statements (local, state and Federal) Actual emergency and repairs report Notice of award of contract Non-record copy is also kept with all divisions of the agency</p>	<p>C. Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
3.	<p><u>AUTOMOTIVE FLEET FILES</u></p> <p>Arranged numerically by vehicle tag number. These files contain any information related to State-owned motor vehicles, their assigned drivers and expenses incurred in the course of their use. Each folder may contain Insurance/DMV Inspection verification, gasoline credit card information, Maryland toll facilities payments/tickets and MFOMS operating reports.</p>	<p>Retain for three (3) years after vehicle has been replaced, then destroy all vehicle related information.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Item No.	Description	Retention
4.	<p><u>ADMINISTRATIVE REPORTS</u></p> <p>Arranged alphabetically by subject matter. These files are composed of letters, memoranda and reports to/from: city, county and state officials; in matters directly concerning Office on Aging's fiscal operations and procedures.</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
5.	<p><u>CONTRACT FILES</u></p> <p>Arranged yearly by contract subject matter. These files contain records of existing and fully executed agreements. Categories of contracts include maintenance, service, equipment and supplier. Each file may contain the following information:</p> <ul style="list-style-type: none"> Price quotes/BB-4/purchase order Action agenda Anti-bribery affidavit Anti-collusion certificate Procurement affirmation Contract addendum Short form contract Standard state service contract Related correspondence/working papers Contract award letter 	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>



LAST ITEM

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

AGENCY RECORDS INVENTORY

Page 1 of 5

1. DEPARTMENT/AGENCY
Maryland Office on Aging

2. DIVISION
Management

3. UNIT
Fiscal

DEFINITION-RECORD SERIES. A group of related records normally filed and used as a unit for for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE
Automotive Fleet Files

5. EARLIEST YEAR/LATEST YEAR
1982 to 1990

6. RECORD SERIES DESCRIPTION (Briefly Describe The Types Of Information/Documents/Forms Found In The Series. Include The Purpose Or Function Of The Series)

These files contain any information related to state owned motor vehicles, their assigned drivers and expenses incurred in the course of their use. Each folder may contain Insurance/DMV Inspection verification, gasoline credit card information, and Maryland toll facilities payments/tickets.

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)
1 COMPUTER TAPE(S)
Number OTHER (SPECIFY)

10. ANNUAL ACCUMULATION

FILE DRAWER(S)
 MICROFILM REEL(S)
1 COMPUTER TAPE(S)
Number OTHER (SPECIFY)

11. FILE IS USED

DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

3
Number MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

301 West Preston Street
Room 1004

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(If yes, specify agency of office)

YES NO

15. ACCESS RESTRICTIONS

(If yes, city law(s) & regulation(s))

YES NO

16. AUDIT REQUIREMENTS

NONE FEDERAL
 STATE INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

YES NO

18. RECOMMENDED RETENTION

3 years and until all audit requirements have been fulfilled.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

(301) 225-1070

21. DATE

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
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AGENCY RECORDS INVENTORY

Page 2 of 5

1. DEPARTMENT/AGENCY
Maryland Office on Aging

2. DIVISION
Management

3. UNIT
Fiscal

DEFINITION-RECORD SERIES. A group of related records normally filed and used as a unit for for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE
Miscellaneous Accounting Records

5. EARLIEST YEAR/LATEST YEAR
1982 to 1990

6. RECORD SERIES DESCRIPTION (Briefly Describe The Types Of Information/Documents/Forms Found In The Series. Include The Purpose Or Function Of The Series)

This series includes bank books, bank statements cancelled checks, etc. It also includes paid bills and invoices.

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)
10 COMPUTER TAPE(S)
Number OTHER (SPECIFY)

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
2 COMPUTER TAPE(S)
Number OTHER (SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
3
Number MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
301 West Preston Street
Room 1004

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(If yes, specify agency of office)
 YES NO

15. ACCESS RESTRICTIONS
(If yes, city law(s) & regulation(s))
 YES NO

16. AUDIT REQUIREMENTS
 NONE FEDERAL
 STATE INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 YES NO

18. RECOMMENDED RETENTION
3 years and until all audit requirements have been fulfilled.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER
(301) 225-1070

21. DATE

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
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Maryland Office on Aging

2. DIVISION
Management

3. UNIT
Fiscal

DEFINITION-RECORD SERIES. A group of related records normally filed and used as a unit for for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE
Administrative Reports

5. EARLIEST YEAR/LATEST YEAR
1982 to 1990

6. RECORD SERIES DESCRIPTION (Briefly Describe The Types Of Information/Documents/Forms Found In The Series. Include The Purpose Or Function Of The Series)

Consists of reports which must be prepared and submitted to other departments.

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)
1 COMPUTER TAPE(S)
Number OTHER (SPECIFY)

10. ANNUAL ACCUMULATION

FILE DRAWER(S)
 MICROFILM REEL(S)
1 COMPUTER TAPE(S)
Number OTHER (SPECIFY)

11. FILE IS USED

DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

3
Number MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

301 West Preston Street
Room 1004

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(If yes, specify agency of office)

YES NO

15. ACCESS RESTRICTIONS

(If yes, city law(s) & regulation(s))

YES NO

16. AUDIT REQUIREMENTS

NONE FEDERAL
 STATE INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

YES NO

18. RECOMMENDED RETENTION

3 years and until all audit requirements have been fulfilled.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

(301) 225-1070

21. DATE

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

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Maryland Office on Aging

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Fiscal

DEFINITION-RECORD SERIES. A group of related records normally filed and used as a unit for for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE
Contract Files

5. EARLIEST YEAR/LATEST YEAR
1982 to 1990

6. RECORD SERIES DESCRIPTION (Briefly Describe The Types Of Information/Documents/Forms Found In The Series. Include The Purpose Or Function Of The Series)

These files contain records of existing and fully executed agreements. Categories of contracts include maintenance, service equipment and supplier.

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)
10 () COMPUTER TAPE(S)
Number () OTHER (SPECIFY)

10. ANNUAL ACCUMULATION

FILE DRAWER(S)
 MICROFILM REEL(S)
4 () COMPUTER TAPE(S)
Number () OTHER (SPECIFY)

11. FILE IS USED

DAILY () WEEKLY () MONTHLY

12. FILE BECOMES INACTIVE AFTER

3
Number () MONTH(S) (X) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

301 West Preston Street
Room 1004

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(If yes, specify agency of office)

() YES (X) NO

15. ACCESS RESTRICTIONS

(If yes, city law(s) & regulation(s))
 YES (X) NO

16. AUDIT REQUIREMENTS

() NONE (X) FEDERAL
(X) STATE () INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

() YES (X) NO

18. RECOMMENDED RETENTION

3 years and until all audit requirements have been fulfilled.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

(301) 225-1070

21. DATE

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

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Maryland Office on Aging

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3. UNIT
Fiscal

DEFINITION-RECORD SERIES. A Group Of Related Records Normally Filed And Used As A Unit For For Reference As Well As Retention And Disposition Purposes.

4. RECORD SERIES TITLE
Accounting Records

5. EARLIEST YEAR/LATEST YEAR
1982 to 1990

6. RECORD SERIES DESCRIPTION (Briefly Describe The Types Of Information/Documents/Forms Found In The Series. Include The Purpose Or Function Of The Series)

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; also, records needed for grants management.

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)
40 COMPUTER TAPE(S)
Number OTHER (SPECIFY)

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
10 COMPUTER TAPE(S)
Number OTHER (SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
3
Number MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
301 West Preston Street
Room 1004

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(If yes, specify agency of office)
 YES NO

15. ACCESS RESTRICTIONS
(If yes, city law(s) & regulation(s))
 YES NO

16. AUDIT REQUIREMENTS
 NONE FEDERAL
 STATE INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 YES NO

18. RECOMMENDED RETENTION
3 years and until all audit requirements have been fulfilled.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER
(301) 225-1070

21. DATE