'DGS - 550 - 1

DEPARTMENT OF GENERAL SERVICES Records Management Division

Schedule No. 1240

REV. 7/86

RECORDS RETENTION AND DISPOSAL SCHEDULE

Page 1 of 3

	Office on Aging	Management: Fiscal
	Agency	Division
Item No.	Description	Retention
1.	ACCOUNTING RECORDS 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. 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.	A. Retain for three (3) years and until all audit requirements have been fulfilled, then destroy. B. Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	A. General Accounting Records Certificate of deposit and bank deposit slips Distribution of charges Memorandum of adjustments Monthly report of state funds collected and deposited	
	B. Special Accounting Records 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	
2.	MISCELLANEOUS ACCOUNTING RECORDS A. Budget and Fiscal Planning Records Budget estimates Budget schedule amendment Materials and supplies physical inventory Report of fixed assets Report of materials and supplies Request for position action - CONTINUED -	A. Retain for three (3) years and until all audit requirements have been fulfilled, then destroy. B. Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

Schedule Approved by Department, Agency Division Representative

Schedule Authorized by:

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Signature

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RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

No.	Description	Retention
	B. Payroll Accounting Records	C. Retain for three (3) years
	Employee roster card file Payroll and check register Payroll exceptions time report Payroll transmittals Payroll warrants	and until all audit require- ments have been fulfilled, then destroy.
	C. Miscellaneous Accounting Records	·
	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	
3.	AUTOMOTIVE FLEET FILES Arranged numerically by vehicle tag number. These files contain any information related to State-owned motor vehicles, their assigned drivers and expenses	Retain for three (3) years after vehicle has been replaced, then destroy all vehicle related information.
·	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.	
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	- CONTINUED -	

Schedule No. 1240

RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

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	(Continuation Sheet)		No. 3 Of 3	
No.	Description	Retention		
4.	APMINISTRATIVE REPORTS 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.	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.		
5.	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: 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	Retain for threand until all a ments have been then destroy.	udit require-	
	LAST ITEM (1988) 1888 1888			

SEPARATE FORM FOR EACH NEW OR RECORDS MAI 7275 WAY WITH RECORDS RETENTION SCHEDULE P.O. 1			Page 1 of 5		
1. DEPARTMENT/AGENCY Maryland Office on Aging	2. DIVISION Management		3. UNIT Fiscal		
DEFINITION-RECORD SERIES. A group for res	p of related re ference as well	ecords normally fi as retention and	led and used as a unit for disposition purposes.		
4. RECORD SERIES TITLE Automotive Fleet Files			5. EARLIEST YEAR/LATEST YEAR 1982 to 1990		
6. RECORD SERIES DESCRIPTION (Briefin The Control of the Control o	efly Describe T he Series. Inc	The Types Of Infor clude The Purpose	mation/Documents/Forms Found Or Function Of The Series)		
These files contain any in assigned drivers and expenses: Insurance/DMV Inspection verificacilities payments/tickets.	incurred in the	course of their	use. Each folder may contain		
7. RECORD SERIES FORMAT(S)	8. RECORD	SERIES SEQUENCE	9. VOLUME		
(X) LETTER SIZE () MICROFILM (X) LEGAL SIZE () COMPUTER TO (X) BOUND BOOK (X) FLOPPY DISC	(X) ALPHABETICAL TAPE (X) NUMERICAL		(X) FILE DRAWER(S) () MICROFILM REEL(S) 1 () COMPUTER TAPE(S) Number() OTHER (SPECIFY)		
() AUDIO TAPE () VIDEO TAPE () OTHER (SPECIFY)		EOGRAPHICAL THER (SPECIFY)	10. ANNUAL ACCUMULATION (X) FILE DRAWER(S) () MICROFILM REEL(S) () COMPUTER TAPE(S) Number() OTHER (SPECIFY)		
11. FILE IS USED (X) 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 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) () YES (X) NO		16. AUDIT REQUIREMENTS () NONE (X) FEDERAL (X) STATE () INDEPENDENT			
		18. RECOMMENDED RETENTION 3 years and until all audit requirement have been fulfilled.			
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NO. (301) 225-107	그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그		

		ENERAL SERVICES MENT DIVISION OO ROAD	AGENCY RECORDS INVENTORY		
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	P.O. BOX JESSUP, MARY		Page 2 of 5		
1. DEPARTMENT/AGENCY Maryland Office on Aging	2. DIVISION Management		3. UNIT Fiscal		
DEFINITION-RECORD SERIES. A gro	oup of related re reference as well	ecords normally fill as retention and	led and used as a unit for disposition purposes.		
4. RECORD SERIES TITLE Miscellaneous Accounting Reco	ords		5. EARLIEST YEAR/LATEST YEAR 1-982_ to 1990		
6. RECORD SERIES DESCRIPTION (BI	riefly Describe T The Series. Inc	The Types Of Information of the Purpose of the Purp	mation/Documents/Forms Found Or Function Of The Series)		
This series includes bar includes paid bills and invo	nk books, bank st ices.	catements cancelle	d checks, etc. It also		
7. RECORD SERIES FORMAT(S)	8. RECORI	SERIES SEQUENCE	9. VOLUME		
(X) LETTER SIZE () MICROFILE	IA (X) 1	LPHABETICAL	(X) FILE DRAWER(S)		
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11. FILE IS USED		12. FILE BECOMES	INACTIVE AFTER		
(X) DAILY () WEEKLY	() MONTHLY	Number	3 mber () MONTH(S) (X) YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 301 West Preston Street		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency of office)			
Room 1004		() YES (X) NO			
15. ACCESS RESTRICTIONS (If yes, city law(s) & regu	lation(s)	16. AUDIT REQUIREMENTS			
() YES (X) NO		() NONE (X) STATE	(X) FEDERAL () 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.			
9. NAME AND TITLE OF PREPARER		20. TELEPHONE NU (301) 225-107	,		

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SEPARATE FORM FOR EACH NEW OR RECORDS MANAGE REVISED RECORD SERIES. FORWARD 7275 WATERI WITH RECORDS RETENTION SCHEDULE P.O. BOX		GENERAL SERVICES EMENT DIVISION	AGENCY RECORDS INVENTORY		
			Page3 of5		
1. DEPARTMENT/AGENCY Maryland Office on Aging	2. DIVISION Management		3. UNIT Fiscal		
DEFINITION-RECORD SERIES. A gro	oup of related reference as wel	ecords normally fi l as retention and	led and used as a unit for disposition purposes.		
4. RECORD SERIES TITLE Administrative Reports			5. EARLIEST YEAR/LATEST YEAR 1982 to 1990		
6. RECORD SERIES DESCRIPTION (BEING IN	riefly Describe The Series. In	The Types Of Infor clude The Purpose	mation/Documents/Forms Found Or Function Of The Series)		
Consists of reports which	ch must be prepa	red and submitted	to other departments.		
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7. RECORD SERIES FORMAT(S)	8. RECOR	D SERIES SEQUENCE	9. VOLUME		
(X) LETTER SIZE () MICROFILE	A (X) M	LPHABETICAL	(X) FILE DRAWER(S)		
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17. IS AN INDEX SYSTEM USED? (I briefly and describe any ha			18. RECOMMENDED RETENTION 3 years and until all audit requirements		
() YES (X) NO		have been fulfilled.			
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9. NAME AND TITLE OF PREPARER		20. TELEPHONE N	JMBER 21. DATE		
-	:	(301) 225-107			

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SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEREVISED RECORD SERIES. FORWARD 7275 WATER		MENT DIVISION OO ROAD		RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	275 YLAND 20794	Page	4 of 5	
1. DEPARTMENT/AGENCY Maryland Office on Aging	2. DIVISION Management		3. UNIT	
DEFINITION-RECORD SERIES. A gro	oup of related receptions of related receptions.	ecords normally fi l as retention and	led and disposi	used as a unit for tion purposes.
4. RECORD SERIES TITLE Contract Files			5. EARI 198:	LIEST YEAR/LATEST YEAR 2 to 1990
6. RECORD SERIES DESCRIPTION (BI	tiefly Describe The Series. Inc	The Types Of Infor clude The Purpose	mation/I Or Funct	Occuments/Forms Found tion Of The Series)
These files contain reco	ords of existing ance, service eq	and fully execute	d agreen er.	ments. Categories
7. RECORD SERIES FORMAT(S)	8. RECORI	SERIES SEQUENCE	9. VOI	LUME
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briefly and describe any ha	3 years and until all audit requirements			
() YES (X) NO	have been fulfil	LIEG.		
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9. NAME AND TITLE OF PREPARER	20. TELEPHONE NO. (30 ¹ 1) 225-107		21. DATE	

NSTRUCTIONS - TYPE OR PRINT A DEPARTMENT OF GE EPARATE FORM FOR EACH NEW OR RECORDS MANAGEN EVISED RECORD SERIES. FORWARD ITH RECORDS RETENTION SCHEDULE P.O. BOX 2		MENT DIVISION LOO ROAD	AGENCY RECORDS INVENTORY	
(DGS 550-1)	JESSUP, MARY		Page _ 5 of _ 5	
1. DEPARTMENT/AGENCY Maryland Office on Aging	2. DIVISION Management		3. UNIT Fiscal	
DEFINITION-RECORD SERIES. A Gro	oup Of Related Re Reference As Well	ecords Normally Fi As Retention And	led And Used As A Unit For Disposition Purposes.	
4. RECORD SERIES TITLE Accounting Records			5. EARLIEST YEAR/LATEST YEAR 1982 to 1990	
6. RECORD SERIES DESCRIPTION (BEING IN	riefly Describe T The Series. Inc	The Types Of Infor clude The Purpose	mation/Documents/Forms Found Or Function Of The Series)	
This series includes all media which provide supporting records needed for grants mand	g data for the sp	accounting forms becial and general	as well as other accounting accounting records; also,	
7. RECORD SERIES FORMAT(S)	8. RECORI	SERIES SEQUENCE	9. VOLUME	
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301 West Preston Street Room 1004				
15. ACCESS RESTRICTIONS (If yes, city law(s) & regu	lation(s)	16. AUDIT REQUIF	REMENTS	
() YES (X) NO		() NONE (X) FEDERAL (X) STATE () INDEPENDENT, (X) 18. RECOMMENDED RETENTION		
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9. NAME AND TITLE OF PREPARER		20. TELEPHONE N	UMBER 21. DATE	
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