

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

Supersedes 272,513,546,906,736

RECORDS RETENTION AND DISPOSAL SCHEDULE

Comptroller of the Treasury

General Accounting Division

AGENCY

DIVISION

Item No.	Description	Retention
<u>Pre-Audits and Document Control</u> (Comptroller Reference Number Series)		
1.	Operating Budget Records N-Series, P-Series Maintain STARS forms and agency supporting documents separately by Comptroller's Reference Number Series, contain invoices and vouchers STARS 100, 101, 102	File copy and posting copy. Retain in agency three (3) months. Both copies will be transferred to State Records Center for remainder of current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.
2.	Capital Budget Records (Construction Loan) N-Series, P-Series Maintain STARS forms and agency supporting documents separately by Comptroller's Reference Number Series, contain invoices and vouchers STARS 100, 101, 102	File copy and posting copy. Retain in agency six (6) months. Both copies will be transferred to State Records Center for remainder of current fiscal year and fourteen (14) additional fiscal years, then destroy.
3.	University of Maryland Expense Accounts GAD X-5 State of Maryland Expense Accounts	Retain in agency three (3) months, then transfer to State Records Center for remainder of fiscal year and three (3) additional fiscal years, whichever is later, then destroy.

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by

7/12/90 *J. B. Beaudet* *Assistant Dir*  
Date Signature Title

10/4/90 *Edward C. Foy*  
Date State Archivist

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

SCHEDULE  
NO. 1244

PAGE  
NO. 2 of 23

Description	Retention
<p>4. Pre-Audit Transaction File Report STARS A30310 Report Daily Report of Disbursement Transactions prior to maintenance or audit. (Created to microfiche weekly.)</p>	<p>Retain in agency one (1) month, or until receive microfiche, then destroy original report.*</p>
<p>5. Pre-Audit Extract STARS A30320 Report Accounting transactions held for audit and transactions which have been released.</p>	<p>Retain in agency three (3) fiscal years and until audit, then destroy.</p>
<p>6. Pre-Audit Log Report STARS A30330 Report Reflects maintenance activity on the production pre-audit file. (Created to microfiche weekly).</p>	<p>Retain in agency one (1) month, or until receive microfiche, then destroy original report.*</p>
<p>7. Warrant Payable Log STARS A30493 Report This report lists all modifications made on line to warrant payable file.</p>	<p>Retain in agency three (3) fiscal years and until audit, then destroy.</p>
<p>8. Warrant Payable Summary STARS A30492 Report This report is a summary of all transactions on the warrant payable file by due date and submitting agency.</p>	<p>Retain in agency three (3) months, then destroy.</p>
<p>9. Warrant Payable Activity STARS A30610 Report A daily activity report of all transactions placed on the warrants payable file.</p>	<p>Retain in agency three (3) months, then destroy.</p>
<p>10. Warrant Payable Release STARS A30620 Report This report reflects warrants payable release records when the due date is less than three days from the current date.</p>	<p>Retain in agency three (3) fiscal years and until audit, then destroy.</p>
<p>11. Warrants Payable Parameter PS-3308 Override system date - select parameter by batch ID#, sub agency vendor #, TIN #, with include or exclude option.</p>	<p>Retain in agency three (3) fiscal years and until audit, then destroy.</p>
<p>*See Microfiche Retention Procedures</p>	

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)SCHEDULE  
NO. 1244  
PAGE  
NO. 3 of 23

Item No.	Description	Retention
12.	Warrant Payable Maintenance PS-3311 In house maintenance form for pre-audit to record on line changes to warrants payable file. Requested by agencies to change due date, invoice #, special handling code.	Retain in agency three (3) fiscal years and until audit, then destroy
13.	Copies of Minutes of Board of Public Works Meetings and Agenda	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.
14.	All Other Records Logs, Audit Programs, A30490 Delayed Payment Reports, A30100 Detail Transaction Listing, A30110 Input Edit Detail Transaction Listing, Batch Control Sheets, etc.	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.

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

SCHEDULE  
NO. 1244

PAGE  
NO. 4 of 23

em p.	Description	Retention
	<u>Financial Reporting and Operations</u>	
15.	Memorandum of Encumbrance X-Series STARS 104	File copy and posting copy retain in agency one (1) fiscal year. Both copies will be transferred to State Records Center for remainder of current fiscal year and additional three (3) fiscal years and until audited, whichever is later, then destroy.
16.	Encumbrance Transmittal X-Series STARS 105	File copy and posting copy retain in agency one (1) fiscal year. Both copies will be transferred to State Records Center for remainder of current fiscal year and additional three (3) fiscal years and until audited, whichever is later, then destroy.
17.	Certificate of Deposit/Allocation of Receipts L-Series STARS 110	Posting copy retain in agency three (3) months, then transferred to State Records Center for three (3) additional fiscal years and until audited, whichever is later, then destroy.
18.	Adjustment for Disbursement & Receipt Allocation M-Series STARS 120	File copy retain in agency one (1) fiscal year, then transferred to State Records Center for three (3) additional fiscal years and until audited, whichever is later, then destroy.
19.	Journal Entry J-Series Non-Cash Journal Entries	Posting copy retain in agency one (1) fiscal year, then transferred to State Records Center for three (3) additional fiscal years and until audited, whichever is later, then destroy.
19a	Return of Investment Purchase U-Series STARS 130 Investment Redemption	Posting copy retain in agency one (1) fiscal year, then transferred to State Records Center for three (3) additional fiscal years and until audited, whichever is later, then destroy.

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

SCHEDULE  
NO. 1244

PAGE  
NO. 5 of 23

No.	Description	Retention
19b	Corrections C Series STARS 130	
19c	Capital Authorizations W-Series STARS 130	
20.	Disbursement of Investment Charges P-Series STARS 150	File copy and posting copy retain in agency three (3) months. Original STARS 150 form remains in Financial Operations. Both copies (file and posting) transferred to State Records Center for three (3) additional fiscal years and until audited, whichever is later, then destroy.
21.	Report of Collector of State Taxes G-Series STARS 170	Posting copy retain in agency one (1) fiscal year, then transferred to State Records Center for three (3) additional fiscal years and until audited, whichever is later, then destroy.
22.	Annual Report of Fixed Assets F-Series STARS 175	Forms are retained in agency for five (5) fiscal years, then destroy.
23.	Allocation of Accrued Revenues/Accrued Expenditures or Encumbrances H-Series STARS 191	Forms are retained in agency for six (6) months, then transferred to State Records Center for three (3) additional fiscal years and until audited, whichever is later, then destroy.
24.	Receivable Payable Schedule Y-Series STARS 192	Forms are retained in agency for six (6) months, then transferred to State Records Center for three (3) additional fiscal years and until audited, whichever is later, then destroy.

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

SCHEDULE  
NO. 1244

PAGE  
NO. 6 of 23

	Description	Retention
25.	Allocation of Encumbrances Y-Series STARS 193	Forms are retained in agency for six (6) months, then transferred to State Records Center for three (3) additional fiscal years and until audited, whichever is later, then destroy.
26.	Closing Statements (year-end) A30431 Report	Retain permanently in agency for eventual transfer to State Archives.
27.	GAAPARS Maintain GAAP fiscal year-end closing forms, reports and agency supporting documentation in agency code number sequence.	Retain in agency three (3) fiscal years or until audited, whichever is later, then destroy.
28.	GAAPARS Computer Reports File maintenance reports, misc. GAAPARS Reports	Retain in agency one (1) fiscal year or until microfiche is received.* Original reports are then destroyed.
29.	State Audit Reports By Independent Auditors	Retain in agency permanently for eventual transfer to State Archives.
30.	All Other Records STARS Input Control and Batch Control Logs, etc.	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.
31.	Annual Report Comptroller Annual Financial Report CAFR	CAFR Book 1 - (Dec.) Book 2 - (Feb.) These books are retained in agency for three (3) fiscal years. Then all but thirty (30) books are disposed. Remainder are kept permanently for eventual transfer to State Archives. Two copies will always be transferred to State Archives.

\*See Microfiche Retention Procedures

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

SCHEDULE  
NO. 1244  
PAGE  
NO. 7 of 23

	Description	Retention
	<u>System Control</u>	
32.	Certificate of Deposit/Allocation of Receipts L-Series STARS 110	File copy retain in agency one (1) fiscal year, then transfer to State Records Center three (3) additional fiscal years and until audited, whichever is later, then destroy.
33.	Adjustment for Disbursement and Receipt Allocation M-Series STARS 120	Posting copy retain in agency one (1) fiscal year, then transfer to State Records Center for three (3) additional fiscal years and until audited, whichever is later, then destroy.
34.	Journal entry V-Series STARS 130 Charge Backs Dishonored or Uncollectable Deposits	Posting copy retain in agency one (1) fiscal year, then transfer to State Records Center for three (3) additional fiscal years and until audited, whichever is later, then destroy.
35.	Return of Unused State Checks R-Series STARS 140	Posting copy retain in agency one (1) fiscal year, then transfer to State Records Center for three (3) additional fiscal years and until audited, whichever is later, then destroy.
36.	Budget Amendments Z Series STARS 130 Operation Budget Appropriations	Retain in agency two (2) fiscal years, then transfer to State Records Center for additional three (3) fiscal years and until audited, whichever is later, then destroy.
37.	Certification of Special Funds, Federal Funds and/or Nonbudgeted Fund Cash Balances G-8	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.

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

SCHEDULE

NO. 1244

PAGE  
NO. 8 of 23

	Description	Retention
38.	Daily Cash Statement R-8	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.
39.	Descriptor Table Source Documents STARS 900.1, 900.2, 900.3 Used to record account codes for entry into STARS system	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.
40.	Pseudo Code Table Source Documents STARS 920.1, 920.2 Used to record pseudo codes entered into STARS system.	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.
41.	Vendor Edit Table Source Documents STARS 930.1 Used to record vendor and mailing information into STARS system.	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.
	Cash Summary STARS A30404 Report	Retain in agency permanently for eventual transfer to State Archives.
43.	Daily Cash Reconciliation (cash totals) Daily Computer Processing Reconciliation (batch totals)	Retain in agency current fiscal year, then transfer to State Records Center for additional three (3) years and until audited, whichever is later, then destroy.
44.	Transaction Code Table STARS 910.1 Source document for collecting transaction code data entered into STARS, including attachments.	Retain in agency current fiscal year, then transfer to State Record Center for additional three (3) years and until audited, whichever is later, then destroy.
45.	STARS System Control Reports/Logs Table Updates, etc.	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.
46.	All Other Records Daily STARS Reports, A30710, A3800, etc. Reports which are generated by processing selected computer job to reflect transactions which have been posted to STARS financial files.	Retain in agency three months, then transfer to State Record Center for current fiscal year and additional three (3) fiscal years and until audited, then destroy.

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

SCHEDULE  
NO. 1244

PAGE  
NO. 9 of 23

em lo.	Description	Retention
	<u>Post Audit and Check Distribution</u>	
47.	<p>Disbursing and Receiving Warrants</p> <p>STARS 200      STARS 300</p> <p>STARS 200 - Receiving warrant, total of all cash received in one processing day.</p> <p>STARS 300 - Disbursing warrant, total of checks and monies paid to vendors in one processing day.</p>	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.
48.	<p>Payroll Warrants</p> <p>STARS 300 - Received from Central Payroll which indicates payroll warrant number, dollar amount warranted, and pay period ending date.</p>	Retain in agency eight (8) fiscal years and until audited, whichever is later, then destroy.
49.	<p>Warrant Cash Disbursement</p> <p>STARS A30510</p> <p>Hard copy of checkwriting information, from which the Treasurer's Office issues checks to vendors.</p>	Retain in agency one (1) month until microfiche is received, then destroy original report.*
50.	<p>Zip Code Summary Report</p> <p>Used by the Mailroom to mail vendor checks.</p>	Retain in agency daily, then deliver to Alcohol & Tobacco Tax Division (Mailroom)
51.	<p>PS-2697</p> <p>Undeliverable Checks</p>	Retain in agency three (3) months, transfer to log, logs are retained an additional three (3) months, then destroy (cancelled checks are retained by STO)
52.	<p>PS-409</p> <p>Certification of Dissolution</p>	Retain in agency six (6) months, then destroy.
53.	<p>1099 File Maintenance Report</p> <p>STARS A30192</p> <p>Performs maintenance on 1099 file, such as adds, deletes, changes, modifies, replaces, voids.</p>	Periodic file maintenance and supporting doc. are retained in agency one (1) year until final run, then destroy. Final file maintenance and supporting doc. are retained in agency ten (10) years, then destroy.
	*See Microfiche Retention Procedures	

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)SCHEDULE  
NO. 1244PAGE 10 of 23  
NO.

No.	Description	Retention
54.	1099 File Maintenance Update Form STARS 950	Retain in agency one (1) year, then destroy.
55.	All Other Records Copies of 1099 Statements, 1099 correspondence, IRS updates, etc.	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.
56.	GAD X10 Signature Card To match against transmittal.	When outdated and replaced retain in agency three (3) fiscal years and until audited, then destroy.

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

	Description	Retention
	<u>Administrative Services</u>	
57.	Agency Bank Account Request GAD X-1	Retain in agency permanently for eventual transfer to State Archives
58.	Advance Records (Advance requests, processing errors, notice for overdue or outstanding advances, extension for overdue advances)	Retain in agency permanently for eventual transfer to State Archives.
59.	Escrow Records	Retain in agency fifteen (15) years, then destroy.
60.	STARS Reports (Daily, weekly, monthly, yearly) A30401,402,403,405,406,408,414,415,416,417,451,463,464,465,472,475,482,483,485,488,499	Retain in agency two (2) fiscal years, then transfer to State Records Center for additional five (5) years, then destroy.
61.	Budget and Fiscal Planning Records Budget Estimates, Budget Schedule Amendments, Materials and Supplies, Physical Inventory, Report of Fixed Assets, Report of Materials and Supplies, Request for Position Action.	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.
62.	Payroll Accounting Records Employee Roster Card File, Payroll and Check Register, Payroll Exception Time Report, Payroll Transmittals	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.
63.	Miscellaneous Accounting Records Budget Papers and Worksheets Periodic financial reports to local State agencies Reconciliation and trial balance sheets Stock records cards, time sheets	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.
64.	Purchasing Records Actual emergency and repair report Copy of contract awarded Credit Memorandum Notice of Award of Contract Out-of-Schedule Requisition Purchase Order, Report of Partial Delivery Requisition for Supplies	Retain in agency current fiscal year and until audited, whichever is later, then destroy.
65.	All Other Records Reconciliation Reports Housekeeping and Safety Reports Misc. Letters and memos, etc.	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.

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

SCHEDULE  
NO. 1244

PAGE 12 of 23  
NO.

em lo.	Description	Retention
	<u>Office of the Division Director</u>	
66.	<p>Personnel Records (Active) Personnel Records (Inactive) Includes copies of employment applications, changes in classifications, sick leave reports, letters of commendations, copies of MS-22's.</p>	<p>Retain until inactive. Retain in agency ten (10) years, then destroy.</p>
67.	<p>Payroll Records Bi-weekly time cards, leave cards exception time reports, etc.</p>	<p>Time cards - leave cards two years and until audited, then destroy.</p>
68.	<p>General Correspondence Policy and Program Records Correspondence regarding procedural developments Annual, statistical, or ad hoc reports, organizational charts, circular and directive papers, etc.</p>	<p>Retain in agency permanently May be transferred periodically to State Archives.</p>
69.	<p>X-3 Individual Request for Out-of-State Travel</p>	<p>Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.</p>
70.	<p>All Other Records General facilitative and housekeeping records.</p>	<p>Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.</p>

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

SCHEDULE  
NO. 1244

PAGE  
NO. 13 of 23

em No.	Description	Retention
	<u>Office of the Assistant Director</u>	
71.	Special Bank Account Records	Retain in Agency permanently, for eventual transfer to State Archives
72.	Affidavits, certificates	Retain for current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.
73.	Correspondence Files Project Files Subject Files	Screen annually. Destroy all material not needed for current business, except directives and other material relating to planning and policy that illustrate the development of the agency which will be retained permanently. For eventual transfer to State Archives.
74.	General Correspondence Files Consisting of original incoming and copies of outgoing letters, memos, reports, and related papers concerning the overall or general routine administration of the general accounting activities of all State agencies including the General Accounting Division.	Screen annually. Destroy all materials not needed for current business, except directives and other material relating to planning and policy that illustrate the development of the agency which will be retained permanently. For eventual transfer to State Archives.

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)SCHEDULE  
NO. 1244PAGE 14 of 23  
NO.

Description	Retention
<p><u>Audits</u></p> <p>75. <b>Agency Audit Files</b> Containing Legislative Auditor's Reports of audits conducted at all State agencies. Files contain the findings and replies from State agencies concerning the action taken to correct the findings.</p> <p>76. <b>Internal Audit Files</b> Reports of audits and/or studies conducted by internal auditors.</p> <p>77. <b>Reports of audits conducted by independent auditors.</b></p> <p>78. <b>Other Records</b></p>	<p>Retain in agency for five (5) years, then transfer to State Records Center for ten (10) years, then destroy.</p> <p>Retain in agency for ten (10) years, then destroy.</p> <p>Permanent, transfer periodically to State Archives.</p> <p>Retain in agency current fiscal year and additional three (3) fiscal years and until audit, whichever is later, then destroy.</p>

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

SCHEDULE

NO.

1244

PAGE

NO.

15 of 23

	Description	Retention
	<u>System Support</u>	
79.	Computer Security Forms, Authorizations, Reports, etc.	Retain in agency permanently, for eventual transfer to State Archives.
80.	Work Authorization Forms (SRT's, BB-4's)	Retain in agency permanently, for eventual transfer to State Archives.
81.	ACF 2 Reports System Security Report	Retain in agency three (3) months, then transfer to State Records Center for current fiscal year and three (3) additional fiscal years and until audit, whichever is later, then destroy.
82.	System Tests Includes test data, reports, etc.	Retain in agency one (1) fiscal year, then transfer to State Records Center three (3) additional fiscal years and until audited, whichever is later, then destroy.
83.	Other Records (Program changes, listing, etc.)	Retain in agency three (3) months, then transfer to State Records Center for current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.

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

SCHEDULE

NO.

1244

PAGE  
NO.

16 of 23

	Description	Retention
	<u>Data Operations</u>	
84.	STARS A30986 System Management File Listing (Master File Record Counts)	Retain in agency one (1) current fiscal year, then transfer to State Records Center for three (3) additional fiscal years and until audited, whichever is later, then destroy.
85.	Microfilm Order Invoice	Retain in agency six (6) months, then destroy.
86.	Various Work Logs Work sheets, forms or logs used specifically by Data Operations to request and record data input and back-up files. i.e, back-up logs, job request transmittals, special request transmittals, data entry JCL logs, BIPS, etc.	Retain in agency six (6) months, then destroy.
87.	Computer Run Jobs (listings) Daily, monthly, yearly, budget	Daily, monthly retain in agency one (1) month, then destroy. Yearly, budget retain in agency one (1) year, then destroy.

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

SCHEDULE  
NO. 1244

PAGE  
NO. 17 of 23

Description	Retention
<p><u>Microfiche Records</u></p>	
<p>Originating source is computerized records converted to microfiche.</p>	
<p><u>Section - Pre-Audit</u></p>	
<p>88. STARS A30310 - Pre-Audit Transaction File Report Listing of all disbursement transactions prior to maintenance and audit. October 1986 -</p>	<p>Retain in agency permanently, for eventual transfer to State Archives.</p>
<p>89. STARS A30330 - Pre-Audit Log Report Report shows maintenance activity on the production pre-audit file. October 1986 -</p>	<p>Retain in agency permanently, for eventual transfer to State Archives.</p>
<p>90. STARS A30490 - Agency Processing Days Report December 1987 -</p>	<p>Retain in agency permanently, for eventual transfer to State Archives</p>
<p>STARS A30486 - STARS Vendor Report (Report of Payments) STARS A30486 consists of three report types. Detail Report - lists the contents of the vendor file. Agency Summary - contains totals of agencies within vendor. Vendor Summary - contains totals by vendors. 1982 -</p>	<p>Retain in agency permanently, for eventual transfer to State Archives.</p>
<p>92. STARS A30970 - Tax Offset File Purge 1988 -</p>	<p>Retain in agency permanently, for eventual transfer to State Archives.</p>
<p><u>Section - Post Audit</u></p>	
<p>93. STARS A30510 - Disbursing Warrant Register Detail Hard copy of check writing information from which the Treasurer's Office will issue checks to vendors. 1981 -</p>	<p>Retain in agency permanently, for eventual transfer to State Archives.</p>
<p>94. STARS A30497 - 1099 Detail Transaction Report Report lists and totals 1099 reportable and non-reportable disbursement transactions. 1988 -</p>	<p>Retain in agency permanently, for eventual transfer to State Archives</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

SCHEDULE

NO.

1244

PAGE

NO.

18 of 23

Description	Retention
<p data-bbox="165 400 883 436"><u>Section - Financial Reporting and Operations</u></p> <p data-bbox="49 463 949 659">95. STARS Reports A30401, 402, 403, 405, 406, 407, 408, 412, 413 414, 415, 416, 424, 432, 433-1, 433-2, 434, 451, 463, 464, 465I, 460 461, 462, 472, 479 482, 483, 485, 404-1, 404-2, 490, 499, 435 1970</p> <p data-bbox="49 787 586 851">96. GAAPARS - Computer Reports 1983</p>	<p data-bbox="1098 463 1453 723">Retain in Financial Reporting three (3) fiscal years, then cycle to the vault in Pre-Audit to retain permanently. For eventual transfer to State Archives.</p> <p data-bbox="1098 787 1437 915">Retain in agency permanently, for eventual transfer to State Archives.</p>

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

SCHEDULE  
NO. 1244

PAGE 19 of 23  
NO.

	Description	Retention
	<u>Computer Media</u>	
97.	A30E.CR.MH, A30E.CR.VHBK, A30E.CR.VF, A30E.CR.TDBKT A30E.CR.PAYBK, A30E.CR.INBK, A30E.CR.AUDIT.BACKUP, A30E.CR.APBK	Minus 1 - generation, sent offsite to BDC weekly. Rotate, then re-use.
	Accounting transactions which are posted daily to master files then copied to back-up files.	
98.	A30E.CR.DISASTER.APBK Copy of STARS financial files after the daily has been run and before the next day's processing.	Sent offsite to BDC daily. Rotate, then re-use.
99.	A30E.CR.DISASTER.CLISTBK. Copy of STARS financial files, production CLIST, and GAAPARS files prior to daily production.	Sent offsite to BDC daily. Rotate, then re-use.
100.	A30E.CR.MHyymm Back-up accounting history transactions which are posted to the monthly history for a specific year and month.	Sent offsite at Records Center monthly for three (3) fiscal years until audited and retention has expired. Tape is then sent to GAD, for re-use.
101.	A30E.MF.MHyymm Master file accounting transactions which are posted to the monthly history monthly for a specific year and month.	Retain at ADC for three (3) years until audited and retention has expired. Tape is then deleted.
102.	A30E.CR.OFyymm Backup operating file transactions for a specific year and month - created at the end of the fiscal year close.	Sent offsite at Records Center yearly for three (3) fiscal years until audited and until retention has expired. Tape is then returned to GAD, for re-use.
103.	A30E.MF.OFyymm Master file operating file transactions for a specific year and month created at the end of the fiscal year close.	Retain at ADC for three (3) years and until retention has expired. Tape is then deleted.

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

SCHEDULE  
NO.

1244

PAGE  
NO.

20 of 23

	Description	Retention
104.	<p><u>A30E.CR.VHyyymm</u> Backup of vendor history transactions for a specific year and month, created at the end of each month.</p>	<p>Sent offsite at Records Center monthly for three (3) fiscal years until audited and until retention has expired. Tape is then returned to GAD, for re-use.</p>
105.	<p><u>A30E.MF.VHyyymm</u> Master file of vendor history transactions for a specific year and month. Created at the end of each month.</p>	<p>Retain at ADC for three (3) fiscal years until audited and until retention has expired. Tape is then deleted.</p>
106.	<p><u>A30E.CR.VFyyymm</u> Backup of vendor financial file. Created at the close of each calendar year.</p>	<p>Sent offsite at Records Center yearly for three (3) fiscal years until audited and until retention has expired. Tape is then returned to GAD, for re-use.</p>
107.	<p><u>A30E.MF.VFyyymm</u> Master file of vendor financial file. Created at the close of each calendar year.</p>	<p>Retain at ADC for three (3) fiscal years until audited and until retention has expired. Tape is then deleted.</p>
108.	<p><u>A30E.CR.VHEXyyseq#</u> Backup of vendor history records in TIN number seq. (includes twelve monthly vendor history files)</p>	<p>Retain at ADC for four (4) years and until retention has expired. Tapes are then deleted.</p>
109.	<p><u>A30E.MF.VHEXyyseq#</u> Master file of vendor history records in TIN number seq. (includes twelve monthly history files)</p>	<p>Retain at ADC for five (5) years and until retention has expired. Tapes are then deleted.</p>
110.	<p>GAAPARS <u>A31E.CR.AGYPGM.BALANCE.FYyy</u> <u>A31E.CR.GAAP.ROLLOVER.BK</u> <u>A31E.CR.TBDETAIL.BK</u>  <u>A31E.MF.AGYPGM.BALANCE.FYyy</u></p>	<p>Retain at Records Center for four (4) fiscal years and until retention has expired. Tape will be returned to GAD, for re-use.</p> <p>Retain at ADC for four (4) fiscal years until audited and until retention has expired. Then delete.</p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)SCHEDULE  
NO. 1244PAGE  
NO. 21 of 23

Description	Retention
<p>112. MICRO (PC) COMPUTERS</p> <p>All operating systems, purchased and developed software.</p> <p>All data files.</p>	<p>Retain in agency permanently, for eventual transfer to State Archives.</p> <p>Retain in agency for three (3) fiscal years or until audited, then destroy.</p>

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

SCHEDULE  
NO. 1244

PAGE  
NO. 22 of 23

em	Description	Retention
	<p>GENERAL ACCOUNTING DIVISION</p> <p>Permanent Records State Archives</p>	
113.	<p><u>GENERAL LEDGER</u></p> <p>State Ledger - 14 volumes, February 1852 - September 1922</p> <p>Includes information now recorded in the Appropriation Control Ledger and Budget Account Ledger noted in Item 116.</p> <p>General Ledger - 3 volumes, October 1922 - October 1936</p>	Retain permanently.
114.	<p><u>APPROPRIATION AND BUDGET CONTROL RECORDS</u></p> <p>Day Book, 28 volumes - February 1852 - September 1922 Cash Book, 21 volumes - February 1852 - September 1922 Cash Book (Receipts and Disbursements), 8 volumes - October 1922 - September 1936 Cash Book of Disbursements, 6 volumes - 1922-1936 Appropriations Ledgers, 4 volumes - 1918-1927 Budget Accounts, 13 volumes, 1921-1931 Ledgers Appropriations Payable, 3 volumes - October 1922 - September 1936</p>	Retain permanently.

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

SCHEDULE

NO. 1244

PAGE  
NO. 23 of 23

em No.	Description	Retention
115.	<p><u>TAX RECORDS</u></p> <p>Corporation Taxes - Assessments, 8 volumes, 1922-1931            Assessments - Ordinary Business Corporations,                1 volume, 1929-1931            Corporation Tax Assessment Audit Sheet,                10 volumes, 1931-1943            Corporation Tax - Abatements, 3 volumes, 1922-1931            Abatements, Ordinary business Corporations,                1 volume, 1929-1931            Corporation Tax Abatement Audit Sheets,                3 volumes, 1931-1940            Corporation Taxes - Cash Receipts, 8 volumes, 1922-1931            Cash Receipts, Ordinary Business Corporation,                1 volume, 1929-1931            Corporation Taxes Cash Receipts Audit Sheets,                8 volumes, 1931-1943            Assessment Books, 36 volumes, 1872-1921            Incorporated Institutions, 12 volumes, 1867-1921            Railroad Tax Ledgers, 3 volumes, 1872-1921            Foreign Corporation Tax Ledgers, 3 volumes, 1908-1922            Franchise Tax on Ordinary Business Corporations,                2 volumes, 1915-1921            Distribution of Franchise Tax, 5 volumes, 1915-1931            Corporation Taxes, 3 volumes, 1899-1905</p>	Retain permanently.
116.	<p><u>ESTIMATED REVENUE LEDGER</u></p> <p>Dates: July 1, 1943-1950            Quantity: 2 volumes</p> <p>This ledger shows by source the estimated revenue and the actual revenue of the State. No entries have been made since 1950; however, its use will be resumed in the near future.</p>	Retain permanently.

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7278 WATERLOO ROAD  
P.O. BOX 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 of 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT FINANCIAL  
REPORTING - OPERATIONS

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

STATS ABOUT REPORT

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_ TO \_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

CASH summary

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE

OTHER(SPECIFY)

COMPUTER PAPER

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- 2-PAGES  FILE DRAWER(S)
- DAILY  MICROFILM REEL(S)
- NUMBER  COMPUTER TAPE(S)
- OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 520-PAGES  FILE DRAWER(S)
- ANNUALLY  MICROFILM REEL(S)
- NUMBER  COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- PERM NUMBER  MONTH(S)  YEAR(S)

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

L.L.G. TREASURY BLDG - RM- 205  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)

YES  NO  
VARIOUS - IN ORIGINATING STATE AGENCY

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

RETAIN IN AGENCY PERMANENTLY,  
FOR EVENTUAL TRANSFER TO STATE  
ARCHIVE.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

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

AGENCY RECORDS INVENTORY

PAGE 2 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT FINANCIAL  
REPORTING - OPERATIONS

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 STARS 130 - Z-SERIES

5. EARLIEST YEAR/LATEST YEAR  
TO

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.

BUDGET AMENDMENTS  
OPERATING BUDGET APPROPRIATIONS

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)

10. ANNUAL ACCUMULATION

- 2-Boxes  FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM-  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO  
VARIOUS - IN ORIGINATING STATE AGENCY

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  
RETAIN IN AGENCY TWO (2) FISCAL YEARS, THEN TRANSFER TO STATE RECORDS CENTER FOR ADDITIONAL THREE (3) FISCAL YEARS AND UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

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

AGENCY RECORDS INVENTORY

PAGE 3 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT FINANCIAL -  
REPORTING AND OPERATIONS

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 STARS 170 G-SERIES

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

REPORT OF COLLECTOR OF STATE TAXES.

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)
- NUMBER \_\_\_\_\_

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- 1-Box  
NUMBER \_\_\_\_\_

11. FILE IS USED YEARLY  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM- 205  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO  
VARIOUS - IN ORIGINATING STATE AGENCY

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  
POSTING COPY RETAIN IN AGENCY ONE  
(1) FISCAL YEAR, THEN TRANSFERRED TO  
STATE RECORDS CENTER FOR THREE (3)  
ADDITIONAL FISCAL YEARS AND UNTIL  
ANNULATED, WITH LABEL IS LABEL, THEN DISPOSE.

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

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

AGENCY RECORDS INVENTORY

PAGE 4 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT FINANCIAL -  
REPORTING AND OPERATION

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 STARS 175 F-SERIES

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

ANNUAL REPORT OF FIXED ASSETS

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)
- NUMBER \_\_\_\_\_

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- NUMBER \_\_\_\_\_

11. FILE IS USED YEARLY  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM- 205  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO  
VARIOUS - IN ORIGINATING STATE AGENCIES

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  
FORMS ARE RETAINED IN AGENCY FOR FIVE (5) FISCAL YEARS, THEN DESTROY.

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 5 OF 26

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT FINANCIAL-  
REPORTING AND OPERATIONS

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 STARS 191 - H-SERIES

5. EARLIEST YEAR/LATEST YEAR  
TO

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)

ALLOCATION OF ACCURED REVENUES/ACCURED EXPENDITURES

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)  
NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION  
1/2-Box  FILE DRAWER(S)  
 MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM- 205  
ANNAPOLIS 21401

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

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  
FORMS ARE RETAINED IN AGENCY FOR SIX (6) MONTHS, THEN TRANSFERRED TO STATE RECORDS CENTER FOR THREE (3) ADDITIONAL FISCAL YEARS AND UNTIL AUDITED, WHICH EVER IS LATER THEN DESTROYED.

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990

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 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 6 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT FINANCIAL -  
REPORTING - AND OPERATIONS

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

STARS 192 Y-SERIES

5. EARLIEST YEAR/LATEST YEAR  
TO

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)

RECEIVABLE PAYABLE SCHEDULE

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)
- NUMBER

10. ANNUAL ACCUMULATION

- 1/2-BOX  FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- NUMBER

11. FILE IS USED YEARLY  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM- 205  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO  
VARIOUS - IN ORIGINATING STATE AGENCY

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  
FORMS ARE RETAINED IN AGENCY FOR SIX (6) MONTHS, THEN TRANSFERRED TO STATE RECORDS CENTER FOR THREE (3) ADDITIONAL FISCAL YEARS, AND UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990

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 7 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT FINANCIAL -  
REPORTING-AND OPERATIONS

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 STARS 193 Y-SERIES

5. EARLIEST YEAR/LATEST YEAR  
TO

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

ALLOCATION OF ENCUMBRANCES

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)

10. ANNUAL ACCUMULATION

- 1/2 Box  FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED YEARLY  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM- 205  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)

VARIOUS - IN ORIGINATING STATE AGENCY

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

FORMS ARE RETAINED IN AGENCY FOR SIX (6) MONTHS, THEN TRANSFERRED TO STATE RECORDS CENTER FOR THREE (3) ADDITIONAL FISCAL YEARS AND UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

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

AGENCY RECORDS INVENTORY

PAGE 8 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT FINANCIAL-  
REPORTING- OPERATIONS

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 STARS A30-431 REPORT

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES:

CLOSING STATEMENTS (YEAR-END)

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE

OTHER(SPECIFY)

COMPUTER PAPER

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED YEARLY  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM- 205  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO  
VARIOUS - IN ORIGINATING STATE AGENCY

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  
RETAIN IN AGENCY PERMANENTLY,  
FOR EVENTUAL TRANSFER TO STATE  
ARCHIVE.

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

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

AGENCY RECORDS INVENT

PAGE 9 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT FINANCIAL REPORT  
OPERATIONS - MICROFILM

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

STAR'S REPORTS

5. EARLIEST YEAR/LATEST YEAR

1970 TO PRESENT

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

A30401, 402, 403, 405, 406, 407, 408, 412, 413, 414, 415, 416, 424,  
432, 433-1, 433-2, 434, 451, 463, 464, 465I, 460, 461, 462, 472,  
479, 482, 483, 485, 404-1, 404-2, 490, 499, 435.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- SOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)  
MICROFILM

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- 1,000  FILE DRAWER(S)
- PAGES  MICROFILM REEL(S)
- MO.  COMPUTER TAPE(S)
- NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 3  FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- PERM  MONTH(S)  YEAR(S)

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

L.L.G. TREASURY BLDG - RM- 205  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
- YES  NO RECORDS CENTER

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

RETAIN IN AGENCY PERMANENTLY,  
FOR EVENTUAL TRANSFER TO STATE  
ARCHIVE,

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

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 10 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT FINANCIAL  
REPORTING- OPERATIONS

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 STARS 910.1

TRANSACTION CODE TABLE

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

SOURCE DOCUMENT FOR COLLECTING TRANSACTION CODE DATA ENTERED INTO STARS, INCLUDING ATTACHMENTS

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)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED UPON REQUEST  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM-  
ANNAPOLIS 21401

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  
RETAIN IN AGENCY CURRENT FISCAL YEAR THEN TRANSFER TO STATE RECORD CENTER FOR ADDITIONAL THREE (3) YEARS AND UNTIL AUDITED, WHICH EVER IS LATER, THEN DESTROY

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

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

AGENCY RECORDS INVENT

PAGE 11 OF 26

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT FINANCIAL  
REPORTING - OPERATIONS

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 STAR'S SYSTEM CONTROL REPORTS LOGS; TABLE UPDATES

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)

USED TO MAINTAIN AND CONTROL MAINTENANCE TRANSACTIONS WHICH ARE POSTED TO STAR'S TABLES.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- SOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)

COMPUTER PAPER

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM- 205  
ANNAPOLIS 21401

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

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  
RETAIN IN AGENCY CURRENT FISCAL YEAR AND THREE (3) ADDITIONAL FISCAL YEARS AND UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENT

PAGE 12 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT FINANCIAL  
REPORTING - OPERATIONS

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 ALL OTHER RECORDS

5. EARLIEST YEAR/LATEST YEAR  
TO

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

DAILY STARS REPORTS, A30710, A30800, ETC.  
REPORTS WHICH ARE GENERATED BY PROFESSIONAL SELECTED COMPUTER JOBS, TO REFLECT TRANSACTIONS WHICH HAVE BEEN POSTED TO THE STARS FINANCIAL FILES.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 SOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)  
COMPUTER PAPER

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

- 1-Box  FILE DRAWER(S)  
WEEKLY  MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 260-Boxes  FILE DRAWER(S)  
ANNUALLY  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 4  MONTH(S)  YEAR(S)  
NUMBER

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

L.L.G. TREASURY BLDG - RM- 205  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO MONTHLY MICROFILMS

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

RETAIN IN AGENCY THREE MONTHS, THEN TRANSFER TO STATE RECORDS CENTER FOR CURRENT FISCAL AND ADDITIONAL THREE (3) FISCAL YEARS AND UNTIL AUDITED, THEN DESTROY.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

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

AGENCY RECORDS INVENTORY

PAGE 13 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT FINANCIAL REPORTING - OPERATIONS

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

ANNUAL REPORT

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES:

COMPTROLLER'S ANNUAL FINANCIAL REPORT (CAFR)  
BOOK 1 (DEC) - BOOK 2 (FEB)  
THESE BOOKS ARE RETAINED IN AGENCY FOR THREE (3) FISCAL YEARS.  
THEN ALL BUT THIRTY (30) BOOKS ARE DISPOSED. REMAINDER ARE KEPT  
PERMANENTLY FOR EVENTUAL TRANSFER TO STATE ARCHIVES.

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)  
NUMBER \_\_\_\_\_

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
NUMBER \_\_\_\_\_

11. FILE IS USED YEARLY  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM-  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO  
VARIOUS - IN ORIGINATING STATE AGENCY

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

PERMANENT RETENTION  
STATE ARCHIVES.

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 14 of 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT FINANCIAL  
REPORTING- OPERATIONS

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  
GAAPARS COMPUTER REPORTS

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES:

FILE MAINTENANCE REPORTS, MISC. GAAPARS REPORTS

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)  
COMPUTER PAPER

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- NUMBER \_\_\_\_\_

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- 2-Boxes  
NUMBER \_\_\_\_\_

11. FILE IS USED YEARLY  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM- 205  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO  
VARIOUS - IN ORIGINATING STATE AGENCY

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  
RETAIN IN AGENCY ONE (1) YEAR,  
OR UNTIL MICROFILMS IS RECEIVED,  
ORIGINAL REPORTS ARE THEN DESTROYED.

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990

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 15 OF 26

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT FINANCIAL  
REPORTING - OPERATIONS

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

GAAPARDS

5. EARLIEST YEAR/LATEST YEAR

TO

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

MAINTAIN GAAP FISCAL YEAR-END CLOSING FORMS, REPORTS AND AGENCY SUPPORTING DOCUMENTATION IN AGENCY CODE NUMBER SEQUENCE.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)

COMPUTER PAPER

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

AGENCY NO. SEQ.

9. VOLUME

- FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 2-BOXES
- FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED UPON REQUEST / YEARLY  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM- 205  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
YES  NO   
VARIOUS - IN ORIGINATING STATE AGENCY

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  
RETAIN IN AGENCY THREE (3) FISCAL YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

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

AGENCY RECORDS INVENT

PAGE 16 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT FINANCIAL REPORT  
OPERATIONS -  
MICROFILMS

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

GAAPAS.

5. EARLIEST YEAR/LATEST YEAR

1983 TO PRESENT

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SECT

COMPUTER REPORTS

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)  
MICROFILMS

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

1,000  FILE DRAWER(S)  
PAGES  MICROFILM REEL(S)  
FILMS  COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

1,000  FILE DRAWER(S)  
PAGES  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
FILMS  OTHER(SPECIFY)

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

PERM  MONTH(S)  YEAR(S)  
NUMBER

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

L.L.G. TREASURY BLDG - RM- 205  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO RECORDS CENTER

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

RETAIN IN AGENCY PERMANENTLY  
FOR EVENTUAL TRANSFER TO STATE  
ARCHIVE.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENT

PAGE 17 of 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT PRE-AUDIT

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 GAD X-10

5. EARLIEST YEAR/LATEST YEAR  
TO

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)

SIGNATURE CARD:  
TO MATCH AGAINST TRANSMITTAL

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)

INDEX CARD

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- 2  
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- 2  
NUMBER

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)

L.L.G. TREASURY BLDG - RM- 203  
ANNAPOLIS 21401

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

RETAIN IN AGENCY THREE (3)  
FISCAL YEARS AND UNTIL AUDITED  
THEN DESTROY.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

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 INVEN

PAGE 18 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
PRE-AUDIT

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 STARS A30310 REPORT  
PRE-AUDIT TRANSACTION FILE REPORT

5. EARLIEST YEAR/LATEST YEAR  
1986 TO PRESENT

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)

DAILY REPORT OF DISBURSEMENT TRANSACTIONS PRIOR TO MAINTENANCE OR AUDIT.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE

OTHER(SPECIFY)

COMPUTER

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL

OTHER(SPECIFY)

DATE

9. VOLUME

- 1200  FILE DRAWER(S)  
PAGES  MICROFILM REEL(S)  
DAILY  COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 8-BOXES  FILE DRAWER(S)  
MO.  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 1  MONTH(S)  YEAR(S)

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

L.L.G. TREASURY BLDG - Rm. 203  
ANNAPOLIS 21403

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

RETAIN IN AGENCY ONE (1) MONTH OR UNTIL RECEIVING MICROFICHE, THEN DESTROY ORIGINAL REPORT.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

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

AGENCY RECORDS INVENT

PAGE 19 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
PRE-AUDIT

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 STARS A30320 REPORT  
PRE-AUDIT EXTRACT

5. EARLIEST YEAR/LATEST YEAR  
1986 TO PRESENT

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)

ACCOUNTING TRANSACTIONS HELD FOR AUDIT, AND TRANSACTIONS WHICH HAVE BEEN RELEASED.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)  
COMPUTER PAPER

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- NUMBER  MONTH(S)  YEAR(S)

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

L.I.G. TREASURY BLDG - Rm 203  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO  
IN OFFICE - FINANCIAL REPORTING

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

RETAIN IN AGENCY THREE (3)  
FISCAL YEARS AND UNTIL AUDIT  
THEN DESTROY.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

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

AGENCY RECORDS INVENT

PAGE 20 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
PRE-AUDIT

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 STARS. A 30330 REPORT  
PRE-AUDIT LOG REPORT

5. EARLIEST YEAR/LATEST YEAR  
1986 TO PRESENT

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)

REFLECTS MAINTENANCE ACTIVITY ON THE PRODUCTION  
PRE-AUDIT FILE.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)  
COMPUTER PAPER

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

60 PAGES  FILE DRAWER(S)  
DAILY  MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

120 PAGES  FILE DRAWER(S)  
DAILY  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED

DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

NUMBER  MONTH(S)  YEAR(S)

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

L.L.G. TREASURY BLDG - Room 203  
ANNAPOLIS

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

RETAIN IN A GEDLY ONE (1) MONTH,  
OR UNTIL RECEIVE MICROFILME, THEN  
DISTR0Y ORIGINAL REPORT

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

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

AGENCY RECORDS INVENTORY

PAGE 21 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
PRE-AUDIT

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 STARS A30493 REPORT  
WARRANT PAYABLE LOG

5. EARLIEST YEAR/LATEST YEAR  
1987 TO PRESENT

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 REPORT LISTS ALL MODIFICATIONS MADE ONLINE TO THE WARRANT PAYABLE FILE.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)  
COMPUTER PAPER

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- 10-PAGES  FILE DRAWER(S)
- DAILY  MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 2600  FILE DRAWER(S)
- PAGES  MICROFILM REEL(S)
- ANNUALLY  COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 4  MONTH(S)
- YEAR(S)

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

L.L.G. TREASURY BLDG - RM-203  
ANNAPOLIS 21401

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

RETAIN IN AGENCY THREE (3) FISCAL YEARS AND UNTIL AUDIT, THEN DESTROY.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

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 22 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
PRE-AUDIT

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  
STARS A30492 REPORT  
WARRANT PAYABLE SUMMARY

5. EARLIEST YEAR/LATEST YEAR  
1989 TO PRESENT

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 REPORT IS A SUMMARY OF ALL TRANSACTIONS ON THE WARRANT PAYABLE FILE BY DUE DATE AND SUBMITTING AGENCY.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE

OTHER(SPECIFY)

COMPUTER PAPER

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

30-PAGES  FILE DRAWER(S)  
DAILY  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

NO  FILE DRAWER(S)  
Accum.  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 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)  
L.L.G. TREASURY BLDG - RM-  
ANNAPOLIS 21401

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.

RETAIN IN AGENCY THREE (3) MONTHS, THEN DESTROY.

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 23 OF 26

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
PRE-AUDIT

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  
STARS A30610 REPORT  
WARRANT PAYABLE ACTIVITY

5. EARLIEST YEAR/LATEST YEAR  
1987 TO

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

A DAILY ACTIVITY REPORT OF ALL TRANSACTIONS PLACED ON THE WARRANTS PAYABLE FILE.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE

OTHER(SPECIFY)

COMPUTER PAPER

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

10 PAGES  FILE DRAWER(S)  
DAILY  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

NO  FILE DRAWER(S)  
ACCU.  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED

DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

3 MONTH(S)  MONTH(S)  YEAR(S)  
NUMBER

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

L.L.G. TREASURY BLDG - RM- 203  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)

YES  NO  
WITHIN OFFICE - FINANCIAL REPORTING

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

RETAIN IN AGENCY THREE (3) MONTHS, THEN DESTROY

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

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

AGENCY RECORDS INVENTORY

PAGE 24 OF 76

DEPARTMENT/AGENCY  
COMPROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
PRE-AUDIT

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  
STARS A30620 REPORT  
WARRANT PAYABLE RELEASE

5. EARLIEST YEAR/LATEST YEAR  
1987 TO PRESENT

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 REPORT REFLECTS WARRANTS PAYABLE RELEASE RECORDS, WHEN THE DUE DATE IS LESS THAN THREE DAYS FROM THE CURRENT DATE.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)  
COMPUTER PAPER

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

- 10-PAGES  FILE DRAWER(S)  
DAILY  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 2600-PAGES  FILE DRAWER(S)  
ANNUALLY  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 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)

L.L.G. TREASURY BLDG - RM- 203  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)

YES  NO  
OFFICE - FINANCIAL REPORTING

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

RETAIN IN AGENCY THREE (3)  
FISCAL YEARS, AND UNTIL AUDIT  
THEN DESTROY.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

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 25 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
PRE-AUDIT

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  
PS-3308  
WARRANTS PAYABLE PARAMETER

5. EARLIEST YEAR/LATEST YEAR  
1987 TO PRESENT

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)  
PARAMETER IS USED TO OVERRIDE SYSTEM DATE, TO SELECT PARAMETERS BY BATCH ID #, SUB-AGENCY, VENDOR #, TIN #, WITH INCLUDE OR EXCLUDE OPTIONS.

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  
20-forms  
YEARLY  
NUMBER  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

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

11. FILE IS USED UPON REQUEST  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM-203  
ANNAPOLIS 21401

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  
RETAIN IN AGENCY THREE (3)  
FISCAL YEARS AND UNTIL AUDIT,  
THEN DESTROY.

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990

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 26 OF 26

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
PRE-AUDIT

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  
PS-331  
WARRANT-PAYABLE MAINTENANCE

5. EARLIEST YEAR/LATEST YEAR  
1987 TO PRESENT

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES:

IN HOUSE MAINTENANCE FORM, FOR PRE-AUDIT, TO RECORD ON LINE CHANGES TO WARRANTS PAYABLE FILE, REQUESTED BY AGENCIES, TO CHANGE DUE DATE, INVOICE #, OR SPECIAL HANDLING CODES.

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)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED UPON REQUEST  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM- 203  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO  
VARIOUS - IN ORIGINATING STATE AGENCIES

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  
RETAIN IN AGENCY THREE (3) FISCAL YEARS AND UNTIL AUDIT THEN DESTROY.

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
-- 974-2180

21. DATE  
May 30, 1990

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 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 27 of 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
PRE-AUDIT

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  
ALL OTHER RECORDS

5. EARLIEST YEAR/LATEST YEAR  
TO

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES:

LOGS, AUDIT PROGRAMS, A30490 DELAYED PAYMENT REPORTS, A30100 DETAIL TRANSACTION LISTING, A30110 INPAT EDIT DETAIL TRANSACTION LISTING; BUDGET CONTROL SHEETS, ETC.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)  
COMPUTER PAPER

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 4-Box's Reports  FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM- 203  
ANNAPOLIS 21401

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

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  
RETAIN IN AGENCY CURRENT FISCAL YEAR AND THREE (3) ADDITIONAL FISCAL YEARS AND UNTIL AUDITED, WHICH EVER IS LATER THEN DESTROY.

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990

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 INVENT

PAGE 28 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT PRE-AUDIT-  
MICROFICHE

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

STARS A30310

5. EARLIEST YEAR/LATEST YEAR

OCT. 1986 TO PRESENT

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

PRE-AUDIT TRANSACTION FILE REPORT.  
LISTING OF ALL DISBURSEMENT TRANSACTIONS PRIOR TO  
MAINTENANCE AND AUDIT.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY) -  
MICROFICHE

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

- 12-FICHE  FILE DRAWER(S)  
WEEKLY  MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 624  FILE DRAWER(S)  
FICHE  MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- PERM  MONTH(S)  YEAR(S)  
NUMBER

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

L.L.G. TREASURY BLDG - RM-203  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO RECORD CENTER

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

RETAIN IN AGENCY PERMANENTLY,  
FOR EVENTUAL TRANSFER TO STATE  
ARCHIVE.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

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

AGENCY RECORDS INVENT

PAGE 29 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT PRE-AUDIT  
MICROFICHE

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

STARS A30330

5. EARLIEST YEAR/LATEST YEAR  
OCT. 1986 TO PRESENT

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

PRE-AUDIT LOG REPORT

REPORT SHOWS MAINTENANCE ACTIVITY ON THE PRODUCTION  
PRE-AUDIT FILE.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)  
MICROFICHE

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

2-PAGES  FILE DRAWER(S)  
WEEKLY  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

122-PAGES  FILE DRAWER(S)  
 MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED

DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

Perm  MONTH(S)  YEAR(S)  
NUMBER

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

L.L.G. TREASURY BLDG - RM-203  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO RECORDS CENTER

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

RETAIN IN AGENCY PERMANENTLY,  
FOR EVENTUAL TRANSFER TO STATE  
ARCHIVE.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

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 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENT

PAGE 30 OF 26

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT PRE-AUDIT  
MICROFILMS

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

STARS A30490

5. EARLIEST YEAR/LATEST-YEAR  
DEC 1987 TO PRESENT

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

AGENCY PROCESSING DAYS REPORT  
A REPORT BY AGENCY INDICATING DISBURSEMENTS WHOSE SUBMIT DATE IS GREATER THAN 25 DAYS AFTER THE RECEIPT DATE.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)  
MICROFILMS

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

3-PAGES  FILE DRAWER(S)  
FICHE  MICROFILM REEL(S)  
MD.  COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

36  FILE DRAWER(S)  
PAGES  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- PERM  MONTH(S)
- YEAR(S)

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

L.L.G. TREASURY BLDG - RM- 203  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO RECORD CENTER

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

RETAIN IN AGENCY PERMANENTLY  
FOR EVENTUAL TRANSFER TO STATE  
ARCHIVE.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

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 INVENT

PAGE 31 OF 76

1. DEPARTMENT/AGENCY  
CONTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT PRE-AUDIT  
MICROFILM

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

STARS A30486

5. EARLIEST YEAR/LATEST YEAR

1982 TO PRESENT

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

STARS VENDOR REPORT (REPORT OF PAYMENTS)

THERE ARE THREE VERSIONS OF THIS REPORT.  
ONE DETAIL AND TWO SUMMARIES

- DETAIL - WILL LIST CONTENTS OF THE FILE
- SUMMARY ONE - CONTAINS TOTALS OF AGENCIES WITHIN VENDOR.
- SUMMARY TWO - CONTAINS TOTALS BY VENDORS

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)

MICROFILM

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- 1,000 PAGES  FILE DRAWER(S)
- FILES  MICROFILM REEL(S)
- NUMBER  COMPUTER TAPE(S)
- OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 1000 PAGES  FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- Perm  MONTH(S)
- YEAR(S)

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

L.L.G. TREASURY BLDG - RM-203  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- YES  NO RECORDS CENTER

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

RETAIN IN AGENCY PERMANENTLY,  
FOR EVENTUAL TRANSFER TO STATE  
ARCHIVE

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

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 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENT

PAGE 32 of 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT PRE-AUDIT  
MICROFILM

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

STARS A30970

5. EARLIEST YEAR/LATEST YEAR

1988 TO PRESENT

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

TAX OFFSET FILE PURGE

REPORT OF DOCUMENTS WITH ZERO BALANCE ON  
TAX OFFSET FILE.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)

MICROFILM

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- 10-PAGES  FILE DRAWER(S)
- FICHE  MICROFILM REEL(S)
- NUMBER  COMPUTER TAPE(S)
- OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 10-PAGES  FILE DRAWER(S)
- NUMBER  MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- PERM NUMBER  MONTH(S)
- YEAR(S)

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

L.L.G. TREASURY BLDG - RM-203  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
- YES  NO RECORDS CENTER

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

RETAIN IN AGENCY PERMANENTLY  
FOR EVENTUAL TRANSFER TO STATE  
ARCHIVE.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

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 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENT

PAGE 33 OF 26

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT Past Audit and  
Check Distribution

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  
STARS 300  
PAYROLL WARRANTS

5. EARLIEST YEAR/LATEST YEAR  
TO

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SECT)

RECEIVED FROM CENTRAL PAYROLL WHICH INDICATES, PAYROLL WARRANT NUMBER, DOLLAR AMOUNT WARRANTED, AND PAY PERIOD ENDING DATE, FOR A SPECIFIED PAY PERIOD.

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

- 10-Forms  FILE DRAWER(S)  
NO.  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 120-Forms  FILE DRAWER(S)  
 MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

B1-WKLY

12. FILE BECOMES INACTIVE AFTER

- NUMBER  MONTH(S)  YEAR(S)

8

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

L.L.G. TREASURY BLDG - RM- 201  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO CENTRAL PAYROLL

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

RETAIN IN AGENCY EIGHT (8)  
FISCAL YEARS AND UNTIL AUDITED,  
WHICH EVER IS LATER, THEN DESTROY.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

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

AGENCY RECORDS INVENT

PAGE 34 of 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT POST-AUDIT -  
CHECK DISTRIBUTION

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  
STARS A30510  
WARRANT CASH DISBURSEMENT

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SECT

HARD COPY OF CHECK WRITING INFORMATION, FROM WHICH THE TREASURER'S OFFICE ISSUES CHECKS TO VENDORS.

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

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

9. VOLUME  
4 Boxes  
WKL  
NUMBER  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION  
NUMBER 1  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
NUMBER 1  
 MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM- 201  
ANNAPOLIS 21401

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

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  
RETAIN IN AGEDLY ONE (1) MONTH  
UNTIL MICROFILM IS RECEIVED.  
THEN DESTROY ORIGINAL REPORT

19. NAME AND TITLE OF PREPARER  
Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

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

AGENCY RECORDS INVENTORY

PAGE 35 of 26

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT POST AUDIT  
CHECK DISTRIBUTION

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 ZIP CODE SUMMARY REPORT

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

USED BY THE MAIL ROOM TO MAIL VENDOR CHECKS.  
REPORT IS RETAINED BY ALCOHOL AND TOBACCO TAX DIVISION.

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

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

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

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

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM- 201  
ANNAPOLIS 21401

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

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  
RETAIN IN AGENCY DAILY, THEN  
DELIVERED TO ALCOHOL AND TOBACCO  
TAX DIVISION.

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

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

AGENCY RECORDS INVENT

PAGE 36 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT POST AUDIT  
CHECK DISTRIBUTION

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

PS-2697

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

UNDELIVERABLE CHECKS

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

- 5 PAGES  FILE DRAWER(S)
- MO.  MICROFILM REEL(S)
- NUMBER  COMPUTER TAPE(S)
- OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 60-PAGE  FILE DRAWER(S)
- YEARLY  MICROFILM REEL(S)
- NUMBER  COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 6  MONTH(S)  YEAR(S)

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

L.L.G. TREASURY BLDG - RM-201  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- YES  NO STO

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

RETAIN IN AGENCY THREE(3) MONTHS,  
TRANSFER TO LOG, LOGS ARE RETAINED  
AN ADDITIONAL THREE(3) MONTHS, THEN  
DISTROY, (CANCELLED CHECKS ARE  
RETAINED BY (STO).

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

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 INVENT

PAGE 37 OF 26

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT Post Audit-  
CHECK DISTRIBUTION

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  
STARTS A30192  
1099 FILE MAINTENANCE

5. EARLIEST YEAR/LATEST YEAR  
1988 TO PRESENT

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

PERFORMS MAINTENANCE ON 1099 FILE, SUCH AS ADD, DELETES, CHANGES, MODIFYS, REVERSALS AND VOIDS. ALSO PRODUCES ACCUMULATIVE 1099 FILE TRANSACTION REPORT BY TIN AND PROFESSIONAL DATA.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)

COMPUTER PAPER

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

10 PAGES  FILE DRAWER(S)  
PER UPDATE  MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

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

11. FILE IS USED UPON REQUEST / YEARLY  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM- 201  
ANNAPOLIS 21401

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  
PERIODIC FILES MAINTENANCE AND SUPPORT  
INT DOCUMENTS ARE RETAINED IN AGENCY  
ONE (1) YEAR, UNTIL FINAL RUN, THEN DESTROY.  
FINAL FILES MAINTENANCE AND SUPPORT INT  
DOCUMENTS ARE RETAINED IN AGENCY TEN  
(10) YEARS. THEN DESTROY.

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990

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 INVENT

PAGE 38 OF 76

1. DEPARTMENT/AGENCY  
CONTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT POST AUDIT-  
CHECK DISTRIBUTION

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 STARS 950  
1099 FILE MAINTENANCE UPDATE FORM.

5. EARLIEST YEAR/LATEST YEAR  
1988 TO PRESENT

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 FORM IS USED TO PERFORM FILES MAINTENANCE TRANSACTIONS ON THE 1099 MASTER FILE.

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)  
COMPUTER PAPER NUMBER

10. ANNUAL ACCUMULATION

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

11. FILE IS USED UPON REQUEST  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM- 201  
ANNAPOLIS 21401

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  
RETAIN IN AGENCY ONE (1) YEAR, THEN DESTROY.

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990

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 INVENT

PAGE 39 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT POST-AUDIT  
MICROFILMS

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

STARS A30510.

5. EARLIEST YEAR/LATEST YEAR

1981 TO PRESENT

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)

DISBURSING WARRANT REGISTER DETAIL,  
HAND COPY OF CHECK WRITING INFORMATION FROM WHICH THE  
TREASURER OFFICE WILL ISSUE CHECKS TO VENDORS.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)  
MICROFILMS

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- 7-PAGES  FILE DRAWER(S)
- FICHE  MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 364  FILE DRAWER(S)
- PAGES  MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- Perm  MONTH(S)  YEAR(S)

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

L.L.G. TREASURY BLDG - RM- 203  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
- YES  NO RECORDS CENTER

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

RETAIN IN AGENCY PERMANENTLY,  
FOR EVENTUAL TRANSFER TO STATE  
ARCHIVE.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

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  
7278 WATERLOO ROAD  
P.O. BOX 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENT

PAGE 40 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT POST AUDIT  
MICROFILM

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

STARS A30497

5. EARLIEST YEAR/LATEST YEAR

1988 TO PRESENT

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SET)

1099 DETAIL TRANSACTION REPORT  
REPORT LISTS AND TOTALS 1099 REPORTABLE AND  
NON-REPORTABLE DISBURSEMENT TRANSACTIONS.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)  
MICROFILM

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- 1,000  FILE DRAWER(S)
- PAGES  MICROFILM REEL(S)
- FILE  COMPUTER TAPE(S)
- NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 1,000  FILE DRAWER(S)
- PAGES  MICROFILM REEL(S)
- NUMBER  COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- PERM  MONTH(S)
- YEAR(S)

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

L.L.G. TREASURY BLDG - RM-203  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- YES  NO RECORDS CENTER

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

RETAIN IN AGENCY PERMANENTLY,  
FOR EVENTUAL TRANSFER TO STATE  
ARCHIVE.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

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 INVENT

PAGE 41 of 76

1. DEPARTMENT/AGENCY  
CONTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
ADMINISTRATIVE Ser

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

GAD X-1

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

AGENCY BANK ACCOUNT REQUEST

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- SOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- 25-  
MO.  
NUMBER
- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 3-BINDERS  
YR.  
NUMBER
- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- PERM  
NUMBER
- MONTH(S)
  - YEAR(S)

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

L.L.G. TREASURY BLDG - RM-  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO  
VARIOUS - IN ORIGINATING STATE AGENCIES

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

RETAIN IN AGENCY PERMANENTLY.  
FOR EVENTUAL TRANSFER TO STATE  
ARCHIVES.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

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

AGENCY RECORDS INVENTORY

PAGE 42 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
ADMINISTRATIVE SERVICE

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

ADVANCE RECORDS

5. EARLIEST YEAR/LATEST YEAR

1981 TO

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

ADVANCE REQUESTS, PROLESSING- ERRORS, NOTICE FOR OVER DUE OR OUTSTANDING ADVANCES, EXTENSION FOR OVERDUE ADVANCES.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- SOUND 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)
- 45 PAGES  
Per DAY  
NUMBER

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- PERM NUMBER
- MONTH(S)
- YEAR(S)

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

L.L.G. TREASURY BLDG - RM-  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- YES  NO
- VARIOUS - IN ORIGINAL STATE AGENCIES

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

RETAIN IN AGENCY PERMANENTLY.  
FOR EVENTUAL TRANSFER TO STATE  
ARCHIVE.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

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 INVENT

PAGE 43 OF 26

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
ADMINISTRATIVE SERVICES

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

STARS REPORTS

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

DAILY, WEEKLY, MONTHLY, YEARLY

A30401, 402, 403, 405, 406, 408, 414, 415, 416, 417, 451, 463, 464,  
465, 472, 475, 482, 483, 485, 488, 499

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)

COMPUTER PAPER

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

300  FILE DRAWER(S)  
PAGES  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
MO.  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

6-Box's  FILE DRAWER(S)  
 MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED YEARLY  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM- 206  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO  
VARIOUS - IN ORIGINATING STATE AGENCIES

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  
RETAIN IN AGENCY TWO (2) FISCAL YEARS, THEN TRANSFER TO STATE RECORD CENTER FOR ADDITIONAL FIVE (5) YEARS THEN DESTROY

19. NAME AND TITLE OF PREPARER

Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

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

AGENCY RECORDS INVENT

PAGE 44 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
ADMINISTRATIVE SERVICES

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

All Other Records

5. EARLIEST YEAR/LATEST YEAR

TO

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

RECONCILIATION REPORTS  
HOUSE KEEPING AND SAFETY REPORTS  
MISC. LETTERS, MEMOS ETC.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- SOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- 12-pages  FILE DRAWER(S)
- MO.  MICROFILM REEL(S)
- NUMBER  COMPUTER TAPE(S)
- OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 24-pages  FILE DRAWER(S)
- yr.  MICROFILM REEL(S)
- NUMBER  COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 4  MONTH(S)  YEAR(S)

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

L.L.G. TREASURY BLDG -- RM-206  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- 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

RETAIN IN AGENCY CURRENT FISCAL YEAR AND THREE (3) ADDITIONAL FISCAL YEARS AND UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

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 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 45 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
AUDITS

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

AUDITS

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)

REPORTS OF AUDITS CONDUCTED BY INDEPENDENT AUDITORS.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)

Computer Paper

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- PERM NUMBER
- MONTH(S)
- YEAR(S)

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

L.L.G. TREASURY BLDG -- RM-206  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO  
VARIOUS - IN ARBITRATING STATE AGENC.

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

RETAIN IN AGENCY FOR THREE (3) YEARS.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

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 46 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
AUDITS

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

OUTSIDE STATE-WIDE AUDITS

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES:

REPORTS OF AUDITS AND OR STUDIES CONDUCTED BY  
OUTSIDE AUDITORS

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)
- NUMBER \_\_\_\_\_

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- 300  
46/yr  
NUMBER  
BOOKS

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM- 206  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO  
VARIOUS - IN ORIGINATING STATE AGENC

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  
RETAIN IN AGENCY FOR TEN (10)  
YEARS THEN DESTROY.

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990

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 47 of 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
AUDITS

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

AUDITS

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

ALL OTHER RECORDS;  
WORK PAPERS, ETC.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)

COMPUTER PAPER

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 4 NUMBER
- MONTH(S)
- YEAR(S)

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

L.L.G. TREASURY BLDG - RM-206  
ANNAPOLIS 21401

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

RETAIN IN AGENCY CURRENT FISCAL YEAR AND ADDITIONAL THREE (3) FISCAL YEARS AND UNTIL AUDIT, WHICHEVER IS LATER, THEN DESTROY

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

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

AGENCY RECORDS INVENTORY

PAGE 48 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT OFFICE OF THE DIRECTOR.

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

X-3

5. EARLIEST YEAR/LATEST YEAR  
TO

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.

INDIVIDUAL REQUEST FOR OUT-OF-STATE TRAVEL

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)
- NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- NUMBER

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 4 NUMBER  MONTH(S)  YEAR(S)

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

L.L.G. TREASURY BLDG - RM- 200  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO  
VARIOUS - IN ORIGINATING STATE AGENCIES

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

RETAIN IN AGENCY CURRENT FISCAL YEAR AND THREE (3) ADDITIONAL FISCAL YEARS AND UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 49 of 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT OFFICE OF THE  
DIVISION DIRECTOR

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

All Other Records

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)

GENERAL FACILITATIVE AND HOUSE KEEPING RECORDS

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)  
NUMBER \_\_\_\_\_

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
NUMBER \_\_\_\_\_

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- NUMBER 4  MONTH(S)  YEAR(S)

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

L.L.G. TREASURY BLDG - RM-200  
ANNAPOLIS 21401

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

RETAIN IN AGENCY CURRENT FISCAL YEAR AND THREE(3) ADDITIONAL FISCAL YEARS AND UNTIL AUDITED, WHICH EVER IS LATER, THEN DESTROY.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

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 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 50 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT OFFICE OF THE  
ASSISTANT DIRECTOR

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

SPECIAL BANK ACCOUNT RECORDS

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)

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

- 10, PAGE  FILE DRAWER(S)
- MO.  MICROFILM REEL(S)
- NUMBER  COMPUTER TAPE(S)
- OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 1-Box  FILE DRAWER(S)
- MICROFILM REEL(S)
- NUMBER  COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- Per m  MONTH(S)
- NUMBER  YEAR(S)

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

L.L.G. TREASURY BLDG - RM-200  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- YES  NO
- VARIOUS - IN ORIGINATING STATE AGENCY

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

RETAIN IN AGENCY PERMANENTLY,  
FOR EVENTUAL TRANSFER TO STATE  
ARCHIVE.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

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

AGENCY RECORDS INVENTORY

PAGE 51 of 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT OFFICE OF THE  
ASSISTANT DIRECTOR

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

FILES

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

CORRESPONDENCE FILES  
PROJECT FILES  
SUBJECT FILES

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)
- NUMBER \_\_\_\_\_

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- NUMBER \_\_\_\_\_

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- PERM NUMBER
- MONTH(S)
- YEAR(S)

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

L.L.G. TREASURY BLDG - RM- 200  
ANNAPOLIS 21401

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

SCREEN ANNUALLY. DESTROY ALL MATERIAL NOT NEEDED FOR CURRENT BUSINESS, EXCEPT DIRECTIVES AND OTHER MATERIAL RELATING TO PLANNING AND POLICY THAT ILLUSTRATE THE DEVELOPMENT OF THE AGENCY WHICH WILL BE RETAINED PERMANENTLY, FOR EVENTUAL TRANSFER TO STATE ARCHIVE.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 52 OF 76

DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT OFFICE OF THE  
ASSISTANT DIRECTOR

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

AFFIDAVITS, CERTIFICATES

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 SOUND 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)  
NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 1 - FOR  FILE DRAWER(S)  
SYR PERIOD  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 4 NUMBER  MONTH(S)  YEAR(S)

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

L.L.G. TREASURY BLDG - RM- 200  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO  
VARIOUS - IN ORIGINATING STATE AGENCY

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

RETAIN FOR CURRENT FISCAL YEAR AND THREE (3) ADDITIONAL FISCAL YEARS AND UNTIL AUDIT, WHICHEVER IS LATER, THEN DESTROY.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

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

AGENCY RECORDS INVENT

PAGE 53 OF 76

1. DEPARTMENT/AGENCY  
COMP TROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
DATA OPERATIONS

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

STARS A30986

5. EARLIEST YEAR/LATEST YEAR  
1987 TO PRESENT

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SECT

SYSTEM MANAGEMENT FILE LISTING.  
(MASTER FILE RECORD COUNTS)

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)

COMPUTER PAPER

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- 60-PAGES  FILE DRAWER(S)
- DAILY  MICROFILM REEL(S)
- NUMBER  COMPUTER TAPE(S)
- OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 1560  FILE DRAWER(S)
- PAGES  MICROFILM REEL(S)
- NUMBER  COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 4  MONTH(S)
- NUMBER  YEAR(S)

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

L.L.G. TREASURY BLDG -- RM- 205  
ANNAPOLIS 21401

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  
RETAIN IN AGENCY ONE (1) CURRENT FISCAL YEAR, THEN TRANSFER TO STATE RECORDS CENTER FOR THREE (3) ADDITIONAL FISCAL YEARS AND UNTIL AUDITED, WHICH EVER IS LATER, THEN DESTROY.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

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 54 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
DATA OPERATION

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  
MICROFILM ORDER INVOICE

5. EARLIEST YEAR/LATEST YEAR  
1989 TO PRESENT

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)

RECORD OF AGENCIES REPORTS WHICH HAVE BEEN CREATED TO MICROFICHE.

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  
15-PAGES  FILE DRAWER(S)  
MO.  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION  
90-PAGES  FILE DRAWER(S)  
EVERY 6 MO.  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM- 205  
ANNAPOLIS 21401

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

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  
RETAIN IN AGENCY SIX (6) MONTHS, THEN DESTROY

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990

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  
7278 WATERLOO ROAD  
P.O. BOX 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 55 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
DATA OPERATIONS

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

VARIOUS WORK LOGS

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)

WORK SHEETS, FORMS OR LOGS USED SPECIFICALLY BY DATA OPERATIONS TO REQUEST AND RECORD DATA INPUT AND BACKUP FILES.  
(I.E.) BACKUP LOGS, JOB REQUEST TRANSMITTALS, SPECIAL REQUEST TRANSMITTALS, DATA ENTRY JCL LOGS, BIPS, ETC.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- SOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)

COMPUTER PAPER

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

8 PAGES  
DAILY  
NUMBER  FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

160 PAGES  
MO.  
NUMBER  FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 6 NUMBER
- MONTH(S)
- YEAR(S)

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

L.L.G. TREASURY BLDG - RM-205  
ANNAPOLIS 21401

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

RETAIN IN AGENCY SIX (6) MONTHS, THEN DESTROY

19. NAME AND TITLE OF PREPARER

Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

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 INVENT

PAGE 56 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
DATA OPERATIONS

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

Computer Run Jobs

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Computer Run Jobs - (Listings)

JCL Listings of each production job processed daily, weekly, monthly, yearly, budget.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)

Computer Paper

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- 1500 PAGES DAILY NUMBER
- FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 8-BOXES MO. NUMBER
- FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER  
DAILY - 1 mo NUMBER MONTH(S) YEAR(S) (1. YR)

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

L.L.G. TREASURY BLDG - RM- 206  
ANNAPOLIS 21401

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

DAILY AND MONTHLY RETAIN IN AGENCY ONE(1) MONTH, THEN DESTROY  
YEARLY, BUDGET RETAIN IN AGENCY ONE(1) YEAR, THEN DESTROY.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

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

AGENCY RECORDS INVENT

PAGE 57 of 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
DATA OPERATIONS

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

COMPUTER MEDIA

5. EARLIEST YEAR/LATEST-YEAR

\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

A30E.CR.MH, A30E.CR.VHBK, A30E.CR.VF, A30E.CR.TDBKT,  
A30E.CR.PAYBK, A30E.CR.INBK. A30E.CR.AUDIT.BACKUP,  
A30E.CR.APBK.

ACCOUNTING TRANSACTIONS WHICH ARE POSTED DAILY TO MASTER FILES  
THEN COPIED TO BACKUP FILES.

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)
- 1 / NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- 0 / NUMBER

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 1-WEEK / NUMBER
- MONTH(S)
- YEAR(S)

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

L.L.G. TREASURY BLDG - RM- 206  
ANNAPOLIS 21401

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

MINUS 1, GENERATION, SENT OFFS II  
TO BDC WEEKLY,  
ROTATE, THEN REUSE

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

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

AGENCY RECORDS INVENT

PAGE 58 OF 76

1. DEPARTMENT/AGENCY  
CONTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT DATA OPERATION

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

DISASTER BACKUP

5. EARLIEST YEAR/LATEST YEAR

\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)

A30E. CR. DISASTER. APBK

COPY OF STARS FINANCIAL FILES AFTER THE DAILY HAS BEEN RUN AND BEFORE THE NEXT DAY'S PROCESSING

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)  
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
0  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 1-DAY  MONTH(S)  YEAR(S)  
NUMBER

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

L.L.G. TREASURY BLDG - RM- 205  
ANNAPOLIS 21401

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

SENT OFFSITE DAILY TO BDC  
ROTATE, THEN RE-USE

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

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

AGENCY RECORDS INVENT

PAGE 59 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
DATA OPERATION

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

DISASTER BACKUP

5. EARLIEST YEAR/LATEST YEAR

\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)

A30E. CR. DISASTER. CLISTBK.

COPY OF STARS FINANCIAL FILES, PRODUCTION CLISTS AND GAAPARS FILES PRIOR TO DAILY PRODUCTION.

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

- 0  FILE DRAWER(S)  
NUMBER  MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 1-DAY  MONTH(S)  YEAR(S)  
NUMBER

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

L.L.G. TREASURY BLDG - RM-206  
ANNAPOLIS 21401

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

SENT OFFSITE DAILY TO BDC,  
ROTATE, THEN RE-USE.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7278 WATERLOO ROAD  
P.O. BOX 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENT

PAGE 60 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
DATA OPERATIO.

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

BACKUP OF HISTORY FILE

5. EARLIEST YEAR/LATEST YEAR

TO

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SECT

A30e. CR. mH ymm.

BACKUP ACCOUNTING HISTORY TRANSACTIONS WHICH ARE POSTED TO THE MONTHLY HISTORY FOR A SPECIFIC YEAR AND MONTH.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- SOUND 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)
- 1  
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- 13  
NUMBER

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- MONTH(S)
  - YEAR(S)
- 3  
NUMBER

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

L.L.G. TREASURY BLDG - RM-206  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- YES -  NO
- MASTER FILE COPY

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

SENT OFF SITE AT RECORDS CENTER MONTHLY FOR THREE(3) FISCAL YEARS UNTIL AUDITED AND RETENTION HAS EXPIRED. TAPE IS THEN SENT TO GAO, FOR RE-USE.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

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 INVENT

PAGE 61 of 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
DATA OPERATIONS

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

MASTER FILE HISTORY TAPE

5. EARLIEST YEAR/LATEST YEAR  
TO

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

A30E. MF. MHYMM.

MASTER FILE ACCOUNTING TRANSACTIONS WHICH ARE POSTED TO THE MONTHLY HISTORY, MONTHLY. FOR A SPECIFIC YEAR AND MONTH.

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)
- 1  
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- 13  
NUMBER

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3 MONTH(S)
  - YEAR(S)
- NUMBER

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

L.L.G. TREASURY BLDG - RM- 204  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- YES  NO
- BACKUP COPY

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

RETAIN AT ADL FOR THREE (3) YEARS UNTIL AUDITED, AND RETENTION HAS EXPIRED. TAPE IS THEN DELETED.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7278 WATERLOO ROAD  
P.O. BOX 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENT

PAGE 62 of 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
DATA OPERATION

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  
BACKUP OPERATING FILE

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SEPT )  
A30E.C.R. OF YMM.  
BACKUP OPERATION FILE TRANSACTIONS FOR A SPECIFIC YEAR AND MONTH - CREATED AT THE END OF THE FISCAL YEAR.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 SOUND 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)  
NUMBER 1  
10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
NUMBER 1

11. FILE IS USED YEARLY  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM- 206  
ANNAPOLIS 21401

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

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  
SENT OFFSITE AT RECORDS CENTER YEARLY FOR THREE(3) FISCAL YEARS UNTIL AUDITED AND UNTIL RETENTION HAS EXPIRED. TAPE IS THEN RETURNED TO GAO, FOR RE-USE.

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

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

AGENCY RECORDS INVENT

PAGE 63 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
DATA OPERATIONS

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

MASTER FILE OPERATING FILE

5. EARLIEST YEAR/LATEST YEAR

\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

A30E. MF. OF YMM.

MASTER FILE OPERATING FILE TRANSACTIONS FOR A SPECIFIC YEAR AND MONTH, CREATED AT THE END OF THE FISCAL YEAR CLOSE.

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)
- NUMBER \_\_\_\_\_

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- NUMBER \_\_\_\_\_

11. FILE IS USED YEARLY  
 DAILY  WEEKLY  MONTHLY

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

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

L.L.G. TREASURY BLDG - RM- 205  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO BACK UP FILE COPY

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

RETAIN AT ADL FOR THREE (3) YEARS AND UNTIL RETENTION HAS EXPIRED. TAPE IS THEN DELETED.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENT

PAGE 64 of 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
DATA OPERATIONS

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

BACK UP VENDOR HISTORY

5. EARLIEST YEAR/LATEST YEAR

\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

A30E. CR. VH Yymm.

BACKUP OF VENDOR HISTORY TRANSACTIONS FOR A SPECIFIC YEAR AND MONTH, CREATED AT THE END OF EACH MONTH.

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)
- 1  
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- 12  
NUMBER

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)

L.L.G. TREASURY BLDG - RM- 205  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO MASTER FILE COPY

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  
SENT OFFSITE AT RECORDS CENTER MONTHLY FOR THREE(3) FISCAL YEARS UNTIL AUDITED AND UNTIL RETENTION HAS EXPIRED. TAPE IS THEN RETURNED TO GAD, FOR RE-USE.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

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 INVENT

PAGE 65 of 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
DATA OPERATIONS

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  
MASTER FILE VENDOR HISTORY

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)

A30E.MF.VHYYMM.  
MASTER FILE OF VENDOR HISTORY TRANSACTIONS FOR A SPECIFIC YEAR AND MONTH. CREATED AT THE END OF EACH MONTH.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 SOUND 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)  
1  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
12  
NUMBER

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)  
L.L.G. TREASURY BLDG - RM- 205  
ANNAPOLIS 21401

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

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  
RETAIN AT ADL FOR THREE(3) FISCAL YEARS UNTIL AUDITED. AND UNTIL RETENTION HAS EXPIRED. TAPE IS THEN DELETED.

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

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

AGENCY RECORDS INVENT

PAGE 66 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
DATA OPERATIONS

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

BACKUP VENDOR FINANCIAL FILE

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SET)

A3DE. CR. VFYYMM.

BACKUP OF VENDOR FINANCIAL FILE.  
CREATED AT THE CLOSE OF EACH CALENDAR YEAR.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- SOUND 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)
- NUMBER 1

10. ANNUAL ACCUMULATION

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

11. FILE IS USED yearly

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- NUMBER 3
- MONTH(S)
- YEAR(S)

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

L.L.G. TREASURY BLDG - RM-205  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
- YES  NO MASTER FILE COPY

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

SENT OFF SITE AT RECORDS CENTER  
YEARLY FOR THREE(3) FISCAL YEARS  
UNTIL AUDITED AND UNTIL RETENTION  
HAS EXPIRED. TAPE IS THEN RETURNED  
TO GAD, FOR RE-USE.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENT

PAGE 67 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
DATA OPERATIONS

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

BACKUP VENDOR HISTORY EXTRACT

5. EARLIEST YEAR/LATEST YEAR

1988 TO PRESENT

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

A30E.CR.VHEX YY SEQ #

BACKUP OF VENDOR HISTORY RECORDS IN TIN NUMBER SEQ.  
(INCLUDES TWELVE MONTHLY VENDOR HISTORY FILES)

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- SOUND 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)
- 10 NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- 10 NUMBER

11. FILE IS USED YEARLY  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM- 205  
ANNAPOLIS 21401

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

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  
RETAIN AT ADL FOR FOUR (4) YEAR.  
AND UNTIL RETENTION HAS EXPIRED.  
TAPES ARE THEN DELETED.

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990

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 INVENT

PAGE 68 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
DATA OPERATION

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  
MASTER FILE VENDOR HISTORY EXTRACT FILE

5. EARLIEST YEAR/LATEST YEAR  
1988 TO PRESENT

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)

A30E.MF.VH EX YY SEQ#  
MASTER FILE OF VENDOR HISTORY RECORDS IN TIN NUMBER SEQ. (INCLUDES TWELVE MONTHLY HISTORY FILES)

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)  
10  
NUMBER

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

11. FILE IS USED YEARLY  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
5  
NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM- 205  
ANNAPOLIS 21401

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

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  
RETAIN AT ADL FOR FIVE (5) YEARS AND UNTIL RETENTION HAS EXPIRED. TAPES ARE THEN DELETED.

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990

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 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENT

PAGE 69 of 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
DATA OPERATIONS

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

GAAPARS

5. EARLIEST YEAR/LATEST YEAR

1986 TO PRESENT

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)

A31E. CR. AGY PGM. BALANCE . FY YY  
A31E. CR. GAAP. Rollover . BK  
A31E. CR. TBDETAIL . BK

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)
- 3  
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- 3  
NUMBER

11. FILE IS USED YEARLY  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG -- RM-205  
ANNAPOLIS 21401

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  
RETAIN AT RECORDS CENTER FOR FOUR (4) FISCAL YEARS UNTIL AUDITED, AND RETENTION HAS EXPILED. RETURN TAPES TO GAO, FOR RE-USE.

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAO

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

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

AGENCY RECORDS INVENT

PAGE 70 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
DATA OPERATION

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

GAPPARS

5. EARLIEST YEAR/LATEST YEAR

TO

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SECT)

A31E. MF. A64 PGM. BALANCE. FY YY

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)
- NUMBER 1

10. ANNUAL ACCUMULATION

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

11. FILE IS USED YEARLY  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM-205  
ANNAPOLIS 21401

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  
RETAIN AT AIX FOR FOUR (4) FISCAL YEARS UNTIL AUDITED, AND UNTIL EXPIRATION HAS EXPIRED. THEN DELETE

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990

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 71 OF 76

DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
SYSTEM SUPPORT

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

SECURITY FORMS.

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES:

COMPUTER SECURITY FORMS. AUTHORIZATIONS, REPORTS, ETC.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 SOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

COMPUTER PAPER

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

1-monthly  
NUMBER  FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

10-Box's  
NUMBER  FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED

DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

PERM NUMBER  MONTH(S)  YEAR(S)

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

L.L.G. TREASURY BLDG - RM- 205  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO  
ADC - TECH. SUPPORT

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

RETAIN IN AGENCY PERMANENTLY. FOR EVENTUAL TRANSFER TO STATE ARCHIVE.

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

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 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENT

PAGE 72 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
SYSTEM SUPPORT

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  
WORK AUTHORIZATION FORMS

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

SRT's, BB4's

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)  
NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION  
1-Box  FILE DRAWER(S)  
 MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM- 205  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO  
VARIOUS - IN ORIGINATING STATE AGENCY

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  
RETAIN IN AGENCY PERMANENTLY, FOR EVENTUAL TRANSFER TO STATE ARCHIVE.

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

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

AGENCY RECORDS INVENT

PAGE 13 of 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
SYSTEM SUPPORT

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

SYSTEM SECURITY REPORTS

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

ACF 2 REPORTS

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)  
Computer paper

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)  
\_\_\_\_\_

9. VOLUME

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- NUMBER \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

L.L.G. TREASURY BLDG -- RM- 205  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- YES  NO
- ADL - TECH SUPPORT

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

RETAIN IN AGENCY THREE (3) MONTHS  
THEN TRANSFER TO STATE RECORDS  
CENTER FOR CURRENT FISCAL YEAR  
AND THREE (3) ADDITIONAL FISCAL YEARS  
AND UNTIL AUDIT, WHICH EVER IS LATER,  
THEN DESTROY

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

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 INVENT

PAGE 74 of 26

1. DEPARTMENT/AGENCY  
COMPROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
SYSTEM SUPPORT

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

SYSTEM TESTS

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SER.)

INCLUDES TEST DATA, REPORTS, ETC

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)  
COMPUTER PAPER

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- NUMBER \_\_\_\_\_

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- 6-Boxes  
NUMBER \_\_\_\_\_

11. FILE IS USED AS REQUIRED  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM- 205  
ANNAPOLIS 21401

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

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  
RETAIN IN AGENCY ONE(1) FISCAL YEAR THEN TRANSFER TO STATE RECORDS THREE (3) ADDITIONAL FISCAL YEARS AND UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990

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 INVENT

PAGE 75 of 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

3. UNIT  
SYSTEM SUPPORT

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

OTHER RECORDS

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)

PROGRAM CHANGES, LISTINGS, ETC.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)

COMPUTER PAPER

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 2-BOXES  FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 4  MONTH(S)
- YEAR(S)

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

L.L.G. TREASURY BLDG - RM-205  
ANNAPOLIS 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
- YES  NO

ADC PROGRAMMING

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

RETAIN IN AGENCY THREE (3) MONTHS, THEN TRANSFER TO STATE RECORDS CENTER FOR CURRENT FISCAL YEAR AND THREE (3) ADDITIONAL FISCAL YEARS AND UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY

19. NAME AND TITLE OF PREPARER

Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER

974-2180

21. DATE

May 30, 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

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

AGENCY RECORDS INVENT

PAGE 76 OF 76

1. DEPARTMENT/AGENCY  
COMPTROLLER OF TREASURY

2. DIVISION  
GENERAL ACCOUNTING DIVISION

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  
MICRO (PC) COMPUTERS

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SECT)

ALL OPERATING SYSTEMS, PURCHASED AND DEVELOPED SOFTWARE MUST BE KEPT PERMANENTLY.  
ALL DATA FILES MUST BE RETAINED FOR THREE (3) YEARS OR UNTIL AUDITED

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

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

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
NUMBER \_\_\_\_\_

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

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
L.L.G. TREASURY BLDG - RM-  
ANNAPOLIS 21401

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  
RETAIN IN AGENCY ALL PURCHASED AND DEVELOPED SOFTWARE PERMANENTLY.  
DATA FILES ARE RETAINED FOR THREE (3) FISCAL YEARS OR UNTIL AUDITED.

19. NAME AND TITLE OF PREPARER  
Ms. Dee Stockett  
Supervisor Data Operations, GAD

20. TELEPHONE NUMBER  
974-2180

21. DATE  
May 30, 1990