

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

Schedule No. 1725

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Agency Motor Vehicle Administration	Division/Unit Finance and Statistics Division
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Item No.	Description	Retention
	This schedule supersedes Schedules 1014, 1014-A, and 1014-2	

1.	<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 indicated retention period:</p> <p>A. General Accounting Records Certificate of Deposit and Bank Deposit Slips Distribution of Charges Memorandum of Adjustments Monthly Report of State Funds Collected and Deposited</p> <p>B. Special Accounting Records 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>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for ten (10) years then destroy.</p> <p>Retain permanently. Transfer to State Archives periodically.</p> <p>Retain permanently. Transfer to State Archives periodically.</p>
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Approved by Department, Agency, or Division Representative	Schedule Authorized by State Archivist
Date 11-21-96	Date FEB 28 1997
Signature <i>Michael Flaherty</i>	Signature <i>Edward C. Peperone Jr</i>
Typed Name Michael Flaherty	
Title Director, Finance & Statistics	

DEPARTMENT OF GENERAL SERVICES
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RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

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Item No.	Description	Retention
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	<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 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)</p>	<p>Retain for three (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> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
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**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

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Agency
Motor Vehicle Administration

Division/Unit
Finance and Statistics Division

Item No.	Description	Retention
2	<p><u>ARIRS and Revenue Records</u></p> <p>Contains daily printouts from the branches which break down cashiers, source codes, and amounts of daily deposits.</p>	Retain for 4 years, then destroy.
3	<p><u>Refund Backup</u></p> <p>Contains customer applications for refunds, tag return receipts, refund processing receipts, interface reports, and transmitted work.</p>	Retain for 4 years, then destroy.
4	<p><u>Purchasing Records</u></p> <p>A. Requisitions for Supplies, including Agency Interoffice Requisitions B. Purchase Orders C. Out-of-Schedule Requisitions for Supplies D. Stores Requisitions E. Copy(s) of Contract Awarded F. Actual Emergency and Repair Reports G. Notice of Award of Contract(s) H. Reports of Delivery/Partial Delivery I. Credit Memoranda</p>	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
5	<p><u>Employees' Roster Card File</u></p> <p>Contains index cards for all employees which contain names, addresses, marital status, race, sex, Social Security numbers, telephone numbers, and birth dates, as well as personnel actions such as classification, effective dates, class codes, grades and step, and annual and weekly salaries.</p>	Retain for 10 years from date of employee separation, then destroy.

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 Finance and Statistics Division

Item No.	Description	Retention
6	<p><u>Statistics File</u></p> <p>Contains statistical data pertaining to the registration and licensing of vehicles, tax and revenue collected, object transfers, license tags issued during rush periods, MVA financial obligations, receipts and deposits, etc.</p>	<p>Retain for 3 years, then destroy.</p>
7	<p><u>General Correspondence</u></p> <p>Contains letters, reports, memoranda, and miscellaneous material pertaining to the routine administrative and operational duties of the division.</p>	<p>Retain for 3 years and until all audit requirements have been met, then destroy.</p>
8	<p><u>Legislation</u></p> <p>Contains copies of House of Delegates and Senate bills pertaining to the Administration and memoranda describing the effect of each bill on MVA operations.</p>	<p>Retain for 3 years, then destroy.</p>

<p>Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>2</u></p>
<p>Department/Agency Motor Vehicle Administration Glen Burnie</p>	<p>2. Division Finance & Statistics</p>	<p>3. Unit General Account & Revenue</p>
<p>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Report of audits conducted by persons or agencies other than the Legisgative Auditors</p>		<p>5. Earliest Year/Latest Year <u>1996</u> to <u>Continuing</u></p>
<p>6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.</p> <p>Self Explanatory</p>		
<p>7. Record Series Format(s)</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk</p> <p>Audio Tape <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p> <p>Minimal Number</p> <hr/> <p>10. Annual Accumulation</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p> <p>Minimal Number</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly</p> <p>When Active</p>	<p>12. File Becomes Inactive After</p> <p><u>Never</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>Number</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Bldg</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>(If Yes, cite Law(s) & Regulation(s))</p>	<p>16. Audit Requirements =</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Permanent</p>	
<p>19. Name and Title of Preparer</p> <p>Agnes Valenzia <i>Agnes Valenzia</i> Fiscal Associate II</p>	<p>20. Telephone Number</p> <p>410-768-7480</p>	<p>21. Date</p> <p>2/13/97</p>

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<p>Department/Agency Motor Vehicle Administration Glen Burnie</p>	<p>2. Division Finance & Statistics</p>	<p>3. Unit General Accounting</p>
<p>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Book of Final Entry-General Ledgers</p>	<p>5. Earliest Year/Latest Year <u>1996</u> to <u>Continuing</u></p>	
<p>6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.)</p> <p style="text-align: center;">Self Explanatory</p>		
<p>7. Record Series Format(s)</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk</p> <p> Audio Tape <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><u>Minimal</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p> <p>10. Annual Accumulation</p> <p><u>Minimal</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly</p> <p style="text-align: center;">When Active</p>	<p>12. File Becomes Inactive After</p> <p><u>Never</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>Number</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p style="text-align: center;">Bldg</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
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<p>19. Name and Title of Preparer</p> <p>Agnes Valenzia <i>A. Valenzia</i> Fiscal Associate II</p>	<p>20. Telephone Number</p> <p>410-768-7480</p>	<p>21. Date</p> <p>2/13/97</p>