DGS-550-1
REV. 7/86

SCHEDULE NO. 2064

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

Comptroller of the Treasury — Revised July, 1995 — Data Processing Division

Agency — Division

Item No.	Description	Retention
	SUPERSEDES SCHEDULE #1006, 1684	
1.	Procurement Transmittals	
	Requests For Approval of Solicitation/Contract For Services Or Data Processing Services And Supplies.	Retain, in office, until the contract, which the procurement transmittal is approving, is completed. For this purpose, retain the current fiscal year file and seven (7) previous fiscal year files, then destroy.
2.	Inventory	
	Fixed Asset Inventory Records	Retain, in office, for three (3) years or until all audit requirements have been fulfilled, then destroy.
3.	Contracts	
	Original versions of Comptroller of the Treasury/Data Processing Division contracts.	Retain, in office, until the contract is completed, then send to the State Records Center for three (3) years, then destroy.
4.	Procurement	
	a) Unscheduled Requisitions Purchase Orders Emergency Sole Source Justification/Requisitions	Retain, in office, for three (3) years or until all audit requirements have been fulfilled, then destroy.

Schedule Approved by Department, Agency, or Division Representative

4/5/99 — David W. Harrington, Manager
Date — Signature — Title

Schedule Authorized by

JUN 8 1999 — Edward C. Papenfuss
Date — State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
	b) Requests For Proposal Requests For Quotation Invitations For Bid	The winning proposal (one copy only) must be retained for three (3) years after the expiration of the contract. Retain, in office, for three (3) years, then send to the State Records Center for three (3) years, then destroy.
	c) Request For Proposal Request For Quotation Invitation For Bid	The losing proposal(s) (one copy only) must be retained for one (1) year and longer if any protest(s) has been made. If any protest(s) is made, the losing proposal(s) must be held until after all legal remedies have expired. Retain, in office, for one (1) year, then destroy.
5.	Payroll	
	Exception Time Reports Check Registers	Retain, in office, for four (4) years or until all audit requirements have been fulfilled, then destroy.
6.	Accounts Payable	
	Invoices – paid bills	Retain, in office, for three (3) years or until all audit requirements have been fulfilled, then destroy.
7.	Accounts Receivable	
	Billing System – daily, weekly, monthly, annual reports, invoice, and other associated documentation. Receivables journal.	Retain, in office, for three (3) years or until all audit requirements have been fulfilled, then destroy.
8.	Leavekeeping	
	Bi-Weekly Time and Attendance Reports Leave Cards Associated documentation regarding leave	Retain, in office, for three (3) years or until all audit requirements have been fulfilled, then destroy.
9.	Budget	
	Budget papers	Retain, in office, for three (3) years or until all audit requirements have been fulfilled, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
10.	General Correspondence & Administrative Files	
	Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other material related to the appropriate organization element (e.g. Department, Agency, Commission, Office, Program, Division, Branch, County, City, etc.) which the schedule is, or will be applicable.	Screen annually and destroy that material no longer needed for current business. Retain all other material for three (3) years, then destroy. Directives, policies, and other materials related to the planning and policies for the Data Processing Division should be retained permanently for eventual transfer to the Maryland State Archives.
11.	Personnel (Non-Record Information)	
	A personnel file regarding each current employee and each former employee of the Data Processing Division.	Current employees - retain, in office, as long as the employee is current. Former employees - retain, in office, destroy when no longer needed.
12.	Publications Prepared by the Data Processing Division	
	Publications may include the following: Users' Guide, Personal Computer Guidelines, Administrative Services Procedures Manual, Customer Agency Planning Summary, Annapolis Data Center Standards Manual, Disaster Recovery Manual, Applications and Systems Center Standards Manual.	Retain, in office, one copy permanently for eventual transfer to the State Archives.
13.	Documentation	
	Applications and Systems Center systems and programming documentation. Annapolis Data Center Operations job documentation Annapolis Data Center Data Entry job documentation	Retain, in office, until the documentation becomes obsolete, then destroy.
14.	Console Log	
	Annapolis Data Center Operations report which contains an entry for every job processed on the mainframe computer system and the operator responses to system queries.	Retain, in office, for one (1) year, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
15.	Security	
	Annapolis Data Center Access Control Facility (ACF2) documentation and reports.	Documentation
	Active Logonid - documentation which identifies individuals who are authorized to use the mainframe computer system.	Active Logonid - retain, in office, as long as the logonid is active.
	Inactive Logonid - documentation which identifies individuals whose	Inactive Logonid - retain, in office, for six (6) months, then destroy.
	Violation Reports - reports which identify those individuals who have breeched or attempted to breech security procedures.	Violation Reports - retain, in office, for three (3) years, then destroy.
	Logging Reports - reports which identify those individuals whose Access to the mainframe computer system are logged.	Logging Reports - retain, in office, for ninety (90) days, then destroy.
16.	Billing System	
	Administrative Services' daily, weekly, monthly, and annual Billing System documentation, reports and invoices.	Retain, in office, for three (3) years or until all audit requirements have been fulfilled, then destroy.
17.	Year 2000 Documentation	
	Applications and Systems Center Year 2000 project planning and testing documentation, reports, schedules, correspondence, etc.	Retain for five (5) years, then destroy.

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