

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

Schedule No. 2462A1

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**Agency**

COMPTROLLER OF MARYLAND

**Division/Unit**

REVENUE ADMINISTRATION DIVISION

**Item No.**

**Description**

**Retention**

1.

Personal, Corporate, Pass Through Entity (PTE) & Fiduciary Income Tax Returns (123, 500 – 1992-2004 502, 503, 504, - 1998 and future, 505, 510, 515 – 1992 and future, 502D, 500D, 510D, 504D – 2005 and future, 502E, 504E, 500E, and 510E – 2004 and future, MW508 – 2006 and future

Arranged numerically by year. These forms are imaged filed by all residents, and non-residents, corporations and fiduciaries, pass-through entities or employers of the State who have received income or withheld taxes from sources within the State, and are required by existing statutes to file such a return.

Retain scanned document for 60 days; then destroy. Retain image for 5 years on optical disk; then destroy.

Amendment approved by Department, Agency or Division Representative.

Date: 6/22/10

Signature: *James M. Arnie*

Typed Name: James M. Arnie

Title: Director, Revenue Administration Division

Schedule authorized by State Archivist.

Date: 1 July 2010

Signature: *Edward C. Openheimer*