

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 1245

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Juvenile Services		Financial Services
AGENCY		DIVISION
Item No.	Description	Retention
1.	<p><u>Financial Services Files</u></p> <p>This series includes all standard STATE accounting forms as well as other accounting media which provide supporting data for the special and general accounting records.</p> <p>Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of a records series be altered, the schedule may be amended to reflect such changes.</p>	
	<p>A. <u>General Accounting Records</u></p> <p>Certificate of Deposit and Bank Deposit Slips Distribution of Charges Memorandum of Adjustments Monthly Report of State Funds Collected and Deposited</p>	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	<p>B. <u>Special Accounting Records</u></p> <p>Reports of audits conducted by the Legislative Auditors</p>	Retain for ten (10) years, then destroy.
	<p>Books of Final Entry - General Ledgers</p>	Permanent. Transfer periodically to the State Archives.
	<p>C. <u>Computer Printouts</u></p> <p>STARS Reports FABS Reports Automated Leave Reports</p>	Retain for three (3) years and until audit requirements have been fulfilled, then destroy.

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by

8-13-90  
Date

*Baron Van Mow*  
Signature  
Director  
Financial  
Title

10/4/90  
Date  
*Shanda*  
Signature  
State Archivist  
Title

Item No.	Description	Retention
	<p><u>Budget and Fiscal Planning Records</u></p> <p>Budget Estimates                      Budget Schedule Amendment                      Materials and Supplies Physical Inventory                      Report of Fixed Assets                      Report of Materials and Supplies                      Request for Position Action</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
E	<p><u>Payroll Accounting Records</u></p> <p>Employee Roster Card File                      Payroll and Check Register                      Payroll Exceptions Time Report                      Payroll Transmittals                      Payroll Warrants</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
	<p><u>Miscellaneous Accounting Records</u></p> <p>Bank Books, Statements, and Deposit Receipts                      Budget Papers and Work Sheets                      Cancelled Checks, Check Copies and Check Stubs                      Delivery Orders and Receipts                      Gas Withdrawal Tickets and Mileage Reports                      Memorandum Receipt and Property Condemnation Reports                      Paid Bills and Invoices                      Paid Bonds and Coupons                      Periodic Financial Reports to Local/State Agencies                      Receipt Copies and Stubs                      Receiving Reports                      Reconciliation and Trail Balance Sheets                      Renewable Licenses                      Requisitions and Purchase Orders                      Stock Record Cards                      Time Sheets                      Withholding Tax Forms and Statements (Local, State and Federal)</p> <p>//////////LAST ITEM//////////                      //////////////////////////////////////</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 273  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
Juvenile Services

2. DIVISION  
Financial Services

3. UNIT  
Accounting

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  
Financial Services Files

5. EARLIEST YEAR/LATEST YEAR  
1987 TO 1990

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

The Financial Services Files consist of General and Special Accounting Records, Budget and Fiscal Planning Records, Payroll Accounting Records, Miscellaneous Accounting Records and Computer Printouts.

7. RECORD SERIES FORMAT(S)

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

Computer Printouts

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
50  
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
200  
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)  
321 Fallsway, 2nd Floor  
Baltimore, MD 21202

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 for three (3) years or until audit

19. NAME AND TITLE OF PREPARER

*John Van Moore*

20. TELEPHONE NUMBER

333-6771

21. DATE

7-31-90