



Item No.	Description	Retention
	<p>C. <u>Budget and Fiscal Planning Records</u></p> <ul style="list-style-type: none"> <li>Budget Estimates</li> <li>Budget Schedule Amendment</li> <li>Materials and Supplies Physical Inventory</li> <li>Report of Fixed Assets</li> <li>Report of Materials and Supplies</li> <li>Request for Position Action</li> </ul> <p>D. <u>Payroll Accounting Records</u></p> <ul style="list-style-type: none"> <li>Employee Roster Card File</li> <li>Payroll and Check Register</li> <li>Payroll Exceptions Time Report</li> <li>Payroll Transmittals</li> <li>Payroll Warrants</li> </ul> <p>E. <u>Miscellaneous Accounting Records</u></p> <ul style="list-style-type: none"> <li>Bank Books, Statements, and Deposit Receipts</li> <li>Budget Papers and Work Sheets</li> <li>Cancelled Checks, Check Copies and Check Stubs</li> <li>Delivery Orders and Receipts</li> <li>Gas Withdrawal Tickets and Mileage Reports</li> <li>Memorandum Receipt and Property Condemnation Reports</li> <li>Paid Bills and Invoices</li> <li>Paid Bonds and Coupons</li> <li>Periodic Financial Reports to Local/State Agencies</li> <li>Receipt Copies and Stubs</li> <li>Receiving Reports</li> <li>Reconciliation and Trial Balance Sheets</li> <li>Renewable Licenses</li> <li>Requisitions and Purchase Orders</li> <li>Stock Record Cards</li> <li>Time Sheets</li> <li>Withholding Tax Forms and Statements (Local, State and Federal)</li> </ul> <p>F. <u>Purchasing Records</u></p> <ul style="list-style-type: none"> <li>Actual Emergency and Repairs Report</li> <li>Copy of Contract Awarded</li> <li>Credit Memorandum</li> <li>Notice of Award of Contract</li> <li>Out-of-Schedule Requisition for Supplies</li> <li>Purchase Order</li> <li>Report of Partial Delivery</li> <li>Requisition for Supplies (also Agency Interoffice Requisitions)</li> </ul>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</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 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY

Office of the Public Defender Fiscal

2. DIVISION

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

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

Ernest Macnew Fiscal Administrator  
Ernest Macnew

20. TELEPHONE NUMBER

201-333-4858

21. DATE

12-12-91