

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

Comptroller of the Treasury

Alcohol and Tobacco Tax Division

AGENCY

DIVISION

Item No.	Description	Retention
<p>Note: This schedule supersedes all others previously filed with your office. (Schedule 960)</p>		
1	<p><u>Refunds</u> COT/ATTD-001 Sacramental Wine Refund Claim COT/ATTD-001-1 Claim for Refund COT/ATTD-042 Claim for Refund-Federal Reservations</p>	<p>Retain for 3 years after claim is satisfied, then destroy.</p>
2	<p><u>Bonds</u> COT/ATTD-004 Wine & Liquor Bond (whslr.) COT/ATTD-005 Beer Bond (whslr.) COT/ATTD-005-1 Beer Bond (NRD) COT/ATTD-006 Wine Bond (whslr) COT/ATTD-622 Cigarette Distributor's Credit Bond COT/ATTD-639 Cigarette Distributor's Security Exemption Application</p>	<p>Retain for 3 years after cancel action or closing of bonded business then destroy.</p>
3A	<p><u>License & Permit - Application & Renewal</u> COT/ATTD-007 Manufacturer and Wholesaler License Application COT/ATTD-007-1 Change in License Location COT/ATTD-007-2 Additional License Location COT/ATTD-007-3 License Applicant Occupation Record COT/ATTD-008 License Renewal Application COT/ATTD-009 License Application - Railroad, Steamship or Airplane COT/ATTD-009-1 Special Class "C" Retail License Application COT/ATTD-078 Information Regarding Application for License COT/ATTD-078-1 License Application Tax Information</p>	<p>Permanent. Transfer periodically to the Maryland State Archives</p>
3B	<p><u>License & Permit - Application & Renewal</u> COT/ATTD-010 Permit Application COT/ATTD-010-5 Solicitor's Permit COT/ATTD-010-6 Application - Fuel Alcohol Permit COT/ATTD-010-7 Application for National Family Wine</p>	<p>Retain for 5 years after licensed business file closes then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

12/13/91 *Charles W. [Signature]*
Date Signature Title

1/24/92 *[Signature]*
Date State Archivist

Assistant Director
Alcohol and Tobacco Tax Division

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1407

PAGE
NO. 2 of 7

Item No.	Description	Retention
3B	<u>License & Permit Application & Renewal (continued)</u> COT/ATTD-010-8 Items to Review with Main Alcoholic Beverage Wholesale Licensee COT/ATTD-010-9 Charity Wine Auction Permit Application COT/ATTD-619 Application - Special Cigarette License Wholesaler, Sub-Wholesaler and Vending Machine Operators COT/ATTD-619-1 Application for Renewal of Cigarette Wholesale License COT/ATTD-620 Application Maryland Cigarette Distributors License COT/ATTD-637 Application for Distributor and Special Cigarette Wholesale License	Permanent. Transfer periodically to the Maryland State Archives.
3C	<u>Miscellaneous Permits</u> COT/ATTD-010-2 Order - Additional Vehicle Identification Cards COT/ATTD-010-3 Bulk Transfer Permit Application	Retain for 3 years or until all audit requirements have been fulfilled, then destroy.
4A	<u>Accounting Records</u> COT/ATTD-011-1 Record of Escrow Deposits COT/ATTD-011-3 Record of Permits Issued COT/ATTD-013 Deposit Summary COT/ATTD-013-1 Detail of Deposit Summary COT/ATTD-013-3 Tobacco Tax Stamps Daily Sales COT/ATTD-014 Distilled Spirits & Wine Tax Verification COT/ATTD-045 Weekly Postage Meter Log COT/ATTD-046 Miscellaneous Mail Room Charges COT/ATTD-418 Cash Receipt COT/ATTD-422 Advance Travel Expense COT/ATTD-716 Daily Report Log	Retain for 3 years or until all audit requirements have been fulfilled, then destroy.
4B	<u>Accounting Records</u> COT/ATTD-404 Ledger Cards COT/ATTD-404-2 Ledger Cards COT/ATTD-404-3 Ledger Cards COT/ATTD-412-1 Statement of Credit Balance - Tobacco	Retain for 3 years or until all audit requirements have been fulfilled, then destroy.
5A	<u>Tax Returns & Reports - Beer</u> COT/ATTD-015 Non-Resident Dealer Beer Tax Return COT/ATTD-015-1 Deliveries of Beer into Maryland COT/ATTD-016 Excise Tax on Beer COT/ATTD-016-1 Deliveries of Beer into Maryland COT/ATTD-016-2 Brewery Tax Return Type B COT/ATTD-020 Beer Release	Retain for 3 years or until all audit requirements have been fulfilled, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1407

PAGE
NO. 3 of 7

Item No.	Description	Retention
5A	<u>Tax Returns & Reports - Beer (continued)</u> COT/ATTD-037 Monthly Beer Report - Wholesalers COT/ATTD-037-2 Monthly Beer Report - Deliveries to Retailers COT/ATTD-037-3 Recap of Beer Deliveries in Gallons to Retailers COT/ATTD-037-5 Maryland Wholesaler's Report of Beer Acquisitions COT/ATTD-037-6 Maryland Wholesaler's Report of Beer Disposition COT/ATTD-040 Order for Release of Foreign Beer COT/ATTD-417 Record of Beer Purchases COT/ATTD-702 Itemization of Foreign Beer Shipments	Retain for 3 years or until all fulfilled, then destroy.
5B	<u>Tax Returns & Reports - Beer</u> COT/ATTD-020-1 Beer Tax Prepayment Certificate	Retain for 5 years after licensed business closes, then destroy.
6A	<u>Tax Returns & Reports - Wine & Distilled Spirits</u> COT/ATTD-017 Railroad, Steamboat and Airplane Monthly Return COT/ATTD-018-3 Winery Tax Return COT/ATTD-022 Report of Production of Fuel Alcohol COT/ATTD-030 Wine Tax Receipt COT/ATTD-034 Monthly Report of Distillers, Rectifiers and Wholesalers COT/ATTD-034-2 Finished Products Acquisitions, Wine & Distilled Spirits COT/ATTD-034-2B Bulk Acquisition, Wine & Distilled Spirits COT/ATTD-034-3 Finished Products Dispositions - Wine & Distilled Spirits COT/ATTD-034-3B Bulk Dispositions - Wine & Distilled Spirits COT/ATTD-034-3E Finished Products Dispositions, Wine & Distilled Spirits COT/ATTD-034-5 Recapitulation of Deliveries to Retailers COT/ATTD-034-6 Wholesaler Monthly Analysis, Quantity of Spirits Received COT/ATTD-034-10 Finished Products Disposition - Samples Used COT/ATTD-034-11 National Family Wine Exhibition Permit Holders Tax Return COT/ATTD-034-12 Charity Wine Tax Return COT/ATTD-035 Stamp Collectors Order Forms COT/ATTD-077 Receipt for Destroyed or Damaged Goods No Form # Non Beverage Alcohol Order Forms	Retain for 3 years or until all audit requirements have been fulfilled, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1407

PAGE
NO. 4 of 7

Item No.	Description	Retention
6A	<u>Tax Returns & Reports - Wine and Distilled Spirits</u> (continued)	
	COT/ATTD-063 Audit Control Cards	Retain for 5 years from the date of creation or receipt, then destroy.
7A	<u>Tax Returns & Reports - Tobacco Tax</u>	
	COT/ATTD-601 Distributors Affidavit	Retain for 3 years or until all audit requirements have been fulfilled, then destroy.
	COT/ATTD-603 Claim for Credit	
	COT/ATTD-605 Schedule "A" - Cigarettes Received from Mfr. during Month	
	COT/ATTD-608 Cigarette Distributors Monthly Cigarette Report	
	COT/ATTD-608-1 Cigarette Distributor's Monthly Report of Cigarette Packs	
	COT/ATTD-613 Schedule "C" - Cigarettes Sold Outside Maryland	
	COT/ATTD-614 Cigarette Report - Sub Wholesaler	
	COT/ATTD-614-1 Monthly Cigarette Report - Vendors	
	COT/ATTD-614-1a Vendor's Report	
	COT/ATTD-633 Schedule "D" - Cigarettes Returned to Manufacturer for Credit	
7B	<u>Tax Returns & Reports - Tobacco Tax</u>	
	COT/ATTD-055-1 Credit for Destroyed Tobacco Tax Stamps	Retain for 3 years from the date of creation or receipt, then destroy.
8A	<u>Internal & Industry Reports, Schedules - Alcohol</u>	
	COT/ATTD-019 License Transaction - Counties	Retain for 3 years or until all audit requirements have been fulfilled, then destroy.
	COT/ATTD-021 Transportation Report Summary	
	COT/ATTD-027 Public Storage Report Summary	
	COT/ATTD-027-1 Public Storage Report - Schedule 1	
	COT/ATTD-027-2 Public Storage Report - Schedule 2	
	COT/ATTD-028 Import-Export Report	
	COT/ATTD-041 Returned Check Report	
	COT/ATTD-041-A Over 30 Day Report	
	COT/ATTD-050-1 Auditor's Report	
	COT/ATTD-053-1 Individual Inventory Sheets	
	COT/ATTD-061-1 Investigator's Special Report	
	COT/ATTD-073 Audit Summary Report	
	COT/ATTD-073-C Field Auditor's Job Time Record	
	COT/ATTD-075 Audit Assignment Form	
	COT/ATTD-082-1 Summary of Activities for Month Of	
	COT/ATTD-084 Monthly Summary of Assessments	
	COT/ATTD-085 Monthly Summary of Outstanding Credits and Service Charges	

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO. 1407

PAGE NO. 5 of 7

Item No.	Description	Retention
8B	<u>Internal & Industry Reports, Schedules - Alcohol</u> COT/ATTD-117 County Case Docket COT/ATTD-118 Case Docket COT/ATTD-119 Illegally Manufactured Alcoholic Beverages	Permanent. Transfer periodically to the Maryland State Archives.
9A	<u>Internal & Industry Reports - Tobacco Tax</u> COT/ATTD-023 Daily Comparative Report of Cigarette Stamp Sales COT/ATTD-602 Inventory Schedule COT/ATTD-604 Monthly Report of Vending Machine Locations COT/ATTD-606 Inventory Worksheet COT/ATTD-607 Verification of Stamp Orders Received from Vendor COT/ATTD-609 Physical Inventory of Tobacco Tax Stamps COT/ATTD-611 Inventory Worksheet COT/ATTD-615 Inventory Sheet for Internal Use by Auditors COT/ATTD-616 Audit Analysis COT/ATTD-617 Auditors Report COT/ATTD-618 Inventory Worksheet - Unsalable Cigarettes COT/ATTD-621 Cigarette Tax Stamp Delivery Receipt COT/ATTD-623 Cigarette Tax Stamp Order COT/ATTD-624 Receipt for Cigarettes Confiscated COT/ATTD-624-1 Receipt for Vehicle Confiscated COT/ATTD-625 Audit Report Cover Sheet COT/ATTD-626 Assessment Form COT/ATTD-627 Schedule B - Cigarettes Received from Other than Manufacturer COT/ATTD-633 Schedule D - Cigarettes Returned for Credit COT/ATTD-634 Manufacturer's Monthly Sample Cigarette Tax Return COT/ATTD-635 Schedule F COT/ATTD-636 Schedule E COT/ATTD-638 Cigarette Tax Report COT/ATTD-640 Manufacturer's Wholesale Operator's Report COT/ATTD-641 Manufacturer's Wholesale Operator's Acquisition Report COT/ATTD-642 Manufacturer's Wholesale Operator's Disposition Report	Retain for 3 years or until all audit requirements have been fulfilled, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1407

PAGE
NO. 6 of 7

Item No.	Description	Retention
9B	<u>Internal & Industry Reports - Tobacco Tax (continued)</u> COT/ATTD-628 Conversion Table COT/ATTD-629 Audit Recapitulation COT/ATTD-630 Inventory Information COT/ATTD-631 Audit Inventory Date COT/ATTD-632 Signature Card COT/ATTD-641 Audit Report Cover Sheet	Retain for 5 years or until all audit requirements have been fulfilled, then destroy.
10A	<u>Agency Data Processing Forms</u> COT/ATTD-302 Mail Room COT/ATTD-508 Class "A" Spirit New Item Schedule COT/ATTD-509 Class "A" Wine New Item Schedule COT/ATTD-510 Class "A" Amended Price Change Schedule COT/ATTD-513 Class "C" Spirit New Item Schedule COT/ATTD-514 Class "C" Wine New Item Schedule COT/ATTD-520 Turn Around Document COT/ATTD-521 Class "C" Assignment of FOB Point and/or Wholesaler Code COT/ATTD-523 Special Pack Price Analysis	Retain for 6 months from date of creation or receipt, then destroy.
B	<u>Agency Data Processing Forms</u> COT/ATTD-528 Beer Franchise Form	Retain for 5 years after licensed business closes, then destroy.
11A	<u>License Correspondence</u> Correspondence Received from and Written to License Wholesalers (Alcohol & Tobacco)	Retain for 5 years from date of creation or receipt, then destroy.
11B	<u>Permit Correspondence</u> Correspondence Received from and Written to Permit Holders (Alcohol)	Retain for 3 years from date of creation or receipt, then destroy.
11C	<u>General Office Correspondence</u>	Retain for 3 years from date of creation or receipt, then destroy.
12A	<u>Miscellaneous Internal Forms</u> COT/ATTD-068 Employee Termination Clearance COT/ATTD-715 Law Book Order Form COT/ATTD-750 Stores Requisition No Form # Time Cards	Retain for 5 years from date of creation or receipt, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1407

PAGE
NO. 7 of 7

Item No.	Description	Retention
12B	<u>Miscellaneous Internal Forms (continued)</u> COT/ATTD-300 Forms Inventory Record COT/ATTD-301 Forms Analysis COT/ATTD-423 Request for Supplies COT/ATTD-701 Printing Order COT/ATTD-706 Routing and Transmittal Slip COT/ATTD-714 Print Orders Processed	Retain for 1 year from date of creation or receipt, then destroy.
13	<u>Enforcement Forms</u> COT/ATTD-008-E Seized Inventory Card COT/ATTD-011-E Agency Memorandum of Violation COT/ATTD-023-1E Legally Manufactured Alcoholic Beverages Analysis COT/ATTD-024-E Case Report File Record COT/ATTD-028-E Notice of Violation COT/ATTD-032-E Daily Radio Log COT/ATTD-037-E Statement/Interview Report COT/ATTD-041-E Report of Information COT/ATTD-046-E Report of Action Taken COT/ATTD-047-E Fingerprint Card COT/ATTD-048-1E Field Intelligence Report COT/ATTD-050-E Record of Purchase COT/ATTD-051-E Agent's Daily Report COT/ATTD-703 Invoice for Sale of Confiscated Cigarettes COT/ATTD-704 Routine Investigation COT/ATTD-705 Agent's Weekly COT/ATTD-707 Apprehension and/or Seizures COT/ATTD-708 Cigarette Bootlegging Information COT/ATTD-710 Application for Search and Seizure Warrant COT/ATTD-711 Search and Seizure Warrant COT/ATTD-712 Affidavit in Support of Application COT/ATTD-713 Return	Retain for 3 years from date of creation or receipt, then destroy.
14	<u>Personnel Records and Master Leave Records</u>	Permanent. Transfer periodically to the Maryland State Archives.

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

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

AGENCY RECORDS INVENTORY

PAGE 1 OF 3

1. DEPARTMENT/AGENCY

Comptroller of the Treasury

2. DIVISION

Alcohol and Tobacco Tax Div

3. UNIT

Administration

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

License & Permit - Application & Renewal 3A and 3B

5. EARLIEST YEAR/LATEST YEAR

1935 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)

Forms are license applications and the back information required for investigations of the licensees.. The files shows all activities concerning the renewal of the licenses.

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)
3
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1/10
NUMBER

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 20 MONTH(S) YEAR(S)
NUMBER

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

Room 310 of the Louis L. Goldstein Treasury Building Annapolis, Md

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

Permanent in the office

19. NAME AND TITLE OF PREPARER

Melissa A. Nowell Revenue Administrator

20. TELEPHONE NUMBER

410-974-3312

21. DATE

December 16, 1991

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 2 OF 3

1. DEPARTMENT/AGENCY

Comptroller of the Treasury

2. DIVISION

Alcohol & Tobacco Tax

3. UNIT

Administration

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

8B Internal & Industry Reports, Schedules - Alcohol

5. EARLIEST YEAR/LATEST YEAR

1935 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)

Reports and county case dockets filed by the enforcement unit concerning the manufacturing of alcoholic beverages illegally.

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)
- 3
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
- 1/4
NUMBER

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)

Room 905 State Office Building
Baltimore, Md

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 permanently in office.

19. NAME AND TITLE OF PREPARER

Melissa A Nowell Revenue Administrator

20. TELEPHONE NUMBER

410-974-3312

21. DATE

December 16, 1991

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 3 OF 3

1. DEPARTMENT/AGENCY

Comptroller of the Treasury

2. DIVISION

Alcohol & Tobacco Tax Div.

3. UNIT

Administration

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

14 Personnel Records and Master Leave Records

5. EARLIEST YEAR/LATEST YEAR

1933 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)

Leave records and personnel files of any employee who has been employed with the division.

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)
- 2
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY)
- 1/4
NUMBER

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 5
NUMBER
- MONTH(S)
- YEAR(S)

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

Room 310 Louis L. Goldstein Treasury Building
Annapolis, Md

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

Permanent retention in office

19. NAME AND TITLE OF PREPARER

Melissa A Nowell Revenue Administrator

20. TELEPHONE NUMBER

410-974-3312

21. DATE

December 16, 1991