

Department of General Services
Records Management Division
RECORDS RETENTION and DISPOSAL SCHEDULE

Schedule No. **971-79-1**

Page 1 of 1

Agency
Maryland State Police

Division/Unit
Finance Division

Item No.	Description	Retention
	Schedule 971-79-1 supersedes Schedule 971-79 in its entirety.	
79-1	<u>BUDGET FILES</u> Contains all analysis, studies, reports, projections, etc., generated by Office of Strategic Planning in the process of preparing the Department's fiscal year budgets.	Retain for 5 years, then transfer to the State Records Center for an additional 5 years, then destroy.
79-2	<u>SPECIAL ACCOUNTING RECORDS</u> Books of Final Entry - General Ledgers	These are electronic records in the Financial Management Information System (FMIS) and are automatically archived through the system.
79-3	<u>GENERAL ACCOUNTING RECORDS</u> Memorandum of Adjustments, Distribution of Charges, Transmittals, Certificate of Deposit Slips, Financial Management Information System (FMIS) Computer Printouts.	Retained for 3 years and until audited, then destroy.
79-4	<u>PAYROLL ACCOUNTING RECORDS</u> Payroll and Check Register, Payroll Exceptions Time Reports, Payroll Warrants, Payroll transmittals, Employee Roster Card File.	Retain 3 years and until audited, then destroy.
79-5	<u>MISCELLANEOUS ACCOUNTING RECORDS</u> Paid Bills and Invoices, Receipt Copies and Stubs, Bank Books, Statements and Deposit Receipts, Canceled Checks, Check Copies, and Check Stubs, Reconciliation and Trial Balance Sheets, Budget Papers and Work Sheets, Requisitions and Purchase Orders, Excess Property Declaration, Periodic Financial Reports to Local and State Agencies, Reports of missing or stolen State property.	Retain for 3 years and until audited, then destroy.
79-6	<u>FEDERAL GRANT AWARD FILES</u> Contains data relating to the availability, collection, custody, and expenditure of funds awarded to the Department through federal grants.	Retain until audit requirements have been met, then transfer to the State Records Center for an additional 10 years, then destroy.
79-7	<u>STATE AID FOR POLICE PROTECTION</u> (function transferred to Governor's Office of Crime Control & Prevention (GOCCP) - July 1, 2008) Contains financial statements, computations, expenditures, and related data used to support and document the financial commitment to each county in the State receiving State Aid for Police Protection.	Retain for 3 years and until audited, then transfer to the State Records Center for an additional 20 years, then destroy.

Approved by Department, Agency, Division or Unit Representative

Date: August 17, 2011

Signature: *Thomas L. Vondersmith, Jr.*

Type Name: Thomas L. Vondersmith, Jr.

Title: Department Records Retention & Disposal Schedule Manager

Schedule Authorized by State Archivist

Date: 1 Sep 2011

Signature: *Edward A. [unclear]*