

RECORDS RETENTION AND DISPOSAL SCHEDULE

OFFICE OF THE PUBLIC DEFENDER Central & District Offices

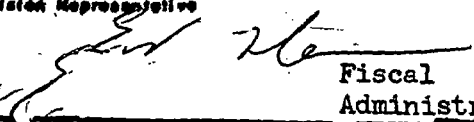
AGENCY

DIVISION

Item No.	Description	Retention
1	<p><u>ACCOUNTING RECORDS</u> Supersede Schedule 809</p> <p>A. <u>General Accounting Records</u></p> <p>Certificate of Deposit & Bank Deposit Slips Distribution of Charges Memorandum of Adjustments Monthly Report of State Funds Collected and Deposited Transmittals</p> <p>B. <u>Special Accounting Records</u></p> <p>Reports of audits conducted by the Legislative Auditors</p> <p>Reports of audits conducted by persons or agencies other than the Legislative Auditors</p> <p>Books of Final Entry - General Ledgers</p>	<p>Retain for three (3) years or until all audit requirements have been fulfilled then destroy.</p> <p>Retain for ten (10) years then destroy.</p> <p>Retain permanently. Transfer periodically to Md. State Archives.</p> <p>Retain Permanently. Transfer periodically to Md. State Archives.</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Mail of Records Commission

3-02-90 
Date Signature Title
Ernest P. MacNew Fiscal Administrator

4/16/90 
Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1424

PAGE
NO. 2 of 2

Item No.	Description	Retention
	<p><u>C. Budget and Fiscal Planning Records</u></p> <ul style="list-style-type: none"> Budget Estimates Budget Schedule Amendment Materials and Supplies Physical Inventory Report of Fixed Assets Report of Materials and Supplies Request for Position Action <p><u>D. Payroll Accounting Records</u></p> <ul style="list-style-type: none"> Employee Roster Card File Payroll and Check Register Payroll Exceptions Time Report Payroll Transmittals Payroll Warrants <p><u>E. Miscellaneous Accounting Records</u></p> <ul style="list-style-type: none"> Bank Books, Statements, and Deposit Receipts Budget Papers and Work Sheets Cancelled Checks, Check Copies and Check Stubs Delivery Orders and Receipts Gas Withdrawal Tickets and Mileage Reports Memorandum Receipt and Property Condemnation Reports Paid Bills and Invoices Paid Bonds and Coupons Periodic Financial Reports to Local/State Agencies Receipt Copies and Stubs Receiving Reports Reconciliation and Trial Balance Sheets Renewable Licenses Requisitions and Purchase Orders Stock Record Cards Time Sheets Withholding Tax Forms and Statements (Local, State and Federal) <p><u>F. Purchasing Records</u></p> <ul style="list-style-type: none"> Actual Emergency and Repairs Report Copy of Contract Awarded Credit Memorandum Notice of Award of Contract Out-of-Schedule Requisition for Supplies Purchase Order Report of Partial Delivery Requisition for Supplies (also Agency Interoffice Requisitions) 	<p>Retain for three (3) years or until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years or until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years or until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years or 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 350-1)

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

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY

Office of the Public Defender

2. DIVISION

Fiscal

3. UNIT

Fiscal

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

Accounting Records

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)

Accounting Records

ITEM # 1., B. - Reports of audits conducted by persons or agencies other than the Legislative Auditors.
Books of Final Entry - General Ledgers

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)
20
NUMBER

10. ANNUAL ACCUMULATION

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

201 St. Paul Place
Record Management Division-Lower Level

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
3 yrs

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES NO

18. RECOMMENDED RETENTION

Retain permanently. Transfer periodically to Md. State Archives.

19. NAME AND TITLE OF PREPARER

Erin Ne...

20. TELEPHONE NUMBER

410-333-4858

21. DATE

3-02-92