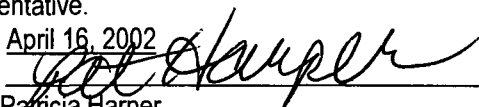


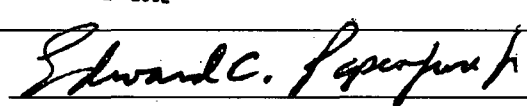
DEPARTMENT OF GENERAL SERVICES .  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 2206  
 Page 1 of 2

Agency <b>Maryland Department of Planning</b>	Division/Unit <b>Administration/Accounting</b>
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Item No.	Description	Retention
1.	<b><u>ACCOUNTING RECORDS</u></b>	
	<b>A. <u>General Accounting Records</u></b>	
	Certificate of Deposit and Bank Deposit Slips	<b>Retain for five (5) years and until all requirements have been fulfilled, then destroy.</b>
	Distribution of Charges	
	Memorandum of Adjustments	
	Monthly Report of State Funds Collected and Deposited	
	<b>B. <u>Special Accounting Records</u></b>	
	Reports of audits conducted by the Legislative Auditors	<b>Retain for ten (10) years then destroy.</b>
	Reports of audits conducted by persons or agencies other than the Legislative Auditors	<b>Retain permanently. Transfer to State Archives periodically.</b>
	Books of Final Entry – General Ledgers	<b>Retain permanently. Transfer to State Archives periodically.</b>
	<b>C. <u>Budget and Fiscal Planning Records</u></b>	
	Budget Estimates	<b>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</b>
	Budget Schedule Amendment	
	Materials and Supplies Physical Inventory	
	Report of Fixed Assets	
	Report of Materials and Supplies	
	Request for Position Action	
	<b>D. <u>Payroll Accounting Records</u></b>	
	Employee Roster Card File	<b>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</b>
	Payroll and Check Register	
	Payroll Exceptions Time Report	
	Payroll Transmittals	
	Payroll Warrants	
	<b>E. <u>Miscellaneous Accounting Records</u></b>	
	Bank Books, Statements, and Deposit Receipts	<b>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy</b>
	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	

Schedule Approved by Department, Agency or Division Representative.  
 Date April 16, 2002  
 Signature   
 Typed Name Patricia Harper  
 Title Office Manager

Schedule Authorized by State Archivist.  
 Date MAY 02 2002  
 Signature 

DEPARTMENT OF GENERAL SERVICES .  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

Schedule No. 2206  
 Page 2 of 2

Agency <i>Maryland Department of Planning</i>	Division/Unit <i>Administration/Accounting</i>
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Item No.	Description	Retention
	Paid Bonds and Coupons Periodic Financial Reports to Local/State Agencies Receipt Copies and Stubs Receiving Reports Reconciliation and Trial Balance Sheets Renewal Licenses Requisitions and Purchase Orders Stock Record Cards Time Sheets Withholding Tax Forms and Statements (Local, State, and Federal)	