REV. 7/86

DEPARTMENT OF GENERAL SERVICES Records Management Division

1580
PAGE 1 pf 3

RECORDS RETENTION AND DISPOSAL SCHEDULE

File under University of Maryland System
College Park Volunteer Fire Department, Inc. (CPVFD, Inc.)

	AG EN CY	DIVISION	
ltem No.	Description	Retention	
1	ACCOUNTING RECORDS		
	This series includes all standard accounting forms as well as other accounting media which provide supporting data for the special and general accounting records.		
	The following accounting records are those maintained by the CPVFD, Inc.)		
	A. Special Accounting Records Books of Final Entry General Ledgers	CPVFD, Inc. to retain permanently in paper form in CPVFD, Inc. archives.	
	B. Payroll Accounting Records Employee Roster Card File Payroll and Check Register Payroll Exceptions Time Report Payroll-Transmittals Payroll Warrants	Retain for three (3) year and until all audit requirements have been fulfilled, then destroy.	
	C. Payroll Records 1. Journals One pay Certification Cards	Retain for three (3) year and until all audit requirements have been fulfilled, then destroy.	
	2. Master Exceptions Check Register W2 Labor Reports Savings Bond Material Journal Vouchers, Payroll Transfers, and Other Forms of Internal Adjustment	Retain for three (3) years and until all audit requirements have been met, then retain in paper form in CPVFD, Inc. archives for a period of 25 years.	
	D. Miscellaneous Accounting Records Bank Books, Statements, and Deposit Receipts Budget Papers and Work Sheets Cancelled Checks, Check Copies and Check Stubs Delivery Orders and Receipts	Retain for three (3) year and until all audit requirements have been fulfilled, then destroy.	

Schodule Approved by Department, Agency, or Division Representative

Sylvia S. Stewart for Admin Aff

Schodule Authorized by

Sowand C. Poperfire for

MOV 3 0 1993

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. 1580

PAGE NO.

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		NO. 20T	
item No.	Description	Retention	
1	ACCOUNTING RECORDS (CONTINUED)		
	D. Miscellaneous Accounting Records (continued)		
	Gas Withdrawal Tickets and Mileage Reports Insurance Correspondence Periodic Financial Reports to Local and State Agen Paid Bills and Invoices Receipt Copies and Stubs Receiving Reports Reconciliation and Trial Balance Sheets Renewable Licenses Requisitions and Purchase Orders	Retain for three (3) years and until all ties audit requirements have been fulfilled, then destroy.	
	Stock Record Cards Withholding Tax Forms and Statements (Local, State Federal)		
	E. Purchasing Records		
	Includes requisitions for supplies, reports of delivery, purchase orders, notice of contract awards, credit memorandum, and actual emergency and repair reports.	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.	
	F. Checkbook/Stubs Maintained to verify the payment of certain bills and accounts.	CPVFD, Inc. to store in CPVFD, Inc. archives in paper form for 25 years.	
2	AUDIT FILES		
	A. Reports of audits conducted by persons or agencies other than the legislative auditors.	CPVFD, Inc. to store in CPVFD, Inc. archives for permanent retention.	
3	DONOR (GIFT) FILES Records which show name, date, amount, receipt and account number, and related data (including gift envelope and receipt), on all gifts donated to the CPVFD, Inc. by friends, corporations, associations or foundations.	Retain gift envelope until audit is complete, then destroy. Remaining materia having historical value to be retained in paper form CPVFD, Inc. for permanent retention.	
4	GENERAL FILES Alpha, subject, administrative and chronological correspondence maintained by CPVFD, Inc These files contain internal and external original incoming and copies of outgoing correspondence, reports, memoranda, statistics, proposed programs, minutes, policy and procedure statements and substantive data concerning the operation of the office that maintains it. Also includes special	Screen annually and destroy that material for which no further reference is required. Remaining mater having continuing administrative, legal, fiscal or historical value to be stored in CPVFD, Inc.	

FORM HM 1

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE
NO. 1580

PAGE 3 of 3

		PAGE 3 of 3
item No.	Description	Retention
4	GENERAL FILES (continued) project files such as building surveys and fire safety project correspondence.	archives for permanent retention.
5	HUMAN RESOURCES RECORDS	
	A. Human Resources and Employment Records including official personnel folders containing appointment, promotion, evaluation, reclassification, and leave data.	
	B. Time Sheets: Individual sheets approved by the supervisor which show leave taken and hours worked.	Retain for three (3) years and until all audit require-ments have been met, then destroy.
	UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR THREE YEARS FOR THREE YEARS FOR THREE YEARS FOR FEDERAL RELATED DOCUMENTS UNDER \$25,000, AND 6 YEARS, FEDERAL RELATED DOCUMENTS OVER \$25,000.	, THREE YEARS FOR MONETARY
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE	YUMBER	21. DATE	
Ted Clark, Assistant Director Environmental Safety	405-3966	·	11/3/93	
DGS 550-4 (REVISED 2/87)				

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		405-3966		11/3/93	

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University of Maryland Syste	n College Park	Volunteer Fire D	epartment, Inc.
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19. NAME AND TITLE OF PREPARER Ted Clark, Assistant Director Environmental Safety	20. TELEPHONE : 405-3966	NUMBER	21. DATE 11/3/93

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (D 30-1) 1. DEFARTMENT/AGENCY University of Maryland System DEFINITION-RECORD SERIES. A GROUP		MENT DIVISION RLOO ROAD DX 275 TLAND 20794 Olunteer Fire De	AGENCY RECORDS INVENTORY PAGE 1 of 1 3. UNIT Partment, Inc.
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19. NAME AND TITLE OF PREPARER Ted Clark, Assistant Director Environmental Safety DGS 550-4 (REVISED 2/87)	20. TELEPHONE 1	NUMBER	21. DATE 11/3/93

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GE	MENT DIVISION	AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DE 550-1)	7275 WATER P.O. BO JESSUP, MARY	X 275	PAGE 1 OF 1	
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
University of Maryland System		Volunteer Fire	Department, Inc.	
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DAILY WEEKLY	□ MONTHLY	NUMBER	MONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FLOOR.ROOM) College Park Fire Station 007 College Park Fire Station 802		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) C YES OXNO		
15. ACCESS RESTRICTIONS TY	5 9 NO	16. AUDIT REQUI	REMENTS	
(IF YES, CITE LAW(S) & REGULATION(S)		O NOME O STATE O FEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) THE YES DX NO		18. RECOMMENDED RETENTION A. Retain for 5 years after termination then store in archives for 25 years.		
				B. 3 years or until audit requirements are met.
		19. NAME AND TITLE OF PREPARER	20. TELEPHONE	YUMBER
Ted Clark, Assistant Director Environmental Safety	405-3966		11/3/93	