

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

Schedule No.

1805

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Agency
 Public Safety & Correctional Services

Division/Unit
 Office of the State Fire Marshal

Item No	Description	Retention
1	<p>Supersedes Schedule 957 dated 4/8/83, 957A1 dated 4/16/92, 957A2 dated 6/1/92</p> <p><u>ACCOUNTING RECORDS</u> This series includes all standard STATE accounting forms as well as other accounting media which provide supporting data for the special and general accounting records.</p> <p>Changes in records 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.</p> <p>Each agency will use all or some of the following records which are governed by the indicated retention period.</p> <p>A. <u>General Accounting Records</u> Certificates of Deposit and Bank Deposit Slips Distribution of Charges Memoranda of Adjustments Monthly Reports of State Funds Collected and Deposited</p>	<p>Retain in office for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

Approved by Department, Agency, or Division Representative.
 Date 3/22/96
 Signature Rocco J. Gabriele
 Type Name Rocco J. Gabriele
 Title State Fire Marshal

Schedule Authorized by State Archivist.
 Date 4/27/96
 Signature Edward J. [unclear]

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Item No	Description	Retention
	<p>B. <u>Special Accounting Records</u> Reports of audits conducted by the Legislative Auditors</p> <p>Reports of audits conducted by persons or agencies other than the Legislative Auditors</p> <p>Books of Final Entry - General Ledgers</p> <p>C. <u>Budget and Fiscal Planning Records</u> Budget Estimates Budget Schedule Amendments Materials and Supplies Physical Inventory Reports of Fixed Assets Reports of Materials and Supplies Requests for Position Action</p> <p>D. <u>Payroll Accounting Records</u> Employee Roster Card File Payroll and Check Registers Payroll Exceptions Time Reports Payroll Warrants</p>	<p>Retain in office for ten (10) years, then destroy.</p> <p>Retain in office permanently. Transfer periodically to the MD State Archives.</p> <p>Retain in office permanently. Transfer periodically to the MD State Archives.</p> <p>Retain in office for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain in office for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

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Date

3/27/96

Signature

Rocco J. Gabriele

Type Name

Rocco J. Gabriele

Title

State Fire Marshal

Schedule Authorized by State Archivist.

Date

9/27/96

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[Signature]

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Item No	Description	Retention
	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 and Property Condemnation Reports Paid Bills and Invoices Paid Bonds and Coupons Periodic Financial Reports to Local/State 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)	Retain in office for three (3) years and until all audit requirements have been fulfilled, then destroy.

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Item No	Description	Retention
	<p>F. <u>Purchasing Records</u> Actual Emergency and Repairs Report Copy of Contract Awarded Credit Memorandum Notice of Award of Contract Out-of-Schedule Requisitions for Supplies Purchase Orders Report of Partial Delivery Requisitions for Supplies (also Agency Interoffice Requisitions)</p>	<p>Retain in office for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
2	<p><u>Plan Review</u> Contains copies of letters originated by the Fire Protection Engineering Staff after a plan review for new buildings, buildings being renovated or modified. Additional correspondence includes letters to and from the architect, builders, owners and various contractors who may be involved in the construction of the building.</p>	<p>Retain in office for two (2) years, then transfer to the State Records Center for three (3) years, then destroy.</p>
3	<p><u>Subject Files</u> Contains information on various products including testing information and correspondence regarding the acceptance or rejection for sale and use in the state of Maryland. Documentation of the testing procedures are included along with the model numbers.</p>	<p>Retain in office for two (2) years, then transfer to the State Records Center for three (3) years and destroy.</p>

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Date

3/22/96

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Rocco J. Gabriele

Type Name

Rocco J. Gabriele

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4	<u>Health Care Facilities</u> Contains SSA 2786 - Booklet Fire Safety Survey Report, SSA 2567 - Statement of Deficiencies, updated floor plan, review of plan of correction, waiver recommendations, photographs and miscellaneous correspondence.	Retain in office for three (3) years, then destroy.
5	<u>Application for explosive license</u> Contains application for annual renewal of license to deal or manufacture explosives, names and addresses of persons licensed by the applicant to perform blasting operations, and letters of complaint and inspection. Also, includes reports of violations for failure to report loss of explosives as well as letters withdrawing license.	Retain in office for five (5) years, then destroy.
6	<u>Application for Fireworks Display</u> Contains application for fireworks display along with the insurance policy and correspondence related to the display.	Retain in office for three (3) years, then destroy.

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Item No	Description	Retention
7	<p><u>Fire Inspection Reports</u> Contains inspection reports of facilities listing fire code violations. Includes information regarding description of premises and plan review letter from the fire protection engineer as well as letters from occupants or owners. File serves as a resource file for re-inspections and, in the event of a fire or other emergency, provides documentation of violations and corrections made of same.</p>	<p>Retain in office for three (3) years from date of inspection, then destroy.</p>
8	<p><u>Fire Investigation Reports</u> The fire investigation report provides information as to the date, time, name of victims, description of property involved in the fire, point of origin and the apparent cause of the fire. Also, includes statements of witnesses and suspects involved in the incident, photographs of property involved and miscellaneous information compiled by the fire investigator conducting the investigation.</p>	<p>Retain in office for five (5) years, then transfer to the State Records Center for twenty (20) years and destroy.</p>

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