

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 2048
Agency Department of Business & Economic Development		Page 1 of 4 Division/Unit Administration/Office of Budget & Finance
Item No.	Description	Retention
1.	<p>Accounting Records 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>General Accounting Records</p> <ul style="list-style-type: none"> Certificate of Deposit and Bank Deposit Slips Distribution of Charges Memorandum of Adjustment Monthly Report of State Funds Collected and Deposited Bank Books, Statements and Deposit Receipts Cancelled Checks, Check Copies and Check Stubs Delivery Orders and Receipts Paid Bills and Invoices Receiving Reports Requisitions and Purchase Orders Expense Vouchers Requests for Advances 	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy

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2.	<p><u>Special Accounting Records</u></p> <p>Reports of audits conducted by the Legislative Auditors Stars Reports. Final year end reports of revenues, expenditures & Budget Appropriation R-Stars Reports, Official records of Federal Grant Expenditure and revenues. Paid Bonds and Coupons Budget Papers and Work Sheets Withholding Tax forms and Statements (local, state and federal) Journal Entries Journal Entry Logs 1099 Maintenance Forms</p> <p>Reports of audits conducted by persons or agencies other than the Legislative Auditors, Budget Schedule Amendment</p> <p>Books of Final Entry – General Ledgers</p>	<p>Retain for ten (10) years then destroy.</p> <p>Retain permanently. Transfer to State Archives periodically</p>
3.	<p><u>Budget and Fiscal Planning Records</u></p> <p>Budget Estimates Materials and Supplies Physical Inventory Report of Fixed Assets Report of materials and Supplies Request for Position Action</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
4.	<p><u>Payroll Accounting Records</u></p> <p>Employee Roster Card File Payroll and Check Register Payroll Exceptions Time Report Payroll Transmittals Payroll Warrants</p>	<p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy</p>

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5.	<p><u>Miscellaneous Account Records</u> Gas Withdrawal Tickets and Mileage Reports Memorandum Receipt and Property Condemnation Reports Periodic Financial Reports to Local/State Agencies Receipt Copies and Stubs Reconciliation and Trial Balance Sheets Renewable Licenses Stock Record Cards Time Sheets (Local, State, and Federal)</p>	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy
6.	<p><u>Withholding Tax forms and Statements</u></p>	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
7.	<p><u>Purchasing Records</u> Actual Emergency and Repairs Reports Copy of Contract Awarded Credit memorandum Notice of Award of Contract Requisitions for Equipment ordered from DGS Purchase Orders Report of Partial Delivery Requisition for Supplies and Equipment (In-House)</p>	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
8.	<p><u>Expenditure of Funds</u> Supporting documents pertaining to the Department's expenditure of funds, such as, budget papers and worksheets and status of funds materials.</p>	
9.	<p><u>Reports (Budget, Evaluation, Special Studies, Data Analysis, etc.)</u> A. Budget History – tracking of Department's budget, including information pertaining to formulation of the budget request, decision-making process, follow-up, negotiations, etc. (includes Budget Submissions)</p> <p>1. PPES Guidance Package – primary method for obtaining local input for budget decision-making process.</p> <p>2. PPES Feedback Package – summarizes local Department responses, prioritizes items and is used as a tool when formulating the Department's budget request</p>	Retain for ten (10) years from issue date, then destroy.

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RECORDS MANAGEMENT DIVISION
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	<p>2. Data Analysis – includes items related to various programs operated by the Department.</p> <p>B. <u>General Planning Documents</u></p> <p>Executive Plan – consists of Executive Summary and Departmental Plan – deals with goals, conditions and trends, priorities and implementation plans, as well as individual program plans.</p> <p>C. <u>Evaluation Reports</u> – includes APER, which describes specific accomplishments and problems of each State project and gives overall assessment of programs Performance.</p> <p>D. <u>Special Studies</u> – includes various reports which address Specific topics.</p>	<p>Retain permanently for eventual transfer to MD State Archives</p>

Schedule Approved by Department, Agency or Division Representative.

Date: 10/27/98

Signature: [Signature]

Typed Name: Tim La Valle

Title: Director, Office of General Services

Schedule Authorized by State Archivist

Date: NOV 30 1998

Signature: [Signature]

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>1</u>
1. Department/Agency <u>DBES</u>	2. Division <u>ADMINISTRATION</u>	3. Unit <u>BUDGET + FINANCE</u>
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 <u>ACCOUNTING RECORDS</u>	5. Earliest Year/Latest Year <u>1/94</u> to <u>10/98</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>ALL STANDARD ACCOUNTING FORMS AND OTHER ACCOUNTING MEDIA WHICH PROVIDE SUPPORTING DATA FOR THE SPECIAL AND GENERAL ACCOUNTING RECORDS TYPES ARE IDENTIFIED ON DGS FORM 550-1, (ATTACHED) UNDER ITEM #1, SUBSECTION A-F.</u>		
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>42</u> Number <u>17.5 ROWS (GFT) FILE SHELVING</u> 10. Annual Accumulation <u>12</u> Number <u>6.6 ROWS (GFT) FILE SHELVING</u>
11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. File Becomes Inactive After <u>3-10</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. Current Location(s) (Bldg., Floor, Room) <u>217 E Redwood ST SUITE 1501</u> <u>BALTIMORE, MD. 21202</u>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>PIR + AIP @ COMP OF TREAS.</u>	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention .	
19. Name and Title of Preparer <u>John J. McCloskey</u>	20. Telephone Number <u>410-767-2378</u>	21. Date <u>10/16/98</u>