

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

Schedule No. 1696

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Agency **MDOT-**
Department of Transportation

Division/Unit
Office of Administrative Services

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This schedule supersedes Schedules 1423, 1423A1, 1423A2, and items 4 & 5 of 1426.

ACCOUNTING RECORDS

This series includes all standard State accounting forms as well as other accounting media providing supporting data for special and general accounting records.

Changes in record 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.

Each agency will use all or some of the following records which are governed by the indicated retention period.

A. General Accounting Records

- Certificates of Deposit and Bank Deposit Slips
- Distribution of charges
- Memoranda of Adjustments
- Monthly Reports of State Funds Collected and Deposited

B. Special Accounting Records

- Reports of audits conducted by Legislative Auditors

- Reports of audits conducted by persons or agencies other than the Legislative Auditors.

- Books of Final Entry - General Ledgers

Retain for 3 years and until all audit requirements have been fulfilled, then destroy.


Retain for 10 years, then destroy.

Permanent. Transfer periodically to Maryland State Archives.

Permanent. Transfer periodically to Maryland State Archives.

Schedule Approved by Department, Agency, or Division Representative.

Date July 20, 1995

Signature 

Typed Name Frank Babusci

Title Director, Office of Administrative Services

Schedule Authorized by State Archivist

Date 10/9/95

Signature 

**DEPARTMENT OF GENERAL SERVICES
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Item No.	Description	Retention
	<p>C. <u>Budget and Fiscal Planning Records</u> Budget Estimates Budget Schedule Amendment Materials and Supplies Physical Inventory Report of Fixed Assets Report of Materials and Supplies Request for Position Action</p> <p>D. <u>Payroll Accounting Records</u> Employee Roster Card File Payroll and Check Register Payroll Exceptions Time Report Payroll Transmittals Payroll Warrants</p> <p>E. <u>Miscellaneous Accounting Records</u> Bank Books, Statements, and Deposit Receipts Budget Papers and Work Sheets Cancelled Checks, Check Copies and Check Stubs Delivery Orders and Receipts Gas Withdrawal Tickets and Mileage Reports Memorandum Receipt & Property Condemnation Reports Paid Bills and Invoices Paid Bonds and Coupons Periodic Financial Reports to State/Local 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)</p>	<p>Retain for 3 years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for 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>

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Item No.	Description	Retention
	<p>F. <u>Purchasing Records</u></p> <p>This series applies to all State of Maryland Departments and Agencies and includes all standard purchasing forms as well as other purchasing media which provide supporting data for specialand general purchasing records. Purchasing records may include all or some of the following documents:</p> <ul style="list-style-type: none"> Actual Emergency and Repairs Reports Advertising and Bids Agency Interoffice Requisitions Bid and Quote File Bid Tabulation Records Copies of Contracts Awarded Credit Memoranda Inventory Dispositions Invoices/Expenditure Transfer Authorizations Issue Tickets or Receipts Materails/Supplies Specificxations Monthly Expenditure Printouts Notice of Award of Contracts Unscheduled Requisitions for Supplies Packing Slips, Shipping Tickets, Bills of Lading Purchase Orders Purchasing Register Receiving Reports Reports of Delivery/Partial Delivery Requisition Forms, Miscellaneous Requisitions for Supplies Warehouse Requisitions Automation Management Reports 	<p>Retain in office for 3 years and until all audit requirements have been fulfilled, then transfer to Records Center for 2 years, then destroy.</p>

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Item No.	Description	Retention
2	<p><u>ORGANIZATION AND FUNCTION MANUAL</u></p> <p>Organizational change files, including correspondence, approval documentation, original function statements and charts, etc.</p>	<p>Permanent. Transfer periodically to Maryland State Archives.</p>
3	<p><u>RECORDS MANAGEMENT</u></p> <p>A. Records retention and disposal schedules</p> <p>B. Records transmittal and receipt forms</p>	<p>Retain in office until schedule is completely revised, then destroy superseded schedule. (Note: Revised schedules should include any items on previous schedules for which records still exist.)</p> <p>Retain receipts from Archives in office, review annually and destroy when no longer administratively useful. retain receipts from Records Center in office until those records are destroyed, then destroy.</p>
4	<p><u>FORMS MANAGEMENT</u></p> <p>A. Forms files</p> <p>B. Forms register</p> <p>C. Forms Management Activity Report and Interagency Forms Management Committee Projects</p>	<p>Retain in office until form becomes obsolete, then destroy.</p> <p>Retain in office for 1 year following the close of the year of record activity, then destroy. Retain in office for 3 years following completion, then destroy.</p>

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Item No.	Description	Retention
5	<p><u>CODE OF MARYLAND REGULATIONS (COMAR)</u></p> <p>Files contain final copies, drafts, and backup material of all Title 11, and other DOT related, regulations, and include signed and receipted transmittal forms, correspondence, regulatory text, and other material.</p>	<p>Retain in office for 5 years, transfer to Records Center for 30 years, then destroy.</p>
6	<p><u>GENERAL ADMINISTRATIVE CORRESPONDENCE</u></p> <p>Letters, reports, memoranda, and miscellaneous material pertaining to the routine administrative and operational duties of the office.</p>	<p>Retain for 3 years and until all audit requirements have been met, then destroy.</p>
7	<p><u>POLICIES AND DIRECTIVES</u></p> <p>Files contain drafts, final copies, correspondence, and backup material of DOT policies and directives.</p>	<p>Permanent. Transfer periodically to Maryland State Archives.</p>
8	<p><u>ASBESTOS REMOVAL FILES</u></p> <p>Files contain asbestos removal material for all DOT-owned buildings, and contain building surveys, consultant studies, asbestos removal contracts, correspondence with Attorney General and DGS, air sampling test results, health hazard notifications and results, etc.</p>	<p>Retain in office for 3 years after contract is completed, then transfer to Records Center for 30 years, then destroy.</p>
9	<p><u>CLOSED LEASES</u></p> <p>Contains letters, memoranda, notes, copies of maps, copies of signed leases, and all evidence of leases presented to the Board of Public Works.</p>	<p>Retain in office until lease is closed, forward to Records Center for 3 years, then destroy.</p>

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Item No.	Description	Retention
10	<p><u>MISCELLANEOUS CONTRACTS</u></p> <p>Contains miscellaneous contracts (equipment, service, maintenance), all evidence of such contracts being presented to the Board of Public Works, and executed contracts.</p>	<p>Retain in office until contract is closed, forward to Records Center for 3 years, then destroy.</p>
11	<p><u>CONSTRUCTION CONTRACTS</u></p> <p>Contains construction contracts, all evidence of contracts being presented to the Board of Public Works, and executed contracts.</p>	<p>Retain in office until contract is closed, forward to Records for 3 years, then destroy.</p>
12	<p><u>ARCHITECTURAL AND ENGINEERING (A&E) CONTRACTS</u></p> <p>Contains A & E contracts, all evidence of contracts being presented to the Board of Public Works, and executed contracts.</p>	<p>Retain in office until contract is closed, forward to Records Center for 3 years, then destroy.</p>
13	<p><u>REAL PROPERTY CONVEYANCES/ACQUISITIONS</u></p> <p>Contains letters, memoranda, notes, copies of maps, copies of signed documents, and all evidence of real property conveyances/acquisitions being presented to the Board of Public Works.</p>	<p>Retain in office for 5 years, forward to Records Center for 3 years, then destroy.</p>
14	<p><u>TRANSPORTATION PROFESSIONAL SERVICES SELECTION BOARD (TPSSB)</u></p> <p>Project files relating to TPSSB meetings: approvals, waivers, correspondence, and supporting documentation.</p>	<p>Retain in office for 5 years, then destroy.</p>
15	<p><u>BOARD OF PUBLIC WORKS (BPW) MEETINGS MINUTES AND TRANSCRIPTS</u></p> <p>Contains copies of minutes of BPW meetings, including DOT contract negotiation material and contract approval/disapproval.</p>	<p>Retain in office for 3 years, then destroy.</p>

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Item No.	Description	Retention
16	<p><u>PAAR REPORT (Delegated Contracting Action Record)</u></p> <p>Contains copies of original requests and fund certifications from the various modals for delegated contracting actions and copies of the original monthly PAAR reports submitted to the Board of Public Works.</p>	Retain in office for 3 years, then destroy.

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>1</u> Of <u>3</u>	
1. DEPARTMENT/AGENCY Transportation		2. DIVISION The Secretary's Office		3. UNIT Office of Administrative Services	
DEFINITION - Records 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 Special Accounting Records				5. EARLIEST YEAR / LATEST YEAR <u>1980</u> TO <u>current</u>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) <ul style="list-style-type: none"> - Reports of audits conducted by persons or agencies other than Legislative Auditors - Books of Final Entry - General Ledgers <p style="text-align: center;">(above items are from model purchasing records schedule)</p>					
7. RECORD SERIES FORMAT(S) <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Legal Size <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Audio Tape <input type="checkbox"/> Other (Specify) _____ 		8. RECORD SERIES SEQUENCE <ul style="list-style-type: none"> <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ 		9. VOLUME <ul style="list-style-type: none"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>2</u> Number	
		10. ANNUAL ACCUMULATION <ul style="list-style-type: none"> <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>Y5</u> Number			
11. FILE IS USED <ul style="list-style-type: none"> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly 		12. FILE BECOMES INACTIVE AFTER <u>Varies</u> Number <ul style="list-style-type: none"> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) 			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Lower Level and 1st Floor Headquarters Bldg.		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>Audit Unit</u> <ul style="list-style-type: none"> <input type="checkbox"/> No 			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <ul style="list-style-type: none"> <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent 			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Permanent			
19. NAME AND TITLE OF PREPARER Rhett Murphy, Rec. Mgmt Officer		20. TELEPHONE NUMBER 859-7321		21. DATE 7/21/95	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>2</u> Of <u>3</u>	
1. DEPARTMENT/AGENCY Transportation		2. DIVISION The Secretary's Office		3. UNIT Off. of Administrative Services	
DEFINITION - Records 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 Organization and Function Manual				5. EARLIEST YEAR / LATEST YEAR <u>1978</u> TO <u>1995</u>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) <p style="margin-left: 40px;">Organizational change files, including correspondence, approval documentation, original function statements and charts, etc.</p>					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <div style="text-align: center;"><u>4</u> Number</div>	
11. FILE IS USED <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <div style="text-align: center;"><u>n/a</u> Number</div> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Headquarters Bldg. 1st Floor		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <u>No</u> <input type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION <div style="text-align: center;">Permanent</div>			
19. NAME AND TITLE OF PREPARER Rhett Murphy, DOT Records Management Off		20. TELEPHONE NUMBER 859-7321		21. DATE 7/24/95	

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>3</u> Of <u>3</u>
1. DEPARTMENT/AGENCY Transportation	2. DIVISION The Secretary's Office	3. UNIT Off. of Administrative Services	
DEFINITION - Records 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 Code of Maryland Regulations (COMAR)		5. EARLIEST YEAR / LATEST YEAR <u>1975</u> TO <u>1995</u>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)			
Files contain final copies, drafts, and backup material of all Title 11 and other DOT related regulations, and include signed and receipted transmittal forms, correspondence, regulatory text, and other material.			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____	8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>5</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>14</u> Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>n/a</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Headquarters Bldg. 1st Floor	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <u>Copies at DSD and modal</u> <input type="checkbox"/> No <u>administrations.</u>		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Permanent		
19. NAME AND TITLE OF PREPARER Rhett Murphy, DOT Rec. Mgmt Off.	20. TELEPHONE NUMBER 859-7321	21. DATE 7/24/95	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <i>1823</i> Page <u>4</u> Of _____	
1. DEPARTMENT/AGENCY Transportation		2. DIVISION The Secretary's Office		3. UNIT Off. of Administrative Services	
DEFINITION - Records 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 Policies and Directives				5. EARLIEST YEAR / LATEST YEAR <u>1978</u> TO <u>present</u>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) <p>Files contain drafts, final copies, correspondence, and backup material on DOT policies and directives.</p>					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>3</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1/8</u> Number	
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>n/a</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Headquarters Bldg 1st floor		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Permanent			
19. NAME AND TITLE OF PREPARER Rhett Murphy, Records Mgmt Off.		20. TELEPHONE NUMBER 859-7321		21. DATE 7/27/95	