

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

Schedule No. 2367

Page 1 of 2

Agency

Maryland Environmental Service

Division/Unit

Accounting & Finance

Item No.

Description

SUPERSEDES SCHEDULE 2153

Retention

1.

Accounting Records

This series includes all standard accounting forms as well as other accounting media which provide supporting data for the specific 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 record series be altered, the schedule may be amended to reflect such changes.

MES will use all or some of the following records which are governed by the indicated retention period.

A. General Accounting Records

- periodic financial reports
- original journal entries
- bank confirmations
- collection correspondence
- physical inventory records
- report of fixed assets
- bank books and statements
- cancelled checks
- mileage reports
- paid invoices, receiving reports, purchase orders
- A/P check register
- receipt copies and stubs
- renewable licenses
- cost center set up and contracts
- copies of invoices and correspondence
- year 2000 plan of action, inventory and certification

retain for 5 years and until all audit requirements have been fulfilled, then destroy

Schedule Approved by Department, Agency, or Division Representative.

Date 03/02/05

Signature

Hament Patel

Typed Name Hament Patel

Title Controller

Schedule Authorized by State Archivist

Date DEC 15 2005

Signature

Edward C. [Signature]

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. 2367
		Page 2 of 2
Agency	Maryland Environmental Service	Division/Unit
		Accounting and Finance
Item No.	Description	Retention
	B. Special Accounting Records	
	- reports of audits conducted by the Legislative auditors	retain for 10 yr then destroy
	- reports of audits conducted by entities other than the Legislative auditors	Retain permanently, transfer periodically to State Archives
	- books of final entry, general ledger	Retain permanently, transfer periodically to State Archives
	- grant records	retain until final grant audit then destroy
	- bond documents	retain until bond retirement and all audit requirements have been fulfilled, then destroy
	- trustee statements	
	- Continuing Disclosure Statements	
	C. Computer Files back-up	
	- Network, monthly DLT back-up (email, applications, drawings, GIS)	retain for 5 years and until all audit requirements have been fulfilled, then destroy
	- AS 400 files (GL, payroll, AP, AR)	retain for 20 years, then destroy
	D. Budget and Fiscal Planning Records	
	- budget approval	retain for 3 years and until all audit requirements have been fulfilled, then destroy
	- budget estimates	
	- budget amendments	
	- budget allocation schedules and worksheets	
	E. Payroll Accounting Records	
	- time sheets and deductions	retain for 5 years and until all audit requirements have been fulfilled, then destroy
	- payroll and check register	
	- payroll tax forms (Federal, State)	
	- W-2	retain for 5 years, then destroy
	- human resources transaction forms and adjustments	retain for term of employment, then to human resources

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORD RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>8</u>	
1. DEPARTMENT/AGENCY - Maryland Environmental Service		2. DIVISION - Accounting & Finance		3. UNIT -	
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 - <p style="text-align: center;">General Accounting Records</p>				5. EARLIEST YEAR / LATEST YEAR FY <u>00</u> TO _____	
6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.) Periodic financial reports; original journal entries; bank confirmations; collection correspondence; physical inventory records; report of fixed assets; bank books & statements; cancelled checks; mileage reports; paid invoices; receiving reports; purchase orders; A/P check register; receipt copies & stubs; renewable licenses; cost center set up and contracts; copies of invoices and correspondence; inventory and certification------(This series represents the core paper documentation for the accounting departments day to day operation).					
7. RECORDS RETENTION FORMAT <input checked="" type="checkbox"/> Letter Size ___ Microfilm ___ Legal Size ___ Computer Tape ___ Bound Book ___ Floppy Disc ___ Audio Tape ___ Video Tape <input checked="" type="checkbox"/> Other (Specify) <u>LaserFiche Electronic Digital Imaging System</u>		8. RECORDS SERIES SEQUENCE <input checked="" type="checkbox"/> <u>2</u> Alphabetical ___ Numerical <input checked="" type="checkbox"/> <u>1</u> Chronological ___ Geographical ___ Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawers (s) ___ Microfilm Reel (s) ___ Computer Tape (s) ___ Other (Specify) _____ <u>500</u> Number of	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawers (s) ___ Microfilm Reel (s) ___ Computer Tape (s) ___ Other (Specify) _____ <u>10</u> Number of	
11. FILE IS USED <input checked="" type="checkbox"/> Daily ___ Weekly ___ Monthly		12. FILE BECOMES INACTIVE AFTER <input checked="" type="checkbox"/> <u>5</u> Number of _____ Month(s) <input checked="" type="checkbox"/> Year(s)			
13. CURRENT LOCATIONS (Bldg., Floor, Room) <u>Yr 1-2 office, 3-5 basement</u>		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) ___ Yes _____ <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law (s) & regulation (s)) ___ Yes _____ <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS ___ None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED (If yes, describe briefly and describe any hardware/software) ___ Yes _____ <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION <p style="text-align: center;">Retain for 5 years and until all audit requirements have been fulfilled, then destroy</p>			
19. NAME AND TITLE OF PREPARER Hament Pstel Controller		20. TELEPHONE NUMBER 410.729.8274 hpate@menv.com		21. DATE 3/5/2005	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORD RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>2</u> OF <u>8</u>	
1. DEPARTMENT/AGENCY - Maryland Environmental Service		2. DIVISION - Accounting & Finance		3. UNIT -	
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 - Special Accounting Records - Legislative Audits				5. EARLIEST YEAR / LATEST YEAR FY 95 TO _____	
6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.) Reports of audits conducted by legislative auditors					
7. RECORDS RETENTION FORMAT <input checked="" type="checkbox"/> Letter Size ___ Microfilm ___ Legal Size ___ Computer Tape ___ Bound Book ___ Floppy Disc ___ Audio Tape ___ Video Tape ___ Other (Specify) _____		8. RECORDS SERIES SEQUENCE ___ Alphabetical ___ Numerical <input checked="" type="checkbox"/> Chronological ___ Geographical ___ Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawers (s) ___ Microfilm Reel (s) ___ Computer Tape (s) ___ Other (Specify) _____ 10 Number of	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawers (s) ___ Microfilm Reel (s) ___ Computer Tape (s) ___ Other (Specify) _____ 1 Number of	
11. FILE IS USED ___ Daily ___ Weekly <input checked="" type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER 10 Number of ___ Month(s) <input checked="" type="checkbox"/> Year(s)			
13. CURRENT LOCATIONS (Bldg., Floor, Room) Yr 1-5 office, 5-10 basement		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) ___ Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law (s) & regulation (s)) ___ Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS ___ None <input checked="" type="checkbox"/> State ___ Federal ___ Independent			
17. IS AN INDEX SYSTEM USED (If yes, describe briefly and describe any hardware/software) ___ Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION <p style="text-align: center;">Retain for 10 years then destroy</p>			
19. NAME AND TITLE OF PREPARER Hament Pstel Controller		20. TELEPHONE NUMBER 410.729.8274 hpate@menv.com		21. DATE 3/5/2005	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORD RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>8</u>	
1. DEPARTMENT/AGENCY - Maryland Environmental Service		2. DIVISION - Accounting & Finance		3. UNIT -	
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 - Special Accounting Records - corporate audits, books of final entry & general ledger				5. EARLIEST YEAR / LATEST YEAR FY 95 TO	
6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.) Reports of audits conducted by entities other than the legislative auditors-----General Ledger					
7. RECORDS RETENTION FORMAT <input checked="" type="checkbox"/> Letter Size ___ Microfilm ___ Legal Size ___ Computer Tape ___ Bound Book ___ Floppy Disc ___ Audio Tape ___ Video Tape ___ Other (Specify) _____		8. RECORDS SERIES SEQUENCE ___ Alphabetical ___ Numerical <input checked="" type="checkbox"/> Chronological ___ Geographical ___ Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawers (s) ___ Microfilm Reel (s) ___ Computer Tape (s) ___ Other (Specify) _____ 50 Number of	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawers (s) ___ Microfilm Reel (s) ___ Computer Tape (s) ___ Other (Specify) _____ 5 Number of	
11. FILE IS USED <input checked="" type="checkbox"/> Daily ___ Weekly ___ Monthly		12. FILE BECOMES INACTIVE AFTER <input checked="" type="checkbox"/> Number of _____ Month(s) ___ Year(s)			
13. CURRENT LOCATIONS (Bldg., Floor, Room) Yr 1-5 office, all else basement		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) ___ Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law (s) & regulation (s)) ___ Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS ___ None ___ State ___ Federal <input checked="" type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED (If yes, describe briefly and describe any hardware/software) ___ Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION <p style="text-align: center;">Retain for 20 years, then destroy</p>			
19. NAME AND TITLE OF PREPARER Hament Pstel Controller		20. TELEPHONE NUMBER 410.729.8274 hpate@menv.com		21. DATE 3/5/2005	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORD RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>4</u> OF <u>8</u>
1. DEPARTMENT/AGENCY - Maryland Environmental Service	2. DIVISION - Accounting & Finance	3. UNIT -
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 - <p style="text-align: center;">Special Accounting Records - grant records</p>	5. EARLIEST YEAR / LATEST YEAR ____ TO ____	
6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.) Records associated with administration and management of grants and loans. The purpose of these records is to provide documentation of grant eligible expenses and disbursement		
7. RECORDS RETENTION FORMAT <input checked="" type="checkbox"/> Letter Size ____ Microfilm ____ Legal Size ____ Computer Tape ____ Bound Book ____ Floppy Disc ____ Audio Tape ____ Video Tape ____ Other (Specify) _____	8. RECORDS SERIES SEQUENCE ____ Alphabetical ____ Numerical ____ Chronological ____ Geographical <input checked="" type="checkbox"/> Other (Specify) <u>By grant</u>	9. VOLUME <input checked="" type="checkbox"/> File Drawers (s) ____ Microfilm Reel (s) ____ Computer Tape (s) ____ Other (Specify) _____ <u>10</u> Number of 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawers (s) ____ Microfilm Reel (s) ____ Computer Tape (s) ____ Other (Specify) _____ <u>2</u> Number of
11. FILE IS USED ____ Daily ____ Weekly <input checked="" type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER ____ Number of ____ Month(s) ____ Year(s)	
13. CURRENT LOCATIONS (Bldg., Floor, Room) Yr 1-5 office, all else basement	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) ____ Yes <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite law (s) & regulation (s)) ____ Yes <input checked="" type="checkbox"/> No	16. AUDIT REQUIREMENTS ____ None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal ____ Independent	
17. IS AN INDEX SYSTEM USED (If yes, describe briefly and describe any hardware/software) ____ Yes <input checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION <p style="text-align: center;">Retain until final grant audit then destroy</p>	
19. NAME AND TITLE OF PREPARER Hament Pstel Controller	20. TELEPHONE NUMBER 410.729.8274 hpate@menv.com	21. DATE 3/5/2005

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORD RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>5</u> OF <u>8</u>	
1. DEPARTMENT/AGENCY - Maryland Environmental Service		2. DIVISION - Accounting & Finance		3. UNIT -	
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 - Special Accounting Records - bond documents, trustee statements, continuing disclosure				5. EARLIEST YEAR / LATEST YEAR _____ TO _____	
6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.) Records associated with administration and management of bond funded projects.					
7. RECORDS RETENTION FORMAT <input checked="" type="checkbox"/> Letter Size ___ Microfilm ___ Legal Size ___ Computer Tape ___ Bound Book ___ Floppy Disc ___ Audio Tape ___ Video Tape ___ Other (Specify) _____		8. RECORDS SERIES SEQUENCE ___ Alphabetical ___ Numerical ___ Chronological ___ Geographical <input checked="" type="checkbox"/> Other (Specify) <u>By bond</u>		9. VOLUME <input checked="" type="checkbox"/> File Drawers (s) ___ Microfilm Reel (s) ___ Computer Tape (s) ___ Other (Specify) _____ 10 Number of	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawers (s) ___ Microfilm Reel (s) ___ Computer Tape (s) ___ Other (Specify) _____ 2 Number of	
11. FILE IS USED ___ Daily ___ Weekly <input checked="" type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER ___ Number of ___ Month(s) ___ Year(s)			
13. CURRENT LOCATIONS (Bldg., Floor, Room) Yr 1-5 office, all else basement		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) ___ Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law (s) & regulation (s)) ___ Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS ___ None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal ___ Independent			
17. IS AN INDEX SYSTEM USED (If yes, describe briefly and describe any hardware/software) ___ Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain until all bond retirement and all audit requirements have been fulfilled, then destroy			
19. NAME AND TITLE OF PREPARER Hament Pstel Controller		20. TELEPHONE NUMBER 410.729.8274 hpate@menv.com		21. DATE 3/5/2005	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORD RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>6</u> OF <u>8</u>	
1. DEPARTMENT/AGENCY - Maryland Environmental Service		2. DIVISION - Accounting & Finance		3. UNIT - Budget	
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 - <p style="text-align: center;">Budget and fiscal Planning Records</p>				5. EARLIEST YEAR / LATEST YEAR FY <u>02</u> TO _____	
6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.) Records associated with budget preparation and management.					
7. RECORDS RETENTION FORMAT <input checked="" type="checkbox"/> Letter Size ___ Microfilm ___ Legal Size ___ Computer Tape ___ Bound Book ___ Floppy Disc ___ Audio Tape ___ Video Tape ___ Other (Specify) _____		8. RECORDS SERIES SEQUENCE ___ Alphabetical <input checked="" type="checkbox"/> Numerical ___ Chronological ___ Geographical ___ Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawers (s) ___ Microfilm Reel (s) ___ Computer Tape (s) ___ Other (Specify) _____ <u>3</u> Number of	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawers (s) ___ Microfilm Reel (s) ___ Computer Tape (s) ___ Other (Specify) _____ <u>1</u> Number of	
11. FILE IS USED <input checked="" type="checkbox"/> Daily ___ Weekly ___ Monthly		12. FILE BECOMES INACTIVE AFTER <u>3</u> Number of _____ Month(s) ___X_ Year(s)			
13. CURRENT LOCATIONS (Bldg., Floor, Room) Yr 1-3 office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) ___ Yes _____ <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law (s) & regulation (s)) ___ Yes _____ <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS ___ None <input checked="" type="checkbox"/> State ___ Federal <input checked="" type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED (If yes, describe briefly and describe any hardware/software) ___ Yes _____ <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION <p style="text-align: center;">Retain for 3 years and until all audit requirements have been fulfilled, then destroy.</p>			
19. NAME AND TITLE OF PREPARER Hament Pstel Controller		20. TELEPHONE NUMBER 410.729.8274 hpate@menv.com		21. DATE 3/5/2005	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORD RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>7</u> OF <u>8</u>	
1. DEPARTMENT/AGENCY - Maryland Environmental Service		2. DIVISION - Accounting & Finance		3. UNIT - Payroll	
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 - <p style="text-align: center;">Payroll Accounting Records</p>				5. EARLIEST YEAR / LATEST YEAR FY <u>00</u> TO <u> </u>	
6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.) Records associated with employee payroll, payroll check register, payroll tax forms and timesheets, employee W-2 tax forms.					
7. RECORDS RETENTION FORMAT <input checked="" type="checkbox"/> Letter Size ___ Microfilm ___ Legal Size ___ Computer Tape ___ Bound Book ___ Floppy Disc ___ Audio Tape ___ Video Tape <input checked="" type="checkbox"/> Other (Specify) <u>LaserFiche Electronic Document Imaging System</u>		8. RECORDS SERIES SEQUENCE ___ Alphabetical ___ Numerical <input checked="" type="checkbox"/> Chronological ___ Geographical ___ Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawers (s) ___ Microfilm Reel (s) ___ Computer Tape (s) ___ Other (Specify) _____ <u>100</u> Number of	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawers (s) ___ Microfilm Reel (s) ___ Computer Tape (s) ___ Other (Specify) _____ <u>15</u> Number of	
11. FILE IS USED ___ Daily <input checked="" type="checkbox"/> Weekly ___ Monthly		12. FILE BECOMES INACTIVE AFTER <u>5</u> Number of _____ Month(s) ___ Year(s)			
13. CURRENT LOCATIONS (Bldg., Floor, Room)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) ___ Yes _____ <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law (s) & regulation (s)) ___ Yes _____ <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS ___ None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED (If yes, describe briefly and describe any hardware/software) ___ Yes _____ <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION <p style="text-align: center;">Retain for 5 years and until all audit requirements have been fulfilled, then destroy</p>			
19. NAME AND TITLE OF PREPARER Hament Pstel Controller		20. TELEPHONE NUMBER 410.729.8274 hpate@menv.com		21. DATE 3/5/2005	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORD RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>8</u> OF <u>8</u>	
1. DEPARTMENT/AGENCY - Maryland Environmental Service		2. DIVISION - Accounting & Finance		3. UNIT - Payroll	
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 - Payroll Accounting Records-HR transaction forms & adjustments				5. EARLIEST YEAR / LATEST YEAR FY <u> </u> TO <u> </u> FY <u>00</u>	
6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.) Forms from MES HR for rate of compensation, deductions and classification					
7. RECORDS RETENTION FORMAT <input checked="" type="checkbox"/> Letter Size ___ Microfilm ___ Legal Size ___ Computer Tape ___ Bound Book ___ Floppy Disc ___ Audio Tape ___ Video Tape ___ Other (Specify) _____		8. RECORDS SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical ___ Numerical ___ Chronological ___ Geographical ___ Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawers (s) ___ Microfilm Reel (s) ___ Computer Tape (s) ___ Other (Specify) _____ 10 Number of	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawers (s) ___ Microfilm Reel (s) ___ Computer Tape (s) ___ Other (Specify) _____ 1 Number of	
11. FILE IS USED ___ Daily <input checked="" type="checkbox"/> Weekly ___ Monthly		12. FILE BECOMES INACTIVE AFTER ___ Number of ___ Month(s) ___ Year(s)			
13. CURRENT LOCATIONS (Bldg., Floor, Room) Payroll Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) ___ Yes _____ <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law (s) & regulation (s)) ___ Yes _____ <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None ___ State ___ Federal ___ Independent			
17. IS AN INDEX SYSTEM USED (If yes, describe briefly and describe any hardware/software) ___ Yes _____ <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain for term of employment, then to HR for disposition			
19. NAME AND TITLE OF PREPARER Hament Pstel Controller		20. TELEPHONE NUMBER 410.729.8274 hpate@menv.com		21. DATE 3/5/2005	

INSTRUCTIONS - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1). COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page <u>1</u> of <u>2</u>	
1. DEPARTMENT/AGENCY Maryland Environmental Service		2. DIVISION Accounting & Finance		3. UNIT PC/LAN	
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes.					
4. ELECTRONIC RECORD SERIES TITLE Computer back-up files - AS 400 files (GL, payroll, AP, AR)				5. EARLIEST YEAR/LATEST YEAR <u>FY 85</u> TO _____	
6. INPUT - Identify source of information to be entered. MES employees and agents			7. OUTPUT - Identify use/s of information generated by system. MES employees and agents		
8. ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. The main purpose of JD Edwards system is to keep accounting and human resource records. This system keeps records pertaining to all transactions at original transaction level.					
9. POLICY ON ACCESS AND USE - Explain or attach a copy if established in writing. On line data can be accessed by employee based on their security level and function. Stored data can be accessed by DP manager, comptroller, Deputy CFO, CFO and other designated employees.					
10. UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM On line data is updated daily. There is no stored data at this time.					
11. SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established ensure the records and usability throughout the record's authorized life cycle. Media is IBM Magstar MP tape. There are 2 copies, one stored at MES headquarters and the second stored at Arcua Data Security, 8928 McCaw Ct., Columbia MD 21045					
12. RECOMMENDED RETENTION Retain for 20 years, then destroy					
13. TYPED OR PRINTED NAME OF PREPARER Nicholas Kuba		14. TELEPHONE NUMBER 410.729.8651		15. DATE 3/2/2005	
16. TITLE OF PREPARER Chief of IT			FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A		

INSTRUCTIONS - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1). COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>2</u> of <u>2</u> .	
1. DEPARTMENT/AGENCY Maryland Environmental Service		2. DIVISION Accounting & Finance		3. UNIT PC/LAN	
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes.					
4. ELECTRONIC RECORD SERIES TITLE Computer back-up files - Network, monthly DLT				5. EARLIEST YEAR/LATEST YEAR <u>FY 00</u> TO _____ .	
6. INPUT - Identify source of information to be entered. MES employees and agents			7. OUTPUT - Identify use/s of information generated by system. MES employees and agents		
8. ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series contains all Microsoft Office documents and email. It also contains files pertaining to other specialized software used at MES. The main purpose of the system is to save all network records.					
9. POLICY ON ACCESS AND USE - Explain or attach a copy if established in writing. The data can be accessed by the Network Manager, Deputy CFO, CFO and other designated employees					
10. UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updated monthly					
11. SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established ensure the records and usability throughout the record's authorized life cycle. DLT tapes are stored in fire proof safe at MES headquarters					
12. RECOMMENDED RETENTION Retain for 5 years and until all audit requirements have been fulfilled, then destroy					
13. TYPED OR PRINTED NAME OF PREPARER Nicholas Kuba		14. TELEPHONE NUMBER 410.729.8651		15. DATE 3/2/2005	
16. TITLE OF PREPARER Chief of IT			FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A		