

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

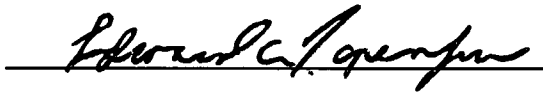
Schedule No. 2599

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Agency Comptroller of Maryland	Division/Unit Office of Administration & Finance
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Item No.	Description	Retention
1	<u>Budget and Accounting Records</u> Budget reports and analyses Accounting entries and supporting documentation	Retain 3 years or until audited, whichever is longer and then destroy.
2	<u>Procurement Records</u> Purchase orders and contracts IFB, RFP and other bid documents and proposals	Retain 3 years following contract completion or until audited, whichever is longer and then destroy
3	<u>Accounts Payable</u> Vendor invoices Receiving documentation R*STARS disbursement transmittal cover sheet	Electronically image all documents in this series when received, verify quality of image, ensure images are backed up on server and then destroy paper documents. Retain electronic images for 3 years or until audited, whichever is longer and then delete imaged documents.
4	<u>Capital Grants and Loans</u> MCCBL (Bond Bill Legislation) DGS contract/vendor approval letters MHT historical easement approval letter Vendor invoices and proof of payment Grantee payment requests Other supporting documents and worksheets	Electronically image all documents in this series when received, verify quality of image, ensure images are backed up on server and then destroy paper documents. Retain electronic images for 18 years or until audited, whichever is longer and then delete imaged files.

Schedule Approved by Department, Agency, or Division Representative.
Date 02/27/2012
Signature 
Typed Name Ken Smith
Title Director, Administration and Finance

Schedule Authorized by State Archivist
Date 3/29/2012
Signature 

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE _____ OF _____
1. Department/Agency Comptroller of Maryland	2. Division Office of Administration & Finance	3. Unit
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Budget and Accounting Records	5. Earliest Year/Latest Year Current year plus 3 prior years	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series includes budget reports, supporting justification, budget amendment documents, budget analyses prepared by the Department of Budget and Management and the Department of Legislative Services. Documents also include worksheets and other documents essential to the calculation and development of each budget request. These records also include accounting journal entries, inter-agency billings, cash deposit documents and the year-end closing entries and supporting documentation required by the General Accounting Division for the budgetary closing. Payroll records and employee timesheets are also part of this series.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) _____ Generally we use 3 file folders to accumulate the reports and documentation that relates to the preparation and close-out of each budget year. Several file folders are used to accumulate documentation for accounting entries made each fiscal year and several other file folders are used each year to accumulate payroll and employee time records.	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume 2 5-drawer lateral file cabinets Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation 2 drawers are filled per year Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually Documents are periodically accessed during audits and to assist in the preparation of other procurement documents or may be accessed to settle a vendor dispute.	12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) When disposed	
13. Current Location(s) (Bldg., Floor, Room) Room 215, 80 Calvert Street, Annapolis, Maryland	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Original closing documents are in GAD	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain for 3 years or until audited, whichever is longer and then destroy.	
19. Name and Title of Preparer Ken Smith Director of Administration and Finance	20. Telephone Number 410-260-7807	21. Date 2/27/2012

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE _____ OF _____
1. Department/Agency Comptroller of Maryland	2. Division Office of Administration & Finance	3. Unit
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Procurement Records		5. Earliest Year/Latest Year Current year plus 3 prior years
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series includes purchase orders, contracts, invitations for bid (IFB), requests for proposals (RFP), contract approval documents including Board of Public Works agenda items as well as vendor proposals and other documents relating to procurement activities.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) _____ These documents are generally filed in lateral file cabinets by division and date. Files consist of paper copies of bid documents, proposals and contract documents. In some cases there are electronic versions of these same documents maintained as Word or Excel documents on personal computers.	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume 1 5-drawer lateral file cabinet and 1 5-drawer letter file cabinet. Number _____ <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation 2 file drawers Number _____ <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually Documents are periodically accessed during audits and to assist in the preparation of other procurement documents or may be accessed to settle a vendor dispute.	12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) When disposed	
13. Current Location(s) (Bldg., Floor, Room) Room 215, 80 Calvert Street, Annapolis, Maryland	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain for 3 years after contract completion or until audited, whichever is longer, and then destroy.	
19. Name and Title of Preparer Ken Smith Director of Administration and Finance	20. Telephone Number 410-260-7807	21. Date 2/27/2012

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1. Department/Agency Comptroller of Maryland	2. Division Office of Administration & Finance	3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title Accounts Payable Records		5. Earliest Year/Latest Year Current year plus 3 prior years	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Vendor invoices, receiving documentation, R*STARS transmittal cover sheet and related documents.			
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) _____ We electronically image and retain all documents in this series in an electronic filing system entitled Cabinet NG. Once images are verified and a backup copy is made, all original paper documents are destroyed. Imaged documents are indexed with a large variety of search criteria.	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume 40 GB of disk storage Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Hard drive storage space for imaged documents 10. Annual Accumulation No general growth. What is added each year equals what is being deleted each year Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually These electronic images of invoices are used on a daily basis to answer vendor inquiries and to review and audit grant projects prior to the disbursement of State funds.		12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) When disposed	
13. Current Location(s) (Bldg., Floor, Room) Room 215, 80 Calvert Street, Annapolis, Maryland		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No GAD holds original invoice.	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No The Cabinet NG software allows for the indexing of these invoice documents to assist in their retrieval. We index by federal ID #, R*STARS PCA and AOBJ codes, date paid and amount paid.		18. Recommended Retention 3 years or until audited, whichever is longer and then delete imaged documents.	
19. Name and Title of Preparer Ken Smith Director of Administration and Finance		20. Telephone Number 410-26-7807	21. Date 2/27/2012

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1. Department/Agency Comptroller of Maryland	2. Division Office of Administration & Finance	3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title Capital Grants and Loan Records		5. Earliest Year/Latest Year Current year plus 17 prior years	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) As the paying agent for the Board of Public Works, we pay capital grant funds to non-state entities who were awarded a capital grant as part of the Maryland Consolidated Capital Bond Loan (MCCBL). Documents received for review and audit prior to disbursement of State funds include; copy of legislation (bond bill), copy of BPW item approving matching funds, contract/vendor approval letters from the Dept. of General Services, historical easement letter from Maryland Historical Trust, copies of vendor invoices, cancelled checks, R*STARS disbursement transmittal and other related correspondence.			
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) Electronically images of the paper documents. We electronically image and retain all documents in this series in an electronic filing system entitled Cabinet NG. Once images are verified and a backup copy is made, all original paper documents are destroyed. Imaged documents are indexed with a large variety of search criteria.	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ Stored by name, by fiscal year.	9. Volume 6 GB of disk storage Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Storage space for electronically imaged documents on a server. 10. Annual Accumulation No growth, What is added each year generally equals what is deleted each year. Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Storage space for electronically imaged documents on a server	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually These electronic files are accessed daily to provide answers to grantees and legislators concerning the status and availability of grant fund balances.		12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) When destroyed	
13. Current Location(s) (Bldg., Floor, Room) Room 215, 80 Calvert Street, Annapolis, Maryland		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Some documents such as MCCBL and BPW items are copies.	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No The Cabinet NG software allows for the indexing of these grant documents to assist in their retrieval. We index by grant title, R*STARS Appropriation #, Date Authorized, Amount Authorized and legislative sponsor.		18. Recommended Retention 18 years or until audited, whichever is longer. Records must be maintained at least for the 15-year period for which the State is paying the debt service on the bonds that funded that project. Bond counsel recommends keeping for 18 years.	
19. Name and Title of Preparer Ken Smith Director of Administration and Finance		20. Telephone Number 410-260-7807	21. Date 2/27/2012