

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

Schedule No. 2562

Page 1 of 9

Agency

Department of Information Technology

Division/Unit

Item  
No.

Description

Retention

Schedule Approved by Department, Agency,  
or Division Representative.

Date

Signature



Typed Name Lynn Buehler

Title Director of Fiscal Services

Schedule Authorized by State Archivist

Date

11 Jan 2011

Signature



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

Schedule No. 2562

Page 2 of 9

<b>Agency</b> Department of Information Technology	<b>Division/Unit</b>
---	----------------------

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
	<p>Selection Criteria</p> <p>The following criteria should be used for determining when a file is selected for permanent retention and forwarded to the Maryland State archives.</p> <ol style="list-style-type: none"> <li>1. A case when judgment / settlement was in excess of \$1 million.</li> <li>2. Any case or file considered to be of archival value for the history of the State of Maryland.</li> </ol>	

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

**Schedule No. 2562**

Page 3 of 9

<b>Agency</b> Department of Information Technology	<b>Division/Unit</b>
---	----------------------

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
1.	<p>Civil Litigation</p> <p>This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies and/or state officials.</p> <ul style="list-style-type: none"> <li>◆ This series includes, but is not limited to: affirmative litigation, amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, torts, unemployment insurance, etc.</li> <li>◆ Contents of a typical file may include: pleadings, briefs, correspondence, settlement, costs, witness depositions, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc.</li> </ul>	<p><i><u>Retention A:</u> For all material other than tort and unemployment insurance, retain in office five (5) years after file is closed. Screen files to identify those meeting the selection criteria. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years; then destroy.</i></p> <p><i><u>Retention B:</u> For Tort and unemployment insurance retain in office three (3) years after the file is closed. Transfer to the State Records Center for an additional five (5) years; then destroy. When a tort matter involves a juvenile and the juvenile has not brought suit or settled, transfer file to the State Records Center for an additional fifteen (15) years to provide for the age of majority period; then destroy.</i></p>

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

**Schedule No. 2562**

Page 4 of 9

<b>Agency</b> Department of Information Technology	<b>Division/Unit</b>
---	----------------------

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
2.	<p><b>Settlement</b></p> <p>This series consists of the files of the DoIT Assistant Attorney General relating to the terminations of lawsuits by agreement with the Board of Public Works.</p> <ul style="list-style-type: none"> <li>◆ Contents of a typical file may include: Settlement Agreements, correspondence, notes, drafts, etc.</li> </ul>	<p><i>Retention: Retain in office for five (5) years after file is closed. Transfer to the State Records Center and retain for an additional twenty (20) years; then destroy.</i></p>
3.	<p><b>Administrative Proceedings</b></p> <p>This series consists of proceedings before administrative agencies performing quasi-judicial duties.</p> <ul style="list-style-type: none"> <li>◆ This series includes, but is not limited to: all administrative proceedings such as those before the Office of Administrative Hearings or before any independent agency, commission, board, department, executive commission or committee acting in a quasi-judicial capacity. Also included are Minority Business Enterprises administrative proceedings and proceedings where companies have been debarred from doing business with, or in, the State of Maryland.</li> <li>◆ Contents of a typical file may include: pleadings, Proposed Findings of Fact, Conclusions of Law, indictments, correspondence, transcripts, administrative law judges' decisions, documents, research, notes, etc.</li> </ul>	<p><i>Retention: Retain in office for five (five) years after file is closed or until expiration of certification or debarment agreement. Screen files to identify those meeting the selection criteria. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to State Records Center to be retained for an additional ten (10) years; then destroy.</i></p>

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

**Schedule No. 2562**

Page 5 of 9

<b>Agency</b> Department of Information Technology	<b>Division/Unit</b>	
<b>Item No.</b>	<b>Description</b>	<b>Retention</b>

4.

**Agreements**

This series consists of preparation, review and/or approval of agreements on behalf of the State, State agencies, and/or State officials.

- ◆ This series includes, but is not limited to: agreements and interagency agreements

Contents of a typical file may include: agreements, correspondence, documents, notes, etc.

*Retention: Retain in office five (5) years after file is closed. Screen files to identify those meeting the selection criteria. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 15 years; then destroy.*

5.

**Financial Transactions**

This series consists of DoIT-generated materials relative to the approval of contracts, fidelity bonds, leases, lease/purchases, loans, grants and inter-agency or intergovernmental agreements involving the transfer of funds, etc.

- ◆ Contents of a typical file may include copies of: contracts, fidelity bonds, leases, loans, grants; and correspondence, drafts, notes, etc

*Retention: Retain in office five (5) years or until administrative value ceases; whichever is first. Transfer to the State Records Center for an additional five (5) years; then destroy.*

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

**Schedule No. 2562**

Page 6 of 9

<b>Agency</b> Department of Information Technology	<b>Division/Unit</b>
---	----------------------

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
6.	<p>Accounting Records</p> <ul style="list-style-type: none"> <li>◆ General Accounting Records <ul style="list-style-type: none"> <li>Certificates of Deposit and Bank Deposit Slips</li> <li>Distribution of Charges</li> <li>Memorandum of Adjustments</li> <li>Monthly Reports of State Funds Collected and Deposited</li> </ul> </li>   <li>◆ Special Accounting Records <ul style="list-style-type: none"> <li>• Reports of audits conducted by the Legislative Auditors.</li>   <li>• Reports of audits conducted by persons or agencies other than the Legislative Auditors</li>   <li>• Books of Final Entry – General Ledgers</li> </ul> </li>   <li>◆ Budget and Fiscal Planning Records <ul style="list-style-type: none"> <li>Budget Estimates</li> <li>Budget Schedule Amendments</li> <li>Materials and Supplies Physical Inventories</li> <li>Reports of Fixed Assets</li> <li>Reports of Materials and Supplies</li> <li>Requests for Position Actions</li> </ul> </li> </ul>	<p><i>Retention: Retain for three (3) years or until all audit requirements have been fulfilled, whichever is later, then destroy.</i></p> <p><i>Retention: Retain for ten (10) years, then destroy.</i></p> <p><i>Retention: Retain permanently. Transfer to the Maryland State Archives every five (5) years.</i></p> <p><i>Retention: Retain permanently. Transfer to the Maryland State Archives every five (5) years.</i></p> <p><i>Retention: Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.</i></p>

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

**Schedule No. 2562**

Page 7 of 9

<b>Agency</b> Department of Information Technology	<b>Division/Unit</b>
---	----------------------

Item No.	Description	Retention
6.	<p>Accounting Records Cont.</p> <ul style="list-style-type: none"> <li>◆ Payroll Accounting Records Employee Roster Cards File Payroll and Check Register Payroll Exceptions Time Report Payroll Transmittals Payroll Warrants</li>   <li>◆ Miscellaneous Accounting Record Bank Books, Statements and Deposit Slips Budget Papers and Worksheets Cancelled Checks, Check Copies and Check Stubs Delivery Order and Receipts Gas Withdrawal Tickets and Mileage Reports Memorandum Receipt and Property Condemnation Reports Paid Bills and Invoices Paid Bonds and Coupons Periodic Financial Reports to Local/State Agencies Receipt Copies and Stubs Receiving Reports Reconciliation and Trial Balance Sheets Renewable Licenses Requisitions and Purchase Orders Stock Record Cards Timesheets Withholding/Tax Forms and Statements, Local, State and Federal</li> </ul>	<p><i>Retention: Retain for three (3) years and until all audit requirements have been fulfilled: then destroy.</i></p> <p><i>Retention: Retain for three (3)<sup>years</sup> and until all audit requirements have been fulfilled; then destroy.</i></p>



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

**Schedule No. 2562**

Page 9 of 9

**Agency** Department of Information Technology **Division/Unit**

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
-----------------	--------------------	------------------

6.

Accounting Records Cont.

- ◆ Vendor List

*Retention: Retain until superseded; then destroy*