

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.
 1562

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Agency: Dept. of Natural Resources, Office of Secretary, Fiscal & Supportive Services
 Division/Unit:

Item No	Description	Retention
1.	<p><u>ACCOUNTING RECORDS</u> This series includes all standard STATE accounting Forms as well as other accounting media which provide supporting data for the special and general accounting records.</p> <p>Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of a records series be altered, the schedule may be amended to reflect such changes.</p> <p>A. <u>General Accounting Records</u> Certificate of Deposit and Bank Deposit Slips Distribution of Charges Memorandum of Adjustments Monthly report of State Funds Collected and Deposited</p> <p>B. <u>Special Accounting Records</u> Reports of audits conducted by the Legislative Auditors</p> <p>Reports of audits conducted by person or agencies other than the Legislative Auditors</p> <p>Books of Final Entry-General Ledgers</p>	<p>Retain for three (3) years from end of fiscal year business was conducted in and until all audit requirements have been fulfilled, then Destroy.</p> <p>Retain for ten (10) years from closing date of audit, then destroy.</p> <p>Retain permanently, Transfer periodically to the State Archives.</p> <p>Retain permanently, Transfer periodically to the State Archives.</p>

Approved by Department, Agency, or Division Representative.
 Date: 6/8/93
 Signature: *Bruce Breiterman*
 Type Name: Bruce Breiterman
 Title: Chief, Supportive Services

Schedule Authorized by State Archivist.
 Date: JUN 30 1993
 Signature: *Edward C. Papenfuss*

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 RECORDS MANAGEMENT DIVISION
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Item No.	Description	Retention
C. <u>Budget and Fiscal Planning Records</u>	Budget Estimates Budget Schedule Amendment Material and Supplies Physical Inventory Report of Fixed Assets Report of Materials and Supplies	Retain for three (3) years from end of fiscal year business was conducted in and until all audit requirements have been fulfilled, then destroy.
D. <u>Payroll Accounting Records</u>	Overtime Documentation Payroll and Check Register Payroll Exceptions Time Report Payroll Positive Time Report Time Sheets	Retain for three (3) years from end of fiscal year business was conducted in and until all audit requirements have been fulfilled, then destroy.
	Leave Records	Retain for five (5) years from end of fiscal year business was conducted in and until all audit requirements have been fulfilled, then destroy.
E. <u>Miscellaneous Accounting Records</u>	Bank Books, Statements, and Deposit Receipts Budget Papers and Work Sheets Cancelled Checks, Check Copies and Check Stubs Boat Use Reports Gas Withdrawal Tickets and Mileage Reports Equipment Transfer Receipts Excess Property Declarations Paid Bills and Invoices Periodic Financial Reports to Local/State and Federal Agencies Reconciliation and Trial Balance Sheets Commute Fee Forms Monthly/Quarterly/Annual Financial Reports Monthly/Annual Inventory Reports Monthly Report of Equipment Acquisitions Reports of Missing and Stolen Property Expenditure Reports	Retain for three (3) years from end of fiscal year business was conducted in and until all audit requirements have been fulfilled, then destroy.
	Accident Reports	Retain for three (5) years from end of fiscal year accident occurred in and all audit requirements have been fulfilled, then destroy.

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F. Purchasing Records

Purchase Orders(Commodity & Services)
Report of Partial Delivery
Receiving Reports
Contractual Payroll Record
Receiving Report

Retain for three (3) years from end of
fiscal year business was conducted in
and until all audit requirement have been
fulfilled, then destroy.

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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1. DEPARTMENT/AGENCY

Natural Resources

2. DIVISION

Office of the Secretary

3. UNIT

Fiscal & Supportive Services

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

1989 TO 1993

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series includes all standard State accounting forms as well as other accounting media which provides supportive data for the special and general accounting records

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)
890 cu. ft. COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
350 cu. ft. MICROFILM REEL(S)
NUMBER COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 2 MONTH(S) YEAR(S)
NUMBER

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

Tawes Bldg., B-4

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

Legislative Audits 10 years
All Other Audits Permanent
Books of Final Entry Permanent
Leave Records 5 years
Accident Reports 5 years
All Others 3 years

Bruce Breiterman
19. NAME AND TITLE OF PREPARER
Bruce Breiterman
Chief, Supportive Services

20. TELEPHONE NUMBER

410-974-3497

21. DATE

6/8/93