

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

Schedule No.
 1804

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Agency
 Comptroller of the Treasury

Division/Unit
 General Accounting Division

Item No	Description	Retention
	This Schedule Supersedes 1244 & 1244 A-1 <u>Pre-Audits and Document Control</u> (Comptroller Reference Number Series)	
1.	Operating Budget Records N-Series, P-Series Maintain STARS forms and agency supporting documents separately by Comptroller's Reference Number Series, contain invoices and vouchers STARS 100, 101, 102	File copy and posting copy Retain in agency three (3) months. Both copies will be transferred to State Records Center for remainder of current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.
2.	Capital Budget Records (Construction Loan) N-Series, P-Series Maintain STARS forms and agency supporting documents separately by Comptroller's Reference Number Series, contain invoices and vouchers STARS 100, 102, 102	File copy and posting copy. Retain in agency six (6) months. Both copies will be transferred to State Records Center for remainder of current fiscal year and twenty (20) additional fiscal years, then destroy.
3.	University of Maryland Expense Accounts GAD X-5 State of Maryland Expense Accounts	Retain in agency three (3) months, then transfer to State Records Center for remainder of fiscal year and three (3) additional fiscal years, whichever is later, then destroy.

Approved by Department, Agency, or Division Representative.

Date 2/9/94

Signature J. Bibenault

Type Name THOMAS P. BIBENULT

Title Asst to Director

Schedule Authorized by State Archivist.

Date 4/27/96

Signature [Signature]

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4.	Pre-Audit Transaction File Report STARS A30310 Report Daily Report of Disbursement Transactions prior to maintenance or audit. (Created to microfiche weekly.)	Retain in agency one (1) month, or until receive microfiche, then destroy original report.*
5.	Pre-Audit Extract STARS A30320 Report Accounting transactions held for audit and transactions which have been released.	Retain in agency three (3) fiscal years and until audit, then destroy.
6.	Pre-Audit Log Report STARS A30330 Report Reflects maintenance activity on the production pre-audit file. (Created to microfiche weekly).	Retain in agency one (1) month, or until receive microfiche, then destroy original report.*
7.	Warrant Payable Log STARS A30493 Report This report lists all modifications made on line to warrant payable file.	Retain in agency three (3) fiscal years and until audit, then destroy.
8.	Warrant Payable Summary STARS A30492 Report This report is a summary of all transactions on the warrant payable file by due date and submitting agency.	Retain in agency three (3) months, then destroy.
9.	Warrant Payable Activity STARS A30610 Report A daily activity report of all transactions placed on the warrants payable file.	Retain in agency three (3) months, then destroy.
10.	Warrant Payable Release STARS A30620 Report This report reflects warrants payable release records when the due date is less than three days from the current date.	Retain in agency three (3) fiscal years and until audit, then destroy.
11.	Warrants Payable Parameter PS-3308 Override system date - select parameter by batch ID#, sub agency vendor #, TIN #, with include or exclude option. *See Microfiche Retention Procedures	Retain in agency three (3) fiscal years and until audit, then destroy.
12.	Warrant Payable Maintenance PS-3311	Retain in agency three (3) fiscal years and until

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	In house maintenance form for pre-audit to record on line changes to warrants payable file. Requested by agencies to change due date, invoice #, special handling code.	audit, then destroy
13.	Copies of Minutes of Board of Public Works Meetings and Agenda	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.
14.	All Other Records Logs, Audit Programs, A30490 Delayed Payment Reports, A30100 Detail Transaction Listing, A30110 Input Edit Detail Transaction Listing, Batch Control Sheets, etc.	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.
	<u>Financial Reporting and Operations</u>	
15.	Memorandum of Encumbrance X-Series STARS 104	File copy and posting copy retain in agency one (1) fiscal year. Both copies will be transferred to State Records Center for remainder of current fiscal year and additional three(3) fiscal years and until audited, whichever is later, then destroy.
16.	Encumbrance Transmittal X-Series STARS 105	File copy and posting copy retain in agency one (1) fiscal year. Both copies will be transferred to State Records Center for remainder of current, fiscal year and additional three (3) fiscal years and until audited, whichever is later, then destroy.
17.	Certificate of Deposit/Allocation of Receipts L-Series STARS 110	Posting copy retain in agency three (3) months, then transferred to State Records Center for three (3) additional fiscal years and until audited, whichever is later, then

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18.	Adjustment for Disbursement & Receipt Allocation M-Series STARS 120	destroy. File copy retain in agency one (1) fiscal year, then transferred to State Records Center for three (3) additional fiscal years and until audited, whichever is later, then destroy.
19.	Journal Entry J-Series Non-Cash Journal Entries	Posting copy retain in agency one (1) fiscal year, then transferred to State Records Center for three (3) additional fiscal years and until audited, whichever is later, then destroy.
19a	Return of Investment Purchase U-Series STARS 130 Investment Redemption	Posting copy retain in agency one (1) fiscal year, then transferred to State Records Center for three (3) additional fiscal years and until audited, whichever is later, then destroy.
19b	Corrections C Series STARS 130	Posting copy retain in agency one (1) fiscal year, then transferred to State Records Center for three (3) additional fiscal years and until audited, whichever is later, then destroy.
19c	Capital Authorizations W-Series STARS 130	Posting copy retain in agency one (1) fiscal year, then transferred to State Records Center for three (3) additional fiscal years and until audited, whichever is later, then destroy.
20.	Disbursement of Investment Charges P-Series STARS 150	File copy and posting copy retain in agency three (3) months. Original STARS 150 form remains in Financial Operations. Both copies (file and posting) transferred to State Records Center for three (3) additional fiscal years and until audited, whichever is later, then destroy.
21.	Report of Collector of State Taxes G-Series STARS 170	Posting copy retain in agency one (1) fiscal year, then transferred to State Records Center for three (3) additional fiscal years and until audited, whichever is later, then destroy.
22.	Annual Report of Fixed Assets F-Series STARS 175	Forms are retained in agency for five (5) fiscal years, then destroy.

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Item No	Description	Retention
23.	Allocation of Accrued Revenues/Accrued Expenditures or Encumbrances H-Series STARS 191	Forms are retained in agency for six (6) months, then transferred to State Records Center for three (3) additional fiscal years and until audited, whichever is later, then destroy.
24.	Receivable Payable Schedule Y-Series STARS 192	Forms are retained in agency for six (6) months, then transferred to State Records Center for three (3) additional fiscal years and until audited, whichever is later, then destroy.
25.	Allocation of Encumbrances Y-Series STARS 193	Forms are retained in agency for six (6) months, then transferred to State Records Center for three (3) additional fiscal years and until audited, whichever is later, then destroy.
26.	Closing Statements (year-end) A30431 Report	Retain permanently in agency. for eventual transfer to State Archives.
27.	GAAPARS Maintain GAAP fiscal year-end closing forms, reports and agency supporting documentation in agency code number sequence.	Retain in agency three (3) fiscal years or until audited, then transfer to State Records Center for seven (7) additional fiscal years, then destroy.
28.	GAAPARS Computer Reports File maintenance reports, misc. GAAPARS Reports	Retain in agency one (1) fiscal year or until microfiche is received.* Original reports are then destroyed.
29.	State Audit Reports By Independent Auditors	Retain in agency permanently for eventual transfer to State Archives.

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Item No	Description	Retention
30.	All Other Records STARS Input Control and Batch Control Logs, etc.	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.
31.	Annual Report Comptroller Annual Financial Report CAFR	CAFR Book 1 - (Dec.) Book 2 - (Feb.) These books are retained in agency for three (3) fiscal years. Then all but thirty (30) books are disposed. Remainder are kept permanently for eventual transfer to State Archives. Two (2) copies will always be transferred to State Archives.
<u>System Control</u>		
32.	Certificate of Deposit/Allocation of Receipts L-Series STARS 110	File copy retain in agency one (1) fiscal year, then transfer to State Records Center three (3) additional fiscal years and until audited, whichever is later, then destroy.
33.	Adjustment for Disbursement and Receipt Allocation M-Series STARS 120	Posting copy retain in agency one (1) fiscal year, then transfer to State Records Center for three (3) additional fiscal years and until audited, whichever is later, then destroy.
34.	Journal entry V-Series STARS 130 Charge Backs Dishonored or Uncollectable Deposits	Posting copy retain in agency one (1) fiscal year, then transfer to State Records Center for three (3) additional fiscal years and until audited, whichever is later, then destroy.

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Item No	Description	Retention
35.	Return of Unused State Checks R-Series STARS 140	Posting copy retain in agency one (1) fiscal year, then transfer to State Records Center for three (3) additional fiscal years and until audited, whichever is later, then destroy.
36.	Budget Amendments Z Series STARS 130 Operation Budget Appropriations	Retain in agency two (2) fiscal years, then transfer to State Records Center for additional three (3) fiscal years and until audited, whichever is later, then destroy.
37.	Certification of Special Funds, Federal Funds and/or Nonbudgeted Fund Cash Balances G-8	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.
38.	Daily Cash Statement R-8	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.
39.	Descriptor Table Source Documents STARS 900.1, 900.2, 900.3 Used to record account codes for entry into STARS system.	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.
40.	Pseudo Code Table Source Documents STARS 920.1, 920.2 Used to record pseudo codes entered into STARS system.	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.
41.	Vendor Edit Table Source Documents STARS 930.1 Used to record vendor and mailing information into STARS system.	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, which-

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Item No	Description	Retention
42.	Cash Summary STARS A30404 Report	ever is later, then destroy. Retain in agency permanently for eventual transfer to State Archives.
43.	Daily Cash Reconciliation (cash totals) Daily Computer Processing Reconciliation (batch totals)	Retain in agency current fiscal year, then transfer to State Records Center for additional three (3) years and until audited, whichever is later, then destroy.
44.	Transaction Code Table STARS 910.1 Source document for collecting transaction code data entered into STARS, including attachments.	Retain in agency current fiscal year, then transfer to State Record Center for additional three (3) years and until audited, whichever is later, then destroy.
45.	STARS System Control Reports/Logs Table Updates, etc.	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.
46.	All Other Records Daily STARS Reports, A30710, A3800, etc. Reports which are generated by processing selected computer job to reflect transactions which have been posted to STARS financial files.	Retain in agency three months, then transfer to State Record Center for current fiscal year and additional three (3) fiscal years and until audited, then destroy.
<u>Post Audits and Check Distribution</u>		
47.	Disbursing and Receiving Warrants STARS 200 - STARS 300 STARS 200 - Receiving warrant, total of all cash received in one processing day. STARS 300 - Disbursing warrant, total of checks and monies paid to vendors in one processing day.	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.

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48.	Payroll Warrants STARS 300 - Received from Central Payroll which indicates payroll warrant number, dollar amount warranted, and pay period ending date.	Retain in agency eight (8) fiscal years and until audited, whichever is later, then destroy.
49.	Warrant Cash Disbursement STARS A30510 Hard copy of checkwriting information, from which the Treasurer's Office issues checks to vendors.	Retain in agency one (1) month until microfiche is received, then destroy original report.*
50.	Zip Code Summary Report Used by the Mailroom to mail vendor checks.	Retain in agency daily, then deliver to Alcohol & Tobacco Tax Division (Mailroom)
51.	PS-2697 Undeliverable Checks	Retain in agency three (3) months, transfer to log, logs are retained an additional three (3) months, then destroy (cancelled checks are retained by STO).
52.	PS-409 Certification of Dissolution	Retain in agency six (6) months, then destroy.
53.	1099 File Maintenance Report STARS A30192 Performs maintenance on 1099 file, such as adds, deletes, changes, modifies, replaces, voids.	Periodic file maintenance and supporting doc. are retained in agency one (1) year until final run, then destroy. Final file maintenance and supporting doc. are retained in agency ten (10) years, then destroy.
	*See Microfiche Retention Procedures	
54.	1099 File Maintenance Update Form STARS 950	Retain in agency one (1) year, then destroy.
55.	All Other Records Copies of 1099 Statements, 1099 correspondence, IRS updates, etc.	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.

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56.	GAD X10 Signature Card To match against transmittal.	When outdated and replaced retain in agency three (3) fiscal years and until audited, then destroy.
<u>Administrative Services</u>		
57.	Agency Bank Account Request GAD X-1	Retain in agency permanently for eventual transfer to State Archives.
58.	Advance Records (Advance requests, processing errors, notice for overdue or outstanding advances, extension for overdue advances)	Retain in agency permanently for eventual transfer to State Archives.
59.	Escrow Records	Retain in agency fifteen (15) years, then destroy.
60.	STARS Reports (Daily, weekly, monthly, yearly) A30401, 402, 403, 405, 406, 408, 414, 415, 416, 417, 451, 463, 464, 465, 472, 475, 482, 483, 485, 488, 499	Retain in agency two (2) fiscal years, then transfer to State Records Center for additional five (5) years, then destroy.
61.	Budget and Fiscal Planning Records Budget Estimates, Budget Schedule Amendments, Materials and Supplies, Physical Inventory, Report of Fixed Assets, Report of Materials and Supplies, Request for Position Action.	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.
62.	Payroll Accounting Records Employee Roster Card File, Payroll and Check Register, Payroll Exception Time Report, Payroll Transmittals	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.
63.	Miscellaneous Accounting Records Budget Papers and Worksheets Periodic financial reports to local State agencies Reconciliation and trial balance sheets Stock records cards, time sheets	Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.
64.	Purchasing Records	Retain in agency current

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	<p>Actual emergency and repair report</p> <p>Copy of contract awarded</p> <p>Credit Memorandum, Notice of Award Contract</p> <p>Out-of-Schedule Requisition</p> <p>Purchase Order, Report of Partial Delivery</p> <p>Requisition for Supplies</p>	<p>fiscal year and until audited, whichever is later, then destroy.</p>
65.	<p>All Other Records</p> <p>Reconciliation Reports</p> <p>Housekeeping and Safety Reports</p> <p>Misc. Letters and memos, etc.</p>	<p>Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.</p>
	<u>Office of the Division Director</u>	
66.	<p>Personnel Records (Active)</p> <p>Personnel Records (Inactive)</p> <p>Includes copies of employment applications, changes in classifications, sick leave reports, letters of commendations, copies of MS-22's.</p>	<p>Retain until inactive.</p> <p>Retain in agency ten (10) years, then destroy.</p>
67.	<p>Payroll Records</p> <p>Bi-weekly time cards, leave cards</p> <p>exception time reports, etc.</p>	<p>Time cards - leave cards two years until audited. Then destroy.</p>
68.	<p>General Correspondence</p> <p>Policy and Program Records</p> <p>Correspondence regarding procedural developments Annual, statistical, or ad hoc reports, organizational charts, circular and directive papers, etc.</p>	<p>Retain in agency permanently. May be transferred periodically to State Archives.</p>
69.	<p>X-3</p> <p>Individual Request for Out-of-State Travel</p>	<p>Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.</p>
70.	<p>All Other Records</p> <p>General facilitative and housekeeping records.</p>	<p>Retain in agency current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.</p>

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<u>Office of the Assistant Director</u>		
71.	Special Bank Account Records	Retain in agency permanently, for eventual transfer to State Archives
72.	Affidavits, certificates	Retain for current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.
73.	Correspondence Files Project Files Subject Files	Screen annually. Destroy all material not needed for current business, except directives and other material relating to planning and policy that illustrate the development of the agency which will be retained permanently. For eventual transfer to State Archives.
74.	General Correspondence Files Consisting of original incoming and copies of outgoing letters, memos, reports, and related papers concerning the overall or general routine administration of the general accounting activities of all State agencies including the General Accounting Division.	Screen annually. Destroy all materials not needed for current business, except directives and other material relating to planning and policy that illustrate the development of the agency which will be retained permanently. For eventual transfer to State Archives.
<u>Audits</u>		
75.	Agency Audit Files Containing Legislative Auditor's Reports of audits conducted at all State agencies. Files contain the findings and replies from State agencies concerning the action taken to correct the findings.	Retain in agency for five (5) years, then transfer to State Records Center for ten (10) years, then destroy.
76.	Internal Audit Files Reports of audits and/or studies conducted by internal auditors.	Retain in agency for ten (10) years, then destroy.

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77.	Reports of audits conducted by independent auditors.	Permanent, transfer periodically to State Archives
78.	Other Records	Retain in agency current fiscal year and additional three (3) fiscal years and until audit, whichever is later, then destroy.
	<u>System Support</u>	
79.	Computer Security Forms, Authorizations, Reports, etc.	Retain in agency permanently, for eventual transfer to State Archives.
80.	Work Authorization Forms (SRT's, BB-4's)	Retain in agency permanently, for eventual transfer to State Archives.
81.	ACF 2 Reports System Security Report	Retain in agency three (3) months, then transfer to State Records Center for current fiscal year and three (3) additional fiscal years and until audit, whichever is later, then destroy.
82.	System Tests Includes test data, reports, etc.	Retain in agency one (1) fiscal year, then transfer to State Records Center three (3) additional fiscal years and until audited, whichever is later, then destroy.
83.	Other Records (Program changes, listing, etc.)	Retain in agency three (3) months, then transfer to State Records Center for current fiscal year and three (3) additional fiscal years and until audited, whichever is later, then destroy.

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<u>Data Operations</u>		
84.	STARS A30986 System Management File Listing (Master File Record Counts)	Retain in agency one (1) current fiscal year, then transfer to State Records Center for three (3) additional fiscal years and until audited, whichever is later, then destroy.
85.	Microfilm Order Invoice	Retain in agency six (6) months, then destroy.
86.	Various Work Logs Work sheets, forms or logs used specifically by Data Operations to request and record data input and back-up files, i.e., back-up logs, job request transmittals, special request transmittals, data entry JCL logs, BIPS, etc.	Retain in agency six (6) months, then destroy.
87.	Computer Run Jobs (listings) Daily, monthly, yearly, budget	Daily, monthly retain in agency one (1) month, then destroy. Yearly, budget retain in agency one (1) year, then destroy.
<u>Microfiche Records</u>		
Originating source is computerized records converted to microfiche.		
<u>Section - Pre-Audit</u>		
88.	STARS A30310 - Pre-Audit Transaction File Report Listing of all disbursement transactions prior to maintenance and audit. October 1986 -	Copies of microfiche are retained in agency until no longer required, then destroyed. Original copy is sent by Records Center to State Archive for permanent retention.
89.	STARS A30330 - Pre-Audit Log Report Report shows maintenance activity on the production pre-audit file. October 1986 -	Copies of microfiche are retained in agency until no longer required, then destroyed. Original copy is sent by Records Center

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90.	STARS A30490 - Agency Processing Days Report December 1987 -	to State Archive for permanent retention. Copies of microfiche are retained in agency until no longer required, then destroyed. Original copy is sent by Records Center to State Archive for permanent retention.
91.	STARS A30486 - STARS Vendor Report (Report of Payments) STARS A30486 consists of three report types. Detail Report - lists the contents of the vendor file. Agency Summary - contains totals of agencies within vendor. Vendor Summary - contains totals by vendors. 1982 -	Copies of microfiche are retained in agency until no longer required, then destroyed. Original copy is sent by Records Center to State Archive for permanent retention.
92.	STARS A30970 - Tax Offset File Purge 1988 -	Copies of microfiche are retained in agency until no longer required, then destroyed. Original copy is sent by Records Center to State Archive for permanent retention.
<u>Section - Post Audits</u>		
93.	STARS A30510 - Disbursing Warrant Register Detail Hard copy of check writing information from which the Treasurer's Office will issue checks to vendors. 1981 -	Copies of microfiche are retained in agency until no longer required, then destroyed. Original copy is sent by Records Center to State Archive for permanent retention.
94.	STARS A30497 - 1099 Detail Transaction Report Report lists and totals 1099 reportable and non-reportable disbursement transactions. 1988 -	Copies of microfiche are retained in agency until no longer required, then destroyed. Original copy is sent by Records Center to State Archive for permanent retention.
<u>Section - Financial Reporting and Operations</u>		

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95.	STARS Reports A30401, 402, 403, 405, 406, 407, 408, 412, 413 414, 415, 416, 424, 432, 433-1, 433-2, 434, 451, 463, 464, 465I, 460 461, 462, 472, 479, 482, 483, 485, 404-1, 404-2, 490, 499, 435 1970	Copies of microfiche are retrained in agency until no longer required, then destroyed. Original copy is sent by Records Center to State Archive for permanent retention.
96.	GAAPARS - Computer Reports 1983	Copies of microfiche are retrained in agency until no longer required, then destroyed. Original copy is sent by Records Center to State Archive for permanent retention.
<u>Computer Media</u>		
97.	A30E.CR.MH, A30E.CR.VHBK, A30E.CR.VF, A30E.CR.TDBKTA30E.CR.PAYBK, A30E.CR.INBK,A30E.CR.AUDIT.BACKUP, A30E.CR.APBK Accounting transactions which are posted daily to master files then copied to back-up files.	Minus 1 - generation, sent offsite to BDC weekly. Rotate, then re-use.
98.	A30E.CR.DISASTER.APBK Copy of STARS financial files after the daily has been run and before the next day's processing.	Sent offsite to BDC daily. Rotate, then re-use.
99.	A30E.CR.DISASTER.CLISTBK. Copy of STARS financial files, production CLIST, and GAAPARS files prior to daily production.	Sent offsite to BDC daily. Rotate, then re-use.
100.	A30E.CR.MH <u>yy</u> mm Back-up accounting history transactions which are posted to the monthly history for a specific year and month.	Sent offsite at Records Center monthly for three (3) fiscal years until audited and retention has expired. Tape is then sent to GAD, for re-use.
101.	A30E.MF.MH <u>yy</u> mm Master file accounting transactions which are posted to the monthly history, monthly for a specific year and month.	Retain at ADC for three (3) years until audited and retention has expired. Tape is then deleted.

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102	A30E.CR.OF <u>yyymm</u> Backup operating file transactions for a specific year and month - created at the end of the fiscal year close.	Sent offsite at Records Center yearly for three (3) fiscal years until audited and until retention has expired. Tape is then returned to GAD, for re-use.
103	A30E.MF.OF <u>yyymm</u> Master file operating file transactions for a specific year and month created at the end of the fiscal year close.	Retain at ADC for three (3) years and until retention has expired. Tape is then deleted.
104	A30E.CR.VH <u>yyymm</u> Backup of vendor history transactions for a specific year and month, created at the end of each month.	Sent offsite at Records Center monthly for three (3) fiscal years until audited and until retention has expired. Tape is then returned to GAD, for re-use.
105	A30E.MF.VH <u>yyymm</u> Master file of vendor history transactions for a specific year and month. Created at the end of each month.	Retain at ADC for three (3) fiscal years until audited and until retention has expired. Tape is then deleted.
106	A30E.CR.VF <u>yyymm</u> Backup of vendor financial file. Created at the close of each calendar year.	Sent offsite at Records Center yearly for three (3) fiscal years until audited and until retention has expired. Tape is then returned to GAD, for re-use.
107	A30E.MF.VF <u>yyymm</u> Master file of vendor financial file. Created at the close of each calendar year.	Retain at ADC for three (3) fiscal years until audited and until retention has expired. Tape is then deleted.
108	A30E.CR.VHEX <u>yyseq#</u> Backup of vendor history records in TIN number seq. (includes twelve monthly vendor history files)	Retain at ADC for four (4) years and until retention has expired. Tapes are then deleted.
109	A30E.MF.VHEX <u>yyseq#</u> Master file of vendor history records in TIN	Retain at ADC for five (5) years and

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Item No	Description	Retention
	number seq. (includes twelve monthly history files)	until retention has expired. Tapes are then deleted.
110.	GAAPARS A31E.CR.AGYPGM.BALANCE.FYyy A31E.CR.GAAP.ROLLOVER.BK A31E.CR.TBDETAIL.BK	Retain at Records Center Center for four (4) fiscal years and until retention has expired. Tape will be returned to GAD, for re-use.
111.	A31E.MF.AGYPGM.BALANCE.FYyy	Retain at ADC for four (4) fiscal years until audited and until retention has expired. Then delete.
112.	MICRO (PC) COMPUTERS All operating systems, purchased and developed software. All data files.	Retain in agency permanently, for eventual transfer to State Archives. Retain in agency for three (3) fiscal years or until audited, then destroy.
	GENERAL ACCOUNTING DIVISION	
	Permanent Records State Archives	
113.	<u>GENERAL LEDGER</u> State Ledger - 14 volumes, February 1852 - September 1922 Includes information now recorded in the Appropriation Control Ledger and Budget Account Ledger noted in Item 116. General Ledger - 3 volumes, October 1922 - October 1936	Retain permanently Transfer periodically to the MD State Archives.
114.	<u>APPROPRIATION AND BUDGET CONTROL RECORDS</u> Day Book, 28 volumes - February 1852 - September 1922 Cash Book, 21 volumes - February 1852 - September 1922 Cash Book (Receipts and Disbursements), 8 volumes - October 1922 - September 1936	Retain permanently. Transfer periodically to the MD State Archives.

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115.	<p>Cash Book of Disbursements, 6 volumes - 1922-1936 Appropriations Ledgers, 4 volumes - 1918-1927 Budget Accounts, 13 volumes, 1921-1931 Ledgers Appropriations Payable, 3 volumes - October 1922 - September 1936</p> <p><u>TAX RECORDS</u></p> <p>Corporation Taxes - Assessments, 8 volumes, 1922-1931 Assessments - Ordinary Business Corporations, 1 volume, 1929-1931 Corporation Tax Assessment Audit Sheet, 10 volumes, 1931-1943 Corporation Tax - Abatements, 3 volumes, 1922-1931 Abatements, Ordinary business Corporations, 1 volume, 1929-1931 Corporation Tax Abatement Audit Sheets, 3 volumes, 1931-1940 Corporation Taxes - Cash Receipts, 8 volumes, 1922-1931 Cash Receipts, Ordinary Business Corporation, 1 volume, 1929-1931 Corporation Taxes Cash Receipts Audit Sheets, 8 volumes, 1931-1943 Assessment Books, 36 volumes, 1872-1921 Incorporated Institutions, 12 volumes, 1867-1921 Railroad Tax Ledgers, 3 volumes, 1872-1921 Foreign Corporation Tax Ledgers, 3 volumes, 1908-1922 Franchise Tax on Ordinary Business Corporations, 2 volumes, 1915-1921 Distribution of Franchise Tax, 5 volumes, 1915-1931 Corporation Taxes, 3 volumes, 1899-1905</p>	<p>Retain permanently. Transfer periodically to the MD State Archives.</p>
116.	<p><u>ESTIMATED REVENUE LEDGER</u></p> <p>Dates: July 1, 1943-1950 Quantity: 2 volumes This ledger shows by source the estimated revenue and the actual revenue of the State. No entries have been made since 1950; however, its use will be resumed in the near future.</p>	<p>Retain permanently. Transfer periodically to the MD State Archives.</p>

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117.	A30E.TL.IRS <u>CY</u> Contains total number of original 1099 reportable records, which is sent to IRS. Created Yearly	Cartridge remains permanently with IRS.
118.	A30E.TL.IRSG <u>CY</u> Contains total number of corrections 1099 reportable records. Created Yearly	Cartridge remains permanently with IRS.
119.	A30E.CR.IRS <u>CY</u> Backup file of original 1099 reportable records. Created Yearly	Retain at ADC for three (3) years and until audit, then destroy.
120.	A30E.CR.IRSG <u>CY</u> Backup file of corrections to 1099 reportable records. Created Yearly	Retain at ADC for three (3) years and until audit, then delete.
121.	A30E.TL.IRS CMB <u>CY</u> Combined A30E.TL.IRS. <u>CY</u> , A30E.TL.IRSG <u>CY</u> for all three form types. (MISC, INT, S, G) on one tape.	Remains permanently with IRS.
122.	A30E.CR.IRS CMB <u>CY</u> Backup file of combined A30E.TL.IRS. <u>CY</u> , A30E.TL.IRSG <u>CY</u> for all three form types. (MISC, INT, S, G) on one tape.	Retain at ADC for one (1) year and until audit, then destroy.
123.	A30E.WF, (Work Files) A30E.IR, (Intermediate Files) These data sets are used as work areas only with a production job.	Retain at ADC for one (1) processing cycle, then delete.
124.	Various STARS and GAAPARS MF Files, CR Files, WF Files, which are used to generate STARS, GAAPARS, Reports, are cycle controlled. (Cycle varies per file name) Microfiche Records Section - Post Audits	Retained at ADC for length of the cycle, then delete.
125.	STARS A30454 - 1099 Detail Transaction Report Report lists and totals 1099 reportable and non-reportable disbursement transactions 1988	Copies of microfiche are retained in agency until no longer required, then destroyed. Original copy is sent by Records Center

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126.	STARS A30192 - 1099-File Maintenance Final run for the reporting year contains adds, deletes, voids, and modifies and replaces made to the 1099 master file 1988	to State Archive for permanent retention. Copies of microfiche are retained in agency until no longer required, then destroyed. Original copy is sent by Records Center to State Archive for permanent retention.
127.	STARS A30193 - Statement Generate Report Initial run for 1099 forms MISC, INT, G, S. Contains names, address, statement type, TIN, line #, and dollar amount. 1988	Copies of microfiche are retained in agency until no longer required, then destroyed. Original copy is sent by Records Center to State Archive for permanent retention.
128.	STARS A30468 - Tax Offset File Posting Audit Trail. Contains history records which are posted to the tax file. 1990	Copies of microfiche are retained in agency until no longer required, then destroyed. Original copy is sent by Records Center to State Archive for permanent retention.