

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

Maryland State Agency for Surplus Property		Dept. of General Services
AGENCY		DIVISION
Item No.	Description	Retention
1.	Accounting Records	
	A. General Accounting Records	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	Cash Receipts	
	Certificates of Deposit	
	Daily Records	
	Monthly Transaction Reports	
	Petty Cash	
	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 Legislative Auditors.	Retain permanently. Transfer periodically to State Archives.
	Books of Final Entry - General Ledgers	Retain permanently. Transfer periodically to State Archives.
	C. Budget & Fiscal Planning Records	
	A/R Daily Reports	Retain for three (3) years until all audit requirements have been fulfilled, then destroy.
	Total A/R Reports	
	Financial Reports	
	Inventory Logs	
	D. Miscellaneous Accounting Records	
	Declarations	Retain for three (3) years until all audit requirements have been fulfilled, then destroy.
	Declaration Logs	
	Invoices	
	Reconciliation Reports	
	STARS Reports	
	FAS Reports - Univ. of Maryland	
	Time Sheets	

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

8/16/98 *[Signature]* Director  
Date Signature Title

7/28/92 Edward C. Popenjancic  
Date State Archivist

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (CONTINUATION SHEET)

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 NO. 1459

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Item No.	Description	Retention
2.	Personnel Records	
	A. General Personnel Records	Retain for 3 years after termination, then destroy.
	B. Position Descriptions	Retain for 3 years, then destroy.
3.	Miscellaneous Records	
	Key Control Sheets Safety Records Vehicle Inspection Reports Visitor Logs	Retain for three (3) years, then destroy.

Fig. 6A