

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE NO. 1580

PAGE NO. 1 of 3

RECORDS RETENTION AND DISPOSAL SCHEDULE

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

Item No.	Description	Retention
1	<p><u>ACCOUNTING RECORDS</u></p> <p>This series includes all standard accounting forms as well as other accounting media which provide supporting data for the special and general accounting records.</p> <p>The following accounting records are those maintained by the CPVFD, Inc.)</p> <p>A. Special Accounting Records Books of Final Entry General Ledgers</p> <p>B. Payroll Accounting Records Employee Roster Card File Payroll and Check Register Payroll Exceptions Time Report Payroll-Transmittals Payroll Warrants</p> <p>C. Payroll Records 1. Journals One pay Certification Cards</p> <p>2. Master Exceptions Check Register W2 Labor Reports Savings Bond Material Journal Vouchers, Payroll Transfers, and Other Forms of Internal Adjustment</p> <p>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</p>	<p>CPVFD, Inc. to retain permanently in paper form in CPVFD, Inc. archives.</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 met, then retain in paper form in CPVFD, Inc. archives for a period of 25 years.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

11/8/93  
Date

*Sylvia S. Stewart*  
Signature  
Assoc VP for Admin Aff  
Title

NOV 30 1993  
Date

*Edward C. Papenfuss*  
State Archivist

State Archivist

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

SCHEDULE  
NO. 1580

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Item No.	Description	Retention
1	<p>ACCOUNTING RECORDS (CONTINUED)</p> <p>D. Miscellaneous Accounting Records (continued)</p> <p>Gas Withdrawal Tickets and Mileage Reports Insurance Correspondence Periodic Financial Reports to Local and State Agencies Paid Bills and Invoices Receipt Copies and Stubs Receiving Reports Reconciliation and Trial Balance Sheets Renewable Licenses Requisitions and Purchase Orders Stock Record Cards Withholding Tax Forms and Statements (Local, State, Federal)</p> <p>E. Purchasing Records Includes requisitions for supplies, reports of delivery, purchase orders, notice of contract awards, credit memorandum, and actual emergency and repair reports.</p> <p>F. Checkbook/Stubs Maintained to verify the payment of certain bills and accounts.</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p> <p>CPVFD, Inc. to store in CPVFD, Inc. archives in paper form for 25 years.</p>
2	<p>AUDIT FILES</p> <p>A. Reports of audits conducted by persons or agencies other than the legislative auditors.</p>	<p>CPVFD, Inc. to store in CPVFD, Inc. archives for permanent retention.</p>
3	<p>DONOR (GIFT) FILES</p> <p>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.</p>	<p>Retain gift envelope until audit is complete, then destroy. Remaining material having historical value to be retained in paper form in CPVFD, Inc. for permanent retention.</p>
4	<p>GENERAL FILES</p> <p>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</p>	<p>Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative, legal, fiscal or historical value to be stored in CPVFD, Inc.</p>

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

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Item No.	Description	Retention
4	<p>GENERAL FILES (continued)</p> <p>project files such as building surveys and fire safety project correspondence.</p>	<p>archives for permanent retention.</p>
5	<p>HUMAN RESOURCES RECORDS</p> <p>A. Human Resources and Employment Records including official personnel folders containing appointment, promotion, evaluation, reclassification, and leave data.</p> <p>B. Time Sheets: Individual sheets approved by the supervisor which show leave taken and hours worked.</p> <p>UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000, AND 6 YEARS, 3 MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000.</p> <p>IN THE COLLEGE PARK VOLUNTEER FIRE DEPARTMENT, INC. ARCHIVES ARE NOT AVAILABLE, MATERIAL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND STATE ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION (I.E. 25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.</p> <p>NOTE TO ARCHIVISTS:</p> <p>ALL DATA RELATED TO FIRE-INCIDENTS IS ENTERED IMMEDIATELY INTO COMPUTER DATA SYSTEM OWNED BY PRINCE GEORGE'S COUNTY. THESE RECORDS ARE MAINTAINED BY THE COUNTY AND PRINCE GEORGE'S COUNTY IS THE OFFICE OF RECORD FOR ALL OF THIS MATERIAL STORED ON THE COMPUTER.</p>	<p>Retain for five (5) years after termination of employment, then CPVFD, Inc. to store in CPVFD, Inc. archives for 25-year retention.</p> <p>Retain for three (3) years and until all audit requirements have been met, 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

PAGE 1 OF 1

1. DEPARTMENT/AGENCY  
University of Maryland System

2. DIVISION  
College Park Volunteer Fire Department, Inc.

3. UNIT  
Department, Inc.

**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  
Audit Files

5. EARLIEST YEAR/LATEST YEAR  
1925 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)

Audit reports conducted by persons and agencies other than the legislative auditors.

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 by year  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
1  COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 1 folder  FILE DRAWER(S)  
per year  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED once or twice a year.  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
PERMANENT RETENTION  
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)  
 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

Permanent

19. NAME AND TITLE OF PREPARER  
Ted Clark, Assistant Director  
Environmental Safety

20. TELEPHONE NUMBER  
405-3966

21. DATE  
11/3/93

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (S 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  
UNIVERSITY OF MARYLAND SYSTEM

2. DIVISION  
College Park Volunteer Fire Department, Inc.

3. UNIT

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  
See 6 \_\_\_\_\_ TO \_\_\_\_\_

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

	YEARS	INACTIVE
A. Special accounting records	1925-Present	File never becomes inactive
B. Payroll accounting records	1990-Present	Inactive after 3 years.
C.1 Payroll records (journals, one-pays)	1990-Present	Inactive after 3 years.
C.2 Payroll records (master excep., etc)	1968-Present	Inactive after 25 years.
D. Miscellaneous Accounting Records	1990-Present	Inactive after 3 years.
E. Purchasing Records	1988-Present	Inactive after 5 years.
F. Checkbook/Stubs	1968-Present	Inactive after 25 years.

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 By Year  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
CABINETS  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
8  
NUMBER

10. ANNUAL ACCUMULATION  
1/4 file drawer  FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
SEE ABOVE  MONTH(S)  YEAR(S)  
NUMBER

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)  
 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  
A Permanent  
B 3 years  
C.1 3 years  
C.2 25 years  
D 3 years  
E 5 years  
F 25 years

19. NAME AND TITLE OF PREPARER  
Ted Clark, Assistant Director  
Environmental Safety

20. TELEPHONE NUMBER  
405-3966

21. DATE  
11/3/93

**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  
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JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY University of Maryland System  
2. DIVISION College Park Volunteer Fire Department, Inc.  
3. UNIT

**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 Donor (Gift) Files  
5. EARLIEST YEAR/LATEST YEAR 1925 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 )

Records which show name, date, amount, receipt and account number, and related data (including gift envelope and receipt), on all gifts donated to CPVFD, Inc. by friends, corporations, associations or foundations.

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 CABINET  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
1  
NUMBER

10. ANNUAL ACCUMULATION  
1 Folder  
NUMBER  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED once or twice a year.  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER AUDITED  
 MONTH(S)  YEAR(S)  
NUMBER HISTORICAL MATERIAL KEPT PERMANENTLY.

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)  
 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 gift envelope until audit is complete. Remaining material having historical value to be retained permanently.

19. NAME AND TITLE OF PREPARER Ted Clark, Assistant Director Environmental Safety  
20. TELEPHONE NUMBER 405-3966  
21. DATE 11/3/93

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  
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2. DIVISION  
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3. UNIT

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  
General Files

5. EARLIEST YEAR/LATEST YEAR  
Some material to Present  
back to 1968

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)  
Alpha, subject, administrative and chronological correspondence maintained by CPVFD, Inc.

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 CABINETS  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
8  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
1  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
1 year  MONTH(S)  YEAR(S)  
NUMBER Historical material permanent

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)  
 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  
Screen annually, destroy material for which no further reference is required.  
Historical material to be stored in CPVFD, Inc. archives for permanent retention.

19. NAME AND TITLE OF PREPARER  
Ted Clark, Assistant Director  
Environmental Safety

20. TELEPHONE NUMBER  
405-3966

21. DATE  
11/3/93

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  
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3. UNIT

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  
Human Resources Records

5. EARLIEST YEAR/LATEST YEAR  
SEE #6 TO

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
A. Human Resources and Employment Records #5 1968-Present 25 year retention.  
B. Time Sheets 1990-Present Inactive after 3 years.

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 CABINETS  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
3  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
1/3  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
SEE ABOVE 6  
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)  
 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  
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  
Ted Clark, Assistant Director  
Environmental Safety

20. TELEPHONE NUMBER  
405-3966

21. DATE  
11/3/93