

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

Schedule No. 1885

Page 1 of 3

Agency MARYLAND HIGHER EDUCATION COMMISSION	Division/Unit ACCOUNTING/MANAGEMENT SERVICES
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Item No.	Description	Retention
	Supersedes Schedule #974	

1.	<p>Accounting Records. This series includes all standard STATE accounting forms which provide supporting data for the special and general accounting records. 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>A. <u>General Accounting Records</u></p> <p>Certificate of Deposit and Bank Deposit Slips Distribution of Charges Monthly Report of State Funds Collected and Deposited</p> <p>B. <u>Special Accounting Records</u></p> <p>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 Management Records</u></p> <p>Budget Estimates Budget Schedule Amendment Materials and Supplies Physical Inventory Report of Fixed Assets Report of Materials and Supplies Request for Position Action Budget Papers and Work Sheets Closing Statements</p>	<p>Retain for five (5) years or until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for ten (10) years, then destroy.</p> <p>Retain permanently.</p> <p>Retain permanently.</p> <p>Retain for three (3) years or until all audit requirements have been fulfilled, then destroy.</p>
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Schedule Approved by Department, Agency, or Division Representative
 Date 02-19-97
 Signature *Carla M. Rich*
 Typed Name Carla M. Rich
 Title Fiscal Associate II

Schedule Authorized by State Archivist
 Date APR 09 1997
 Signature *Edward C. Papenfuss*

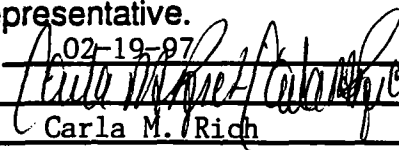
DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

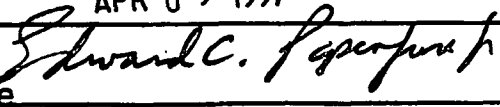
Schedule No. 1885

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Agency	Division/Unit
MARYLAND HIGHER EDUCATION COMMISSION	ACCOUNTING/MANAGEMENT SERVICES

Item No.	Description	Retention
	<p>D. <u>Payroll Accounting Records</u></p> <p>Employee Time Records Cards Payroll and Check Register Payroll Exceptions Time Report Timesheets</p> <p>E. <u>Purchasing Records</u></p> <p>Purchase Orders Out-of-Schedule Requisition for Supplies Notice of Award Contract Copy of Contract Award Requisition for Supplies (also agency inter-office requisitions)</p> <p>F. <u>Miscellaneous Accounting Records</u></p> <p>Bank Books, Statements, and Deposit Receipts Cancelled Checks, Check copies and Check Stubs Delivery Orders and Receipts Receiving Reports Mileage Reports and Gas Withdrawal Tickets Transmittals Reconciliation and Trial Balance Sheets Adjustments Accounts Receivable Certifications Optional Retirement</p> <p>G. <u>Scholarship</u></p> <p>Fiscal Award Disbursement Report LARP Doctors Inv. Firemen Invoices Reconciliations</p>	<p>Retain for three (3) years or until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for five (5) years or until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years or until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years or until all audit requirements have been fulfilled, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative.
 Date 02-19-97
 Signature 
 Typed Name Carla M. Rich
 Title Fiscal Associate II

Schedule Authorized by State Archivist
 Date APR 09 1997
 Signature 

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

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Agency

Division/Unit

MARYLAND HIGHER EDUCATION COMMISSION

ACCOUNTING/MANAGEMENT SERVICES

Item
No.

Description

Retention

H. Accounts Receivable-Miscellaneous

Bond Repayments & Reconciliations
 CCU Records

Retained in office
 permanently.

Schedule Approved by Department,
 Agency,
 or Division Representative.

Date

02-19-97

Signature

Carla M. Rich

Typed Name

Carla M. Rich

Title

Fiscal Associate II

Schedule Authorized by State Archivist

Date

APR 09 1997

Signature

Edward C. Pappas

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

1. DEPARTMENT/AGENCY
Maryland Higher Education
Commission

2. DIVISION
Personnel, Accounting and
General Services

3. UNIT
Personnel

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Personnel Records

5. EARLIEST YEAR/LATEST YEAR
____ TO ____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
This series applies to Personnel records. Includes all standard personnel forms as well as other personnel media which provide supporting data for both special and general personnel records--such as: Application: Appointment Letter: Correspondence Relating to New Appointment: Personnel Payroll Form: Personnel Position Action Request: Personnel Recruitment Screening Report: Personnel Transaction Form: Retirement Forms and during continued employment may contain; Change of Address Forms: Clearance File: Charges for Removal: Position History: Promotions: Reclassifications: Resumes: Training: Commendations: Efficiency Ratings: Health Insurance Benefits Forms: General Correspondence: Disciplinary Actions: Leave Forms: Orientation Program. In addition would be Letter of Resignation: Retirement: Transfer and Dismissal forms as the final documents.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
3
NUMBER

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
NUMBER COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Jeffrey --4th Floor Rm 406

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Office: Retain for five (5) years after termination of employment and then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Carol M. [Signature]
DGS 350-4 (REVISED 2/87)

410-974-2971

02/28/97

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 273
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

1. DEPARTMENT/AGENCY
Maryland Higher Education Commission

2. DIVISION
Personnel, Accounting and General Services

3. UNIT
Personnel

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Personnel Correspondence, Reports and Miscellaneous

5. EARLIEST YEAR/LATEST YEAR
____ TO ____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
Department of Personnel Part-time Quarterly Reports: Department of Personnel Annual Reports: Agency Personnel Budget Reports:

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER _____

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER _____

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER _____ MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Office: Retain for 5 years, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE