

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

Schedule No. 2499

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Agency
 Maryland Department of Transportation

Division/Unit
 Office of Audits

Item No.	Description	Retention
1	<p>This schedule supersedes 1942</p> <p><u>AUDITING REPORT</u></p> <p>Includes all standard State auditing forms as well as other auditing media, which provide supporting data for special and general records.</p> <p>Changes in records format will not necessarily require a revision of the retention schedule. However, if the scope or content of a records series is altered, the schedule may be amended to reflect such changes.</p> <p>The following records will be governed by the indicated retention period.</p> <p><u>Special Auditing Records</u></p> <p>Records of audits conducted by Legislative Auditors.</p> <p>Reports of audits conducted by persons or agencies other than the Legislative Auditors.</p> <p>Internal Audit Reports conducted by State agencies.</p>	<p>Retain for 10 years, then destroy.</p> <p>Permanent, transfer periodically to the Maryland State Archives.</p> <p>Permanent, transfer periodically to the Maryland state Archives.</p>
2	<p><u>Budget and fiscal Planning Records</u></p>	

Schedule Approved by Department, Agency, or Division Representative
 Date: 4/7/09
 Signature: [Signature]
 Typed Name: Joseph J. Lambdin
 Title: Director, Office of Audits

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

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Item No.	Description	Retention
3	Budget Estimates Budget Schedule Amendments Materials and Supplies Physical Inventory Report of Fixed Assets Report of Materials and Supplies Request for Position Action <u>Payroll Accounting Records</u> Employee Roster Card File Payroll and Check Register Payroll Exceptions Time Report Payroll Transmittals Payroll Warrants Time Sheets	Retain for 3 years or until all audit requirements have been satisfied and then destroy. Retain for 3 years or until all audit requirements have been satisfied and then destroy.
4	<u>Miscellaneous Accounting Records</u> Budget Papers and Work Sheets Requisitions and Purchase Orders	Retain for 3 years or until all audit requirements have been satisfied and then destroy.
5	<u>General Administrative Correspondence</u> Letters, reports, memoranda, and miscellaneous material pertaining to the routine administrative and operational duties of the office.	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.
6	<u>General Files</u> These are general files that have been created to support daily operations of the Director, Office of Audits.	Retain for 6 years and then destroy.

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Item No.	Description	Retention
7	<p><u>Employee's Personnel Folders (Active)</u></p> <p>An individual folder is maintained for each Office of Audit employee. They contain personnel, expense statements, training certificates, leave records, etc.</p>	<p>Retain until termination of employment and all audit requirements have been satisfied, then transfer to inactive file.</p>
8	<p><u>Employee's Personnel Folders (Inactive)</u></p> <p>An individual folder is maintained for each Office of Audit employee. They contain personnel, expense statements, training certificates, leave records, etc. The active folder is transferred to the inactive folder upon termination of employment.</p>	<p>Retain for 6 years and then destroy.</p>