

**Professional & Consumer Services  
Program  
005**

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

SCHEDULE NO.

1793

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AGENCY

MARYLAND INSURANCE ADMINISTRATION

DIVISION/UNIT

Fiscal Services

ITEM NO.	DESCRIPTION	RETENTION
1	<u>General Accounting Records</u> Certificate of Deposit, Bank Deposit slips, distribution of charges, Memorandum of Adjustments, monthly report of funds collected and deposited.	Retain in office for 3 years or until all audit requirements have been fulfilled, then destroy.
2	<u>Special Accounting Records</u> Reports of audits conducted by the Legislative Auditors.  Reports of audits conducted by persons or agencies other than the Legislative Auditors, and Books of Final Entry -General Ledgers.	Retain for 10 years then destroy.  Retain permanently. Transfer to State Archives periodically.
3	<u>Budget and Fiscal Planning Records</u> Budget estimates, Amendments, Physical inventory, Fixed Assets, Report of Materials and Supplies and etc..	Retain for 3 years or until all audit requirements have been fulfilled, then destroy.
4	<u>Payroll Accounting Records</u> Employee roaster card file, payroll and check register, exception time report, payroll transmittals, and payroll warrants.	Retain for 3 years or until all audit requirements have been fulfilled, then destroy.
5	<u>Miscellaneous Accounting Records</u> Bank books, statements, deposit receipts, budget papers, canceled checks, check stubs, paid bills and invoices, reconciliation and trial balance sheets, requisitions and purchase orders.	Retain for 3 years or until all audit requirements have been fulfilled, then destroy.
6	<u>Purchasing Records</u> Purchase orders, requisitions, credit memorandum, contracts, out-of-schedule requisition for supplies and etc.	Retain for 5 years or until all audit requirements have been fulfilled, then destroy.

Schedule Approved by Department, Agency, or Division Representative

Date

12-1-95

Signature

*Jay*

Typed Name

Title

Schedule Authorized by State Archivist

Date

FEB 2 1996

Signature

*Edward C. Saperstein*