

Department of General Services
Records Management Division
RECORDS RETENTION and DISPOSAL SCHEDULE

Schedule No.
971-79

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Agency
Maryland State Police

Division/Unit
Budget and Finance Division (BFD)

| Item No. | Description | Retention |
|----------|--|--|
| | This Schedule establishes a schedule for the Office of Management and Finance by transferring items previously under schedule 971-02-A-5. | |
| 79-1 | <u>BUDGET FILES</u> Contains all analysis, studies, reports, projections, etc., generated by Office of Management and Finance (OMF) in the process of preparing the fiscal year budgets for the Department. | Retain in OMF for 5 years, then transfer to the State Records Center for an additional 5 years retention, then destroy. |
| 79-2 | <u>SPECIAL ACCOUNTING RECORDS</u> Books of Final Entry - General Ledgers | Permanent file retained in Finance Section. Transfer periodically to State Archives. |
| 79-3 | <u>GENERAL ACCOUNTING RECORDS</u> Memorandum of Adjustments, Distribution of Charges, Transmittals, Certificate of Deposit Slips, FMIS Computer Printouts. | Retained in Finance Section for 3 years and until audited, then destroy. |
| 79-4 | <u>PAYROLL ACCOUNTING RECORDS</u> Payroll and Check Register, Payroll Exceptions Time Reports, Payroll Warrants, Payroll transmittals, Employee Roster Card File. | Retain in Finance Section for 3 years and until audited, then destroy. |
| 79-5 | <u>MISCELLANEOUS ACCOUNTING RECORDS</u> Paid Bills and Invoices, Receipt Copies and Stubs, Bank Books, Statements and Deposit Receipts, Canceled Checks, Check Copies, and Check Stubs, Reconciliation and Trial Balance Sheets, Budget Papers and Work Sheets, Requisitions and Purchase Orders, Excess Property Declaration, Periodic Financial Reports to Local and State Agencies, Reports of missing or stolen State property. | Retain in Finance Section for 3 years and until audited, then destroy. |
| 79-6 | <u>CLOSED PROPERTY RECORDS</u> Contains all completely closed property records and all attachments (Forms 63, 64, and 67). | Record copy retained in Finance Section for 5 years, then transfer to State Records Center for an additional 10 years retention, then destroy. |

Approved by Department, Agency, Division, or Unit Representative

Schedule Authorized by State Archivist

Date: April 20, 2005

Date: JUL 11 2005

Signature: Thomas L. Vondersmith, Jr.

Signature: Edward C. Papenfuss

Type Name: Thomas L. Vondersmith, Jr.

Title: Department Records Schedule Manager

Department of General Services
Records Management Division
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(Continuation Sheet)

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| Item No. | Description | Retention |
|----------|--|--|
| 79-7 | <u>FEDERAL GRANT AWARD FILES</u> Contains data relating to the availability, collection, custody, and expenditure of funds awarded to the Department through federal grants. | Retain until audit requirements have been met, the transfer to the State Records Center for an additional 10 years retention, then destroy. |
| 79-8 | <u>STATE AID FOR POLICE PROTECTION</u> Contains financial statements, computations, expenditures, and related data used to support and document the financial commitment to each county in the State receiving State Aid for Police Protection. | Retain in Finance Section for 3 years and until audited, then transfer to the State Records Center for an additional 20 years retention, then destroy. |