

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

**Schedule No. 2462 A2**

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**Agency**

COMPTROLLER OF MARYLAND

**Division/Unit**

REVENUE ADMINISTRATION DIVISION

**Item No.**

**Description**

**Retention**

1.

**Revenue Accounting**

Daily Remittance Processing documents

MW506 Employers Return of Income Tax Withheld, 502 DEP Individual Declaration of estimated tax, 504 DEP Fiduciary Declaration of estimated tax, Sales and Use Tax Return, Tire Fee Return, all Tax Bill Payment Documents

These forms are filed by various Individuals, Fiduciary and Businesses to report and pay the various taxes due the State of Maryland, they are processed through the remittance processor and the images are available for view through the State of Maryland's Tax System.

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: 9/13/10

Signature: *James M. Arnie*

Typed Name: James M. Arnie

Title: Director, Revenue Administration Division

Schedule authorized by State Archivist.

Date: 22 Sep 10

Signature:

*Edward C. [Signature]*

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