

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. 1821

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RECORDS RETENTION AND DISPOSAL SCHEDULE

MD Department of the Environment Directorate of Admin. & Employee Services

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p>This schedule supercedes schedule #1188 dated 12/10/88</p> <p>ACCOUNTING RECORDS</p> <p>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 indication retention period:</p> <p>A: Special Accounting Records:</p> <p>Books of Final Entry-General Ledgers Audit Reports</p> <p>B: General Accounting Records:</p> <p>Memorandum of Adjustments Distribution of Chart Transmittals Certificate of Deposit and Bank Deposit Slips Monthly Report of State Funds Collected and Deposited</p>	<p>Retain Permanently, transfer periodically to the MD State Archives.</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 Hall of Records Commission

5/9/96 *Thomas French* Fiscal Admin
Date Signature Title

JUN 28 1996 *Edward C. Papenfuss*
Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY		DIVISION
Item No.	Description	Retention
	ACCOUNTING RECORDS (continued)	
	C: Program Grant payroll cost distribution, time records, invoices, records of payment, etc. (non-Superfund)	Retain for Three (3) years and until all audit requirements have been fulfilled, then destroy.
	D: Program Grant payroll cost distribution time records, invoices, record of payment etc. (Superfund)	Retain twenty-five (25) years and or clearance for destruction is obtained from Grantor. Then destroy.
2.	CONSTRUCTION GRANTS PROJECT	
	Alphabetical arrangements by county and project name containing plots, correspondence, estimates, contractual agreements, fiscal grants; state loans and change orders.	Retain in office two (2) years after audit, then transfer to the State Records Center for ten (10) additional years and destroy.
3.	ADMINISTRATIVE CORRESPONDENCE	
	Files contain correspondence, memos and personnel records pertaining to the business of Finance & Administration. Personnel records are for each individual person in the Directorate.	Screen annually and destroy that material no longer needed for current business. Directives, policies, and other material related to the planning & policy that illustrate the development of the Activity retain permanently for eventual transfer to the MD State Archives.

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Hall of Records Commission

JUN 28 1996

Edward C. Papenfuss Jr.

Date Signature Title Date State Archivist