

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

Schedule No. 2516

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Agency  
 Department of Transportation

Division/Unit  
 Office of Fleet, Facilities, & Administrative Services

| Item No. | Description  | Retention   |
|----------|--|---|
| 1        | <p>This schedule supersedes schedule 1696.</p> <p><b><u>ACCOUNTING RECORDS</u></b><br/>           This series includes all standard State accounting forms as well as other accounting media providing supporting data for special and general accounting records.</p> <p>Changes in record 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>A. <u>General Accounting Records</u><br/>           Certificates of Deposit and Bank Deposit Slips<br/>           Distribution of Charges<br/>           Memoranda of Adjustments<br/>           Monthly Reports of State Funds Collected and Deposited</p> <p>B. <u>Special Accounting Records</u><br/>           Reports of audits conducted by Legislative Auditors.</p> <p>Reports of audits conducted by persons or agencies other than the Legislative Auditors.</p> <p>Books of final entry – General ledgers</p> | <p>Retain for 3 years and until all audit requirements have been fulfilled and then destroy.</p> <p>Retain for 10 years and then destroy.</p> <p>Retain permanently. Transfer periodically to Maryland State Archives.</p> <p>Retain permanently. Transfer periodically to Maryland State Archives.</p> |

Schedule Approved by Department, Agency, or Division Representative  
 Date: 4/17/2009  
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 Typed Name: Timothy Harmon  
 Title: Director, Office of Fleet, Facilities and Administrative Services

Authorized by State Archivist  
 Date: 4 Jun 09  
 Signature: [Signature]

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|          | <p><b>C. <u>Budget and fiscal Planning Records</u></b><br/>           Budget Estimates<br/>           Budget Schedule Amendment<br/>           Materials and Supplies Physical inventory<br/>           Report of Fixed Assets<br/>           Report of Materials and Supplies<br/>           Request for Position Action</p>  | <p>Retain for 3 years and until all audit requirements have been fulfilled and then destroy.</p> |
|          | <p><b>D. <u>Payroll Accounting Records</u></b><br/>           Employee Roster Card File<br/>           Payroll and Check Register<br/>           Payroll Exception Time Report<br/>           Payroll Transmittals<br/>           Payroll Warrants</p>   | <p>Retain for 3 years and until all audit requirements have been fulfilled and then destroy.</p> |
|          | <p><b>E. <u>Miscellaneous Accounting Records</u></b><br/>           Bank Books, Statements, and Deposit Receipts<br/>           Budget Papers and Work Sheets<br/>           Cancelled Checks, Check Copies and Check Stubs<br/>           Delivery Orders and Receipts<br/>           Gas Withdrawal Tickets and Mileage Reports<br/>           Memorandum Receipts &amp; Property Condemnation Reports<br/>           Paid Bills and Invoices<br/>           Paid Bonds and Coupons<br/>           Periodic Financial Reports to State/Local Agencies<br/>           Receipt Copies and Stubs<br/>           Receiving Reports<br/>           Reconciliation and Trial Balance Sheets<br/>           Renewable Licenses<br/>           Requisitions and Purchase Orders<br/>           Stock Records Cards<br/>           Time Sheets<br/>           Withholding Tax Forms and Statements<br/>           (Local, State, and Federal)</p> | <p>Retain for 3 years and until all audit requirements have been fulfilled and then destroy.</p> |

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|          | <p><b>F. <u>Purchasing Records</u></b></p> <p>This series applies to all State of Maryland Departments and Agencies and includes all standard purchasing forms as well as other purchasing media, which provide supporting data for special and general purchasing records. Purchasing records may include all or some of the following documents:</p> <ul style="list-style-type: none"> <li>Actual Emergency and Repairs Reports</li> <li>Advertising and Bids</li> <li>Agency Interoffice Requisitions</li> <li>Bid and Quote Files</li> <li>Bid Tabulation Records</li> <li>Copies of Contracts Awarded</li> <li>Credit Memoranda</li> <li>Inventory Dispositions</li> <li>Invoices/Expenditure Transfer Authorizations</li> <li>Issue Tickets or Receipts</li> <li>Materials/Supplies Specifications</li> <li>Monthly Expenditure Printouts</li> <li>Notice of Award of Contract</li> <li>Unscheduled Requisitions for Supplies</li> <li>Packing Slips, Shipping Tickets, Bills of Lading</li> <li>Purchasing Orders</li> <li>Purchasing Register</li> <li>Receiving Reports</li> <li>Reports of Delivery/Partial Delivery</li> <li>Requisition form, Miscellaneous</li> <li>Requisitions for Supplies</li> <li>Warehouse Requisitions</li> <li>Automation Management Reports</li> </ul> | <p>Retain in office for 3 years and until all audit requirements have been fulfilled, then transfer to State Records Center for 2 years and then destroy.</p> |

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| 2        | <p><u>ORGANIZATION AND FUNCTION MANUAL</u></p> <p>Organizational change files, including correspondence, approval documentation, original function statements and charts, etc.</p> | Retain Permanently. Transfer periodically to Maryland State Archives.  |
| 3        | <p><u>RECORDS MANAGEMENT</u></p> <p>A. Records Retention and Disposal Schedules</p> <p>B. Records transmittal and receipt forms</p>  | <p>Retain in office until schedule is completely revised, then destroy superseded schedule. (Note: Revised schedules should include any items on previous schedules for which records still exist.)</p> <p>Retain receipts from Archives in office, review annually and destroy when no longer administratively useful. Retain receipts from the State Records Center in office until those records are no longer useful and then destroy.</p> |
| 4        | <p><u>FORMS MANAGEMENT</u></p> <p>A. Forms files</p> <p>B Forms register</p> <p>C. Forms Management Activity Report and Interagency forms Management committee Project</p>         | <p>Retain in office until form becomes obsolete and then destroy.</p> <p>Retain in office for 1 year following the close of the year of records activity and then destroy.</p> <p>Retain in office for 3 years following completion and then destroy.</p>  |

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| 5        | <p><u>GENERAL ADMINISTRATIVE CORRESPONDENCE</u></p> <p>Letters, reports, memoranda, and miscellaneous materials pertaining to the routine administrative and operational duties of the office.</p>  | <p>Retain permanently materials that document the origin, development, functions, and accomplishments of the Department, periodically transferring them to the State Archives. Retain all other material for 3 years and until all audit requirements have been met and then destroy.</p> |
| 6        | <p><u>ASBESTOS REMOVAL FILES</u></p> <p>Files contain asbestos removal materials for all MDOT owned buildings, and contain building surveys, consultant studies, asbestos removal contracts, correspondence with Attorney General and DGS, air sampling test results, health hazard notifications and results, etc.</p> | <p>Retain in office for 3 years after contract is completed, then transfer to the State Records Center for 30 years and then destroy.</p>   |
| 7        | <p><u>CLOSED LEASES</u></p> <p>Contains letters, memoranda, notes, copies of maps, copies of signed leases, and all evidence of leases presented to the board of Public works.</p>  | <p>Retain in office until lease is closed, forward to the State Records Center for 3 years and then destroy.</p>  |
| 8        | <p><u>MISCELLANEOUS CONTRACTS</u></p> <p>Contains miscellaneous contracts (equipment, service, maintenance), all evidence of such contracts being presented to the Board of Public Works, and extended contracts.</p>   | <p>Retain in office until contract is closed, forward to the State Records Center for 3 years and then destroy.</p>   |
| 9        | <p><u>CONSTRUCTION CONTRACTS</u></p> <p>Contains construction contracts, all evidence of contracts being presented to the Board of Public, and executed contracts.</p>  | <p>Retain in office until contract is closed, forward to the State Records Center for 3 years and then</p>  |

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| 10       | <p><u>ARCHITECTURAL AND ENGINEERING CONTRACTS</u></p> <p>Contains architectural and engineering contracts, all evidence of contracts being presented to the Board of Public Works, and executed contracts.</p>   | <p>destroy.</p> <p>Retain in office until contract is closed, forward to the State Records Center for 3 years and then destroy.</p> |
| 11       | <p><u>REAL PROPERTY CONVEYANCES/ACQUISITIONS</u></p> <p>Contains letters, memoranda, notes, copies of maps, copies of signed documents, and all evidence of real property conveyances/acquisitions being presented to the Board of Public Works, and executed contracts.</p>           | <p>Retain in office for 5 years, forward to the State Records Center for 3 years and then destroy.</p>                              |
| 12       | <p><u>TRANSPORTATION PROFESSIONAL SERVICES SELECTION BOARD (TPSSB)</u></p> <p>Project files relating to TPSSB meetings: approvals, waivers, correspondence, and supporting documentation.</p>  | <p>Retain in office for 5 years and then destroy.</p>   |
| 13       | <p><u>PAAR REPORT (Delegated Contracting Action Record)</u></p> <p>Contains copies of original requests and funds certifications from the various modals for delegated contracting actions and copies of the original monthly PAAR reports submitted to the Board of Public Works.</p> | <p>Retain in office for 3 years and then destroy.</p>   |