DEPARTMENT OF GENERAL SERVICES

Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

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SCHEDULE

1441

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No.	Description	Retention
1	ACCOUNTING RECORDS Supersede Schedule 809	
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	A. <u>General Accounting Records</u>	
	Certificate of Deposit & Bank Deposit Slips Distribution of Charges Memorandum of Adjustments Monthly Report of State Funds Collected	years or ≈ until al audit requirements have been fulfille
	and Deposited Transmittals	then destroy.
	B: Special Accounting Records	
)	Reports of audits conducted by the Legislative Auditors	Retain for ten (10 years then destroy
	Reports of audits conducted by persons or agencies other than the Legislative Auditors	Retain permanently Transfer periodically Md. State Archives.
	Books of Final Entry - General Ledgers	Retain Permanently Transfer periodically (Md. State Archives.
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	Approved by Department, Schedule Authorized by Trivialon Representative Hall of Records Commission	
	Pr Division Representative Hell of Records Commission	ward C. Paperfine,

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CONTINUATION SHEET

SCHEDULE				
NO.	1441			

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ltem No.		Retention
	C. Budget and Fiscal Planning Records	
	Budget Estimates Budget Schedule Amendment Materials and Supplies Physical Inventory Report of Fixed Assets Report of Materials and Supplies Request for Position Action	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	D. Payroll Accounting Records	
	Employee Roster Card File Payroll and Check Register Payroll Exceptions Time Report Payroll Transmittals Payroll Warrants	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	E. Miscellaneous Accounting Records	
	Bank Books, Statements, and Deposit Receipts	Retain for three (3) years and until all audit requirements
•	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	have been fulfilled, then destroy.
	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)	
	F. Purchasing Records	
	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	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	Requisition for Supplies (also Agency Interoffice Requisitions)	

INSTRUCTIONS -- TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES. FORWARD 7275 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE 1 OF 1 (DGS 550-1) JESSUP, MARYLAND 20794 EFARTMENT / AGENCY 3. UNIT 2. DIVISION Office of the Public Defender Fiscal 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 5. EARLIEST YEAR/LATEST YEAR 1988 ro Present Accounting Records 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OF FUNCTION OF THE SERIES Accounting Records ITEM # 1.. B. - Reports of audits conducted by personsor agencies other than the Legislative Auditors. 1 Books of Final Entery - General Ledgers 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME FILE DRAVER(S) LETTER SIZE D MICROFILM ALPHADETICAL D MICROFILM REEL(S) LEGAL SIZE COMPUTER TAPE 20 · □ COMPUTER TAPE(S) NUMBER O OTHER (SPECIFY) DUND BOOK D'FLOPPY DISK CHRONOLOGICAL DAUDIO TAPE D VIDEO TAPE C GEOGRAPHICAL 10. ANNUAL ACCUMULATION OTHER (SPECIFY) O OTHER (SPECIFY) FILE DRAWER(S) D MICROFILM REEL(S) 20 NUMBER COMPUTER TAPE(S) O OTHER (SPECIFY) 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER VEAR(S) 3 D DAILY D WEEKLY MONTHLY D MONTH(S) NUMBER 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE! (IF YES, SPECIFY AGENCY OF OFFICE) I YES INO 201 St. Paul Place Record Management Division-Lower Level 15. ACCESS RESTRICTIONS O YES NO NO 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) 3ms TATE & FEDERAL & INDEPENDENT D NONE . S 17. IS AN INDEX SYSTEM USED? (IF YES.EDPLAIN 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY HARDWARE SOFTWARE) Retain permanently. Transfer periodcally to TYES Q NO Md. State Archives. 19. NAME AND TITLE OF PREPARER TELEPHONE NUMBER 20. 21. DATE 201-6333-4858 Ernest Macnew Fisch 12-12-21 Kan Administrate DGS 550-4 (REVISED 2/87)