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Agency COMPTROLLER OF MARYLAND

Division/Unit REVENUE ADMINISTRATION DIVISION

| Item No. | Description | Retention |
|-------------|---|---|
| | This schedule supersedes Schedules 2462 & 2547 and all previously submitted schedules. | |
| | ADMINISTRATION | • |
| 1. | Bi-Weekly Time Sheets & All Related Documents | |
| | Official forms which an employee submits in order to be paid for hours worked. This includes all sections of Revenue Administration. | Retain for three (3) calendar years and until all audits have been completed; then destroy. |
| 2. | Payroll Records Consists of payroll registers & computer printouts received from the payroll agency. The ETR (Exception Time Report) is a list of permanent and temporary employees. Any exceptions to the pay period are recorded on the list, and then sent to payroll for processing of paychecks. The PTR (Positive Time Report) is a list of all contractual employees. Hours and exceptions are recorded on this list, and then sent to Payroll for processing of paychecks. | Retain for three (3) calendar years and until all audits have been completed; then destroy |
| 3. | Purchase Orders Copies of credit card purchases and purchases made through ADPICS (Advanced Purchasing and Inventory Control System). | Retain at the Revenue Administration Center for five (5) calendar years and until all audits have been completed; then destroy. |

| Schedule Approved by Department, Agency |
|---|
| or Division Representative. |
| D-1- |

Date

Signature

Typed Name Wayne P. Green

Title Director, Rev. Admin. Div.

Schedule Authorized by State Archivist

Date

Signature

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| item No. | Description | Retention |
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| 4. | Visitor Logs | |
| | Revenue Administration Center daily Visitor Logs. | Retain at the Revenue Administration Center for five (5) calendar years and until all reviews have been completed; then destroy. |
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Division/Unit REVENUE ADMINISTRATION DIVISION

| Item No. | Description | Retention |
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| | BRANCH OPERATIONS SECTION | · |
| 5 | Branch Office Representatives Report File (Form COT/RAD 155) | |
| | Maintained in binders in chronological order by branch office. This file contains daily reports submitted by Revenue Administration Division branch office representatives. These reports list various tax forms or other miscellaneous items received from taxpayers in the branch office and subsequently sent to the Branch Operations Section. | Retain until all audits have been completed; then destroy. |
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| Item No. | Description | Retention |
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| | ELECTRONIC TAX PROCESSING | |
| 6. | SMART (State of Maryland Tax System) Batch Processing Control Reports | Retain until all audits have been done; then destroy. |
| | Consisting of batched files from various interfaces (Image, Data Entry and Remittance Processing) for posttrans selection, and output computer reports from SMART System which show batches processed into SMART. | · |
| 7. | Project Notes & Files/System Enhancement Documentation Unformatted material containing the background, requirements, specifications, problem descriptions, documentation and changes for new projects, as well as, changes to existing programs and procedures. Also includes SIRS (Systems Investigation Reports) and SRT's (System Request Transmittal). | Retain at the Revenue Administration Center until project is done/canceled and until all audits have been completed; then destroy. |
| 8. | Code Table Signoff Request (Electronic) Arranged by Table ID and date, shows changes made to table and who requested them and when | Retain at the Revenue Administration Center until all audits have been completed; then destroy. |
| 9. | Motor Fuel Tax Returns Paper Motor Fuel Returns. | Scan paper document within 30 days of receipt and retain images for 5 years or until all |
| | | audits have been completed, whichever is longer; then destroy. Transfer paper records, 30 days after they are scanned, to the Compliance Division in Revenue Administration Center. Paper will be governed by the Compliance Division schedule and documents are scanned to MSA standards. |

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Division/Unit COMPTROLLER OF MARYLAND REVENUE ADMINISTRATION DIVISION

| Item No. | Description | Retention |
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| 10. | ACF2 Reports A daily report generated on computer paper sorted by logon. It is viewed for exceptions, security reports and logged data set, file name or transaction access. A report is given to Systems Application Control Unit for any logon requiring further access. Auditors examine the reports for file access and mainframe activity. | Retain at the Revenue Administration Center until all audits have been completed; then destroy. |
| 11. | Taxpayer Response Forms These forms are written record of all phone calls received from taxpayers or tax preparers regarding the receipt and processing of electronic returns. | Retain at the Revenue Administration Center for 1 year and until all audits have been completed; then destroy. |
| 12. | Daily Run Reports These reports list the DLN's (Document Location Number) and numbers of electronic returns retrieved and formatted for processing into the accounting system daily. | Retained at the Revenue Administration Center for 1 year and until all audits have been completed; then destroy. |
| 13. | EL-101 Declaration document and signature authorization for an electronically filed return by an electronic return originator (ERO) filing on behalf of a taxpayer. | Retain paper at the Revenue Administration Center sixty (60) days; then destroy. Retain scans until all audits have been completed; then destroy. Scans of paper are done to MSA standards. |
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| Item No. | Description | Retention | |
| 14. | Wage Data | | |
| | CD's or discs received from employers for employees from whom income tax was withheld during the year (W2 forms), along with the employers annual MW508 reconciliation. This information is used to verify withholding claimed on tax returns. | Sent for destruction/incineration one (1) year after data is extracted and sent to mainframe. Remains on mainframe for seven (7) years; then destroy. | |
| | | | |
| 15. | Motor Carrier and IFTA (International Fuel Tax Agreement) Processing Requests (Job Request Transmittals) | | |
| | Numerous statistical reports from daily, monthly, semi-annual and annual Job Request Transmittals are retained from mainframe. The reports from the IFTA Returns Processing Center and WEB transactions are related to applications, renewals, billings, delinquencies, refunds, closeouts, and cash receipts. | | |
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| Item No. | Description | Retention |
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| 110. | ESTATE TAX SECTION | |
| 16. | Maryland Estate Tax Returns | Retain at the Revenue Administration Center for 1 year, then transfer to the State Record Center for 2 years; then destroy. |
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| 17. | Litigation Records for Estate Tax Cases | Retain in office five (5) years after file is closed. Transfer files to the Maryland State Archives for permanent retention for cases which |
| | | went to the United States Supreme Court or in which the judgment/settlement is in excess of \$1 million. All other files are retained by Maryland State Record |
| • | | Center for an additional 15 years; then destroyed. |
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| Item No. | Description | Retention | |
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| | <u>LEGAL SECTION</u> | | |
| 18. | Hearings and Appeals Files Including Hearings Notices Hearings and Appeals files including Hearing Notices and all needed information for hearing. This may include copies of returns, internal notes, letters or emails between taxpayer and agency, etc. It will also include the resolution, including written decision from hearing officer, documentation submitted to corroborate information discussed at hearing, etc. | Retain paper files at the Revenue Administration Center for 2 years; then transfer files to the State Record Center for 3 years; then destroy. | |
| 19. | Litigation Files for all tax types other than Estate Tax (e.g. Income, Sales and Use) Files with documents relating to Litigation involving the Comptroller of Maryland. As a party to litigation, files are kept for discovery, responses, pleadings, motion, etc. This item includes tax types other than Estate Tax. Usually income tax files, but may include other tax types like sales and use tax. | Retain in office five (5) years after file is closed. Transfer files to the Maryland State Archives for permanent retention for cases which went to the United States Supreme Court or in which the judgment/settlement is in excess of \$1 million. Transfer all other files to the Maryland State Records Center for an additional 15 years; then destroy. | |
| 20. | Requests for Tax Information, including Court Orders, Lists of Approved Recipients and Copies of Information Released | Retain files at Revenue Administration Center for five (5) years; then destroy. | |
| 21. | Renewal Applications for Sales and Use Tax Exemption Certificates Applications and supporting documents for Renewal of Sales and Use Tax Exemption Certificates. | Retain paper copies of renewal applications at Revenue Administration Center for six (6) months; then destroy. Retain electronic scanned copy of written requests at the Annapolis Office for one (1) year; then destroy. Scans of paper are done to MSA standards. | |

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| Item No. | Description | Retention |
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| 21a. | LEGAL SECTION (CONTINUED) Copies of Renewal Exemption Certificates Copies of Sales and Use Tax Certificate Renewal Certificates | Retain paper at the Revenue Administration Center one year; then destroy. Retain scans until all audits have been completed; then destroy. Scans of paper are done to MSA standards. |
| 22. | Regular Applications for Sales and Use Tax Exemption Certificates Regular Applications for Sales & Use Tax Exemption Certificates | Retain all files at Revenue Administration Center for 30 days; then destroy. Retain electronic scanned copies at the Annapolis Office for (1) year; then destroy. Scans of paper are done to MSA standards. |
| 23. | Correspondence Files for Income Tax and Sales and Use Tax Correspondence files regarding Income Tax and Sales & Use Tax | Retain all files at Revenue Administration Center for (3) years; then screen annually and destroy materials for which no further reference is required. |
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| Item No. | Description | Retention |
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| 24. | LEGAL SECTION (CONTINUED) Application for Certificate of Exemption on Non-Resident Sales of Real Property with Disposition and Copies of and Exemption Certification, if Issued | Retain all files at Revenue Administration Center for (2) years; then transfer to the State Records Center for 3 years; then destroy. |
| 25. | Written Request for Duplicate Sales and Use Tax Exemption Certificates | Retain files at Revenue Administration Center for 6 months; then destroy. Retain electronic scanned copies at the Annapolis Office for (1) year; then destroy. Scans of paper are done to MSA standards. |
| 25 a . | Duplicate Applications for Sales and Use Tax Exemption Certificates | Retain paper at the Revenue Administration Center one year; then destroy. Retain scans until all audits have been completed; then destroy. Scans of paper are done to MSA standards. |
| 25b. | Copies of Duplicate Exemption Certificates | Retain paper at the Revenue Administration Center one year; then destroy. Retain scans until all audits have been completed; then destroy. Scans of paper are done to MSA standards. |
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| Item Description Retention | | |
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| No. | Description | Retention |
| 140. | | • |
| | PROCESSING CONTROL SECTION Alcohol and Tobacco Tax | Retain at Revenue |
| 26. | Refunds 1 Sacramental Wine Refund Claim 1-1 Claim for Refund | Administration center for 1 year, then 2 years at State Record Management Center and until all audits have been completed; then destroy. |
| 27. | Tax Returns and Reports (Beer) (Distilled Spirits and Wine) | |
| A . | 34-11 National Family Wine Exhibition Permit Holders Report | A Retain for three (3) years and until all audit requirements have been met; then destroy. |
| В. | 20-1 Beer Tax Prepayment Certificate (letter) | B. When no longer active, transfer to the State Records Center for three (3) years; then destroy. |
| 28. | Tobacco Tax Return and Reports 601 Distributors Affidavit 602 Inventory Schedule 603 Claim for Credit Cigarette Received from Manufacturer 605 Schedule "A" Cigarettes Received from Manufacturer 607 Manufacturer Certify FSC (Fire Safe Cigarette) 608 Cigarette Distributor's Monthly Report 608-1 Cigarette Distributor's Monthly Report of Cigarette Pack 608-2 Cigarette Purchases Payments 608-3 Recap-Wholesalers Sale of Cigarettes to Retailers by Manufacturers 608-4 Recap-Wholesalers Sale of Cigarettes to Retailers by Political Sub-division | Retain scanned document for sixty (60) days; then destroy. Retain image for five (5) years; then destroy. Documents are scanned to Maryland State Archives standards. |
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| No. | PROCESSING CONTROL SECTION (CONTINUED) | |
| | Alcohol and Tobacco Tax (Continued) | |
| | Tobacco Products Returns and Reports (Cont'd) | |
| | 609 Other Tobacco Products Tax Return (Wholesale) 610 Other Tobacco Products Tax Return (Retail) 613 Schedule "C" Cigarette Tax sold outside of MD 620 Consumer Premium Cigar Tax Return 623 Cigarette Tax Stamp Order 627 Schedule "B" Cigarettes Received from other sources 633 Schedule "D" Report of Cigarettes Returned to Manufacturer 634 Manufacturer's Monthly Sample Cigarette Tax Return 635 Schedule "F" Out of State stamp purchases 637 Schedule "E" Misc. Report of disposition form | Retain scanned document for sixty (60) days; then destroy Retain image for five (5) years. Documents are scanned to Maryland State Archives standards. |
| 29. | ORDT (Questionable Returns Detection Team) | |
| | Review of ORDT Supervisor's Adjustment Transactions Supervisors review 5 transactions a week on each employee for quality review. | Retain at the Revenue Administration Center until all audits are complete; then destroy. |
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| special project done by the QRDT Unit. Fraudulent Returns These are original returns that have been pulled from the original imaged batches and retained for further reference or court subpoenas. Retain for three (3) years and until all administrative value has ceased, then the Questionable Returns Detection Team Manager will destroy. Case Review Board and Attorney General Referral Files These files contain copies of returns (or original returns) and research information submitted to the Case Review Board or Office Retain until the case is completed/closed by the Case | Item No. | Description | Retention |
|---|-------------|--|--|
| Weekly, Monthly, and Special Projects – these files contain the weekly and monthly activity reports detailing all fraud, adjustments, and monthly workflow, as well as status and final reports on all special project done by the QRDT Unit. 31. Fraudulent Returns These are original returns that have been pulled from the original imaged batches and retained for further reference or court subpoenas. Retain at the Revenue Administration Center until completion of all audits; then destroy. Retain for three (3) years and until all administrative value has ceased, then the Questionable Returns Detection Team Manager wild destroy. 32. Case Review Board and Attorney General Referral Files These files contain copies of returns (or original returns) and research information submitted to the Case Review Board or Office of the Attorney General for investigation/prosecution. Retain at the Revenue Administration Center until completion of all audits; then destroy. Retain in three (3) years and until all administrative value has ceased, then the Questionable Returns Detection Team Manager wild destroy. Retain of three (3) years and until all administrative value has ceased, then the Questionable Returns Detection Team Manager wild destroy. Retain at the Revenue Administration Center until all audits are completed; then destroy. | | PROCESSING CONTROL SECTION (CONTINUED) | |
| weekly and monthly activity reports detailing all fraud, adjustments, and monthly workflow, as well as status and final reports on all special project done by the QRDT Unit. 31. Fraudulent Returns These are original returns that have been pulled from the original imaged batches and retained for further reference or court subpoenas. Case Review Board and Attorney General Referral Files These files contain copies of returns (or original returns) and research information submitted to the Case Review Board or Office of the Attorney General for investigation/prosecution. Retain for three (3) years and until all administrative value has ceased, then the Questionable Returns Detection Team Manager wild destroy. Retain until the case is completed/closed by the Case Review Board or Office of the Attorney General's Office and all audits are completed; then destroy. Questionable Case History Files These files are original log sheets that are filled out for each return that has been identified as fraudulent. Retain until the case is completed/closed by the Case Review Board or the Attorney General's Office and all audits are completed; then destroy. Retain at the Revenue Administration Center until all audits have been | 30. | ORDT Reports | |
| These are original returns that have been pulled from the original imaged batches and retained for further reference or court subpoenas. Retain for three (3) years and until all administrative value has ceased, then the Questionable Returns Detection Team Manager will destroy. Case Review Board and Attorney General Referral Files These files contain copies of returns (or original returns) and research information submitted to the Case Review Board or Office of the Attorney General for investigation/prosecution. Retain for three (3) years and until all administrative value has ceased, then the Questionable Returns Detection Team Manager will destroy. Retain until the case is completed/closed by the Case Review Board or the Attorney General's Office and all audits are completed; then destroy. Questionable Case History Files These files are original log sheets that are filled out for each return that has been identified as fraudulent. | | weekly and monthly activity reports detailing all fraud, adjustments, and monthly workflow, as well as status and final reports on all | Administration Center until completion of all audits; then |
| imaged batches and retained for further reference or court subpoenas. Case Review Board and Attorney General Referral Files These files contain copies of returns (or original returns) and research information submitted to the Case Review Board or Office of the Attorney General for investigation/prosecution. Retain until the case is completed/closed by the Case Review Board or Office of the Attorney General for investigation/prosecution. Questionable Case History Files These files are original log sheets that are filled out for each return that has been identified as fraudulent. Retain at the Revenue Administration Center until all audits have been | 31. | Fraudulent Returns | |
| These files contain copies of returns (or original returns) and research information submitted to the Case Review Board or Office of the Attorney General for investigation/prosecution. Retain until the case is completed/closed by the Case Review Board or the Attorney General's Office and all audits are completed; then destroy. 33. Questionable Case History Files These files are original log sheets that are filled out for each return that has been identified as fraudulent. Retain at the Revenue Administration Center until all audits have been | | imaged batches and retained for further reference or court | has ceased, then the Questionable Returns Detection Team Manager will |
| research information submitted to the Case Review Board or Office of the Attorney General for investigation/prosecution. Completed/closed by the Case Review Board or Office Review Board or the Attorney General's Office and all audits are completed; then destroy. Questionable Case History Files These files are original log sheets that are filled out for each return that has been identified as fraudulent. Retain at the Revenue Administration Center until all audits have been | 32. | Case Review Board and Attorney General Referral Files | |
| These files are original log sheets that are filled out for each return that has been identified as fraudulent. Retain at the Revenue Administration Center until all audits have been | | research information submitted to the Case Review Board or Office | completed/closed by the Case Review Board or the Attorney General's Office and all audits are completed; then |
| These files are original log sheets that are filled out for each return that has been identified as fraudulent. Administration Center until all audits have been | 33. | Questionable Case History Files | Data in adulu Danian |
| | | | Administration Center until all audits have been |
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Division/Unit COMPTROLLER OF MARYLAND REVENUE ADMINISTRATION DIVISION

| Item No. | Description | Retention |
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| | PROCESSING CONTROL SECTION (CONT'D) | |
| 34. | QRDT Audits | |
| | These are files containing copies of information sent to be audited. Information may be original or amended returns, or copies of imaged returns and the status reports. | Retain at the Revenue Administration Center for sixty (60) days; then destroy. |
| 35. | Special Projects These files contain printouts, research, correspondence and adjustments to and from taxpayers. | Retain at the Revenue Administration Center until completion of all audits; then destroy. |
| 36. | Taxpayer Correspondence These files contain letters to or from taxpayers and copies of documents provided by taxpayers and any necessary adjustment documentation. | Retain at the Revenue Administration Center for sixty (60) days; then destroy. |
| 37. | Daily Suspended/Review/Adjustment Printouts System generated printouts identifying all suspended transactions, review items and adjustments done by each employee and reviewed by the supervisor for quality review purposes. | Retain at the Revenue Administration Center until completion of all audits; then destroy. |
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| Item No. | Description | Retention |
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| | RETURNS PROCESSING SECTION | |
| 38. | Employer Return of Income Tax Withheld-MW506 Paper returns submitted by employers showing the total tax, with adjustments, withheld from each employee's salary during the reporting period. | Retain at the Revenue Administration Center for 60 days; then destroy. |
| | | |
| 39: | Individual, Pass Through Entity, Fiduciary and Corporation Declaration of Estimated Tax – 502D, 510D, 504D, and 500D If Maryland income taxes were not withheld; quarterly estimated tax payments can be made as part of a pay-as-you- go plan. Established or new taxpayers that file letter size returns to show amount of estimated payments processed. | Retain at the Revenue Administration Center for 60 days; then destroy. |
| 40. | Individual Pass Through Entity and Fiduciary Estimated Tax Vouchers – 502DEP, 510DEP, and 504DEP If you are self-employed or do not have Maryland income taxes withheld by an employer, you can make quarterly estimated tax payments as part of a pay-as-you-go plan. Established or new taxpayers that file coupon size returns to show amount of estimated tax paid. | Retain at the Revenue Administration Center for 60 days; then destroy. |
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Division/Unit REVENUE ADMINISTRATION DIVISION

| Item No. | Description | Retention |
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| 41. | RETURNS PROCESSING SECTION (CONT'D) Corporation Income Tax Returns – Form 500 Consists of annual tax returns filed by each corporation and association having income allocable to the State under the provisions of the Annotated Code of Maryland, unless otherwise exempted. | Retain at the Revenue Administration Center for 60 days; then destroy. |
| 42. | Withholding Tax Statements (W2 forms) Prepared and submitted by employers for each employee from whom income tax was withheld during the tax year. Each statement shows the employer's name, address and identification number, the employee's name, address, and social security number, total wages paid, and the amount of income tax withheld. | Retain at the Revenue Administration Center for 60 days; then destroy. |
| 43. | 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 Arranged by tax year. These forms are 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 statues to file such a return. | Retain paper at the Revenue Administration Center sixty (60) days; then destroy. Retain scans until all audits have been completed; then destroy. Scans of paper are done to MSA standards. |

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| Item No. | Description | Retention |
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| | RETURNS PROCESSING SECTION (CONT'D) | |
| 44. | Applications for Extensions of Time (500E, 502E, 510# and 504E) Paper These records document the application and approval for extension of time for filing returns, which has been granted taxpayers, except in the case of taxpayers who are abroad, no extensions are granted for more than 1 year. | Retain paper at the Revenue Administration Center for 60 days; then destroy. Retain scans until all audits are complete; then destroy. Scans of paper are done to MSA standards. |
| 45. | Pass Through Entity Returns (510) Consists of the annual tax returns filed by each pass through entity having income allocable under the provisions of the Annotated Code of Maryland. | Retain paper at the Revenue Administration Center for 60 days; then destroy. Retain scans until all audits are complete; then destroy. Scans of paper are done to MSA standards. |
| 46. | MW508 Employer's Annual Reconciliation of Income Tax Withheld Amount of tax paid by the employer on behalf of the employees. | Retain paper at the Revenue Administration Center for 60 days; then destroy. Retain scans until all audits are complete; then destroy. Scans of paper are done to MSA standards. |
| 47. | Sales and Use Tax Reports Returns submitted by businesses in Maryland to pay the Sales and Use Tax. | Retain paper at the Revenue Administration Center for 60 days; then destroy. Retain scans until all audits are complete; then destroy. Scans of paper are done to MSA standards. |
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| Item No. | Description | Retention |
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| | RETURNS PROCESSING SECTION (CONT'D) | |
| 48. | Personal Income Tax Returns Forms 123, 502, 503, 505 and 515 These forms are filed by all residents of the State. Who have received income from sources within the State and are required by existing statutes to file such a return. | Retain paper at the Revenue Administration Center for 60 days; then destroy. Retain scans until all audits are complete; then destroy. Scans of paper are done to MSA standards. |
| 49. | Fiduciary Income Tax Returns- 504 These forms are filed by all fiduciaries who have received income from sources within the State, and are required by existing statues to file such a return. | Retain paper at the Revenue Administration Center for 60 days; then destroy. Retain scans until all audits are complete; then destroy. Scans of paper are done to MSA standards. |
| 50. | Payment Document (Tax Computation Bills) Payment documents (tear-off vouchers) sent as part of tax computation bills. | Retain at the Revenue Administration Center for sixty (60) days; then destroy. |
| 51. | Electronic Funds Transfer (EFT) Applications Applications received for Automatic Clearing House (ACH) Debit are entered into an Excel database, forwarded to our 3 rd party vendor (Gov1) and cataloged. EFT applications for ACH are received from businesses who would like to submit electronic Withholding or Sales and Use tax payments. | Retain paper at the Revenue Administration Center for 3 years; then destroy. Scans are retained 5 years and until all audits are complete. Scans of paper are done to MSA standards. |
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| Item | Description | Retention |
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| No. | | |
| | RETURNS PROCESSING SECTION (CONT'D) | |
| 52. | EFT Payment Adjustment Backup Correspondence backup from taxpayers that require payments made to be moved to a different account or account period. | Retain at the Revenue Administration Center for one (1) year and until all audits have been completed; then destroy. |
| 53. | 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 and any future scanned or imaged documents. These forms are filed by various Individuals, Fiduciary and Businesses to report and pay the various taxes due the State of | Retain paper at the Revenue Administration Center for 60 days; then destroy. Retain scans for five years; then destroy. Scans of paper are done to MSA standards. |
| | Maryland, they are processed through the remittance processor and the images are available for view through the State of Maryland's Tax System. | |
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| Item No. | Description | Retention |
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| | REVENUE ACCOUNTING SECTION | |
| 54. | Research Files File folders containing taxpayer correspondence, action requests and responses, surveys and other information used for reference. | Retain at the Revenue Administration Center for 3 years and until audits have been done; then destroy. |
| | | |
| 55. | Backup for Suspense Fund Substantiation for the movement of payments into and out of the Suspense Fund. Records consist of copies of screen prints for checks which are recorded in the suspense account due to the lack of identification of the taxpayer's account, to which it should be applied. | Retain at the Revenue Administration Center for 3 years, and all audits have been done; then destroy. |
| 56. | Suspense Fund Correspondence Suspense account correspondence is sent to the taxpayer requesting disposition of the remittance. These records are considered open at this point. After the remittance is identified and transferred to the proper account, it is considered closed. | Retain closed records at the Revenue Administration Center for 3 years, and all audits have been done; then destroy. |
| 57. | Receipts for Cash Files contain receipt books and cash receipts which are prepared in response to taxpayer requests for a receipt. | Retain at the Revenue Administration Center for 3 years, and all audits have been completed; then destroy. |
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Schedule No. 2837

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Agency

Division/Unit COMPTROLLER OF MARYLAND REVENUE ADMINISTRATION DIVISION

| Item No. | Description | Retention |
|-------------|--|--|
| | REVENUE ACCOUNTING SECTION (CONT'D) | |
| 58. | Financial Records Support documents for journals of final entry. Such as Journal ledger, Cash Collection reports by tax type. Correspondence, etc. | Retain at the Revenue Administration Center for 3 years, and all audits have been done; then destroy. Scans of paper are done to MSA standards. |
| 59. | Official Journals and Ledgers Official journals and ledgers recording the receipts and expenditures of the Division. (Must be on disk). Final entry journals are maintained by the General Accounting Division. | Retain at the Revenue Administration Center for 3 years, and all audits have been done; then destroy. Scans of paper are done to MSA standards. |
| 60. | Bank Account Files These files contain documents generated during the transaction of banking services for income tax refunds as required by the Revenue Administration Division. Files are arranged by calendar year and bank account number, and may contain the following: A. Bank Statements B. Debit Memoranda C. Check Listing D. Bank Printouts E. Reconciliations F. Check Copies | Retain at the Revenue Administration Center until superseded with another account or until audit requirements have been met, whichever occurs later, then destroy. |
| DGS 550-1 | <u> </u> | |

Schedule No. 2837

Page 21 of 30

| Agency | |
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| | COMPTROLLER OF MARYLAND |

Division/Unit REVENUE ADMINISTRATION DIVISION

| | OMITRODLER OF MARTLAND REVENUE ADMIN | |
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| Item | Description | Retention |
| No. | REVENUE ACCOUNTING SECTION (CONT'D) | |
| 61. | Register of Wills/Sheriff Reports Includes Cash Activity Report and Inventory Report. | Retain at the Revenue Administration Center until all audit requirements are fulfilled; then destroy. |
| 62. | State Property Tax-Report of Collectors Report of Collector of State Tax (Form 170) includes tax receivable adjustments (levies), homestead credit adjustments, tax collections, refunds, homeowner's tax credits, penalty, interest, and service charges for both current and prior years. The Public Debt – Report of Collectors of State Taxes should be signed and dated by the Collector of State Taxes. | Retain paper at the Revenue Administration Center for 30 days; then destroy. Retain scans for five years; then destroy. Scans of paper are done to MSA standards. |
| 63. | SPECIAL PROGRAMS Distribution Files Arranged chronologically by monthly distribution, these files contain papers which document the amount of State Taxes collected from each incorporated municipality, and the amount redistributed to same as their respective share, pursuant to the Tax General Article, Annotated Code of Maryland. | Retain paper at the Revenue Administration Center for 30 days; then destroy. Retain scans for five years; then destroy. Scans of paper are done to MSA standards. |

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Agency

Division/Unit COMPTROLLER OF MARYLAND REVENUE ADMINISTRATION DIVISION

| Item No. | Description | Retention |
|-------------|--|--|
| | REVENUE ACCOUNTING SECTION (CONT'D) | |
| | Alcohol and Tobacco Tax | |
| 64. | Accounting Records 11-1 Record of Escrow Deposit and Subsequent Transfers 11-2 Record of Permits Issued 13 Deposit Summary 13-1 Detail of Deposit Summary 418 Cash Receipt | Retain for three 3 years and until all audit requirements have been met; then destroy. Documents are scanned to MSA standards. |
| | Motor Fuel Tax | |
| 65. | Accounting Records This record series includes all standard State accounting forms as well as other accounting media which provide supporting data in the special and general accounting records. The series includes any report, printout, schedule and other supporting documents, etc. that pertain to revenues and expenditures. | Retain for three 3 years and until all audit requirements have been met; then destroy. Documents are scanned to MSA standards. |
| | A. Deposit Documentation Forms Deposit Slips Certificates of Deposit Batch control sheets Deposit summaries Deposit reconciliations Stars reports/printouts | |
| | B. Expenditure Documentation Forms Stars report/printouts Budget information Expenditure projections | |
| | | |

Schedule No. 2837

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| Agency | |
|--------|-------------------------|
| _ | COMPTROLLER OF MARYLAND |

| Item No. | Description | Retention |
|----------------|--|---|
| | REVENUE ACCOUNTING SECTION (CONT'D) | |
| | Motor Fuel Tax (Cont'd) | |
| | | · |
| 65. Cont'd. | C. Fiscal Year End Close Out Schedules and Supporting Documentation | Retain for 5 years and until all audit requirements have been met; then destroy. |
| | D. Payroll Registers, Exception Time Reports and Supporting Documentation | Retain 5 years and until all audit requirements have been met; then destroy. |
| 66. | Cash Receipts/Fuel Tax Returns Records Miscellaneous Receipts (COT/MFT-096) | Retain for one 1 year, then transfer to the State Records Center for three 3 years; then destroy. |
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Schedule No. 2837

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| Agency | |
|--------|-------------------------|
| | COMPTROLLER OF MARYLAND |

Division/Unit REVENUE ADMINISTRATION DIVISION

| Description | Retention |
|--|---|
| REVENUE ACCOUNTING SECTION (CONT'D) | |
| International Fuel Tax Agreement | |
| IFTA Bank Reconciliation Deposits of motor fuel driver reported mileage and purchases. | Retain for 3 years and until all audit requirements have been met; then destroy. |
| IFTA Transmittals from Maryland Driver reported Maryland fuel purchases driven in other states. | Retain for 3 years and until all audit requirements have been met; then destroy. |
| IFTA Transmittals to Maryland Driver reported fuel purchases in other states and driven in Maryland. | Retain for 3 years and until all audit requirements have been met; then destroy. |
| IFTA Funds Transfers Transfer of funds from the IFTA deposit account to Maryland. | Retain for 3 years and until all audit requirements have been met; then destroy. |
| 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 paper at the Revenue Administration Center sixty (60) days; then destroy. Retain scans until all audits have been completed; then destroy. Scans of paper are done to MSA standards. |
| | REVENUE ACCOUNTING SECTION (CONT'D) International Fuel Tax Agreement IFTA Bank Reconciliation Deposits of motor fuel driver reported mileage and purchases. IFTA Transmittals from Maryland Driver reported Maryland fuel purchases driven in other states. IFTA Transmittals to Maryland Driver reported fuel purchases in other states and driven in Maryland. IFTA Funds Transfers Transfer of funds from the IFTA deposit account to Maryland. 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 |

Schedule No. 2837

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| Agency | |
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COMPTROLLER OF MARYLAND

Division/Unit REVENUE ADMINISTRATION DIVISION

| COMPTROLLER OF MARTLAND REVENUE ADMINISTRATION DIVISION | | |
|---|---|--|
| Item No. | Description | Retention |
| 72. | TAXPAYER ACCOUNTING SECTION Dishonored Checks Checks submitted for payment of taxes which are not honored by | Retain at the Revenue Administration Center for 3 |
| | the financial institution in which they are drawn. They are kept in order by social security number, federal identification number or central registration number. | years and until all audit requirements have been met; then destroy. |
| 73. | Stop Payment File Arranged alphabetically according to taxpayer name. This file contains requests for stop payments on previously issued checks. It also contains stop payment confirmation and AS400 reports. | Retain at the Revenue Administration Center for 1 year and until audit requirements have been met; then destroy. |
| 74. | Forgery Documents Completed forgery affidavits which have been executed. Maintained in alphabetical order by taxpayer name. | Retain at the Revenue Administration Center until audit requirements have been met; then destroy. |
| 75. | Returned Refund Checks/Deletion Reports Reports listing refund checks that have been returned by Postal Service as undeliverable, by mailroom as damaged, or by taxpayer as incorrect and subsequently shredded. The witnessed reports are maintained in order by date. | Retain at the Revenue Administration Center until audit requirements have been met; then destroy. |
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Agency
COMPTROLLER OF MARYLAND

Division/Unit
REVENUE ADMINISTRATION DIVISION

| Item | Description | Retention |
|---------|--|---|
| No. | Description | Ketention |
| | TAXPAYER ACCOUNTING SECTION (CONT'D) | |
| 76. | Protective Claims Files These case files contain papers which document taxpayer's claims against the State. Amended tax return(s) filed by taxpayers for protective claim due to a claim being filed against the state for tax purpose. Claims are either satisfied or disallowed by the Comptroller. Disallowed claims may be appealed to the Judicial Courts of the State. | Retain all claims that have been satisfied or disallowed at the Revenue Administration Center for one (1) year, then four (4) years at state records management center and until all audits have been done, then destroy. |
| 77. | Amended Tax Returns (502X) Amended Tax returns are filed by taxpayers to facilitate adjustments to their original return. In addition, to the basic information shown on returns, the Amended Return shows an explanation of the changes to income, deductions and credits. The returns are needed by the unit only for the period required to process the adjustment. | Retain at the Revenue Administration Center for 1 year, then 4 years at the State Records Management Center; then destroy. |
| | | |
| 78. | Taxpayer Adjustment Correspondence Included are taxpayer written inquiries in request of account review and/or action to achieve correct disposition. | Retain at the Revenue Administration Center for 1 year; then 2 years at State Records Management Center; then destroy. |
| DGS 550 | | |

Schedule No. 2837

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Agency

Division/Unit COMPTROLLER OF MARYLAND REVENUE ADMINISTRATION DIVISION

| Item No. | Description | Retention |
|-------------|--|---|
| | TAXPAYER ACCOUNTING SECTION (CONT'D) | |
| | Motor Fuel Tax | |
| . 79. | Motor Fuel Tax Refund Claims Records | Retain at the Revenue Administration Center until |
| | This record series contains original claims for fuel tax refunds, original purchase invoices in support of refund amount claimed, supporting worksheets, calculations and approvals etc. This series is maintained on a fiscal year basis. | all audit requirements have been met; then destroy. |
| | A. Refund Claim Forms Record of Motor Fuel Tax Used (COT/MFT-002) | |
| | Motor Fuel Tax Refund Power Take Off Units (COT/MFT-003) | |
| | Non-Registered Dealers Export Report (COT/MFT-004) | |
| | Statement of Sales and/or Transfers Outside of State of MD (COT/MFT-005) | |
| | Certificate of Verification of Out of State Shipments (COT/MFT-006) | |
| | Refund Claim - Motor Fuel Tax (COT/MFT-007) | |
| | Claim for Refund of Tax on Excess of Purchases in MD of | |
| | Motor Fuel Tax (COT/MFT-042) | |
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COMPTROLLER OF MARYLAND

Division/Unit REVENUE ADMINISTRATION DIVISION

| Item No. | Description | Retention |
|-------------|---|--|
| | TAXPAYER ACCOUNTING SECTION (CONT'D) | |
| | Motor Fuel Tax (Cont'd) | ļ |
| | Summary of MD Interstate Trips (COT/MFT-043) | Retain at the Revenue Administration Center until |
| | Application for Annual Refund (COT/MFT-053) | all audit requirements have been met; then destroy. |
| | U.S. Government Refund Authorization (COT/MFT-054) | |
| | Aviation Fuel Tax Refund Statement (COT/MFT-055) | , |
| 80. | Motor Fuel Carrier Decal Credits Records This record series contains credit forms generated from rejected decal applications. Credit forms are processed in order to issue motor carrier decals after the taxpayer has resolved all outstanding assessments/issues. This record series is maintained in a debit/credit processing date order. | Retain at the Revenue Administration Center for 1 year, then transfer to the State Records Center for 3 years; then destroy. |
| | Decal Credit Forms Discrepancies form on Motor Carrier Application (COT/MFT-039 Suspension of Application for Identification Markers (COT/MFT-040) | |
| 81. | Alcohol and Tobacco Tax 42 Claim for Refund – Federal Reservation Alcohol and Tobacco Tax Refund claim forms submitted by taxpayers who are requesting refund of taxes previously paid but not required. | Retain at the Revenue Administration until all audit requirements have been met; then destroy. |
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Schedule No. つららつ

Page 29 of 30

Agency
COMPTROLLER OF MARYLAND

| m), | Description | Retention | |
|---------|---|--|--|
| | TAXPAYER MEDIA SECTION | | |
| 82. | Corporation/PTE Amended Tax Returns (Forms 500X and 510) and Adjustment Batches | Retain at the Revenue Administration Center for two (2) calendar years; then eighteen (18) years at the State Records Management Center; then destroy. | |
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Schedule No. 2837

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Agency

COMPTROLLER OF MARYLAND

Division/Unit
REVENUE ADMINISTRATION DIVISION

| Item No. | Description | Retention |
|-------------|---|--|
| | TAXPAYER SERVICE | |
| 83. | Taxpayer Correspondence Files Consisting of original incoming and copies of outgoing correspondence for all tax types administered by Revenue Administration Division and/or the Comptroller. | Retain paper copies at the Revenue Administration Center for sixty (60) days; then destroy. Retain scanned images for 5 years then |
| | | destroy. All scans are done to Maryland State Archives standards. |
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| DGS 550 | · · | |

| Total Paris of Paris | | TRACEST OF O | ENEDAL CEDITIONS | | AGENCY RECORDS INVENTORY | | |
|---|--------------|-----------------------|--|--|--|--|--|
| InstructionsType or Print a separate form for each new or revised record series. Forward | ŀ | | ENERAL SERVICES EMENT DIVISION | | | | |
| with Records Retention Schedule (DGS 550-1) | | | ad, P.O. Box 275 | | 0.05 1.05.00 | | |
| | | Jessup, Mar 410-79 | | | PAGE 1 OF 30 | | |
| Department/Agency | | | | | 3. Unit | | |
| | _ | | | | | | |
| Comptroller of Maryland | Revent | ue Administr | ation | | Administration Section | | |
| DEFINITION: RECORD SERIES: A group of relate purposes. | d records | normally filed | and used as a | unit for re | ference as well as retention and disposition | | |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year | | | | |
| Bi-Weekly Time Sheets & All Rela | ted Doc | uments | CY 2013 to CY 2016 | | | | |
| 6. Record Series Description (Briefly describe the t | types of inf | formation/docu | uments/forms | found in th | e series. Include the purpose or function of the | | |
| series.) | | | • | | | | |
| Official forms which an employee of | f Reven | ue Admini | stration Di | ivision s | submits in order to be paid for hours | | |
| worked. 2017 and future records will | be mai | ntained by | Central P | ayroll D | ivision. | | |
| 7. Record Series Format(s) List all | | 8. Record Serie | s Sequence | 9. Volume 27,000 | | | |
| ☑ Letter Size ☐ Microfilm | | Alphabetica | 1 | Number | | | |
| Legal Size Computer Tape | | ☐ Numerical | | . — | File Drawer(s) | | |
| Audio Yape Teloppy Disk | | Chronologic | cal . |] == ' | ter Tape(s) | | |
| ☐ Bound Book ☐ Video Tape | | ☐ Geographic | · ai | Other (| specify) Sheets | | |
| Other (specify) | Other (spe | | ;ify) | 10. Annual 9,10 | Accumulation 0 | | |
| | | | , | Number | - | | |
| | | | : | File Dra | File Drawer(s) | | |
| | | | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | | | |
| | | | I = | | Other (specify) Sheets | | |
| 11. File is Used 12. File Becomes Inactive After | | | | | | | |
| ☐ Opily ☐ Weekly ☐ Monthly ☐ Annually ☑ Bi.Waekly | | | 3 | | • | | |
| ☐ Daily ☐ Weekly ☐ Monthly ☐ Annually ☑ Bi-Weekly | | | Number ☐ Month(s) ☑ Year(s) | | | | |
| 13. Current Location(s) (Bidg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | | |
| RAD Bldg, 4 th , 400 | | | ☐ Yes 🛛 No | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☒ No | | | 16. Audit Requirements | | | | |
| | | | . ☐ None ☑ State ☐ Federal ☑ Independent | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | | | 18. Recommended Retention | | | | |
| ☐ Yes ☑ No | | | Retain for three calendar years and until all audits have been | | | | |
| | | | completed; then destroy. | | | | |
| | | | | | | | |
| | | | | | | | |
| 19. Name and Title of Preparer | 20. Teleph | | | none Number 21. Date 12/27/16 | | | |
| Christopher Kolb, Manager | | 410-260-77 | 03 | Revised | : March 27, 2018 | | |
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| Instructions –Type or Print a separate form for | DEPARTMENT OF | GENERAL SEF | VICES AGENCY RECORDS INVENTORY | | | |
|---|---|--|-----------------------------------|--|--|--|
| each new or revised record series. Forward | RECORDS MANA | | | | | |
| with Records Retention Schedule (DGS 550-1) | • | aryland 20794 | 275 | PAGE 1 OF 30 | | |
| Department/Agency | 410- | 799-1930 | . | 3. Unit | | |
| | | | | | | |
| Comptroller of Maryland | Revenue Adminis | tration | r | Administration Section | | |
| DEFINITION: RECORD SERIES: A group of relate purposes. | d records normally filed | and used as a | unit for re | ference as well as retention and disposition | | |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year | | | |
| Payroll Records | | · | CY 20 | CY 2013 to CY 2016 | | |
| C. F | | | formed to the | | | |
| Record Series Description (Briefly describe the t series.) | ypes or intormation/doo | cuments/torms | iouna in th | e series. Include the purpose or function of the | | |
| Consists of payroll registers & letter size | ed computer printo | outs received | d from th | e payroll agency. The ETR (Exception | | |
| Time Report) is a list of permanent and to | emporary employe | es. Any Exc | eptions | to the pay period are recorded on the list | | |
| and then sent to Central Payroll for proce | essing of paychecl | ks. The PTR | (Positiv | e Time Report) is a list of all contractual | | |
| employees. Hours and exceptions are re | corded on the list | and then se | nt to Cer | ntral Payroll for processing paychecks. | | |
| 2017 and future records will be maintaine | ed by Central Payı | oll Division. | | | | |
| 7. Record Series Format(s) List all | 8. Record Se | ies Sequence | 9. Volume | | | |
| ☑ Letter Size ☐ Microfilm | ☐ Alphabeti | cal | 7.5 Number | | | |
| Legal Size Computer Tape | Numerica | I | ☑ File Drawer(s) | | | |
| Audio Tape Floppy Disk | · | nie a l | ⊠ File Dra | · · | | |
| | | | Computer Tape(s) Other (specify) | | | |
| ☐ Bound Book ☐ Video Tape | Geograph | ical | | | | |
| Other (specify) | Other (sp | ecify) | 10. Annual 2.0 | Accumulation | | |
| | - | | Number | | | |
| · | | | ☑ File Drawer(s) | | | |
| · | | • | ☐ Microfi | in Reel(s) rier Tape(s) | | |
| | | | Other (specify) Sheets | | | |
| 11. File is Used | | 12. File Becom | File Becomes Inactive After | | | |
| ☐ Daily ☐ Weekly ☐ Monthly ☐ An | nually 🛛 Bi-Weekly | <u>3</u> | | | | |
| | , <u>L</u> , | Number Month(s) 🔯 Year(s) | | | | |
| 13. Current Location(s) (Bidg., Floor, Room) | . <u>.</u> | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | | |
| RAD Bldg, 4 ^ւ h, 400 | | ☐ Yes ☑ No | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements | | | | |
| ☐ Yes 🛛 No | □ None ▼ State □ Fortern ■ Independent | | | | | |
| | | ☐ None ☑ State ☐ Federal ☑ Independent | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe n | 18. Recommended Retention | | | | | |
| | Retain for three calendar years and until all audits have been completed, then destroy. | | | | | |
| Completed, then destroy. | | | | | | |
| 19. Name and Title of Preparer | 20. Telept | one Number | 21. Date 12/27/16 | | | |
| Christopher Kolb, Manager | 410-260-7 | 703 | Revised: March 27, 2018 | | | |
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| Instructions. Two or Point a consent form for | | | OF GENERAL SERVICES ANAGEMENT DIVISION | | AGENCY RECORDS INVENTORY | | |
|--|--|-----------------|--|----------------------------------|--|--|--|
| Instructions –Type or Print a separate form for each new or revised record series. Forward | | | | | | | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road Jessup, Maryla | | oad, P.O. Box 275 yland 20794 | | PAGE 1 OF 30 | | |
| Department/Agency | | | | 3. Unit | | | |
| Comptroller of Maryland | Revenu | ue Administr | ration | | Administration Section | | |
| DEFINITION: RECORD SERIES: A group of relate purposes. | d records | normally filed | and used as a | unit for re | ference as well as retention and disposition | | |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year | | | | |
| Purchase Orders | | | | <u>CY 2011</u> to <u>CY 2017</u> | | | |
| Record Series Description (Briefly describe the t series.) | ypes of inf | formation/docu | uments/forms found in the series. Include the purpose or function of the | | | | |
| Copies of credit card purchased and | d purch | ases made | e through a | ADPICS | (Advanced Purchasing and | | |
| Inventory Control System). | | | | | | | |
| 7. Record Series Format(s) List all | | 8. Record Serie | s Sequence | 9. Volume | | | |
| ☑ Letter Size ☐ Microfilm | | Alphabetica | ı · | <u>5</u> Number | , | | |
| Legal Size Computer Tape | | Numerical | | I = | ☑ File Drawer(s) | | |
| ☐ Audio Tape ☐ Floppy Disk | | Chronologia | Computer rape(s) | | | | |
| ☐ Bound Book ☐ Video Tape | | Geographic | al | Other (| | | |
| Other (specify) | Other (sp | | 2 | | Accumulation | | |
| | | | | Number | | | |
| | | | | ☑ File Dra | • • | | |
| . | | | Computer Tape(s | | | | |
| 11. File is Used | | | 12. File Becomes Inactive After | | | | |
| ☐ Daily ☐ Weekly ☑ Monthly ☐ Annually | | | 6 Number | | Nonth(s) X Year(s) | | |
| | <u>. </u> | | | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) RAD Bldg, 4 th , 400 | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audit Requirements | | | | |
| ☐ Yes ☑ No · | | | ☐ None ☑ State ☐ Federal ☑ Independent | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | | | 18. Recommended Retention | | | | |
| ☐ Yes | | | Retain for five calendar years and until all audits have been completed; then destroy. | | | | |
| | | | | | • | | |
| | | | | | .* | | |
| 19. Name and Title of Preparer 20. Telepho | | | ne Number | 21. Date | 12/27/16 | | |
| Christopher Kolb, Manager | 410-260-77 | | l l | | : March 27, 2018 | | |
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| Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | DEPARTMENT OF GE RECORDS MANAG 7275 Waterloo Roo Jessup, Mary | | GEMENT DIVISION oad, P.O. Box 275 | | AGENCY RECORDS INVENTORY PAGE 2 OF 30 | |
|---|--|------------------|--|--|--|--|
| Department/Agency | <u> </u> | 410-79 | • | · | 3. Unit | |
| Comptroller of Maryland | Revenu | ue Administra | ation | | Administration Section | |
| DEFINITION: RECORD SERIES: A group of related purposes. | 1 records r | normally filed a | and used as a | unit for re | ference as well as retention and disposition | |
| Record Series Title Visitor Logs | | | 5. Earliest Year/Latest Year CY 2011 to CY 2017 | | | |
| 6. Record Series Description (Briefly describe the ty series.) Log maintained of daily visitors, work Revenue Administration Division (RA | kers, ar | nd employ | ٠ | | · | |
| Revenue Administration Division (RA 7. Record Series Format(s) List all | | 8. Recard Series | - Samonea | 9. Volume | | |
| Necora Senes Format(s) List all Letter Size | | Alphabetical | · | 5 Number | | |
| Legal Size Computer Tape | | Numerical | · | ⊠ File Dra | da | |
| Audio Tape Floppy Disk | | | :al | Microfil | | |
| Bound Book | 1 | Geographic | al . | Other (| specify) | |
| Other (specify) | ☐ Other (spec | | ify) | 10. Annual 2 Number | Accumulation | |
| | | | | | | |
| 11. File is Used | | | 12, File Becom | es Inactive Af | ter | |
| ⊠ Daily ☐ Weeldy ☐ Monthly ☐ An | nually | | 5 Number ☐ Month(s) ☒ Year(s) | | | |
| 13. Current Location(s) (Bldg., Floor, Room) RAD Bldg, 4 th , 400 | | | 14. Is Record Series Duplicated Eisewhere? (If yes, specify agency or office.) ☐ Yes ☑ No | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No | | | 16. Audit Requirements ☐ None ☑ State ☐ Federal ☑ Independent | | | |
| 17. Is an Index System used? If yes, exptain briefly and describe requirements ☐ Yes ☑ No | | | 18. Recommended Retention Retain for five calendar years and until all audits have been completed; then destroy. | | | |
| 40 Mi | | L | | | | |
| 19. Name and Title of Preparer Christopher Kolb, Manager | 20. Telepho 410-260-77 | | | 21. Date 12/27/16 Revised: March 27, 2018 | | |
| | | | | | i | |

| Instructions –Type or Print a separate form for each new or revised record series. Forward RECORDS MANAG | | | SEMENT DIVISION | | AGENCY RECORDS INVENTORY | | |
|--|--|-----------------|---|------------------------------------|--|--|--|
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. Bos Jessup; Maryland 20794 410-799-1930 | | | 275 | PAGE3 OF30 | | |
| epartment/Agency | 2. Divisio | on . | · · · · · · | | 3. Unit | | |
| Comptroller of Maryland | Reven | ue Adminis | tration Divi | sion | Branch Operations | | |
| DEFINITION: RECORD SERIES: A group of related purposes. | d records r | normally filed | and used as a | unit for re | ference as well as retention and disposition | | |
| 4. Record Series Title | | | | 5. Earlie | st Year/Latest Year | | |
| Branch Office Representative Report File (Form CC | OT/RAD 15 | 55) | | 2010 | _to _2012 | | |
| 6. Record Series Description (Briefly describe the t | ypes of inf | ormation/docu | ments/forms t | found in th | e series. Include the purpose or function of the | | |
| series.) | | | | | • | | |
| Daily form listing various tax returns, mailed to Ann | apolis for p | processing, fro | om Branch Off | ices | | | |
| 7. Record Series Format(s) List all | | 8. Record Serie | s Sequence | 9. Volume | | | |
| ☑ Letter Size ☐ Microfilm | | Alphabetica | · | Number | | | |
| . Legal Size Computer Tape | Numerical | | | ☐ Microfil | ile Drawer(s) icrofilm Reel(s) | | |
| ☐ Audio Tape ☐ Floppy Disk | Chronological | | cal · | ⊠Other (| Computer Tape(s) Other (specify)Binder | | |
| ☐ Bound Book ☐ Video Tape | ☐ Geographical | | aŭ . | 10, Annual f | Accumulation | | |
| Other (specify) | | Other (spec | ity) | Number File Di | awer(s) | | |
| | i | | 1 = | | m Reel(s) | | |
| | | | | Computer Tape(s) NOther (specify) | | | |
| | | | | Estotuer (| specify <u></u> | | |
| i te is Used | | | , 12. File Becom | es Inactive A | Rer | | |
| ☐ Daily ☐ Weekly ☐ Monthly ☐ Ann | ualiv . | | n/ | a | | | |
| Michaely Charles | | | Number | <u>ا</u> | Month(s) Year(s) | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | | |
| RAD 4th floor 400-C | | | ☐ Yes No | | | | |
| 15. Access Restrictions (if Yes, cite Law(s) & Regulation(s) ☐ Yes ☒ No | | | 16. Audit Requirements | | | | |
| | | | ☑ None ☐ State ☐ Federal ☐ Independent | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | | | 40 D | | | | |
| 17. Is an index system used? If yes, explain oneny and describe requirements ☐ Yes ☑No | | | Recommended Retention Retain until all Audits have been completed; then destroy. | | | | |
| 19. Name and Title of Preparer | -: | 20 Talanta | · | | | | |
| Dennis Gwinn | 20. Telephone No 410-260-7724 | | | 21. Date | | | |

DGS 550-4 (Rev. 1/93)

| | | | | | · | |
|--|--------------------------------|-------------------------|--|-------------------|---|--|
| Instructions -Type or Print a separate form for each | DEPAR. | TMENT OF G | ENERAL SER | VICES | AGENCY RECORDS INVENTORY | |
| new or revised record series. Forward with Records | RECORDS MANAGEMENT D | | | | | |
| Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. Box 2 | | | | | |
| Retenuori Scriedule (DOS 350-1) | 1210 | | = | 2/3 | PAGE _4 OF30 | |
| | | Jessup, Mary 410-799 | | • | | |
| Department/Agency | 2. Division | n | | | 3. Unit | |
| Comptroller of Maryland | Revenue | Administration | Division | | Electronic Tax Processing Section | |
| | | • | | • | · | |
| | | | | | | |
| | | | <u></u> | - <u> </u> | | |
| DEFINITION: RECORD SERIES: A group of related records | normally | filed and used | as a unit for i | | | |
| 4. Record Series Title | | | | 5 Earlie | st Year/Latest Year | |
| SMART (State of Maryland Tax System) Batch P | rocessin | g Control & | Reports | 3/1 | 1/2013_to3/2017(Current) | |
| 6. Record Series Description (Briefly describe the types of in | formation | /documents/fc | rms found in t | he series. | Include the purpose or function of the series:) | |
| Consisting of batched files from various interfaces | | | | | | |
| output computer reports from SMART System wi | | - | • | | | |
| | | • | | | · | |
| 7. Record Series Format(s) List all | | 9 Poord Sprie | - Common | 9. Volume | | |
| 7. Record Series Formaris) Cist all | | 8. Record Serie | s Sequence | | | |
| Letter Size Microfilm | ŀ | Alphabetica | ι . | | <u>85</u> | |
| · · · · · · · · · · · · · · · · · · · | ļ | | | Number File Dr | ouwartet · | |
| Legal Size Computer Tape | ļ | Numerical | | . — | crofilm Reel(s) | |
| ☐ Audio Tape ☐ Floppy Disk | ⊠ Chronolog | | cal | | iter Tape(s) | |
| | | E3 | | Other (s | specify)_cardboard boxes | |
| Bound Book Video Tape | | Geographic | al | 10. Annual | Accumutation · | |
| | | - Other (1990) | · | <u>25</u> | • | |
| | cessing | Other (spec | my) | Number | Ì | |
| | ļ | | | File Dr | `` | |
| | - | | | | in reeis) | |
| | | | 1 | | specify) _ cardboard boxes | |
| 11. File is Used | | L | 12, File Becom | | | |
| | | | | | | |
| ☐ Daily ☐ Weekly ☐ Monthly ☐ Annually | |] | _After 3 Years | | | |
| | | | Hamber | . u | nonun(s) i reanta) | |
| | | | | | | |
| 13. Current Location(s) (Bidg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | |
| Room 209 and Storage area at 4th Floor. | | • | ☐ Yes No | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audit Requ | uirements | | |
| ☐ Yes 🔲 No | | | | | _ <u> </u> | |
| | | | ∐ None | ⊠ State | Federal Independent | |
| | • | | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | | | 18. Recom | monded F | Retention | |
| ☐ Yes ☑No | | | | • | | |
| | | | <u> </u> | | have been completed; then destroy. | |
| 19. Name and Title of Preparer | - | 20. Telepho | | 21. Date | , | |
| Aktaruzzaman Khan | 1 | 410-260-75 | 7547 3/29/2017 | | 17 [*] | |
| • | | | | Revised | : 8/18/2017 | |

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|--|--|-----------------|--|--|--|--|
| 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 SEI RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 | | | SION | AGENCY RECORDS INVENTORY PAGE 4 0F 30 | |
| , | | • | 99-1930 | | · | |
| Department/Agency | 2. Divisio | | 55-1330 | | 3. Unit | |
| Comptroller of Maryland | Reven | ue Adminis | stration Div | ision . | Electronic Tax Processing Section | |
| DEFINITION: RECORD SERIES: A group of relate purposes. | d records r | normally filed | and used as a | unit for re | ference as well as retention and disposition | |
| 4. Record Series Title | | • | | 5. Earliest Year/Latest Year | | |
| Project Notes & Files/System Enhancement | nt Docum | entation | | _1994tO _March 2017 (Current) | | |
| 6. Record Series Description (Briefly describe the t | ypes of info | ormation/doca | uments/forms | found in th | e series. Include the purpose or function of the | |
| series.) Unformatted material containing the back | (ground, re | quirements, | specifications | , problem | description and changed for new projects, as | |
| well as changes to existing programs and procede | ures. Also | includes SIF | RS (System In | vestigatio | n Reports) and SRT's (System Request | |
| Transmittal). Note: SIRS equate to a help desk ti | cket and w | rere no longe | r used long b | efore 2014 | Help Desk tickets are tracked in the HD | |
| application by ITD. Additionally, SRT's were char | nged to SC | R's (System | Change Req | uests) in 2 | 2013. They contain the same information though. | |
| 7. Record Series Format(s) List all | , | 8. Record Serie | s Sequence | 9. Volume | | |
| | Ī | . Alphabetica | ľ | _2 Number | | |
| Legal Size Computer Tape | Ì | Numerical | | = | ☑ File Drawer(s) ☐ Microfilm Reel(s) | |
| Audio Tape Floppy Disk | Chronological | | cat | Comput | Computer Tape(s) Other (specify) | |
| Bound Book Video Tape | | ☐ Geographic | al a | | 10. Annual Accumulation | |
| Other (specify) _SCR's are contained in 3 inch binders | Other (specify) | | -AA | 2 Number | | |
| Other (specify) | | | | ☐ File Dra | awer(s) | |
| • | | | | Microfile | • | |
| | | | | Comput | pearly)_3 inch binders | |
| 11. File is Used | | | 12. File Becom | | | |
| Tr. File is Galax | | | 3 | ea macave za | | |
| ☐ Daily 🛛 Weekly 📋 Monthly 📮 Annu | vally · | | Number | <u></u> | lonth(s) 🔯 Year(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | 14. Is Record S | eries Duplical | ted Elsewhere? (If yes, specify agency or office.) | |
| Room 214 – RAD Building | | | ☐ No For projects electronic records exist in the shared drive for projects - efile\$ (\AVRADFILE1): for SCRs they are in the shared drive - govops\$ (\avitdfile1)\Operations Committee\SCR Team\System Change Requests (SCRs)\RAD | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☒ No | ☐ Yes No | | 16. Audit Requirements | | | |
| | | | None . | None 🔯 State 🔲 Federal 🔲 Independent | | |
| 47 to an larger System was 40 Mars and 11 to 200 and 12 | | | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe re ☐ Yes ☑ No | be requirements 18. F | | | ecommended Retention | | |
| _ · · · _ · · · · · · · · · · · · · · · | | | | RAD until project is done and until all audits have been | | |
| 19. Name and Title of Preparer | | 20. Telepho | | 21. Date | | |
| Brad Roth, Manager, Processing Control Section | | 410-260-74 | | March 3 | | |
|) | 1 | | | | : August 18, 2017 | |
| S 550-4 (Rev. 1/93) | | | | | | |

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| INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930 | | ELECTRONIC RECORDS INVENTORY | | | |
| WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02 | | | Page <u>4</u> of <u>30</u> | | | |
| | | | | | | |
| 1 DEPARTMENT/AGENCY Comptroller of Maryland | 2 DIVISION Revenue Admir | nistration Division | 3 UNIT Electronic Tax Processing Section | | | |
| | ated records store | | unit for reference as well as retention | | | |
| Zilu dispositio | ii puiposes | | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE Project Notes & Files/System Enhancement | ıt Documentatio |)n | 5 EARLIEST YEAR/LATEST YEAR | | | |
| | | | TO17 | | | |
| 6 INPUT - Identify source of information to COM staff working on projects and upgrades | | | use/s of information generated by system nancements to the COM processing | | | |
| 8 ELECTRONIC RECORD SERIES DESCR | | fly describe the information ained in a series. Include | /documents/forms purpose and function of the system. | | | |
| Unformatted material containing the background, requirements, specifications, problem description and changed for new projects, as well as changes to existing programs and procedures. Also includes SIRS (System Investigation Reports) and SRT's (System Request Transmittal). Note: SIRS equate to a help desk ticket and were no longer used long before 2014. Help Desk tickets are tracked in the HD application by ITD. Additionally, SRT's were changed to SCR's (System Change Requests) in 2013. They contain the same information though. | | | | | | |
| 9 POLICY ON ACCESS AND USE - Expla | in or attach copy | if established in writing. | | | | |
| Access to the shared drive where SCR docur Committee by ITD staff. govops\$ (\lavitdfile1)\Operations Committee | e\SCR Team\Sy | stem Change Requests (S | CRs)\RAD | | | |
| 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM | | | | | | |
| Any changes to SCRs are accomplished by c SCR shared drive referenced in # 9. | ompleting a revi | sed SCR and uploading th | e revised SCR to the ITD Governance | | | |
| | 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. | | | | | |
| The ITD Governance Operations SCR Ranking Committee Shared Drive. govops\$ (\\avitdfile1)\Operations Committee\SCR Team\System Change Requests (SCRs)\RAD | | | | | | |
| Scanned PDF documents. Progression established to ensure the record's retention and usability throughout the record's authorized life cycle: The SCRs are scanned PDFs that are not editable. Only select staff that are part of the ITD Governance Committee have access to the records. | | | | | | |
| 12 RECOMMENDED RETENTION | | | · | | | |
| Retain at RAD until project is done and until a | all audits have be | en completed: then destro | ov . | | | |
| 13 TYPED OR PRINTED NAME OF | 14 TELEPHO | | 15 DATE | | | |
| PREPARER 3rad Roth | 410-260-7447 | · | March 30, 2017 | | | |
| 16 TITLE OF PREPARER | | | Revised: August 18, 2017 | | | |
| | | | | | | |
| Manager, Processing Control Section | | | | | | |
| DGS 550-6 (rev. 10/12) | | | , | | | |

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| A. danations Time to Delete to | DED 1071 1717 05 0 | ENERAL OFFICE | F.C. | AGENCY RECORDS INVENTORY | |
| Instructions – Type or Print a separate form for | | | | ۵ | |
| each new or revised record series. Forward | RECORDS MANAG | | 1 | , T [| |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Ro | | • | page_4 of30 | |
| | Jessup, Man | =' | | - — | |
| epartment/Agency | 2. Division | 7-193 0 | | 3. Unit | |
| Comptroller of Maryland | Revenue Administration Div | vision | • | Electronic Tax Processing Section | |
| · · | Meaging Withingfigrou Di | viaiUl I | | Licential tax i tocesaring decident | |
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| | • | | | | |
| DEFINITION: RECORD SERIES: A group of related | records normally filed and u | used as a unit for r | eference a | s well as retention and disposition purposes. | |
| 4. Record Series Title | | | | st Year/Lalest Year | |
| Codes Table Signoff Request (Electronic) | | | | 93_to_2017 (Current) | |
| | man of infotititi | to form - form - form | | | |
| 6. Record Series Description (Briefly describe the ty | | | | include the purpose or function of the series.) | |
| Arranged by Table ID and date, shows changes ma | de to table and who request | ea them and wher | l. , | | |
| | • | | | • | |
| | | | , · | <u> </u> | |
| 7. Record Series Format(s) List all | 8. Record Series Seq | uence | 9. Volume | , | |
| Letter Size | Alphabetical | | <u>16</u> | | |
| | | | Number | _ | |
| Legal Size Computer Tape | ☐ Numerical | | | ☐ File Drawer(s) ☐ Microfilm Reel(s) | |
| ☐ Audio Tape ☐ Floppy Disk | □ Chronological | | | Computer Tape(s) | |
| Charles cabes Charles Charles | EX Comprodica | | Other (| specify) cardboard boxes | |
| ☐ Bound Book ☐ Video Tape | Geographical | • | 10. Annua | Accumulation | |
| Cother (case) | 57 6 | | _1-2 | _ | |
| Other (specify) | | | Number File Drawer(s) | | |
| , · · · · · · | ueu. | | ı — | im Reel(s) | |
| K) | | 1 = · | | uter Tape(s) | |
| | | | ⊠ Other (| specify) cardboard boxes | |
| 11. File is Used | | 12. File Becomes Inc | active After | | |
| | ualle. | _Preserve for Unlimited period | | | |
| El con) Cluctury Cl worth Cl Anni | ч ан у | Number Month(s) Year(s) | | | |
| | | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 44 10 80 4 5 4 | D | 1 | |
| () () () () () () () () () () | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No | | | |
| Room 209 and Storage area at 4th Floor | r . | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements | | | |
| ☐ Yes | | | | | |
| | ∐ None ⊠S | tate ∐ Fed | deral Independent . | | |
| | · | N | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | | 18. Recommer | nded Reter | ntion | |
| Yes 🖾 No | | Retain at RAD until all audits have been completed; then destroy. | | | |
| 19. Name and Title of Preparer | 20. Telephone N | <u> </u> | 21. Dat | | |
| Aktaruzzaman Khan | 410-260-7547 | | 3/29/20 | | |
| | 710-200-7347 | · | 3123120 | · · · · · · · · · · · · · · · · · · · | |
| GS 550-4 (Rev. 1/93) | | | | | |

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| 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 SER RECORDS MANAGEMENT DIVIS 7275 Waterloo Road, P.O. Box 2 Jessup, Maryland 20794 410-799-1930 | | | SION | AGENCY RECORDS INVENTORY PAGE 4 OF 30 | |
|--|---|-----------------|---|---|--|--|
| Department/Agency | | | | | 3. Unit | |
| Comptroller of Maryland | Revenu | e Administra | ation | · . | Electronic Tax Processing Section | |
| DEFINITION: RECORD SERIES: A group of relate purposes. | d records n | ormally filed | and used as a | unit for re | ference as well as retention and disposition | |
| Record Series Title Paper Motor Fuel Tax Returns | | | | 5. Earliest Year/Latest Year <u>4/2012</u> to <u>4/2017</u> | | |
| Record Series Description (Briefly describe the testing) Motor Fuel Tax Returns | types of info | omation/docu | uments/forms | found in th | e series. Include the purpose or function of the | |
| 7. Record Series Format(s) List all | · ₁ | 8. Record Serie | s Sequence | 9. Volume | | |
| ☑ Letter Size ☐ Microfilm | | ☐ Alphabetica | · | 30 Number | × , | |
| Legal Size Computer Tape | | Numerical | | File Dra | | |
| ☐ Audio Tape ☐ Floppy Disk | | | a l | Compu | ☐ Microfilm Real(s) ☐ Computer Tape(s) | |
| ☐ Bound Book ☐ Video Tape | | Geographic | at | ☑ Other (specify) Boxes | | |
| Other (specify) | | Other (spec | ify) | 10. Annual Accumulation 15 | | |
| | | | Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) Boxes | | | |
| 11. File is Used | | | 12. File Becom 5 | es Inactive Af | ler . | |
| ☐ Daily ☐ Weekly ☑ Monthly ☐ Annually | | Number | Number | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | 14 Is Record S | Series Dunlica | led Elsewhere? (If yes, specify agency or office.) | |
| Compliance Division in Baltimore | | | ⊠ Yes | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | | Scanned and stored on State of Maryland servers. Audit Requirements | | |
| ☐ Yes No | | | · . None | . □ None ☑ State □ Federal ☑ Independent | | |
| 17. Is an Index System used? If yes, explain briefly and describe r ☐ Yes No | Scan image which Trans Comp | | Scan pape images for whichever Transfer p Complian will be go | commended Retention aper document within 30 days of receipt and retain a for 5 years or until all audits have been completed, ever is longer; then destroy. For paper records, 30 days after they are scanned, to the liance Division in Revenue Administration Center. Paper agoverned by the Compliance Division schedule and lents are scanned to MSA standards. | | |
| 19. Name and Title of Preparer | | 20. Telepho | one Number | 21. Date | 4/22/17 | |
| William Blum, Returns Processing | | 410-260-72 | 52 | Revised | : March 27, 2018 | |
| | | | | | | |

| WITH DESCRIPTION SCHEDULE (DGS) A100 799 1930 Page 4 of 30 | | | | | |
|---|-------------|--|--|--|--|
| RECORDS RETENTION SCHEDULE (DGS (410) 799-1930 Fage 4 01 30 550-1) COMAR 14.18.02 | <u>,</u> 1 | | | | |
| 1 DEPARTMENT/AGENCY 2 DIVISION 3 UNIT | į | | | | |
| Comptroller of Maryland Revenue Administration Electronic Tax Processing Sec | ction | | | | |
| DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes | | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/LATEST | YEAR | | | | |
| Motor Fuel Tax Returns 4/2012 to 4/2017 | | | | | |
| 6 INPUT - Identify source of information to be entered 7 OUTPUT - Identify the use/s of information generated by s | ystem | | | | |
| Paper Motor Fuel Returns Research taxpayer inquiries and audit inquiries. | | | | | |
| 8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the sys | tem. | | | | |
| Motor Fuel Tax returns and all supporting schedules. | | | | | |
| 9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. | | | | | |
| Access limited to authorized users. Authorized users are generally limited to staff members requiring access for audit a taxpayer inquiries. | ind or | | | | |
| 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM | | | | | |
| NA, since records stored for audit and research purposes. | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression estable ensure the record's retention and usability throughout the record's authorized life cycle. | shed to | | | | |
| State of Maryland servers maintained by the Information Technology Division of the Comptroller of the State of Maryland. | | | | | |
| Paper versions of the returns are shipped to Baltimore Compliance. | | | | | |
| 12 RECOMMENDED RETENTION | | | | | |
| Scan paper document within 30 days of receipt and retain images for 5 years or until all audits have been completed, whichever is longer; then destroy. Transfer paper records, 30 days after they are scanned, to the Compliance Division in Revenue Administration Center. Paper will be governed by the Compliance Division schedule and documents are scanned to MSA standards. | | | | | |
| 13 TYPED OR PRINTED NAME OF 14 TELEPHONE NUMBER 15 DATE 4/22/17 PREPARER 15 DATE 4/22/17 Revised: March 27, 2018 | | | | | |
| William Blum 410-260-7252 | • | | | | |
| 16 TITLE OF PREPARER Assistant Section Manager Returns Processing | | | | | |
| DGS 550-6 (rev. 10/12) | | | | | |

| INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 | | ELECTRONIC RECORDS INVENTORY | | | | |
|---|---|--------------------------------|--|--|--|--|--|
| WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02 | JESSUP, | MARYLAND 20794 10) 799-1930 | Page <u>5</u> of <u>30</u> | | | | |
| Out at a state of the state of | | | | | | | |
| 1 DEPARTMENT/AGENCY Comptroller of Maryland | 2 DIVISION Revenue Admi | nistration Division | 3 UNIT Electronic Tax Processing Section | | | | |
| DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes | | | | | | | |
| | | | | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE | 5 EARLIEST YEAR/LATEST YEAR | | | | | | |
| ACF2 Reports | | | $_{f i}$ | | | | |
| • | | | _2010 TO2017 | | | | |
| 6 INPUT - Identify source of information to | be entered | 7 OUTPUT - Identify the u | ise/s of information generated by system | | | | |
| Daily report of user violations is generated. T | | | nt to users who receive security | | | | |
| Sent from an ADCVPS email account from th | | violations. | • | | | | |
| Migration team. | , | | | | | | |
| 8 ELECTRONIC RECORD SERIES DESCR | IPTION - Brief | y describe the information | /documents/forms | | | | |
| | | | purpose and function of the system. | | | | |
| | | | | | | | |
| A daily report generated on computer paper s | orted by logon. I | It is viewed for exceptions | , security reports and logged data set, | | | | |
| file name or transaction access. A report is g | | | | | | | |
| Auditors examine the reports for file access a | | | , , , , | | | | |
| · · · · · · · · · · · · · · · · · · · | | | • | | | | |
| O POLICY ON ACCESS AND LISE - Evolo | in or attach conv | if established in writing | | | | | |
| 9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. | | | | | | | |
| Access limited to authorized users. Authorized users are RSU/Security and Migration staff. | | | | | | | |
| 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM | | | | | | | |
| 10 0. DATATO CIGALO ON CONDITIONO AND NOLLO FOR ALL MONTO IN CHARACTER THE CIGALIA | | | | | | | |
| n/a. | | | | | | | |
| Tira. | | | | | | | |
| 11 SPECIEV THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA ELLE Evolain the progression established to | | | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. | | | | | | | |
| ensure the record's retention and usability | y infoughout the | record's authorized life cyc | же. Такаты | | | | |
| State of Maguand copiers maintained by Info | -motics Tochsols | and Divinion of the Compte | allow of Manyland | | | | |
| State of Maryland servers maintained by Info | mation rechnoic | gy Division of the Comput | oller of Maryland | | | | |
| 12 RECOMMENDED RETENTION | | | | | | | |
| | بحما مؤالمينم المائني | | | | | | |
| Retained at Revenue Administration Center u | mili ali audits nav | re been completed, then d | estroy. | | | | |
| 12 TYPED OF PRINTED NAME OF | 14 TELEDIJON | IT NUMBER | 45 DATE | | | | |
| 13 TYPED OR PRINTED NAME OF | 14 TELEPHOI | NE MOMBER | 15 DATE | | | | |
| PREPARER Lori Gibson | 440 260 7242 | | April(20/2017 | | | | |
| Lon Gibson | 410-260-7242 | • | April/20/2017 | | | | |
| 16 TITLE OF PREPARER | l. <u> </u> | | <u></u> | | | | |
| 10 TITLE OF PREPARER | | • | | | | | |
| Manager | | | | | | | |
| Manager | | | | | | | |
| | | • | | | | | |
| DGS 550-6 (rev. 10/12) | | | | | | | |
| • | | | | | | | |

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|---|---|--|--|--|--|
| Instructions –Type or Print a separate form for | DEPARTMENT OF G | ENERAL SERVICES | AGENCY RECORDS INVENTORY | | |
| each new or revised record series. Forward | RECORDS MANAG | | 13 | | |
| with Records Retention Schedule (DGS 550-1) | | ad, P.O. Box 275 | | | |
| (2.55.50.4) | Jessup, Man | • | PAGE5 OF30 | | |
| | 410-79 | | | | |
| Department/Agency | 2, Division | | 3. Unit | | |
| , | | · | | | |
| Comptroller of Maryland | Revenue Administratio | n Division | Electronic Tax Processing Section | | |
| | | | | | |
| DEFINITION: RECORD SERIES: A group of related in | ecords normally filed and us | ed as a unit for reference | e as well as retention and disposition purposes. | | |
| 4. Record Series Title | <u> </u> | - | 5. Earliest Year/Latest Year- | | |
| Taxpayer Response Forms | | | 2010to2014 | | |
| 6. Record Series Description (Briefly describe the typ | es of information/documents | forms found in the serie | | | |
| | | | | | |
| i nese forms are written record of all p | none calls received to | rom taxpayers or | tax preparers regarding the receipt and | | |
| processing of electronic returns. Recor | ds no longer maintai | ined because pro | cess is automated. | | |
| , | | | · | | |
| 7. Record Series Format(s) List all | 8. Record Series Sequence | | 9. Volume | | |
| | Alphabetical | | _1 Number | | |
| X Letter Size Microfilm | | • | • | | |
| Legal Size Computer Tape | ☐ Numerical | • | X File Drawer(s) Microfilm Reel(s) | | |
| Legal Size Computer Tapa | Chronological | - | Computer Tape(s) | | |
| Audio Tape Floppy Disk | Chronological | | Other (specify) | | |
| D Bound Book | Geographical | | 10. Annual Accumulation | | |
| Bound Book Video Tape | | | _0 Number | | |
| Other (specify) | X Other (specify) _By Mi | | File Drawer(s) | | |
| | Registration (CR) /Federal Identification | | Microfilm Reel(s) | | |
| | number (FEIN). No Inc | dex system. Forms | ☐ Computer Tape(s) ☐ Other (specify) | | |
| | are filed by assigned (| CR or FEIN numbers, | | | |
| | date and month. | | | | |
| 11. File is Used | | 12. File Becomes Inactive Af | ther | | |
| | - | 4 | | | |
| X Daily Weekly Monthly Annuall | , | | | | |
| - | | Number | Month(s) X Year(s) | | |
| | | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | |
| RAD bldg., room 209 | | X Yes 🔲 No | | | |
| AS Assess Designation (III) | | Current records now stored on State of Maryland servers. | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | · | 16. Audit Requirements | | | |
| ☐ Yes X No | ☐ Yes X No | | Endored Independent | | |
| | | None X State ☐ Federal ☐ Independent | | | |
| 17. Is an Index System used? If yes, explain briefly and describe req | virements | AR Reserved 5 | | | |
| Yes XNo | | 18. Recommended R | | | |
| , | | Retain at the Rev | enue Administration Center for 1 year and | | |
| | | until all audits hav | ve been completed; then destroy. | | |
| 19. Name and Title of Preparer | 20. Telephone Numbe | er . | 21. Date | | |
| Brad Roth, Manager Processing Control Section | 410-260-7447 | · | March 30, 2017 | | |
| | | | Revised: March 27, 2018 | | |

| INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED | RECORDS M | OF GENERAL SERVICES ANAGEMENT DIVISION | ELECTRONIC RECORDS INVENTORY | | | | |
|---|--|---|--|--|--|--|--|
| ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02 | 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930 | | Page <u>5</u> of <u>30</u> | | | | |
| DEPARTMENT/AGENCY Comptroller of Maryland | 2 DIVISION | nistration Division | 3 UNIT Electronic Tax Processing Section | | | | |
| | | unit for reference as well as retention | | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE Taxpayer Response Forms | 5 EARLIEST YEAR/LATEST YEAR | | | | | | |
| 6 INPUT - Identify source of information to I | | | 2014 TO 2017 se/s of information generated by system | | | | |
| Phone calls received from taxpayers or prepa | rers | Research taxpayer inquire | | | | | |
| 8 ELECTRONIC RECORD SERIES DESCR | | ily describe the information ained in a series. Include p | ourpose and function of the system. | | | | |
| These are records of all phone calls rece | ived from taxpa | ayers or tax preparers re | garding the receipt and processing of | | | | |
| electronic returns. | | | | | | | |
| 9 POLICY ON ACCESS AND USE - Explain | in or attach copy | if established in writing. | | | | | |
| Access limited to authorized users. Authorize taxpayer inquires. | - | - | | | | | |
| 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM | | | | | | | |
| n/a. | | | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. | | | | | | | |
| State of Maryland servers maintained by Information Technology Division of the Comptroller of Maryland | | | | | | | |
| 12 RECOMMENDED RETENTION Retained at Revenue Administration center until all audits have been completed, then destroy. | | | | | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER | 14 TELEPHO | NE NUMBER | 15 DATE | | | | |
| Brad Roth | 410-260-7447 | | March 27, 2018 | | | | |
| 16 TITLE OF PREPARER | _ | | | | | | |
| Manager, Processing Control Section | | | | | | | |
| DGS 550-6 (rev. 10/12) | | | | | | | |

| INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | RECORDS M 7275 WATERL JESSUP, | OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930 | Page _ 5 _ of _ 30 _ /5 | | | |
|--|--|--|---|--|--|--|
| DEPARTMENT/AGENCY Comptroller of Maryland | 2 DIVISION Revenue Admi | nistration Division | 3 UNIT Electronic Tax Processing Section | | | |
| DEFINITION - Record Series - A group of rel and disposition | d electronically and used as a | unit for reference as well as retention | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE Daily Run Reports | pui poseo | | 5 EARLIEST YEAR/LATEST YEAR | | | |
| 6 INPUT - Identify source of information to MEF Electronic individual and corporate received through the Fed/State file transfeweb applications. | Electronic returns are pro system to post to taxpaye Maryland filing requireme | use/s of information generated by system ocessed into the COM tax processing er's accounts in compliance with ents. Banking transactions are sent to notices are generated for taxpayers puired. | | | | |
| 8 ELECTRONIC RECORD SERIES DESCR | • | fly describe the information | | | | |
| These reports list the DLN's (Document Loc processing into the accounting system daily. | ation Number) a | nd numbers of electronic re | eturns retrieved and formatted for | | | |
| 9 POLICY ON ACCESS AND USE - Expla | in or attach copy | r if established in writing. | | | | |
| Access to the shared drive where these repoused to reconcile MEF processing with batch | rts are stored are processing into | e limited to staff of the Prod SMART | essing Control Section. The reports are | | | |
| UPDATING CYCLES OR CONDITIONS | AND RULES FO | R REVISING INFORMATI | ON IN THE SYSTEM | | | |
| Changes are made to the reports to correct in | nput errors. The | se are uncommon. | · | | | |
| 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit | OF THE MAIN E y throughout the | LECTRONIC DATA FILE. record's authorized life cy- | Explain the progression established to cle. | | | |
| The reports are on the EFILE shared drive in Only staff that need access within the Proces | the form or Exc ssing & Control S | el Spreadsheets. <u>Efile\$ (\\</u> Section have access to the | AVRADFILE1):\PUBLIC DIRECTORY se reports | | | |
| 12 RECOMMENDED RETENTION Poteined at BAD contact for 1 years and until a | di avalita bawa ba | | | | | |
| Retained at RAD center for 1 year and until a 13 TYPED OR PRINTED NAME OF | 14 TELEPHO | | 15 DATE | | | |
| PREPARER Brad Roth | 410-260-7447 | | March 30, 2017 | | | |
| 16 TITLE OF PREPARER | <u> </u> | | <u></u> | | | |
| Manager, Processing Control Section | <u> </u> | | | | | |
| DGS 550-6 (rev. 10/12) | | | | | | |
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| Instructions –Type or Print a separate form for | DEPARTMENT OF G | ENERAL SERVICES | AGENCY RECORDS INVENTORY | |
|---|---------------------------------|--|---|--|
| each new or revised record series. Forward | RECORDS MANAG | | 16 | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Ro | | 10 | |
| , | Jessup, Mar | · | PAGE5 OF30 | |
| _ | 410-79 | • | | |
| Department/Agency | 2. Division | | 3. Unit | |
| | | | 1 | |
| Comptroller of Maryland | Revenue Administration | on Division | Electronic Tax Processing Section | |
| | | | | |
| DEFINITION: RECORD SERIES: A group of related | d records normally filed and us | sed as a unit for reference | e as well as retention and disposition purposes. | |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year- | |
| EL-101 | | | 2010to2014 | |
| 6. Record Series Description (Briefly describe the ty | pes of information/documents | s/forms found in the serie | es. Include the purpose or function of the series.) | |
| Declaration document and signature authoriz | ation for an electronically | filed. Return by an e | lectronic return originator (ERO) filing on behalf | |
| of a taxpayer. Records no longer maintained | because process is automa | ted. | | |
| | | | | |
| 7. Record Series Format(s) List all | 8. Record Series Sequence | | 9. Volume | |
| | | | _1 | |
| X Letter Size | Alphabetical | | Number | |
| G 5. | ☐ Numerical | | X File Drawer(s) | |
| ☐ Legal Size ☐ Computer Tape | | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
| Audio Tape 📋 Floppy Disk | Chronological | | Other (specify) | |
| | ☐ Geographical | Į. | 10. Annual Accumulation | |
| ☐ Bound Book ☐ Video Tape | | | _0 Number | |
| Other (specify) | X Other (specify) By M | | File Drzwer(s) | |
| | Registration (CR) /Fed | | Microfilm Real(s) | |
| | number (FEIN). No Inc | ´ | Computer Tape(s) Other (specify) | |
| | are filed by assigned (| CR or FEIN numbers, | | |
| | date and month. | | | |
| 11. File is Used | | 12. File Becomes Inactive Af | ter | |
| | | 1 | | |
| X Daily 🔲 Weekly 🔲 Monthly 🔲 Annu | ally | | | |
| | | Number L A | Aonth(s) X Year(s) | |
| | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | led Elsewhere? (If yes, specify agency or office.) | |
| RAD bldg. Room 209 | | X Yes No | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | Scanned and stored on State of Maryland servers. 16. Audit Requirements | | |
| ☐ Yes X No | | | | |
| | | ☐ None X State ☐ | Federal Independent | |
| | | | - | |
| 17. Is an Index System used? If yes, explain briefly and describe r | equirements | 18. Recommended R | tetention | |
| ☐ Yes X No | | Retain paper at the | Revenue Administration Center sixty (60) days; | |
| | | | n scans until all audits have been completed; then | |
| | | destroy. Scans of p | aper are done to MSA standards. | |
| | | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | er | 21. Date | |
| Brad Roth, Manager Processing Control Section | 410-260-7447 | | March 30, 2017 | |
| | | | Revised: July 9, 2018 | |

| INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02 | RECORDS M 7275 WATERL JESSUP, | OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930 | Page 5 of 30 | | |
|--|-------------------------------------|--|---|--|--|
| DEPARTMENT/AGENCY Comptroller of Maryland | 2 DIVISION Revenue Admir | nistration Division | 3 UNIT Electronic Tax Processing Section | | |
| DEFINITION – Record Series - A group of rela and dispositio | d electronically and used as a | unit for reference as well as retention | | | |
| 4 ELECTRONIC RECORD SERIES TITLE EL-101 | | | 5 EARLIEST YEAR/LATEST YEAR _2014TO2017 | | |
| 6 INPUT - Identify source of information to I Declaration document and signature authorequest | | | use/s of information generated by system lires and audit inquiries. | | |
| 8 ELECTRONIC RECORD SERIES DESCR | | ly describe the information ained in a series. Include | /documents/forms purpose and function of the system. | | |
| Declaration document and signature author (ERO) filing on behalf of a taxpayer. Rec | | | | | |
| 9 POLICY ON ACCESS AND USE - Explain Access limited to authorized users. Authorized taxpayer inquires. | | • | pers requiring access for audit and or | | |
| 10 UPDATING CYCLES OR CONDITIONS A | AND RULES FO | R REVISING INFORMATI | ON IN THE SYSTEM | | |
| 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability | | | | | |
| State of Maryland servers maintained by Info | rmation Technol | ogy Division of the Comptr | oller of Maryland | | |
| 12 RECOMMENDED RETENTION Retain paper at the Revenue Administration Center sixty (60) days; then destroy. Retain scans until all audits have been completed; then destroy. Scans of paper are done to MSA standards. | | | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER | 14 TELEPHO | NE NUMBER | 15 DATE | | |
| Brad Roth | 410-260-7447 | | July 9, 2018 | | |
| 16 TITLE OF PREPARER | | | | | |
| Manager, Processing Control Section | | | | | |
| DGS 550-6 (rev. 10/12) | | | | | |

| INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED | RECORDS N | OF GENERAL SERVICES IANAGEMENT DIVISION | ELECTRONIC RECORD | |
|--|---|---|--|--------------------|
| ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02 | 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930 | | Page6 of | 30 18 |
| DEPARTMENT/AGENCY Comptroller of Maryland | 2 DIVISION Revenue Administration Division | | 3 UNIT Electronic Tax Process | sing Section |
| | elated records store | ed electronically and used as | a unit for reference as well a | as retention . |
| 4 ELECTRONIC RECORD SERIES TITLE Wage Data | 5 EARLIEST YEAR/L | ATEST YEAR arch 2017 | | |
| 6 INPUT - Identify source of information to Electronic wage information sent from e | | ited by system | | |
| 8 ELECTRONIC RECORD SERIES DESC | | tax returns. If y describe the information tained in a series. Include | | the system. |
| CD's or discs received from employers for with the employers annual MW508 reconci POLICY ON ACCESS AND USE — Exp | liation. This info | rmation is used to verify w | | |
| The magnetic media is only accessed by Prupload them to the mainframe to prepare to few to perform this function. | | | | |
| 10 UPDATING CYCLES OR CONDITIONS | S AND RULES FO | OR REVISING INFORMAT | ION IN THE SYSTEM | |
| nges are made to the reports to correct | input errors. The | ocó era unaamman | | |
| | | ese are uncommon. | | |
| 11 SPECIFY THE LOCATION AND MEDIA | OF THE MAIN E | ELECTRONIC DATA FILE | | n established to |
| 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabil The magnetic media is on disks sent from b to be destroyed/incinerated within one year | A OF THE MAIN E ity throughout the ousinesses. The I | ELECTRONIC DATA FILE or record's authorized life cy | cle. inic Processing area unti | |
| 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabil The magnetic media is on disks sent from b to be destroyed/incinerated within one year 12 RECOMMENDED RETENTION The CD's and disks are sent for destruction | OF THE MAIN E ity throughout the pusinesses. The r after data is extra | ELECTRONIC DATA FILE record's authorized life cy media is kept in the Electroacted and sent to the main | cle. onic Processing area unti frame | il it is sent down |
| 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabile. The magnetic media is on disks sent from being to be destroyed/incinerated within one year 12 RECOMMENDED RETENTION. The CD's and disks are sent for destruction. Remains on mainframe for seven (7) years; 13 TYPED OR PRINTED NAME OF | A OF THE MAIN E ity throughout the businesses. The r after data is extra /incineration with then destroy. | ELECTRONIC DATA FILE record's authorized life cy media is kept in the Electroacted and sent to the main | cle. onic Processing area unti frame | il it is sent down |
| 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabil The magnetic media is on disks sent from b to be destroyed/incinerated within one year 12 RECOMMENDED RETENTION The CD's and disks are sent for destruction Remains on mainframe for seven (7) years; | A OF THE MAIN E ity throughout the businesses. The r after data is extra /incineration with then destroy. | ELECTRONIC DATA FILE record's authorized life cy media is kept in the Electronic acted and sent to the main nin one (1) year after data in the NUMBER | cle. Inic Processing area untiframe. Is extracted and sent to make the second | il it is sent down |
| 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabile. The magnetic media is on disks sent from being to be destroyed/incinerated within one year 12 RECOMMENDED RETENTION. The CD's and disks are sent for destruction. Remains on mainframe for seven (7) years; 13 TYPED OR PRINTED NAME OF PREPARER. Brad Roth. | or THE MAIN E ity throughout the pusinesses. The pafter data is extra /incineration with then destroy. 14 TELEPHO 410-260-7447 | ELECTRONIC DATA FILE record's authorized life cy media is kept in the Electronic acted and sent to the main nin one (1) year after data in the NUMBER | cle. Inic Processing area untiframe. Is extracted and sent to make the sent the sent to make the sent to m | il it is sent down |
| 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabile. The magnetic media is on disks sent from be to be destroyed/incinerated within one year 12 RECOMMENDED RETENTION. The CD's and disks are sent for destruction. Remains on mainframe for seven (7) years; 13 TYPED OR PRINTED NAME OF PREPARER. Brad Roth. 16 TITLE OF PREPARER. Manager, Processing Control Section. | or THE MAIN E ity throughout the pusinesses. The pafter data is extra /incineration with then destroy. 14 TELEPHO 410-260-7447 | ELECTRONIC DATA FILE record's authorized life cy media is kept in the Electronic acted and sent to the main nin one (1) year after data in the NUMBER | cle. Inic Processing area untiframe. Is extracted and sent to make the sent the sent to make the sent to m | ll it is sent down |
| 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabile. The magnetic media is on disks sent from the bold be destroyed/incinerated within one year 12 RECOMMENDED RETENTION. The CD's and disks are sent for destruction. Remains on mainframe for seven (7) years; 13 TYPED OR PRINTED NAME OF PREPARER. Brad Roth. 16 TITLE OF PREPARER. | or THE MAIN E ity throughout the pusinesses. The pafter data is extra /incineration with then destroy. 14 TELEPHO 410-260-7447 | ELECTRONIC DATA FILE record's authorized life cy media is kept in the Electronic acted and sent to the main nin one (1) year after data in the NUMBER | cle. Inic Processing area untiframe. Is extracted and sent to make the sent the sent to make the sent to m | ll it is sent down |
| 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabile. The magnetic media is on disks sent from to be destroyed/incinerated within one year 12 RECOMMENDED RETENTION. The CD's and disks are sent for destruction. Remains on mainframe for seven (7) years; 13 TYPED OR PRINTED NAME OF PREPARER. Brad Roth. 16 TITLE OF PREPARER. | or THE MAIN E ity throughout the pusinesses. The pafter data is extra /incineration with then destroy. 14 TELEPHO 410-260-7447 | ELECTRONIC DATA FILE record's authorized life cy media is kept in the Electronic acted and sent to the main nin one (1) year after data in the NUMBER | cle. Inic Processing area untiframe. Is extracted and sent to make the sent the sent to make the sent to m | ll it is sent down |
| 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabile. The magnetic media is on disks sent from to be destroyed/incinerated within one year 12 RECOMMENDED RETENTION. The CD's and disks are sent for destruction. Remains on mainframe for seven (7) years; 13 TYPED OR PRINTED NAME OF PREPARER. Brad Roth. 16 TITLE OF PREPARER. | or THE MAIN E ity throughout the pusinesses. The pafter data is extra /incineration with then destroy. 14 TELEPHO 410-260-7447 | ELECTRONIC DATA FILE record's authorized life cy media is kept in the Electronic acted and sent to the main nin one (1) year after data in the NUMBER | cle. Inic Processing area untiframe. Is extracted and sent to make the sent the sent to make the sent to m | ll it is sent down |
| 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabile. The magnetic media is on disks sent from the bed estroyed/incinerated within one year 12 RECOMMENDED RETENTION. The CD's and disks are sent for destruction Remains on mainframe for seven (7) years; 13 TYPED OR PRINTED NAME OF PREPARER | or THE MAIN E ity throughout the pusinesses. The pafter data is extra /incineration with then destroy. 14 TELEPHO 410-260-7447 | ELECTRONIC DATA FILE record's authorized life cy media is kept in the Electronic acted and sent to the main nin one (1) year after data in the NUMBER | cle. Inic Processing area untiframe. Is extracted and sent to make the sent the sent to make the sent to m | ll it is sent down |
| 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabile. The magnetic media is on disks sent from to be destroyed/incinerated within one year 12 RECOMMENDED RETENTION. The CD's and disks are sent for destruction. Remains on mainframe for seven (7) years; 13 TYPED OR PRINTED NAME OF PREPARER. Brad Roth. 16 TITLE OF PREPARER. | or THE MAIN E ity throughout the pusinesses. The pafter data is extra /incineration with then destroy. 14 TELEPHO 410-260-7447 | ELECTRONIC DATA FILE record's authorized life cy media is kept in the Electronic acted and sent to the main nin one (1) year after data in the NUMBER | cle. Inic Processing area untiframe. Is extracted and sent to make the contract of the contr | ll it is sent down |

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| Instructions -Type or Print a separate form for each new or revis | ed DEPARTME | NT OF GENERAL SERVICES | AGENCY RECORDS INVENTORY |
| record series. Forward with Records Retention Schedule (DGS | RECORDS | S MANAGEMENT DIVISION | 19 |
| 550-1) | . 7275 Wa | iterloo Road, P.O. Box 275 | |
| | Jes | sup, Maryland 20794 | page6 of30 |
| | İ | 410-799-1930 | |
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| Department/Agency | 2. Division | | 3. Unit |
| . Soparation is in the same of | 2. 5.77.5.57 | | |
| O4-NoENG-do-d | | Administration Divinion | Electronic Toy Decomples |
| Comptroller of Maryland | Revenue | Administration Division | Electronic Tax Processing |
| | | | Section |
| | } | | · |
| DEFINITION: RECORD SERIES: A group of related records nor | nally filed and used | as a unit for reference as well as | retention and disposition purposes. |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year- |
| Motor Carrier and IFTA (International fuel Tax Agreemen | t) Processing Rec | uests (Job Request | 2014to2017 |
| | i, riococomg rio | lange (and tradaloge | |
| Transmittals). | | | |
| 6. Record Series Description (Briefly describe the types of inform | | • | |
| Numerous statistical reports from daily, monthly, semi-ar | | | |
| IFTA Returns Processing Center and WEB transactions | are related to appl | ications, renewals, billings, d | elinquencies, refunds, closeouts, and |
| cash receipts. | | • | |
| 7. Record Series Format(s) List all | 8. Record Series Seque | псе | 9. Volume |
| , | | | _1 |
| X Letter Size Microfilm | Alphabetical . | | Number |
| | Numerical | | X File Drawer(s) |
| Legal Size Computer Tape | | | ☐ Microfilm Reel(s) |
| Str. Str. Str. | X Chronological (also b | y codes table title) | Computer Tape(s) |
| Audio Tape Floppy Disk | - | • | Other (specify) 10. Annual Accumulation |
| ☐ Bound Book ☐ Video Tape | ☐ Geographical | | _0 |
| | [] Often (100 17) | | Number |
| Cther (specify) | Other (specify) | | File Drawer(s) |
| | | | Microfilm Reel(s) |
| | | | Computer Tape(s) Other (specify) |
| 11. File is Used | | 12, File Becomes Inactive After | Toner (spearly) |
| | | 7 . | |
| X Daily Weekly Monthly Annually | | ' | |
| | | Number . Month(s) | X Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) | <u> </u> | 14 Is Record Series Duplicated Fisewi | nere? (If yes, specify agency or office.) |
| RAD bldg. Room 209 | | · · | |
| TAD bidg. Noom 209 | | XYes No | · |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | Scanned and stored on State of Maryla 16. Audit Requirements | nu servers. |
| _ | | To. Family requirements | • |
| ☐ Yes X No | | | [] Independent |
| | | Clycus X 200s Classes | Ci machemani |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | | 18. Recommended Retention |) |
| Yes X No | | Retain at the Revenue Admin | istration Center for 7 years until all audit |
| | | requirements have been met; | then destroy. |
| 19. Name and Title of Preparer | | 20. Telephone Number | 21. Date |
| Brad Roth, Manager Processing Control Section | | 410-260-7447 | March 30, 2017 |
| | | | Revised: March 27,2018 |
| | | 1 | TOTIOCH. MICHAEL ET JEV 10 |

| INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISE ELECTRONIC RECORD SERIES. FORWARE WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02 | RECORDS N 7275 WATERI JESSUP | OF GENERAL SERVICES MANAGEMENT DIVISION LOO ROAD, P.O. BOX 275 P, MARYLAND 20794 410) 799-1930 | | ECORDS IN | ער |
|--|--|--|--|---------------|-------------|
| 1 DEPARTMENT/AGENCY | 2 DIVISION | · . | 3 UNIT | | |
| Comptroller of Maryland | Revenue Adm | inistration Division | Electronic Tax F | Processing | Section |
| | | ed electronically and used a | s a unit for reference | as well as re | tention |
| 4 ELECTRONIC RECORD SERIES TITLE | and disposition purposes RD SERIES TITLE (International Fuel Tax Agreement) Processing Requests (Job | | | | ST YEAR |
| 5 INPUT - Identify source of information Motor Fuel and IFTA applications, renewal delinquencies, refunds, closeout, and cash | s, billings, receipts. | 7 OUTPUT - Identify th Update taxpayer account | ints, generate bills, | delinquenc | |
| B ELECTRONIC RECORD SERIES DESC | | efly describe the informati tained in a series. Includ | | | system. |
| Numerous statistical reports from daily, me mainframe, IFTA Returns Processing Cent refunds, closeouts, and cash receipts. | er and WEB trans | actions related to applicat | tions, renewals, bill | | |
| | olain or attach copy | v if established in writing | | | |
| FOLICT ON ACCESS AND USE - EX | | y ii ootaaniinaa iii iirittiing. | | | |
| Access to the shared drive must be grante | d through ITD. | | TION IN THE SYS | TFM | |
| Access to the shared drive must be grante OUPDATING CYCLES OR CONDITION | d through ITD. S AND RULES FO | OR REVISING INFORMA | TION IN THE SYS | TEM . | |
| Access to the shared drive must be grante 10 UPDATING CYCLES OR CONDITION N/A – documents stored on the shared driv | d through ITD. S AND RULES FO re are PDFs and a | OR REVISING INFORMA | | • | |
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| Access to the shared drive must be grante 10 UPDATING CYCLES OR CONDITION N/A – documents stored on the shared driv 11 SPECIFY THE LOCATION AND MEDI ensure the record's retention and usab | d through ITD. S AND RULES FO re are PDFs and a A OF THE MAIN E ility throughout the | OR REVISING INFORMA are not editable. ELECTRONIC DATA FILI a record's authorized life o | E. Explain the prog | ression est | • |
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| Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Comptroller of Maryland | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division Revenue Administration Division | | | AGENCY RECORDS INVENTORY PAGE7 of30 3. Unit Estate Tax Section |
|--|---|----------------|--|---|
| purposes. 4. Record Series Title Maryland Estate Tax Returns 6. Record Series Description (Briefly describe the tyseries.) Tax returns and attachments | | | 5. Earlie _2014 | st Year/Latest Year 4to _2017 |
| 7. Record Series Format(s) List all X Letter Size | 8. Record Series Sequent Alphabetical Numerical Chronological Geographical X Other (specify) By date and tax year. | | X Other (sp 10. Annual _125 | awer(s) m Reel(s) ter Tape(s) pecify)Boxes Accumulation awer(s) |
| 11. File is Used Daily Weekly Monthly Annual As Needed. 13. Current Location(s) (Bldg., Floor, Room) RAD bldg. Room 100 & 400 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) X Yes No Comptroller of Maryland (COM), Office Legislative Audit (OLA), Ta Subtitle 2. Access to files should be limited to authorized users requand taxpayer inquiries. 17. Is an Index System used? If yes, explain briefly and describe register. | x-General Article, Title 13; uiring access for audit | 16. Audit Requ | Geries Duplica X No virements X State | Identification Anoth(s) X Year(s) Identification X Year(s) Identification |
| 19. Name and Title of Preparer Sarah Dufrense | 20. Telepho 410-260-61 | State Reco | rd Center f 21. Date | Iministration Center for 1 year then transfer to the for 2 years; then destroy. 6/5/2014 : March 27, 2018 |

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| Instructions –Type or Print a separate form for | DEPAR | TMENT OF G | ENERAL SEF | RVICES | AGENCY RECORDS INVENTORY | |
| each new or revised record series. Forward | RECO | ORDS MANAC | SEMENT DIVI | SION | | |
| with Records Retention Schedule (DGS 550-1) | | | oad, P.O. Box | | | |
| Will Tecords Retention Caleddic (BCB 555-1) | 121 | | | 2.0 | page7 of30 | |
| | | | yland 20794 ° ₉₋₁₉₃₀ | | | |
| Department/Agency | 2. Divisio | | 0 1000 | | 3. Unit | |
| 7. Department/gency | Z. Divisio | , , , , , , , , , , , , , , , , , , , | | | | |
| | _ | | | | | |
| Comptroller of Maryland | Revenu | e Administra | ation Division | n I | Legal-Estate Tax | |
| DEFINITION: RECORD SERIES: A group of related | i racorde r | normally filed | and used as a | unit for re | ference as well as retention and disposition | |
| purposes. | i records r | ionnany meu | ailu useu as a | | referice as well as referribly and disposition | |
| 4. Record Series Title | | | | 5. Earlie | st Year/Latest Year | |
| Litigation Records for Estate Tax Cases | | | | 2006 | 6to _2017 | |
| | | | | | | |
| 6. Record Series Description (Briefly describe the ty | pes of info | ormation/docu | iments/forms t | found in th | e series. Include the purpose or function of the | |
| series.) Estate tax files with documents relating | ng to Litig | ation involvi | ing the Com | ptroller of | Maryland. As a party to litigation, files are | |
| kept for discovery, responses, pleadings, mo | tion, etc. | | • • | | | |
| · · · · · · · · · · · · · · · · · · · | | | | | | |
| 7. Record Series Format(s) List all | | 8. Record Serie | s Sequence | 9. Volume | | |
| , | | | | _2 | | |
| X Letter Size ' Microfilm | | Alphabetica | ı | Number | | |
| X Letter 3126 | | _ | | File Dr | • • | |
| Legal Size Computer Tape | | Numerical | | Microfil | | |
| | | Chronologica | -1 | ☐ Compu | ter Tape(s) | |
| Audio Tape Floppy Disk | | | di | X Other (s | pecify)Boxes | |
| _ | | Geographic | al . | 10. Annual | Accumulation | |
| ☐ Bound Book ☐ Video Tape | | | | _2 | | |
| Citar (anniki) | ļ | X · Other (speci | fv) | Number | | |
| Other (specify) | | By date and tax | | File Dr. | · · · · · · · · · · · · · · · · · · · | |
| · | | , | ,,,,,,, | = | ler Tape(s) | |
| | ļ | ı | | | | |
| | | | | | pecify)_Boxes | |
| 11, File is Used | | | 12. File Becom | es Inactive Af | ler | |
| ☐ Daily ☐ Weekly ☐ Monthly ☐ Anno | ually | | <u>20</u> | | | |
| As Needed. | , | ` | Number | П | ionih(s) X Year(s) | |
| · | • | | | | | |
| · · · · · · · · · · · · · · · · · · · | | | <u> </u> | | | |
| 13. Current Location(s) (Bidg., Floor, Room) | | | 14. Is Record S | Series Duplica | led Elsewhere? (If yes, specify agency or office.) | |
| RAD bldg. 1st and 4th Floors | | | Yes | X No | · | |
| | | | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audit Requ | irements | | |
| X Yes 🔲 No | | , | | | • | |
| | | | ☐ Nane | X State | Federal Independent | |
| Comptroller of Maryland (COM), Office Legislative Audit (OLA), Ta | x-General Art | licle, Title 13; | } | | * • | |
| Subtitle 2. Access to files should be limited to authorized users req | uiring access | for audit | ļ | | | |
| and taxpayer inquiries. | | | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe re | equirements | ٠. | 18. Recom | mended R | etention | |
| Yes X No | | | Retain in of | fice five (5 |) years after file is closed. Transfer files to the | |
| | | | 1 | | res for permanent retention for cases which went | |
| | | | İ | _ | upreme Court or in which the judgment/settlement | |
| | | | l . · | | ` | |
| | | | 1 | | on. All other files are retained by Maryland State | |
| | | | Record Cer | nter for an | additional 15 years; then destroy. | |
| 19. Name and Title of Preparer | | 20. Telepho | ne Number | 21. Date | : December 8, 2017 | |
| Sarah Dufresne | : | 410-260-61 | 81 | Revised: March 27, 2018 | | |

| Instructions -Type or Print a separate form for each new or revised record series. Forward | <u> </u> | | | | AGENCY RECORDS INVENTORY | |
|---|---------------------------------------|---------------|--|-------------------------|---|--|
| with Records Retention Schedule (DGS 550-1) | | | ad, P.O. Box | | | |
| | | | land 20794 | ~~• | PAGE8 of30 | |
| Department/Agency | 2. Division | 710-100 | | | 3. Unit | |
| | 2.014131011 | | | | | |
| | Revenue Administration I | | | | Legal | |
| DEFINITION: RECORD SERIES: A group of related purposes. | d records norma | ally filed a | ind used as a | unit for re | ference as well as retention and disposition | |
| 4. Record Series Title | | | | 5. Earlie | st Year/Latest Year | |
| | | | | 20 | 10 to2017 | |
| Hearings and Appeals Files Includ | ling Hearing | g Notio | ces | | | |
| Record Series Description (Briefly describe the ty series.) | ypes of informati | tion/docui | ments/forms | found in th | e series. Include the purpose or function of the | |
| · | Hearing Notic | ices and | all needed i | nformati | on for hearing. This may include copies of | |
| | | | | | ll also include the resolution, including | |
| | | | | | te information discussed at hearing, etc. | |
| 7. Record Series Format(s) List all | 8. Re | ecord Series | Sequence | 9. Volume | | |
| X Letter Size ☐ Microfilm | ПА | Uphabetical | | 1 Number | | |
| Legal Size Computer Tape | _ | Numerical | | File Dra | wer(s) | |
| | | | | Microfil | | |
| ☐ Audio Tape ☐ Floppy Dlsk | ٥ | Chronologica | 31 | ☐ Compu ☑ Other (s | ter Tape(s) specify) Boxes | |
| ☐ Bound Book ☐ Video Tape | G | Geographica | 1 | 3 | · · · · · · · · · · · · · · · · · · · | |
| Cl Other (crossife) | No. | , | | 10, Annual Accumulation | | |
| Other (specify) | - | ther (specify | | Number | | |
| | By | date and | tax year | | • | |
| • | } | | | File Dra | | |
| | | | | | ter Tape(s) | |
| • | | | i | Qther (| specify)_Boxes | |
| 11. File is Used | | | 12. File Becom | es inactive Af | ler | |
| | | | 5 | | | |
| Daily Weekly Monthly Annu | ually | 1 | Number | □ ~ | lonth(s) 🔯 Year(s) | |
| As Needed | | | | | • , | |
| 13 Current Location(s) (Bidg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | |
| RAD Bldg, 1st and 4th Floors | | | ☐ Yes 【X No | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) [X] Yes | · · · · · · · · · · · · · · · · · · · | | 16. Audit Requirements | | | |
| Comptroller of Maryland (COM), Office Legislative Audit | t (OLA), Tax-Gen | neral | ☐ None | X State | Federal Independent | |
| Article, Title 13; Subtitle 2. Access to files should be limite requiring access for audit and taxpayer inquiries. | | users | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe re | equirements | | | | etention | |
| | | | | | at the Revenue Administration Center ransfer files to the State Record Center | |
| | | h | for 3 year | | | |
| | | | TOL 3 YEAR | o, uitii t | couty. | |
| | | | | | | |
| 19. Name and Title of Preparer | 20. | Telephor | ne Number | 21. Date | | |
| • | | | | Dece | ember 8, 2017 | |
| Sarah Dufresne | 41 | 0-260- | -6181 | Revised: March 27, 2018 | | |

| | DEDARTHE | | ENEDAL 050 | 2)4050 | AGENCY RECORDS INVENTORY | |
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| Instructions –Type or Print a separate form for each new or revised record series. Forward | RECORDS | | EMERAL SER | | | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 | | | 275 | PAGE <u>8</u> OF <u>30</u> | |
| 1. Department/Agency | 2. Division | | | | 3. Unit | |
| | Revenue Administration Di | | | i | Legal | |
| DEFINITION: RECORD SERIES: A group of related r purposes. | records norma | ally filed a | and used as a | unit for re | ference as well as retention and disposition | |
| 4. Record Series Title Litigation Files- for all tax types other tha (e.g. Income Sales and Use | n Estate Tax | x | | | est Year/Latest Year 16 to2017 | |
| 6. Record Series Description (Briefly describe the typ | es of informat | ition/docu | ments/forms | found in th | e series. Include the purpose or function of the | |
| series.) Files with documents relating to Litigation involving the Comptroller of Maryland. As a party to litigation, files are kept for discovery, responses, pleadings, motion, etc. This item includes tax types other than Estate Tax. Usually income tax files, but may include other tax types like sales and use tax. | | | | | otion, etc. This item | |
| 7. Record Series Format(s) List all | 8. R4 | Record Series | Sequence | 9. Volume 2_ | | |
| Letter Size Microfilm | ب ا | Alphabelical | | Number | | |
| Legal Size Computer Tape | ים | Numerical | | File Ora | * - | |
| ☐ Audio Tape ☐ Floppy Disk | | Chronologica | al | Comput | • | |
| ☐ Bound Book ☐ Video Tape | | Geographica | ıl , | | | |
| Other (specify) | (23) | Other (specif | h) | 2 | 10. Annual Accumulation 2 | |
| | B | By date and | tax year | Number | · | |
| s. | | | | File Dra | • • | |
| | | | | Comput | ter Tape(s) specify)_Boxes | |
| 11. File is Used | <u> </u> | <u></u> | 12. File Becom | | | |
| | | | <u>20</u> _ | | | |
| Daily Weekly Monthly Annual As Needed | lly | | Number | Ü, | ionth(s) 🔀 Year(s; | |
| As ineeded | | | | | · | |
| 13. Current Location(s) (Bidg., Floor, Room) | | | 14. Is Record Series Duplicated Etsewhere? (If yes, specify agency or office.) | | | |
| RAD Bldg, 1st and 4th Floors 15. Access Resinctions (ITYES, cite Law(s) & Regulation(s) | | | | | | |
| [™] To Yes □ No | | .] | 16. Audit Requ | | _ | |
| Comptroller of Maryland (COM), Office of Legislative Aud General Article Code Title 13, Subtitle 2, Access to files sho | ould be limited | | ☐ None | XX State | Federal Independent | |
| to authorized users requiring access for audit and taxpayer 17. Is an Index System used? If yes, explain briefly and describe requ | | | 18. Recom | mended R | etention | |
| ☐ Yes No | | | Maryland St the United S excess of \$1 | tate Archive States Supre million. Tr | years after file is closed. Transfer files to the storm of the storm o | |
| · | | | | ., ===== | | |
| 19. Name and Title of Preparer | 20. | . Telephor | ne Number | 21. Date | ember 8, 2017 | |
| Sarah Dufresne | 41 | 10-260 | -6181 | | sed: March 27, 2018 | |

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| Instructions –Type or Print a separate form for | DEPAR | TMENT OF G | SENERAL SERVICES | | AGENCY RECORDS INVENTORY | |
| each new or revised record series. Forward | RECO | ORDS MANA | GEMENT DIVI | SION | | |
| with Records Retention Schedule (DGS 550-1) | 727 | 5 Waterloo Re | oad, P.O. Box | 275 | | |
| , | | Jessup, Mai | ryland 20794 | | page8 of30 | |
| Department/Agency | 2. Division | | | | 3. Unit | |
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| Comptroller of Maryland | Revenu | e Administr | ation Divisio | n | Legal | |
| DEFINITION: RECORD SERIES: A group of relate purposes. | d records r | normally filed | and used as a | unit for re | ference as well as retention and disposition | |
| 4. Record Series Title | | • | | 5. Earlie | st Year/Latest Year | |
| Requests for tax information, including Coun | t Orders, | Lists of | | _2011 | 1to _2017 | |
| Approved Recipients & Copies of information | n Release | ed. | | | | |
| 6. Record Series Description (Briefly describe the t | types of info | ormation/docu | uments/forms | found in th | e series. Include the purpose or function of the | |
| series.) Requests for Tax Information, Court | Orders, L | ist of Appro | ved Recipier | nts and C | opies of Information Released. | |
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| 7. Record Series Format(s) List all | | 8. Record Serie | es Sequence | 9. Volume 5 | | |
| X Letter Size Microfilm | | Alphabetica | ıl | Number | | |
| _ | İ | Numerical | | Fife Dr | | |
| Legal Size Computer Tape | | | | . — | ter Tape(s) | |
| ☐ Audio Tape ☐ Floppy Disk | | Chronologic | cal | X Other (s | pecify)Boxes | |
| │ Sound Book │ Video Tape | | Geographic | cal | 10. Annual | Accumulation | |
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| Other (specify) | | X Other (speci | • | ☐ File Dr | • • | |
| · | | e, sac an la | = | | m Keel(s) der Tape(s) | |
| | | | | X Other (specify)_Boxes | | |
| 11. File Is Used | | | 12. File Becom | · | <u> </u> | |
| ☐ Daily ☐ Weekly ☐ Monthly ☐ Anr | maliv | | 5 | | | |
| As Needed. | , | | Number | nonth(s) X Year(s) | | |
| | | | | _ | • | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | |
| RAD Bldg, 1 st and 4th Floors | | | Yes X No | | | |
| | | | | | | |
| 15, Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audit Requ | ulrements | | |
| X Yes No | | Kala Tro de | ☐ Alone | ¥ State □ | Federal Independent | |
| Comptroller of Maryland (COM), Office Legistative Audit (OLA), Ta Subtitle 2. Access to files should be limited to authorized users rea | | | | ∧ olale [] | · energy 11 masheridaur | |
| and taxpayer inquiries. | | | <u> </u> | ··· | | |
| 17. Is an index System used? If yes, explain briefly and describe i | requirements | | 18. Recom | mended F | Retention | |
| ☐ Yes X No | | | Retain files | at Revenu | ue Administration Center for five (5) years; then | |
| | | _ | destroy. | | · | |
| 19. Name and Title of Preparer | | | one Number | ľ | e: October 21, 2016 | |
| Sarah Dufrense, | | 410-260-61 | 81 | Revised | : March 27, 2018 | |

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| Instructions –Type or Print a separate form for each new or revised record series. Forward | | | GENERAL SEI GEMENT DIVI | | | | |
| with Records Retention Schedule (DGS 550-1) | | | oad, P.O. Box | | PAGE 8 OF 30 | | |
| | Jessup, Maryland 20794 | | | | 1,000 | | |
| Department/Agency | 2. Divisio | | 99-1930 | | 3. Unit | | |
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| Comptroller of Maryland | | | stration D | | Legal | | |
| DEFINITION: RECORD SERIES: A group of relate purposes. | d records i | normally filed | and used as a | unit for re | ference as well as retention and disposition | | |
| 4. Record Series Title | | | | 5. | Earliest Year/Latest | | |
| Renewal Applications for Sales & Exemption Certificates | Use Ta | X | | Ye | ar2010 to2017 | | |
| 6. Record Series Description (Briefly describe the t | vnes of inf | ormation/doc | uments/forms | found in th | e series. Include the number or function of the | | |
| series.) | ,, pco o | | J. 110710710710 | 100/10 117 (11 | e somes. Include the purpose of fational of the | | |
| Applications and supporting d | ocumer | nts for Rer | newal of Sa | iles and | Use Tax Exemption Certificates. | | |
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| 7. Record Series Format(s) List all | | 8. Record Serie | es Sequence | 9, Vatume 1 | | | |
| X Letter Size Microfilm | | ☐ Alphabetica | 1 | Number | | | |
| Legal Size Computer Tape | | ☐ Numerical | | | Drawer(s) | | |
| Audio Tape 🔲 Floppy Disk | | ☐ Chronalogi | cal | I = | Microfilm Reel(s) ≿omputer Tape(s) | | |
| ☐ Bound Book ☐ Video Tape | ☐ Geographical | | cal | Other | er ciba Boxes | | |
| Other (specify) | | Cher (spec | ************************************** | | Accumulation | | |
| G Cure (specify | | | Number | | | | |
| | | By date an | id tax year ☐ File D | | wer(s) | | |
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| 11, File is Used | | | 12, File Becom | | Boxes | | |
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| Daily Weekly Monthly Ann | iually | | Number | □ v | Ionth(s) X Year(s) | | |
| As Needed | | | | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | _ | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | | |
| RAD Bldg, 1st and 4th Floors | | | Yes No | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) XYes _No | | | 16. Audit Req | uirements | | | |
| Comptroller of Maryland (COM), Office Legislative Au | | | ☐ None | X State | Federal Independent | | |
| General Article, Title 13; Subtitle 2. Access to files shou authorized users requiring access for audit and taxpayer | | a to | | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe r | requirements | | 18. Recorr | mended F | etention | | |
| Yes (X) No | | | - | _ | s of renewal applications at Revenue | | |
| | | | | | enter for six (6) months; then destroy. canned copy of written requests at the | | |
| | | | Аппаро | lis Office f | or one (1) year; then destroy. Scans of | | |
| | | I | II | 1 | MSA standards. | | |
| 19. Name and Title of Preparer | | 20. Telepho | one Number | 21. Date | ember 8, 2017 | | |
| Sarah Dufresne , Manager, Legal Sec | ction | 410-260 |)-6181 | | sed: March 27, 2018 | | |

| Instructions –Type or Print a separate form for | DEPART | IMENT OF G | SENERAL SERVICES | | AGENCY RECORDS INVENTORY | |
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| each new or revised record series. Forward | | | SEMENT DIVISION | | | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. Box 275 | | | | | |
| , , , , , , , , , , , , , , , , , , , | Jessup, Maryland 20794 | | | | page9 of30 | |
| | | 410-799 | | | | |
| Department/Agency | 2. Divisio | n | | | 3. Unit | |
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| Comptroller of Maryland | Revenue | e Administra | ation Division | n | Legal | |
| DEFINITION: RECORD SERIES: A group of relate purposes. | d records n | ormally filed a | and used as a | unit for re | ference as well as retention and disposition | |
| 4. Record Series Title | | | | 5. Earlie | st Year/Latest Year | |
| Copies of Renewal Exemption Certificates | | | | _2010 | 0to _2017 | |
| 6. Record Series Description (Briefly describe the t | types of info | ermation/docu | ments/forms | found in th | e series. Include the purpose or function of the | |
| series.) Copies of Sales and Use Tax Certific | | | | | | |
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| 7. Record Series Format(s) List all | | 8. Record Serie | s Sequence | 9. Volume | | |
| | | ☐ Alphabetical | i | 1 Number | | |
| X Letter Size Microfilm | - { | - Aprilantina | ' | X File Drav | | |
| ☐ Legal Size ☐ Computer Tape | | Numerical | | Microfil | | |
| | | Chronologica | al | | ter Tape(s) | |
| Audio Tape | ŀ | — • · · · · | | Other (s | | |
| Bound Book Video Tape | | Geographic | ai | 10. Annual | Accumulation | |
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| Other (specify) | | X Other (specification of the X Othe | | X File Dra | wer(s) | |
| | j | by date and ten | Microfi | | * * | |
| | | | | l <u></u> | ter Tape(s) specify) | |
| 11. File is Used | 1 | | 12. File Becom | | <u>`</u> | |
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| │ □ Daily □ Weekly □ Monthly □ And As Needed. | nually | | Number | | dauthira) V Vocaria) | |
| 72 1100000. | | | Number | □ ^ | fonth(s) X Year(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | 14 to Booked G | ados Ounliso | lad Steamborn? (If you consider announce office) | |
| RAD bldg. Room 100 & 400 | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | |
| | | | ☐ Yes X No | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audit Requirements | | | |
| X Yes No | | | | | | |
| | | | □ №ле | X Slate | Federal Independent | |
| Comptroller of Maryland (COM), Office Legislative Audit (OLA), T | | 1 | | | | |
| Subtitle 2. Access to files should be limited to authorized users re and taxpayer inquiries. | quining access | TOT AUGH | | | | |
| 17. Is an index System used? If yes, explain briefly and describe | requirements | | 18. Recommended Retention | | | |
| ☐ Yes X No | | | Retain par | per at the | Revenue Administration Center one year; | |
| | | | | - | n scans until all audits have been completed; | |
| | | | then destre | oy. Scans | of paper are done to MSA standards. | |
| | | | | | | |
| 19. Name and Title of Preparer | | 20. Telepho | | | : October 21, 2016 | |
| Sarah Dufrense | | 410-260-61 | 81 | Revised | : July 9, 2018 | |

| INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD | RECORDS M | OF GENERAL SERVICES ANAGEMENT DIVISION | ELECTRONIC RECORDS INVENTORY | | | | | |
|--|----------------------------|---|--|--|--|--|--|--|
| WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02 | JESSUP, | OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930 | Page <u>9</u> of <u>30</u> | | | | | |
| DEPARTMENT/AGENCY Comptroller of Maryland | 2 DIVISION Revenue Admi | nistration Division | 3 UNIT Legal | | | | | |
| DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes | | | | | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE Copies of Renewal Exemption Certificates | NIC RECORD SERIES TITLE | | | | | | | |
| • | | | 2010 TO 2017 | | | | | |
| 6 INPUT - Identify source of information to Renewal Exemption Certificates | be entered | | use/s of information generated by system ires and audit inquiries. | | | | | |
| 8 ELECTRONIC RECORD SERIES DESCR | IPTION - Brie | fly describe the information | | | | | | |
| o zazamama nzadna dzimed bzadn | | | purpose and function of the system. | | | | | |
| Copies of Sales and Use Tax Certificate Re | newal Certifica | ites | | | | | | |
| 9 POLICY ON ACCESS AND USE - Expla | | | | | | | | |
| Access limited to authorized users. Authorized taxpayer inquires. | ed users are gen | erally limited to staff memb | pers requiring access for audit and or | | | | | |
| 10 UPDATING CYCLES OR CONDITIONS | AND RULES FO | R REVISING INFORMATI | ON IN THE SYSTEM | | | | | |
| n/a. | | | | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability | | | | | | | | |
| State of Maryland servers maintained by Info | rmation Technol | ogy Division of the Comptr | oller of Maryland | | | | | |
| 12 RECOMMENDED RETENTION | 712-7. | | —————————————————————————————————————— | | | | | |
| Retain paper at the Revenue Administration (| Center one vear: | then destroy. Retain scans | until all audits have been completed: | | | | | |
| then destroy. Scans of paper are done to MSA | • | | | | | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER | 14 TELEPHO | NE NUMBER | 15 DATE | | | | | |
| Sarah Dufrense | 410-260-6181 | | July 9, 2018 | | | | | |
| 16 TITLE OF PREPARER | | | | | | | | |
| Manager, Legal | | | | | | | | |
| DGS 550-6 (rev. 10/12) | | | | | | | | |

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|--|------------------------|-----------------------------|--|------------------------|--|--|--|
| Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | REC | ORDS MANAC 5 Waterloo Ro | OF GENERAL SERVICES MANAGEMENT DIVISION HOO Road, P.O. Box 275 | | AGENCY RECORDS INVENTORY PAGE 9 OF 30 | | |
| • | Jessup, Maryland 20794 | | | | FAGE OF | | |
| Department/Agency | 2. Divisio | | 9-1930 | | 3. Unit | | |
| Comptroller of Maryland | Revenu | ue Administra | ation Division | | Legal | | |
| DEFINITION: RECORD SERIES: A group of relate purposes. | d records | normally filed | and used as a | unit for re | ference as well as retention and disposition | | |
| 4. Record Series Title | , | | | 5. Earlie | st Year/Latest Year | | |
| Regular Applications for Sales & Use Tax Ex | kemption | Certificates | | _2010 |)to _2017 | | |
| 6. Record Series Description (Briefly describe the t | types of inf | ormation/docu | ments/forms | found in th | e series. Include the purpose or function of the | | |
| series.) Applications for new Sales and Use | | | | | 1 | | |
| , | | | | | | | |
| | | | • | | | | |
| 7. Record Series Format(s) List all | - | B. Record Serie | s Sequence | 9. Volume | | | |
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| X Letter Size | | Alphabetica | ' | Number | · | | |
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| Legal Size Computer Tape | | | | Microfil Compu | m Keen(s) ter Tape(s) | | |
| Audio Tape Floppy Disk | | ☐ Chronologic | cal . | Other (s | | | |
| 5 | | Geographic | al | | Accumulation | | |
| ☐ Bound Book ☐ Video Tape | | | | 5 Number | · | | |
| Other (specify) | | X Other (specif | y) | | | | |
| | | By date and tax | year. | ear. Microfilm Reel(s) | | | |
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| | | | | | specify) | | |
| 11. File is Used | | | 12. File Becomes fractive After | | | | |
| ☐ Daily ☐ Weekly ☐ Monthly ☐ Ann | nually | | <u> </u> | | | | |
| As Needed. | | | Number | ΧMc | onth(s) Year(s) | | |
| • | | | If file incomplet | le becomes in | active after 30 days. | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | | |
| RAD bidg. Room 100 & 400 | | | ☐Yes X No | | | | |
| | | | | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | • | 16. Audit Requ | Jirements | | | |
| X Yes No | | - | <u>'</u> | | | | |
| | | | ∏ Nane | X State 🔲 | Federal Independent | | |
| Comptroller of Maryland (COM), Office Legislative Audit (OLA), Ta Subtitle 2. Access to files should be limited to authorized users red | | | | | | | |
| and taxpayer inquiries. | ,g 200-00 | | | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | | | 18. Recom | mended F | etention | | |
| ☐ Yes X No | | | Retain all fi | les at Reve | enue Administration Center for 30 days; then | | |
| | • | | destroy. Retain electronic scanned copies at the Annapolis Office for (1) | | | | |
| · | | | year; then o | destroy. So | ans of paper are done to MSA standards. | | |
| 19. Name and Title of Preparer | | 20. Telepho | ne Number | 21. Date | : October 21, 2016 | | |
| Sarah Dufrense | | 410-260-61 | 181 Revise | | : March 27, 2018 | | |

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| Instructions -Type or Print a separate form for | DEPAR | RTMENT OF G | SENERAL SERVICES | | AGENCY RECORDS INVENTORY | | |
| each new or revised record series. Forward | REC | ORDS MANA | SEMENT DIVISION | | | | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. Box 275 | | | | | | |
| | Jessup, Maryland 20794 | | | , | PAGE 9 0F 30 | | |
| | | | 9-1930 | | | | |
| Department/Agency | 2. Divisi | on . | | | 3. Unit | | |
| Comptroller of Maryland | Revenu | ue Administra | ation Divisio | n | Legal | | |
| DEFINITION: RECORD SERIES: A group of relate purposes. | d records | normally filed | and used as a | unit for re | ference as well as retention and disposition | | |
| 4. Record Series Title | | | | 5. Earlie | st Year/Latest Year | | |
| Correspondence Files for Income Tax and S | ales & U | se Tax | | _201: | 3to _2017 | | |
| 6. Record Series Description (Briefly describe the t | ypes of inf | formation/docu | uments/forms | found in th | e series. Include the purpose or function of the | | |
| series.) Correspondence files regarding Inco | me Tax a | nd Sales & I | Use Tax | | • | | |
| | | | | | · | | |
| | <u>.</u> | | | | <u> </u> | | |
| 7. Record Series Format(s) List all | | 8. Record Serie | s Sequence | 9. Volume | | | |
| X Letter Size Microfilm | | ☐ Alphabetica | ıl | Number | | | |
| | | Numerical | | X File Orav | ver(s) | | |
| Legal Size Computer Tape | | | | | ofilm Reel(s) puler Tape(s) | | |
| Audio Tape Floppy Disk | | Chronologic | al | Other (s | | | |
| ☐ Bound Book ☐ Video Tape | | ☐ Geographic | al | | Accumulation | | |
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| Other (specify) | X Other (spec | | | X File Ora | wer(s) | | |
| | | By date and tax | year. | ☐ Microfil | m Reel(s) | | |
| | | | | | ter Tape(s) | | |
| 11. File is Used | | | 12. File Becom | Other (| | | |
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| AS Needled. | | | Number | □ <i>\</i> | fonth(s) X Year(s) | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | 14 is Record 9 | Sacias Dunlica | lad Elegadorio 2 /// une enerita anoncu er office) | | |
| RAD bldg. Room 100 & 400 | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | | |
| | | | Yes X No | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audit Requirements | | | | |
| X Yes No | | | | | | | |
| Comptroller of Maryland (COM), Office Legislative Audit (OLA), Ta | ay-General Ar | ticle Title 13: | ∐ None | X State | Federal Independent | | |
| Subtitle 2. Access to files should be limited to authorized users rec | | | | | · | | |
| and taxpayer inquiries. | · | | | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe r | equirements | | 18. Recom | | | | |
| ☐ Yes X No | | | Retain all files at Revenue Administration Center for (3) years; then | | | | |
| | | | | ually and o | lestroy materials for which no further reference is | | |
| | 7 | | required. | | | | |
| 19. Name and Title of Preparer | | 20. Telepho | | | : October 21, 2016 | | |
| Sarah Dufrense | 1 | 410-260-61 | 81 | Revised | : March 27, 2016 | | |

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| Instructions –Type or Print a separate form for each | DEPAR' | TMENT OF G | ENERAL SER | RVICES | AGENCY RECORDS INVENTORY | | |
| new or revised record series. Forward with Records | RECO | RDS MANAG | EMENT DIVIS | SION | · | | |
| Retention Schedule (DGS 550-1) | 7275 | Waterloo Ro | ad, P.O. Box | 275 | | | |
| , | Jessup, Maryland 20794 | | | | PAGE9a of30 | | |
| | | 410-799 | | | | | |
| Department/Agency | 2. Division | n | | | 3. Unit | | |
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| Comptroller of Maryland | Revenue | e Administra | tion Division | ı | Legal | | |
| DESINITION: DECORD SERIES. A series of solutions | rde narmali | v filad and | ed ac a unit fo | reference | as well as retention and disposition numbers | | |
| 4. Record Series Title | rus nomaii | y med and dsi | ed as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year | | | | |
| Applications for Certificate of Exemption on Non-F | Pacidont S | aloc of | | l | | | |
| • • | | | 1 | _201 | 1to _2017 | | |
| Real Property with Disposition & Copies of & Exer | - | | | | | | |
| 6. Record Series Description (Briefly describe the types of | | | forms found in | n the serie | s. Include the purpose or function of the series.) | | |
| Applications for Certificate of Exemption on Non-F | Resident S | ales of | | | | | |
| Real Property with Disposition & Copies of & Exer | nption Ce | rtification, If | Issued | | | | |
| | | | | | | | |
| 7. Record Series Formel(s) List all | | 8. Record Serie | es Sequence | 9. Volume | | | |
| <u>_</u> | | ☐ Alphabetica |) I | 50 Number | , | | |
| X Letter Size Microfilm | İ | | | File On | awer(s) | | |
| Legal Size Computer Tape | | | | 1 = | licrofilm Reel(s) | | |
| T ==== Tanihain, inho | | ☐ Chronologie | cal | Compu | Computer Tape(s) | | |
| Audio Tape Floppy Disk | | | | X Other (s | Other (specify)Boxes | | |
| C Round Book | | Geographic | al | 10. Annual Accumulation | | | |
| Bound Book Video Tape | | , | | _10 Number | • | | |
| Other (specify) | | X Other (speci | ify) | Fite Dra | awer(s) | | |
| | | By date and tax | | | | | |
| • | , | | Computer Tape(s) | | rter Tape(s) | | |
| · | | | | X Other (s | pecify]_Boxes | | |
| 11. File is Used | · · · · - - | | 12. File Becom | nes Inactive A | fler | | |
| Daily Weekly Monthly Annually | | - | 5 | | | | |
| As Needed. | | | Number Month(s) X Year(s) | | | | |
| • | | | Comments Vients | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | 14 Is Record Spring Dunlicated Elegathers? Iff use specify appears or office 1 | | | | |
| RAD bldg. Room 100 & 400 | • | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | | |
| | | | Yes X No | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audit Requirements | | | | |
| X Yes No | | | | | | | |
| 7.09 | | | None | X State | Federal Independent | | |
| Comptroller of Maryland (COM), Office Legislative Audit (OLA), Tax-Gene | ral Article, Title | : 13; | _ | - | • | | |
| Subtitle 2. Access to files should be limited to authorized users requiring a | | | | | · | | |
| and taxpayer inquiries. | <u> </u> | | | | · | | |
| Is an Index System used? If yes, explain briefly and describe requirem | ents | | 18. Recorr | nmended F | Retention | | |
| ☐ Yes X No | | | Retain all fi | iles at Rev | enue Administration Center for (2) years; then | | |
| | · | | transfer to t | the State F | Records Center for 3 years; then destroy. | | |
| 19. Name and Title of Preparer | | 20. Telepho | one Number | 21. Date | e: October 21, 2016 | | |
| Sarah Dufrense | | 410-260-61 | · | | | | |

| _ | - |
|---|---|
| 7 | _ |

| Instructions –Type or Print a separate form for | DEPAR | TMENT OF G | ENERAL SEF | RVICES | AGENCY RECORDS INVENTORY | | |
|--|------------------------|-----------------|--|-----------------------------------|---|--|--|
| each new or revised record series. Forward | 1 | ORDS MANAG | | ' | · | | |
| with Records Retention Schedule (DGS 550-1) | 727 | 5 Waterloo Ro | ad, P.O. Box | 275 | | | |
| | Jessup, Maryland 20794 | | | | PAGE9a OF30 | | |
| | 410-799-1930 | | | | | | |
| Department/Agency | 2. Divisio | n | | ! | 3. Unit | | |
| | | | | | | | |
| Comptroller of Maryland | Revenu | ie Administra | ation Divisio | n | Legal | | |
| DEFINITION: RECORD SERIES: A group of relate purposes. | d records | normally filed | and used as a | unit for re | ference as well as retention and disposition | | |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year | | | | |
| Written Requests for Duplicate Sales & Use | Tax Exer | nption Certif | icate | _201 ⁻ | 1to _2017 | | |
| 6. Record Series Description (Briefly describe the | types of inf | ormation/docu | ments/forms | found in th | e series. Include the purpose or function of the | | |
| series.) Written Requests to duplicate Sales | and Use | Tax Exempti | ion Certificat | les and re | elated documents. | | |
| | | | • | | | | |
| | | | | | | | |
| 7. Record Series Formal(s) List all | ٠. | 8. Record Serie | s Sequence | 9. Volume | | | |
| _ | | Aiphabetical | ı | _1 Number | • | | |
| X Letter Size Microfilm | | | | ☐ File Dra | awer(s) | | |
| ☐ Legal Size ☐ Computer Tape | | Numerical | | Microfil | • | | |
| | | Chronologic | at | ☐ Compu | | | |
| Audio Tape Floppy Disk | | | | <u> </u> | ecify)Boxes Accumulation | | |
| ☐ Bound Book ☐ Video Tape | | Geographic | al | _1 | , | | |
| C) Other terrority | • | X Other (speci | fv) | Number | | | |
| Other (specify) | | By date and tax | | File Drawer(s) Microfilm Reel(s) | | | |
| | | • | i | 1 = | der Tape(s) | | |
| , | | | • | X Other (s | pecify)Boxes | | |
| 11. File is Used | 12. File Becom | es Inactive At | der | | | | |
| ☐ Daily ☐ Weekly ☐ Monthly ☐ Anz | nuelle | | 6 | · | | | |
| As Needed. | idany | | Number | ХMa | inth(s) Year(s) | | |
| • | | | | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | | |
| RAD bldg. Room 100 & 400 | | | ☐ Yes X No | | | | |
| | | _ | | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audit Requirements | | | | |
| X Yes No | | | | | | | |
| 0 | | | ☐ None | X State 🔲 | Federal Independent | | |
| Comptrofler of Maryland (COM), Office Legislative Audit (OLA), Tax-General Article, Title 13; Subtitle 2. Access to files should be limited to authorized users requiring access for audit | | |] · [| | | | |
| and taxpayer inquiries. | | | | | · · | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | | | 18. Recom | mended F | Retention | | |
| ☐ Yes X No | | | Retain files | at Revenu | ue Administration Center for 6 months; then | | |
| | | · | destroy. Re | etain electr | onic scanned copies at the Annapolis Office for (1) | | |
| | | | year; then o | destroy. So | ans of paper are done to MSA standards. | | |
| 19. Name and Title of Preparer | | 20. Telepho | ne Number | 21. Date | e: October 21, 2016 | | |
| Sarah Dufrense | | 410-260-61 | 81 Revised | | : March 27, 2018 | | |

| Instructions –Type or Print a separate form for | DEPART | MENT OF G | ENERAL SEF | RVICES | AGENCY RECORDS INVENTORY | |
|---|------------------------|------------------------------|--|-----------------|--|--|
| each new or revised record series. Forward | i | | SEMENT DIVI | | | |
| with Records Retention Schedule (DGS 550-1) | | 7275 Waterloo Road, P.O. Box | | | | |
| | Jessup, Maryland 20794 | | | | page9a of30 | |
| | 410-799-1930 | | | | | |
| Department/Agency | 2. Division | | | | 3. Unit | |
| | | | | | | |
| Comptroller of Maryland | Revenue | e Administra | ation Division | n | Legal | |
| DEFINITION: RECORD SERIES: A group of relate purposes. | ed records n | ormally filed a | and used as a | unit for re | eference as well as retention and disposition | |
| 4. Record Series Title | | | | 5. Earlie | st Year/Latest Year | |
| Duplicate Applications for Sales and Use Ta | x Exemption | on Certificat | tes | _201 | 0to _2017 | |
| 6. Record Series Description (Briefly describe the | types of info | rmation/docu | ments/forms | found in th | e series. Include the purpose or function of the | |
| series.) Duplicate applications for new Sales | | | | | | |
|) | | | | | | |
| | | | | | | |
| 7. Record Series Format(s) List all | | 8. Record Serie | s Sequence | 9. Volume | | |
| | | Alphabetical | 1 | 1 Number | | |
| X Letter Size Microfilm | 1 | горпаваносносн | , | X File Dra | nuarie) | |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerical | | | ☐ Microfi | • / | |
| | ☐ Chronological | | al | I = ' | ster Tape(s) | |
| Audio Tape Floppy Disk | | | | | specify)Accumulation | |
| ☐ Bound Book ☐ Video Tape | Geographical | | al | _1 | Accumulation | |
| Other (specify) | | X Other (speci | fy) | Number | | |
| Grand (spacery) | , | By date and tax | | X File Dra | | |
| | | | Micrafi | | | |
| | | | | Other (specify) | | |
| 11. Fite is Used | | | 12. File Becom | nes Inactive A | fter | |
| ☐ Daily ☐ Weekly ☐ Monthly ☐ An | nually | | <u> _1</u> | | | |
| As Needed. | | | Number | | Month(s) X Year(s) | |
| | | | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | |
| RAD bldg. Room 100 & 400 | | | ☐ Yes X No | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | de Audi Consissants | | | |
| 15. Access Restrictions (if Yes, cite Law(s) & Regulation(s) X Yes No | | | 16. Audit Requirements | | | |
| 7 (65 NO | | | None X State ☐ Federal ☐ Independent | | | |
| Comptroller of Maryland (COM), Office Legislative Audit (OLA), 1 | | | [| | | |
| Subtitle 2. Access to files should be limited to authorized users of and taxpayer inquiries. | equiring access | for audit | ł | | | |
| Is an Index System used? If yes, explain briefly and describe | requirements | | 18. Recommended Retention | | | |
| ☐ Yes X No | | | _ | | Revenue Administration Center one year; | |
| | | | | - | n scans until all audits have been completed; | |
| | | | then destr | oy. Scan | s of paper are done to MSA standards. | |
| 40.41 | | 22 - | L | T a. = | | |
| 19. Name and Title of Preparer | | 20. Telepho | | | e: October 21, 2016 | |
| Sarah Dufrense | | 410-260-6181 | | | 1: July 9, 2018 | |

| INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED | RECORDS M | OF GENERAL SERVICES ANAGEMENT DIVISION | ELECTRONIC RECORDS INVENTORY | | | | |
|--|-----------------------------|---|--|--|--|--|--|
| ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02 | JESSUP, | OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930 | Page <u>9a</u> of <u>30</u> | | | | |
| DEPARTMENT/AGENCY Comptroller of Maryland | 2 DIVISION Revenue Admir | nistration Division | 3 UNIT Legal | | | | |
| DEFINITION - Record Series - A group of rel and dispositio | | d electronically and used as a | unit for reference as well as retention | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE Duplicate Applications for Sales and Use T | ax Exemption (| Certificates | 5 EARLIEST YEAR/LATEST YEAR | | | | |
| 6 INPUT - Identify source of information to Applications for Sales and Use Tax Exem Certificates | | | OUTPUT - Identify the use/s of information generated by system Research taxpayer inquires and audit inquiries. | | | | |
| 8 ELECTRONIC RECORD SERIES DESCR | | ly describe the information ained in a series. Include | /documents/forms purpose and function of the system. | | | | |
| Duplicate applications for new Sales and U | Jse Tax Exempt | ion Certificates and relat | ed documents | | | | |
| 9 POLICY ON ACCESS AND USE - Expla | in or attach copy | if established in writing. | İ | | | | |
| Access limited to authorized users. Authorize taxpayer inquires. | | | | | | | |
| 10 UPDATING CYCLES OR CONDITIONS | AND RULES FO | R REVISING INFORMATI | ON IN THE SYSTEM | | | | |
| n/a. | | | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA | | | | | | | |
| ensure the record's retention and usability | y throughout the | record's authorized life cyc | cie. | | | | |
| State of Maryland servers maintained by Info | rmation Technol | ogy Division of the Comptr | oller of Maryland | | | | |
| 12 RECOMMENDED RETENTION | Contar one veer | than destroy. Detain seems | until all audits have been completed. | | | | |
| Retain paper at the Revenue Administration Center one year; then destroy. Retain scans until all audits have been completed; then destroy. Scans of paper are done to MSA standards. | | | | | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER | 14 TELEPHO | NE NUMBER | 15 DATE | | | | |
| Sarah Dufrense | 410-260-6181 | | July 9, 2018 | | | | |
| 16 TITLE OF PREPARER | | | | | | | |
| Manager, Legal | | | | | | | |
| DGS 550-6 (rev. 10/12) | | | | | | | |

| Instructions –Type or Print a separate form for each new or revised record series. Forward | | TMENT OF G | | | AGENCY RECORDS INVENTORY | |
|--|----------------------------------|------------------|--|--------------|--|--|
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. Box 275 | | | 275 | | |
| .,, | Jessup, Maryland 20794 | | | | page9a of30 | |
| Department/Agency | 2. Divisio | n | | : | 3. Unit | |
| Comptroller of Maryland | | e Administra | | | Legal | |
| DEFINITION: RECORD SERIES: A group of relate purposes. | d records r | normally filed | and used as a | unit for re | ference as well as retention and disposition | |
| Record Series Title | | | | 5. Earlie | st Year/Latest Year | |
| Copies of Duplicate Exemption Certificates | | | | _2010 | 0to _2017 | |
| 6. Record Series Description (Briefly describe the | types of inf | ormation/docu | uments/forms | found in th | e series. Include the purpose or function of the | |
| series.) Copies of duplicate Sales and Use T | ax Exemp | otion Certific | ates | | | |
| | | | | | | |
| 7. Record Series Format(s) List all | | 8. Record Serie | Consoned | 9. Volume | | |
| 7. Necolo denes i vimales). List au | ļ | 0. Nettore delic | is opquaries | _1 | | |
| X Letter Size Microfilm | | Alphabetica | d | Number | | |
| Legal Size Computer Tape | | Numerical | | X File Drav | | |
| Audio Tape Floppy Disk | | ☐ Chrenologi | ical | Compu | er Tape(s) | |
| ☐ Audio rape ☐ Floppy Olsk | | ☐ Geographic | al | | Accumulation | |
| ☐ Bound Book ☐ Video Tape | } | _ | | _1 Number | | |
| Other (specify) | | X Olher (speci | | X File Dra | worfe\ | |
| · | | By date and tax | year. | Microfil | | |
| | | | | Сотри | nter Tape(s) specify) | |
| 11. File is Used | | | 12. File Becom | | | |
| Both Different Baseline | | | 1 | | | |
| ☐ Daily ☐ Weekly ☐ Monthly ☐ And As Needed. | hually | | Number | | Month(s) X Year(s) | |
| | | | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | |
| RAD bldg. Room 100 & 400 | | | Yes X No | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audit Requirements | | | |
| X Yes 🗋 No | | | | | | |
| | | | None | X State 🔲 | Federal Independent | |
| Comptroller of Maryland (COM), Office Legislative Audit (OLA), T Subtitle 2. Access to files should be limited to authorized users re | | į. | | | | |
| and taxpayer inquiries. | J 3 | | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | | | 18. Recom | mended R | etention | |
| ☐ Yes X No | ☐ Yes X No | | | • | Revenue Administration Center one year; | |
| | | | lŧ . | _ | n scans until all audits have been completed; sof paper are done to MSA standards. | |
| | | ļ | liten desti | oy. ocans | of paper are done to 191511 standards. | |
| 19. Name and Title of Preparer | | 20. Telepho | ne Number | 21. Date | e: October 21, 2016 | |
| Sarah Dufrense | | 410-260-61 | 81 | Revised | : July 9, 2018 | |

| INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES, FORWARD | RECORDS M | OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 | ELECTRONIC RECORDS INVENTORY | | | | |
|--|----------------------------|--|------------------------------|--|--|--|--|
| WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02 | JESSUP, | MARYLAND 20794 10) 799-1930 | Page <u>9a</u> of <u>30</u> | | | | |
| 1 DEPARTMENT/AGENCY Comptroller of Maryland | 2 DIVISION Revenue Admi | nistration Division | 3 UNIT Legal | | | | |
| DEFINITION — Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes | | | | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/LATEST Y | | | | | | | |
| Copies of Duplicate Exemption Certificate | S | | 2010 TO 2017 | | | | |
| 6 INPUT - Identify source of information to be entered Copies of Duplicate Exemption Certificates 7 OUTPUT - Identify the use/s of information generated by system Research taxpayer inquires and audit inquiries. | | | | | | | |
| 8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. | | | | | | | |
| Copies of duplicate Sales and Use Tax Exe | | | | | | | |
| 9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. | | | | | | | |
| Access limited to authorized users. Authorized users are generally limited to staff members requiring access for audit and or taxpayer inquires. | | | | | | | |
| 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM | | | | | | | |
| n/a. | | | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. | | | | | | | |
| State of Maryland servers maintained by Information Technology Division of the Comptroller of Maryland | | | | | | | |
| 12 RECOMMENDED RETENTION Patring property the Payanus Administration Contagons you then destroy. Betain game until all guidite have been completed. | | | | | | | |
| Retain paper at the Revenue Administration Center one year; then destroy. Retain scans until all audits have been completed; then destroy. Scans of paper are done to MSA standards. | | | | | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER | 14 TELEPHO | NE NUMBER | 15 DATE | | | | |
| Sarah Dufrense | 410-260-6181 | | July 9, 2018 | | | | |
| 16 TITLE OF PREPARER | | | | | | | |
| Manager, Legal | | | | | | | |
| DGS 550-6 (rev. 10/12) | • | | | | | | |

| <u> </u> | ······································ | | <u> </u> | | | | |
|--|--|--|--|------------------------------|--|--|--|
| Instructions –Type or Print a separate form for | DEPARTMENT OF GENERAL SERVICES | | | RVICES | AGENCY RECORDS INVENTORY | | |
| each new or revised record series. Forward | RECORDS MANAGEMENT DIVISION | | | | • | | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. Box 275 | | | 275 | 10 . 20 | | |
| | Jessup, Maryland 20794 410-799-1930 | | | | PAGE <u>10</u> OF <u>30</u> | | |
| Department/Agency | 2. Divisio | on | • | | 3. Unit | | |
| Comptroller Of Maryland | Revenue Administration Division | | | ision | Processing Control Section | | |
| DEFINITION: RECORD SERIES: A group of relate purposes. | d records | normally filed | and used as a | unit for re | ference as well as retention and disposition | | |
| 4. Record Series Title | | | | 5. Earlie | st Year/Latest Year | | |
| Refunds-Sacramental Wine Refund Claims | | | <u>. </u> | 2014 | to <u>2017</u> | | |
| 6. Record Series Description (Briefly describe the t | ypes of inf | ormation/doce | rments/forms | found in th | e series. Include the purpose or function of the | | |
| series.) Sacramental Wine Refund claim f | forms su | bmitted by | taxpayers v | who are | requesting refund of taxes previously | | |
| paid but not required. | | | | | | | |
| 7. Record Series Formal(s) List all | | 8. Record Serie | es Sequence | 9. Volume | 9. Volume | | |
| - 🔯 Letter Size 🔲 Microfilm | | ☐ Alphabetica | J | 3 Numb | · · | | |
| Computer Too | | ☐ Alternacion | | File Dr. Microfil | • • | | |
| ∏ Legal Size ☐ Computer Таре | l | Numerical | | | puter Tape(s) | | |
| Audio Tape Floppy Dlsk | | Chronologic | cal | | ther (specify) BOXES nnual Accumulation | | |
| ☐ Bound Book ☐ Video Tape | Geographical | | al | ١., | 1 Number | | |
| Other (specify) | ☑Other (specify) | | ify) | File Dr | * * | | |
| | By date and tax year | | | Microfil | m Reel(s) ter Tape(s) | | |
| · . | · | | Other (s | ☑Other (specify <u>Boxes</u> | | | |
| 11. File is Used | 12. File Becomes in | | | es Inactive Af | ier | | |
| | | | 3 | | | | |
| ☑ Daity ☐ Weekly ☐ Monthly ☐ Ann | ually . | • | Number | | nonth(s) 🛛 Year(s) | | |
| | | | | | | | |
| 13. Current Location(s) (Bidg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | | |
| RAD Bidg., 4th Floor | | | ☐ Yes No | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audit Requirements | | | | |
| ☐ Yes 🔯 No | | | □ None ☑ State □ Federal ☑ Independent | | | | |
| | | | Bonn Bonn Broom Broom | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | | | 18. Recommended Retention: | | | | |
| ∏ Yes ⊠No | | Retain at Revenue Administration center for 1 year, then 2 | | | | | |
| · · | · | | years at State Record Management Center and until all have been completed; then destroy. | | | | |
| navo ova completou, alon desdo). | | | | | | | |
| 19. Name and Title of Preparer | | 20. Telepho | ne Number | 21. Date | 1 | | |
| Franklin Dorrell, Section Manager, Taxpayer Accounting 410-260-66 | | 04/18/17 | | 04/18/17 | | | |
| | | Revised | | : March 29, 2018 | | | |

| Instructions –Type or Print a separate form for | DEPARTMENT OF GENERAL SERVICES | | | RVICES | AGENCY RECORDS INVENTORY | | |
|--|--|-----------------|---|---|--|--|--|
| each new or revised record series. Forward | RECORDS MANAGEMENT DIVISION | | | SION | <u>'</u> | | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. Box 275 | | | 275 | | | |
| | Jessup, Maryland 20794 410-799-1930 | | | | PAGE 10 OF 30 | | |
| Department/Agency | 2. Division | | | | 3. Unit | | |
| | | | | | | | |
| Comptroller Of Maryland | Revenue Administration Division | | | ision | Processing Control Section | | |
| DEFINITION: RECORD SERIES: A group of related purposes. | records | normally filed | and used as a | unit for re | ference as well as retention and disposition | | |
| 4. Record Series Title | | <u> </u> | <u>-</u> | 5. Earlie | st Year/Latest Year | | |
| Tax Returns and Reports (Beer)(Distilled Sp | oirits and | l Wine) | ; | 2014 | 2014 to 2017 | | |
| 6. Record Series Description (Briefly describe the ty | pes of inf | ormation/docu | uments/forms | found in th | e series. Include the purpose or function of the | | |
| series.) Tax Returns and Reports (Beer) (| Distilled | Spirits) | | | | | |
| A. 34-11-National Family Wine Exhibition | Permit | Holders Re | eport | | | | |
| B. 20-1- Beer Tax Prepayment Certificate | e (letter) | | | | • | | |
| 7. Record Series Format(s) List all | | 6. Record Serie | s Sequence | 9. Volume | | | |
| ⊠ Letter Size ☐ Microfilm | | Alphabetica | 4 | 1 Numb | er | | |
| Z centrates - Importan | | | " | ☐ File Dr | * * | | |
| Legal Size Computer Tape | | Numerical | | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | | |
| Audio Tape | | Chronologic | al | ⊠Other (specify) Boxes | | | |
| ☐ Bound Book ☐ Video Tape | | ☐ Geographic | al : | _ | Annual Accumulation Number | | |
| Cilhor (coorife) | | Other (speci | 56.) | File Dr | awer(s) | | |
| Cither (specify) | By date and tax year | | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | | | |
| | · | | | Other (specify Boxes | | | |
| | | | | | | | |
| 11. File is Used | | Ì | 12. File Becomes Inactive After | | | | |
| Daily Weekly Monthly Annu | ıally | | Number ☐ Month(s) ☒ Year(s) | | Annth(s) X Year(s) | | |
| | | j | 112/112 | — — | | | |
| 42 Current Lecation(s) (Ride Finer Deam) | . | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) RAD Bldg., 4th Floor | | | ⊠ Yes □ No | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | Scanned and stored on State of Maryland servers maintained by ITO department. 16. Audit Requirements | | | | |
| ☐ Yes ☑ No | | | to. Addit Negatieriesis | | | | |
| | | | None State ☐ Federal ☑ Independent | | | | |
| | | | | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | | | 18. Recommended Retention: | | | | |
| | ☐ Yes ☑No | | A. Retain at Revenue Administration center for 3 years and | | | | |
| | | | | until all audit requirements are met, then destroy. | | | |
| | | | | B. When no longer active transfer to the State Records Center | | | |
| | for 3 years | | | s, then destroy. | | | |
| 19. Name and Title of Preparer | 20. Telephone Num | | | | | | |
| William Blum, Section Manager | 410-260-662 | | | | 10/14/16 • March 30, 3018 | | |
| | | | | LEN260 | : March 29, 2018 | | |

| INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD | RECORDS M | OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 | ELECTRONIC RECORDS INVENTORY | | | | |
|---|-----------------------------|--|--|--|--|--|--|
| WITH RECORDS RETENTION SCHEDULE (DGS 500 1) (AR 14.18.02 | JESSUP, | MARYLAND 20794 10) 799-1930 | Page 10 of 30 | | | | |
| 1 DEPARTMENT/AGENCY | 2 DIVISION | | 3 UNIT | | | | |
| Comptroller of Maryland | Revenue Admir | nistration | Processing Control Section | | | | |
| DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes | | | | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE | 5 EARLIEST YEAR/LATEST YEAR | | | | | | |
| Tax returns and Reports (Beer) (Distil | lled Spirits and | l Wine) | 4/2014 TO 4/2017 | | | | |
| 6 INPUT - Identify source of information to | be entered | 7 OUTPUT - Identify the u | ise/s of information generated by system | | | | |
| Paper Reports and Letters 34-11 & 20-1 Research taxpayer inquiries and audit inquiries. | | | | | | | |
| 8 ELECTRONIC RECORD SERIES DESCR | IPTION - Brief | ly describe the information | /documents/forms | | | | |
| 34-11 National Family Wine Exhibition Permit Holders Report 20-1 Beer Tax Prepayment Certificate (letter) | | | | | | | |
| OLICY ON ACCESS AND USE - Expla | in or attach copy | if established in writing. | <u> </u> | | | | |
| Access limited to authorized users. Authorized users are generally limited to staff members requiring access for audit and or taxpayer inquiries. | | | | | | | |
| 10 UPDATING CYCLES OR CONDITIONS | AND RULES FO | REVISING INFORMATION | ON IN THE SYSTEM | | | | |
| NA . | | | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. | | | | | | | |
| On the servers maintained by the Information Technology Division of the Comptroller of the State of Maryland. | | | | | | | |
| 12 RECOMMENDED RETENTION 34-11 Retain for three (3) years and until all audit requirements have been met; then destroy. 20-1 When no longer active, transfer to the State records Center for three (3) years, then destroy. | | | | | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER | 14 TELEPHO | NE NUMBER | 15 DATE | | | | |
| William Blum | 410-260-7252 | | 10/14/16 | | | | |
| 16 TITLE OF PREPARER | | | | | | | |
| rns Processing Unit- Uncott | | | | | | | |
| DGS 550-6 (rev. 10/12 | | | | | | | |

| | | | | | | |
|--|--|--|--|---------------------------------------|---|--|
| Instructions –Type or Print a separate form for | DEPARTMENT OF GENERAL SERVICES | | | S | AGENCY RECORDS INVENTORY | |
| each new or revised record series. Forward with | RECORDS MANAGEMENT DIVISION | | | | | |
| Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. Box 275 | | | | PAGE 10 OF 30 | |
| | Jessup, Maryland 20794 410-799-1930 | | | | | |
| Department/Agency | 2. Division | | | | 3. Unit | |
| Comptroller of Maryland | Revenue | Administration | | | Processing Control Section | |
| 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 | | | 5. Earliest Year/Latest Year | | | |
| Tobacco Tax Return and Reports/ Tobacco Pr | roducts F | Returns and Rep | | | | |
| 6. Record Series Description (Briefly describe the type | es of inform | | | | clude the purpose or function of the series.) | |
| 601 Distributors Affidavit | am Man | | Inventory Sche | | too Dagaiyad from Manufacturar | |
| 603 Claim for Credit Cigarette Received fr 607 Manufacturer Certify FSC (Fire Safe C | | | | _ | : Monthly Report | |
| 608-1 Cigarette Distributor's Monthly Rep | | | _ | | • | |
| 608-3 Recap-Wholesalers Sale of Cigarette | es to Ret | ailers by 609 | Other Tobacco | Produ | cts Tax Return (Wholesale) | |
| Manufacturers | D . 210 | <i>(</i> 12 | | a: . | | |
| 610 Other Tobacco Products Tax Return (F 620 Consumer Premium Cigar Tax Return | | | Cigarette Tax | _ | te Tax sold outside of MD | |
| 627 Schedule "B" Cigarettes Received from | | | • | - | of Cigarettes Returned to Manufacturer | |
| 634 Manufacturer's Monthly Sample Cigar | | | | • | State stamp purchases | |
| 637 Schedule "E" Misc. Report of disposit | ion form | 1 | | , | | |
| 7. Record Series Format(s) List all | | 8. Record Series Sequ | ence | 9. Volume | | |
| ☑ Letter Size ☐ Microfilm | | | | Number File Drawer(s) | | |
| Legal Size Computer Tape | ☐ Numerical | | | Microfilm Reel(s) Computer Tape(s) | | |
| ☐ Audio Tape ☐ Floppy Disk | | Chronological (Six alphabelized) | months of returns | 1 = ' | r (specify)Boxes | |
| ☐ Bound Book ☐ Video Tape | , | ☐ Geographical | | 10. Annu | al Accumulation | |
| Cther (specify) | | Other (specify) | | Number | 2 | |
| · | i | Corner (specify) | | ☐ File Drawer(s) ☐ Microfilm Reel(s) | | |
| | | | | ☐ Computer Tape(s) ☐ Other (specify) | | |
| | | | | ZJ Otre | r (specify) | |
| 11. File is Used | | | 12. File Becomes Inac | tive After | | |
| ☐ Daily ☐ Weekly ☑ Monthly ☐ Annually | у | | 5 Number ☐ Month(s) ☑ Year(s) (in CNG) | | | |
| | | , | Paper copy scanned to CNG Safe then destroyed. | | | |
| 13. Current Location(s) (Bidg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | |
| 3rd & 4th Floor Revenue Administration Bidg. | | | ⊠ Yes ⊠ No | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | Scanned and stored on State of Maryland servers maintained by ITD department 16. Audit Requirements | | | |
| Yes No | | | None ☑ State ☐ Federal ☑ Independent | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☐ No | | | 18. Recommended Retention | | | |
| Tes Q No | | | Retain scanned documents for 60 days; then destroy. Retain image five (5) | | | |
| | | years and until all Audits have been done; then destroy. Documents are | | | | |
| | scanned to Mary | land Stat | e Archives standards. | | | |
| 19. Name and Title of Preparer | | 20. Telephone N | umber | 21. Da | te | |
| William Blum, Assistant Section Manager | 410-260-7252 | | 10/14/16 | | | |
| Returns Processing Section- Uncott | ŀ | , , | | | | |
| OGS 550-4 (Rev. 1/93) | 1 | | | <u> </u> | | |

| INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02 | RECORDS M 7275 WATERL JESSUP, | OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930 | Page 10 of 30 | | | | |
|--|---|--|--|--|--|--|--|
| 1 DEPARTMENT/AGENCY | 2 DIVISION | | 3 UNIT | | | | |
| Comptroller of Maryland | Revenue Adm | inistration | Returns Processing Section - Uncott | | | | |
| DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes | | | | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE | | | 5 EARLIEST YEAR/LATEST YEAR | | | | |
| Tobacco Tax Returns and Reports so | anned to CNC | S Safe | 4/2012 TO 4/2017 | | | | |
| 6 INPUT - Identify source of information to | be entered | 7 OUTPUT - Identify the I | use/s of information generated by system | | | | |
| Tax returns identified in # 8. | Tax returns identified in # 8. Research taxpayer inqu | | | | | | |
| 603 Claim for Credit Cigarette Received from Manufacturer 605 Schedule "A" Cigarettes Received from Manufacturer 606 Manufacturer Certify FSC (Fire Safe Cigarette) 607 Manufacturer Certify FSC (Fire Safe Cigarette) 608 Cigarette Distributor's Monthly Report 609 Cigarette Distributor's Monthly Report 600 Cigarette Distributor's Monthly Report 600 Cigarette Distributor's Monthly Report 600 Cigarette Distributor's Monthly Report 600 Cigarette Pack 601 Cigarette Distributor's Monthly Report 602 Cigarette Tax Stamp Order 603 Cigarettes Received from other sources 604 Cigarette Distributor's Monthly Report 605 Cigarette Distributor's Monthly Report 606 Cigarette Distributor's Monthly Report 607 Cigarette Tax Stamp Order 608 Cigarette Distributor's Monthly Report 608 Cigarette Distributor's Monthly Report 609 Cigarette Tax Stamp Order 609 Cigarettes Tax Stamp Order 609 Cigarettes Tax Stamp Order 609 Cigarettes Tax Stamp Order 609 Cigarettes Tax Stamp Order 609 Cigarettes Tax Stamp Order 609 Cigarettes Tax Stamp Order 609 Cigarettes Tax Stamp Order 609 Cigarettes Tax Stamp Order 609 Cigarette Tax Stamp Orde | | | | | | | |
| ensure the record's retention and usability throughout the record's authorized life cycle. State of Maryland servers maintained by the Information Technology Division of the Comptroller of the State of Maryland. | | | | | | | |
| 12 RECOMMENDED RETENTION | | | | | | | |
| Retain scanned documents for 60 days; then destroy. Retain image five (5) years and until all Audits have been done; then destroy. Documents are scanned to Maryland State Archives standards. | | | | | | | |
| 13 TYPED OR PRINTED NAME OF | 14 TELEPHO | NE NUMBER | 15 DATE | | | | |
| PREPARER William Blum | 410-260-7252 | | 10/14/16 | | | | |
| DGS 550-6 (rev. 10/12 | | | | | | | |

| Instructions –Type or Print a separate form for | DEDAR | TMENT OF G | ENERAL SEE | NUCES | AGENCY RECORDS INVENTORY | | |
|---|--|-----------------|--|----------------------------------|--|--|--|
| each new or revised record series. Forward | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION | | | | | | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. Box 275 | | | | | | |
| , (= = = = = = = = = = = = = = = = | Jessup, Maryland 20794 | | | | page11 of30 | | |
| | | 410-79 | | | | | |
| Department/Agency | 2. Divisio | on | | | 3. Unit | | |
| | | | | | | | |
| Comptroller of Maryland | Revenu | ie Administra | ation Divisio | n · | Processing Control Section | | |
| DEFINITION: RECORD SERIES: A group of relate | d records | normally filed | and used as a | unit for re | ference as well as retention and disposition | | |
| purposes. | , | | | | | | |
| 4. Record Series Title | | | | | st Year/Latest Year | | |
| Review of QRDT Supervisor's Adjustment T | ransactio | ns | | _2013 | 3to _2017 | | |
| 6. Record Series Description (Briefly describe the | ypes of inf | ormation/docu | ments/forms | found in th | e series. Include the purpose or function of the | | |
| series.) Supervisors review 5 transactions a | week on e | each employ | ee for qualit | y review. | | | |
| · | | • | | | | | |
| · · · · · · · · · · · · · · · · · · · | | | | | | | |
| 7. Record Series Format(s) List att | | 8. Record Serie | s Sequence | 9. Volume | · | | |
| | | Alphabetica | 1 | _5 Number | | | |
| X Letter Size Microfilm | | | , | X File Ora | wer(s) | | |
| Legal Size Computer Tape | | ☐ Numericat | | Microfit | | | |
| _ | į | Chronologie | at | Compu | Computer Tape(s) | | |
| ☐ Audio Tape ☐ Floppy Disk | | | | | Other (specify) Annual Accumulation | | |
| ☐ Bound Book ☐ Video Tape | | │ | al | _5 | • | | |
| | • | X Other (specif | د. د | Number | · | | |
| Other (specify) | | By date | <i>"</i> — | X File Dra | wer(s) | | |
| | | | | Microfil | | | |
| | | | | Computer Tape(s) Other (specify) | | | |
| 11. File is Used | | | 12, File Becom | | | | |
| | | | 3 | • | | | |
| Daily X Weekly Monthly Annu | ially | • | Number | | | | |
| | | | Number | | onth(s) X Year(s) | | |
| | | | <u></u> | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | | |
| RAD 2nd Floor | | | ☐ Yes X No | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | 15 Access Particulars III Van cita Laude\ 2 Particularian(s) | | | irements | | | |
| | | | I TO THOM INDICE | | | | |
| Yes X No | | | | X State 🗍 | Federal Independent | | |
| | | | | _ | | | |
| 17. Is an Index System used? If yes, explain briefly and describe | requirements | ····· | 18. Recom | mended F | Retention | | |
| Yes X No | | | | | Iministration Center until all audits are complete; | | |
| | | i | then destro | | and distributed the second sec | | |
| 19. Name and Title of Preparer | | 20. Telepho | <u> </u> | | :: October 24, 2016 | | |
| Karen Hebb-Pilipauskis | | · · | | | : March 27, 2018 | | |
| | 410-260-7775 | | | | | | |

| <u> </u> | | | | = | <u> </u> | | |
|--|------------------------------|-----------------|---|----------------------------------|--|--|--|
| Instructions -Type or Print a separate form for | DEPARTMENT OF GENERAL SE | | | RVICES | AGENCY RECORDS INVENTORY | | |
| each new or revised record series. Forward | RECORDS MANAGEMENT D | | | | | | |
| with Records Retention Schedule. (DGS 550-1) | 7275 Waterloo Road, P.O. Box | | | 275 | | | |
| , | Jessup, Maryland 20794 | | | | PAGE 12 of 30 | | |
| | | | 99-1930 | | , | | |
| Department/Agency | 2. Divisio | on | | | 3. Unit | | |
| | _ | | | | | | |
| Comptroller of Maryland | Revenu | ie Administr | ation Divisio | n | Processing Control Section | | |
| DEFINITION: RECORD SERIES: A group of relate | d records | normally filed | and used as a | unit for re | ference as well as retention and disposition | | |
| purposes. | | · · · | | E Forio | of Voorill start Voor | | |
| 4. Record Series Title | | | | | st Year/Latest Year | | |
| QRDT Reports | | | | <u> </u> | 3to _2017 | | |
| 6. Record Series Description (Briefly describe the t | | | | • | | | |
| series.) Weekly, Monthly, and Special Project | | | | • | | | |
| adjustments, and monthly workflow, as well | as status | and final rep | ports on all s | pecial pre | oject done by the QRDT Unit. | | |
| | | | | | | | |
| 7. Record Series Format(s) List all | ٠ | 8. Record Serie | es Sequence | 9. Volume 5 | | | |
| V | | Alphabetica | al | Number | | | |
| X Letter Size Microfilm | | | · | X File Dra | X File Drawer(s) | | |
| Legal Size Computer Tape | | ☐ Numerical | | ☐ Microfilm Reel(s) | | | |
| | ! | ☐ Chronalogi | cal | 1 = ' | Computer Tape(s) | | |
| Audio Tape Floppy Disk | ŀ | | | 10. Annual Accumulation | | | |
| ☐ Bound Book ☐ Video Tape | j | Geographic | cal . | _5 | | | |
| G 00 (| X Other (specif | | fw) | Number | | | |
| Other (specify) | | By date | X File Ora | | wede) | | |
| | ļ | | | . Microfit | • • | | |
| | ļ | | | Computer Tape(s) Cher (specify) | | | |
| 11. File is Used | | | 12. File Becom | | | | |
| | | | 3 | _ | • | | |
| X Daily Weekly 🗍 Monthly 🗍 Annu | ally | , i | Number []Month(s) X Year(s) | | | | |
| | | | | | | | |
| (Dita Star Day) | | | | | | | |
| 13. Current Location(s) (Bidg., Floor, Room) RAD 2 nd Floor | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | | |
| 1935 2 11001 | | | X Yes □ No | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audit Regi | | te of Maryland servers | | |
| | | | | | | | |
| ☐ Yes X No | | | None | X State 🔲 | Federal Independent | | |
| | | | | , – | _ | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | | | 18. Recom | mended R | Retention | | |
| ☐ Yes X No | | | Recommended Retention Retain at Revenue Administration Center until all audits are complete; | | | | |
| | | | then destro | | | | |
| 19. Name and Title of Preparer | | 20. Telepho | one Number | | e: October 24, 2016 | | |
| Karen Hebb-Pilipauskis | | 410-260-77 | | | : March 27, 2018 | | |
| <u> </u> | | L | | Tronoca. Indicat Et , Et id | | | |

| <u>; </u> | _ | | | | | |
|--|----------------|-----------------------------|--|-----------------|---|--|
| Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | REC | ORDS MANA(5 Waterloo Ro | GENERAL SERVICES GEMENT DIVISION pad, P.O. Box 275 ryland 20794 | | AGENCY RECORDS INVENTORY PAGE12 OF30 | |
| | | • | 9-1930 | | | |
| Department/Agency | 2. Divisi | on. | | | 3. Unit | |
| Comptroller of Maryland | Revenu | ue Administr | ation Divisio | n | Processing Control Section | |
| DEFINITION: RECORD SERIES: A group of relate purposes. | d records | normally filed | and used as a | a unit for re | ference as well as retention and disposition | |
| 4. Record Series Title | | | | 5. Earlie | st Year/Latest Year | |
| Fraudulent Returns | | | | _201 | 3to _2017 | |
| 6. Record Series Description (Briefly describe the t | ypes of inf | ormation/docu | uments/forms | found in th | e series. Include the purpose or function of the | |
| series.) These are original returns that have I | | | | | | |
| court. | • | | | | | |
| 7. Record Series Format(s) List all | <u> </u> | 8, Record Serie | oc Seguence | 9. Volume | | |
| 7. Necota Series Formaday Cost all | | o, neodia delle | 23 Dequence | _5 | | |
| X Letter Size | | Alphabetica | al . | Number | | |
| | | Numerical | | X File Ora | wer(s) | |
| Legal Size Computer Tape | [] Numerical | | | Microfil | · · | |
| Audio Tape | ☐ Chronologic | | cal | Compu | ter Tape(s) (specify) | |
| | Geographic | | :al | | Accumulation | |
| ☐ Bound Book ☐ Video Tape | | | | _5 | | |
| Other (specify) | X Other (speci | | fy) | Number | | |
| _ | | θy date, year a | nd case # | X File Dra | · · | |
| | | | | Microfil Compu | nt reens) | |
| | . <u>-</u> | | | Cther | (specify) | |
| 11. File is Used | | | 12. File Becom | nes Inactive Al | ter | |
| | | | 3 | | | |
| X Daily Weekly Monthly Annu | ally | | Number | - | Nonth(s) XYear(s) | |
| | | | Ì | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | |
| RAD 2 nd Floor | | | ☐ Yes X Na | | | |
| · | | | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audit Requirements | | | |
| X Yes No | | | | | | |
| | | | ☐ None | X State | Federat Independent | |
| Comptroller of Maryland (COM), Office Legislative Audit (OLA), Tax-General Article, Title 13; Subtitle 2. Access to files should be limited to authorized users requiring access for audit and taxpayer inquiries. | | | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | | | 18. Recommended Retention | | | |
| Yes X No | | | | | ears and until all administrative value has ceased, | |
| ` | · | | H | <u>.</u> | ger will destroy. | |
| 19. Name and Title of Preparer | - | 20. Telepho | ne Number | 1 | : October 24, 2016 | |
| Karen Hebb-Pilipauskis | | 410-260-77 | | l | : March 27, 2018 | |
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| 7. | 7 |

| Instructions –Type or Print a separate form for | DEPAR | TMENT OF G | ENERAL SEF | RVICES | AGENCY RECORDS INVENTORY | |
|--|--|------------------|--|---------------------|--|--|
| each new or revised record series. Forward | RECORDS MANAGEMENT DIVISIO | | | SION | | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. Box 275 | | | 275 | | |
| | Jessup, Maryland 20794 410-799-1930 | | | | PAGE12 OF30 | |
| Department/Agency | 2. Divisio | on | | | 3. Unit | |
| Comptroller of Maryland | Revenu | ie Administra | ation Divisio | n | Processing Control Section | |
| DEFINITION: RECORD SERIES: A group of relate purposes. | d records | normally filed | and used as a | unit for re | ference as well as retention and disposition | |
| Record Series Title | | | ı | 5. Earlie | st Year/Latest Year | |
| Case Review Board and Attorney General R | eferral Fil | les | | _2013 | 3to _2017 | |
| 6. Record Series Description (Briefly describe the t | ypes of inf | ormation/docu | ments/forms | found in th | e series. Include the purpose or function of the | |
| series.) These files contain copies of retur | rns (or o | riginal retur | ns) and res | search in | formation submitted to the Case Review | |
| Board or Office of the Attorney General f | or invest | tigation/pro | secution. | | · | |
| 7. Record Series Format(s) List all | | 8. Record Serie | s Sequence | 9. Volume | | |
| X Letter Size Microfilm | | Alphabetica | 1 | 5 Number | | |
| | | Numerical | | X File Ore | Drawer(s) | |
| Legal Size Computer Tape | | 1 | | _ | crofilm Reel(s) | |
| Audio Tape Floppy Disk | | Chronologic | al . | | nputer Tape(s) ner (specify) | |
| ☐ Bound Book ☐ Video Tape | | ☐ Geographic | al | 10. Annual | d Accumulation | |
| | | - | Number | | | |
| Other (specify) | X Other (specify) By date, year and | | X File O | | wer(s) | |
| | | , D, Caio, J. C. | | ☐ Microfilm Reel(s) | | |
| | | | | Compu | ner Tape(s) | |
| 11. File is Used | | · · · | 12. File Becom | <u> </u> | · · · · · · · · · · · · · · · · · · · | |
| | | | 3 | | | |
| X Daily Weekly Monthly Annu | ally | İ | Number | | Aonth(s) X Year(s) | |
| | | | 714111401 | <u>.</u> | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | |
| RAD 2 nd Floor | | | ☐ Yes X No | | | |
| | | | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes x No | | | 16. Audit Requirements | | | |
| | | , | - | Y 64-4- | Federal District o | |
| | | | ☐ None X State ☐ Federal ☐ Independent | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | | | 18. Recom | mended F | Retention | |
| ☐ Yes X No | | | Retain un | til the cas | se is completed/closed by the Case Review | |
| | | | Board or t | he Attorn | ey General's Office and all audits are | |
| | | | completed | d; then de | estroy. | |
| 19. Name and Title of Preparer | | 20. Telepho | ne Number | 21. Date | e: October 24, 2016 | |
| Karen Hebb-Pilipauskis | | 410-260-77 | | | : March 27, 2018 | |

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|---|--|--------------------------------|--|-----------------|--|--|
| Instructions –Type or Print a separate form for | DEPARTMEN | NT OF GI | ENERAL SEF | RVICES | AGENCY RECORDS INVENTORY | |
| each new or revised record series. Forward | RECORDS MANAGEMENT DIV | | | SION | · | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. Box | | | 275 | | |
| | Jessup, Maryland 20794 410-799-1930 | | | l | PAGE12 OF30 | |
| Department/Agency | 2. Division | , | | | 3. Unit | |
| Comptroller of Maryland | Revenue Adr | lministra | ition Divisio | n . | Processing Control Section | |
| DEFINITION: RECORD SERIES: A group of relate purposes. | d records norma | ally filed a | ind used as a | unit for re | ference as well as retention and disposition | |
| 4. Record Series Title | | <u> </u> | | 5. Earlie: | st Year/Latest Year | |
| Questionable Case History Files | | | | _2013 | 3to _2017 | |
| 6. Record Series Description (Briefly describe the t | ypes of informati | lion/docu | ments/forms t | found in the | e series. Include the purpose or function of the | |
| series.) These files are original log sheets | that are filled | d out fo | r each retu | irn that h | as been identified as fraudulent. | |
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| | | | | | | |
| 7. Record Series Format(s) List all | 8. Re | ecord Series | Sequence | 9. Volume | | |
| |] | Alphabetical | | 5 Number | | |
| X Letter Size Microfilm | " | чриарецса | | | 40 | |
| . Legal Size Computer Tape | | Numerical | | X File Drav | | |
| . Cegarate Sombate rape | | Chronologics | . | Compu | · · | |
| Audio Tape Floppy Disk | Chronologi | | " | Other (| specify) | |
| ☐ Bound Book ☐ Video Tape | □c | Geographi c a | 1 | 10. Annual 5 | Accumulation | |
| _ | | 4b = = (| | Number | · | |
| Other (specify) | | ther (specify late, year an | X File Drawer(s) | | wer(s) | |
| |] -, | , , | | Microfile | • | |
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| 11. File is Used | | | 12. File Become | | | |
| | | | 3 | | | |
| X Daily Weekly Monthly Annu | ally | | | | · | |
| | | į. | Number | □ № | ionth(s) X Year(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | |
| RAD 2 nd Floor | - | | <u> </u> | | | |
| | | | Yes X No | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | · · · · · · | | 16. Audit Requ | irements | | |
| ☐ Yes X No | | | | | | |
| • | | | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe i | equirements | | 18. Recom | mended R | etention | |
| ☐ Yes X No | • | | | | nue Administration Center until all audits | |
| - , | | 1 | | | ed; then destroy | |
| 19. Name and Title of Preparer | 1 20 - | Tolonha | | | | |
| • | | - | ne Number 75 | | : October 24, 2016 | |
| Karen Hebb-Pilipauskis | |)-260-777 | ˈ ʊ | Revised | : March 27, 2018 | |

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| Instructions -Type or Print a separate form for | DEPAR | TMENT OF G | ENERAL SEI | RVICES | AGENCY RECORDS INVENTORY | |
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| each new or revised record series. Forward | RECORDS MANAGEMENT DIVISION | | | ISION | | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. Box 275 | | | 275 | | |
| , | | | yland 20794 | • , | PAGE13 OF30 | |
| · . | | 410-79 | 9-1930 | | | |
| Department/Agency | 2. Divisio | on | | | 3. Unit | |
| Comptroller of Maryland | Revenu | e Administra | ation Divisio | n | Processing Control Section | |
| DEFINITION: RECORD SERIES: A group of relate purposes. | d records n | normally filed | and used as a | unit for re | ference as well as retention and disposition | |
| 4. Record Series Title | | , | | 5. Earlie | st Year/Latest Year | |
| QRDT Audits | | | | _2009 | 9to _2017 | |
| 6. Record Series Description (Briefly describe the t | ypes of info | ormation/doca | ıments/forms | found in th | e series. Include the purpose or function of the | |
| series.) These are files containing copies of i | | | | | | |
| copies of imaged returns and the status repo | | | | | - - . | |
| | | | | | | |
| 7. Record Series Format(s) List all | 1 | 8. Record Serie | es Sequence | 9. Volume | | |
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| X Letter Size | | ☐ Alphabelica | 1 | Number | · | |
| _ | Į. | ■ Numerical | | X File Ora | | |
| Legal Size Computer Tape | | _ | | Microfil | 1.5 | |
| ☐ Audio Tape ☐ Floppy Disk | | Chronologic | al | Compu | | |
| | Geographic | | · al | | Accumulation | |
| Bound Book Video Tape | | | - | 2 | • | |
| Cther (specify) | | X Other (specif | v) | Number | | |
| Cuter (specify) | | By date, year a | X File Dra | | wer(s) | |
| · | | , | Microfilm Reel(s) | | • | |
| · | | | | Compu | | |
| 11, File is Used | 1 | | 12. File Becom | | | |
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| X Daily Weekly Monthly Annu | ally | | <u></u> | | <u> </u> | |
| " | | | Number X Month(s) Year(s) | | | |
| | | | 60 Days | | | |
| 13. Current Location(s) (Bidg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | |
| RAD 2nd Floor | | | ☐ Yes X No | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audit Requ | uirements | | |
| ' | | | | | | |
| X Yes 🔲 No | | | None | X State 🗀 | Federal Independent | |
| Comptroller of Maryland (COM), Office Legislative Audit (OLA), Tax-General Article, Title 13; | | | | | | |
| Subtille 2. Access to files should be limited to authorized users requiring access for audit | | | | | | |
| and taxpayer inquiries. | | | | | · | |
| 17. Is an Index System used? If yes, explain briefly and describe r | d describe requirements | | | mended R | etention | |
| ☐ Yes X No | | | Retain at R | evenue Ad | ministration Center for 60 days; then destroy. | |
| 19. Name and Title of Preparer | 1 | 20. Telepho | ne Number | 21. Date | : October 24, 2016 | |
| Karen Hebb-Pilipauskis | | 410-260-77 | 75 | Revised: March 27, 2018 | | |

| | | | | AGENCY RECORDS INVENTORY | |
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| Instructions -Type or Print a separate form for | _ | ENERAL SERVICES | | AGENCY RECORDS INVENTORY | |
| each new or revised record series. Forward | RECORDS MANA | | | <u>, </u> | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo R | oad, P.O. Box ryland 20794 | 2/5 | PAGE13 of30 | |
| | • | 99-1930 | | | |
| Department/Agency | 2. Division | | | 3. Unit | |
| | _ | | | | |
| Comptroller of Maryland | Revenue Administr | ration Divisio | n | Processing Control Section | |
| DEFINITION: RECORD SERIES: A group of relate purposes. | d records normally filed | and used as a | unit for re | ference as well as retention and disposition | |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year | | |
| Special Projects | | | _2013 | 3to _2017 | |
| 6. Record Series Description (Briefly describe the t | ypes of information/doc | uments/forms | found in th | e series. Include the purpose or function of the | |
| series.) These files contain printouts, researc | h, correspondence a | ınd adjustme | nts to and | d from taxpayers. | |
| | | | | | |
| 7 Consent Control Commenters List of the control Con | l a Passad Cod | S | 9. Volume | · | |
| 7. Record Series Format(s) List all | 8. Record Seri | es sequence | 9. Volume | | |
| X Letter Size Microfilm | Alphabetic | al · | Number | | |
| · | Numerical | | X File Dra | | |
| Legal Size Computer Tape | | | Microfil | m Reel(s) ter Tape(s) | |
| ☐ Audio Tape ☐ Floppy Disk | Chronolog | ical | ☐ Other | • • • • | |
| ☐ Bound Book ☐ Video Tape | ☐ Geographi | cal | 10. Annual 5 | l Accumulation | |
| | | | Number | | |
| Other (specify) | X Other (spec | • - | X File Dra | X File Drawer(s) | |
| · | , | , Microfil | | • • | |
| • | | | Computer Tape(s) Other (specify) | | |
| 11. File is Used | | 12. File Becom | | | |
| · | | 3 | | | |
| X Daily 🗍 Weekly 🧎 Monthly . 🔲 Annu | ally | Number | | tonth(s) X Year(s) | |
| | | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | |
| RAD 2 nd Floor | ☐ Yes X No | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | 16. Audit Requirements | | | | |
| X Yes No | | | | | |
| | None | X State | Federal Independent | | |
| Comptroller of Maryland (COM), Office Legislative Audil (OLA), Te Subtitle 2. Access to files should be limited to authorized users red | | | | | |
| and taxpayer inquiries. | | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe r | 18. Recom | mended R | etention | | |
| Yes X No | | Retain at R | levenue Ad | Iministration Center until completion of all audits; | |
| | ···· | then destro | i | <u> </u> | |
| 19. Name and Title of Preparer | | one Number | | : October 24, 2016 | |
| Karen Hebb-Pilipauskis | 410-260-7 | 1/5 | Revised | : March 27, 2018 | |

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| each new or revised record series. Forward | RECORDS MANAGEMENT DIV | | | ISION | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. Box 275 | | | 275 | |
| , | Jessup, Maryland 20794 | | | | PAGE13 OF30 |
| • | 410-799-1930 | | | | |
| Department/Agency | 2. Divisio | on | | | 3. Unit |
| Comptroller of Maryland | Revenu | re Administra | ation Division | | Processing Cantrol Section |
| DEFINITION: RECORD SERIES: A group of relate purposes. | d records | normally filed | and used as a | unit for re | ference as well as retention and disposition |
| 4. Record Series Title | | | | 5. Earlie | st Year/Latest Year |
| Taxpayer Correspondence | | | | _2013 | 3to _2017 |
| 6. Record Series Description (Briefly describe the t | ypes of inf | ormation/docu | uments/forms | found in th | e series. Include the purpose or function of the |
| series.) These files contain letters to or from | taxpayers | s and copies | of documer | nts provid | ed by taxpayers and any necessary |
| adjustment documentation. | | • | | , | |
| | | | | | |
| · 7. Record Series Format(s) List all | | 8. Record Serie | es Sequence | 9. Volume | |
| | | | | _2 | |
| X Letter Size Microfilm | | ☐ Alphabelica | d . | Number | |
| ☐ Legal Size ☐ Computer Tape | | Numerical | İ | X File Dra | • • |
| Cegal Size C Computer Tape | | | | | nn Reen(s) nter Tape(s) |
| ☐ Audio Tape ☐ Floppy Disk | . Chronologie | | CAI | ☐ Other | |
| | | ☐ Geographic | al | | Accumulation |
| ☐ Bound Book ☐ Video Tape | | | • | 2 Number | |
| Other (specify) | X Other (speci | | | | rawer(s) |
| | | By date and tax | , 1 = | | |
| | | | | | ter Tape(s) (specify) |
| | _ | | | Cone | (specify) |
| 11. File is Used | | | 12. File Becom | es Inactive Af | fter . |
| | | | 2_ | | |
| X Daily Weeldy Monthly Annu | tatly | | Number X Month(s) Year(s) | | |
| | | - | 60 days | | |
| 13. Current Location(s) (Bidg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | |
| RAD 2nd Floor | | | | | |
| | | | Yes X No | | |
| 15, Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16, Audit Requirements | | |
| X Yes No | | | | | |
| | | | None | X State | Féderal Independent |
| Comptroller of Maryland (COM), Office Legislative Audit (OLA), Tax-General Article, Title 13; | | | | | |
| Sublitle 2. Access to files should be limited to authorized users requiring access for audit and taxpayer inquiries. | | | <u> </u> | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | | | 18. Recommended Retention | | |
| ☐ Yes X No | | | i | | dministration Center for 60 Days; then destroy. |
| 19. Name and Title of Preparer | | 20. Telepho | ne Number | | e: October 24, 2016 |
| Karen Hebb-Pilipauskis | | 410-260-77 | | l . | l: March 27, 2018 |
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| each new or revised record series. Forward | | NAGEMENT DIV | | | | |
| with Records Retention Schedule (DGS 550-1) | | o Road, P.O. Box | | | | |
| | Jessup, Maryland 20794 | | | PAGE13 OF30 | | |
| · | | 410-799-1930 | | | | |
| Department/Agency | 2. Division | | | 3. Unit | | |
| Comptroller of Maryland | Revenue Admir | nistration Divisio | n | Processing Control Section | | |
| DEFINITION: RECORD SERIES: A group of related purposes. | records normally | filed and used as | a unit for re | ference as well as retention and disposition | | |
| 4. Record Series Title | | | 5. Earlie | st Year/Latest Year | | |
| Daily Suspended/Review/Adjustment Printouts | s | | _2013 | 3to _2017 | | |
| Record Series Description (Briefly describe the type | pes of information | documents/forms | found in th | e series. Include the purpose or function of the | | |
| series.) System generated printouts identifying | all suspended | transactions, re | view items | s and adjustments done by each employee | | |
| and reviewed by the supervisor for quality revi | iew purposes. | | | | | |
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| 7. Record Series Format(s) List all | 8. Recon | Series Sequence | 9. Valume | | | |
| Vi allas Sira | · Alpha | betical | 5 Number | · | | |
| X Letter Size Microfilm . | | | X File Dra | ile Drawer(s) | | |
| Legal Size Computer Tape | Nume | ncal . | ☐ Microfil | Microfilm Reel(s) | | |
| ☐ Audio Tape ☐ Floppy Disk | ☐ Chro | nological | | Computer Tape(s) Other (specify) | | |
| | Geog | ranhical | | 10. Annual Accumulation | | |
| Bound Book Video Tape | | | 5 Number | | | |
| Other (specify) | X Other (| specify) | ŀ | -43 | | |
| | By date a | nd tax year | X File Dra | | | |
| • | | | Computer Tape(s) | | | |
| d Challes | L | 10.571.511 | Other | | | |
| 11. File is Used | | 12, File Becor | nes Inactive Al | er | | |
| X Daily Weekly Monthly Annual | iy | 3- | ; | | | |
| - | | Number | <u>□</u> • | fonih(s) X Year(s) | | |
|) | | | | | | |
| 13. Current Location(s) (Bidg., Floor, Room) RAD 2 nd Floor | | | | led Elsewhere? (If yes, specify agency or office.) | | |
| (0.10 £ 1100) | | ☐ Yes | X No | | | |
| 15. Access Restrictions (II Yes, cite Law(s) & Regulation(s) | | 16. Audit Red | uirements | | | |
| ☐ Yes X No | | | | · | | |
| | | □ №ле | X State | Federal Independent | | |
| 17. Is an Index System used? If yes, explain briefly and describe rec | lain briefly and describe requirements | | | otantian | | |
| ☐ Yes X No | | li e | nmended R | · · | | |
| | , | then destro | | Iministration Center until completion of all audits; | | |
| 19. Name and Title of Preparer | 20 Tel | ephone Number | ī | : October 24, 2016 | | |
| Karen Hebb-Pilipauskis | 410-26 | , | ł | : March 27, 2018 | | |
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| Instructions Tune or Dist a secreta form | DEDADTMENT | GENERAL SERVICES | AGENCY RECORDS INVENTORY | | |
| Instructions -Type or Print a separate form for each new or revised record series. | | GENERAL SERVICES AGEMENT DIVISION | | | |
| Forward with Records Retention Schedule | | Road, P.O. Box 275 | | • | |
| (DGS 550-1) | | aryland 20794 | PAGE14 O | F30 | |
| (563 330-1) | | 799-1930 | | | |
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| Department/Agency | 2. Division | | 3. Unit | | |
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| Comptroller of Maryland | Revenue Adminis | tration Division | Returns Processing Section | , | |
| | | | | • • | |
| DEFINITION: RECORD SERIES: A group of re | lated records normally | (filed and used as a unit) | for reference as well as retention and | disposition numbers | |
| DEFINITION, NECOND SENIES, A GROUP OF TE | ialed records normally | · inec and used as a drift i | or reference as well as retention and | disposition purposes. | |
| 4. Record Series Title | -5. | Earliest Year/Latest Year | • | | |
| Employer Return of Income Tax Withheld-MW | 506 | 2010tO2017 | | | |
| 6. Record Series Description (Briefly describe | he types of information | n/documents/forms found | in the series. Include the purpose or | function of the series.) | |
| Paper returns submitted by employers sl | | | | | |
| | iowing the total tax, | , with adjustments, with | militar roll caar cimployee 5 se | adily defining the reporting | |
| period. | | | | | |
| 7. Record Series Format(s) List all | 8. Record Series Sequence | e 9, Valume | | | |
| <u>_</u> | | 2 | | | |
| Letter Size Microfilm | Alphabetical | Number x File Drawer(s) | | | |
| Legal Size Computer Tape | ☐ Numerical | Microfilm Reel(s) | | | |
| | _ | Computer Tape(| s) . | | |
| ☐ Audio Tape ☐ Floppy Disk | Chronological | Other (specify) | | | |
| ☐ Bound Book ☐ Video Tape | Geographical | 10. Annual Accumula | iuon | | |
| | | Number | | • | |
| x Other (specify) coupon size documents and Open | x Other (specify) | x File Drawer(s) | | | |
| Text | By date and tax year | ☐ Microfilm Reel(s) ☐ Computer Tape(s | | | |
| | • | Other (specify)_ | <u></u> | | |
| 11, File is Used | | 12. File Becomes Inactive Af | ter | <u></u> | |
| | | _60 days | , | | |
| x Daily Weekly Monthly | Annually | I | = fonth(s) | | |
| | | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | |
| 3 rd floor | | Yes × No | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements | | | |
| Yes x No | | No. 17 at 12 at | · · | | |
| · | | x None State | None State Federal Independent | | |
| 17. Is an Index System used? If yes, explain briefly and desc | • | 18. Recommended R | etention | | |
| *Yes | used to store | Retain at Revenue Ad | Iministration Center for 60 days; then | destroy. | |
| images processed through Fairfax. The image | • | | | | |
| database and the user can call the image back for research | | | • | • | |
| purposes. Citibank Archives, items are index by batch number, | | | | • | |
| transaction numbers, amounts and/or other information that is | | | | • | |
| provided on the document or check. This is also | • | | | | |
| user would request the image based on inform | ation available. | <u></u> | <u></u> | | |
| 19. Name and Title of Preparer | 1 | none Number | | 21. Date | |
| Linda Couch, Payment Processing - Section M | anager 410-260-7 | 7606 | | 8/16/2017 | |
| | | | | Revised: March 27, 2018 | |

| Instructions -Type or Print a | DEPARTMENT OF GENERA | L SERVICES | | AGENCY RECORDS INVENTORY | | | |
|---|---|---|----------------|-------------------------------------|--|--|--|
| separate form for each new or | RECORDS MANAGEMENT DIVISION | | | | | | |
| revised record series. Forward | 7275 Waterloo Road, P.O. Box 275 | | | | | | |
| with Records Retention Schedule | Jessup, Maryland 20794 | | | | | | |
| (DGS 550-1) | 410-799-1930 | | | | | | |
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| Department/Agency | 2. Division | | | 3. Unit | | | |
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| Comptroller of Maryland | Revenue Administration Division | | | Returns Processing | | | |
| | | | | Section | | | |
| DEFINITION: RECORD SERIES: A C | group of related records normally filed and used as a c | init for reference as well a | s retention a | | | | |
| 4. Record Series Title | | | | est Year/Latest Year | | | |
| Individual, Pass Through Enti | ity, Fiduciary and Corporation Declaration o | of Estimated Tax- | 1 | to2017 | | | |
| | | | | | | | |
| 502D, 510D, 504D, and 500D | - | 4. 11. | 4 | | | | |
| • | describe the types of information/documents/forms fo | | | | | | |
| | not withheld; quarterly estimated tax payments of | | a pay-as-y | ou-go plan. Established of | | | |
| new taxpayers that file letter size | e returns to show amount of estimated payment . | s processed. | | • | | | |
| 7. Record Series Format(s) List all | | 8. Record Series Sequence | | 9. Volume | | | |
| Letter Size Microfilm | | Alphabetical | | _2 Number | | | |
| | | | • | × File Drawer(s) | | | |
| Legal Size Computer Tape | | ☐ Numerical | | | | | |
| ☐ Audio Tape ☐ Floppy Disk | | x Chronological (month) | | Computer Tape(s) Other (specify) | | | |
| ☐ Bound Book ☐ Video Tape | | ☐ Geographical | | 10. Annual Accumulation | | | |
| Other (specify) source size decuments and | Coop Tout | Other (coords) | | Number | | | |
| x Other (specify) coupon size documents and | Open Text | Other (specify) | | x File Drawer(s) Microfilm Reel(s) | | | |
| | | | | Computer Tape(s) | | | |
| | | | | Other (specify)_see above | | | |
| 11. File is Used | | 12. File Becomes Inactive After | r | <u> </u> | | | |
| usan Duran David | | _60 days | | | | | |
| x Daily Weekly Month | nly Annually | Number Mc | nth(s) Ye | ar(s) | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicate | d Elsewhere? (| If yes, specify agency or office.) | | | |
| 3 rd floor | | ∏Yes x No | | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Re | egulation(s) | 16. Audil Requirements | | | | | |
| Yes x No | | x None State Fe | derai 🔲 Inde | pendent | | | |
| 17. Is an Index System used? If yes, explain bri | efly and describe requirements | 18 Recommended Re | tention | | | | |
| • | fuct that is used to store images processed through | Recommended Retention Retain at Revenue Administration Center for 60 days; then destroy. | | | | | |
| Fairfax. The images are housed on | a database and the user can call the image back | Tretain at Revenue Aun | masuauvii C | cinci for ou days, then destroy. | | | |
| for research purposes. Citibank Arc | chives, items are index by batch number, | | | | | | |
| transaction numbers, amounts and/o | or other information that is provided on the | | | | | | |
| document or check. This is also a pr | roduct that the user would request the image based | | | | | | |
| on information available. | | | | | | | |
| 19. Name and Title of Preparer | | | 20. | 21. Date | | | |
| Linda Couch, Payment Processing - | Section Manager | | Telephone | 8/16/2017 | | | |
| | | | Number | Revised: March 27, 2018 | | | |
| • | | | 410-260- | | | | |
| | | | 7606 | I | | | |

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| Instructions –Type or Print a separate form for each new or revised | DEPARTMENT OF GENERAL | AGENCY RECORDS INVENTORY | | |
| record series. Forward with Records Retention Schedule (DGS 550-1) | SERVICES | | | |
| | RECORDS MANAGEMENT DIVISION | | | |
| | 7275 Waterloo Road, P.O. Box 275 | PAGE14 OF /` · · · | | |
| | Jessup, Maryland 20794 | | | |
| | 410-799-1930 | : | | |
| Department/Agency | 2. Division | 3. Unit . | | |
| | | | | |
| Comptroller of Maryland | Revenue Administration Division | Returns Processing Section | | |
| DEFINITION: RECORD SERIES: A group of related records normally filed a | and used as a unit for reference as well as | retention and disposition purposes. | | |
| 4. Record Series Title | | 5. Earliest Year/Latest Year | | |
| Individual, Pass Through Entity and Fiduciary Estimated Tax Vouc | chers | | | |
| 502DEP, 510DEP and 504DEP | | | | |
| | | he accesses as function of the period | | |
| 6. Record Series Description (Briefly describe the types of information/docu | ments/forms found in the senes. Include t | ne purpose or function of the series.) | | |
| If you are self-employed or do not have Maryland income taxes with part of a pay-as-you-go plan. Established or new taxpayers that file | | | | |
| 7. Record Series Format(s) List all | 8. Record Series Sequence | 9. Volume | | |
| | | 2 | | |
| . Letter Size Microfilm | ☐ Alphabetical | Number 5% Description | | |
| ☐ Legal Size ☐ Computer Tape | Numerical | x File Drawer(s) Microfilm Reel(s) | | |
| | | Computer Tape(s) | | |
| ☐ Audio Tape ☐ Floppy Disk | х Chronological (month) | Other (specify) 10. Annual Accumulation | | |
| Bound Book Uvideo Tape | ☐ Geographical | _2 | | |
| x Other (specify) coupon size documents and Open Text | Other (specify) | Number x File Orawer(s) | | |
| | | Microfilm Reel(s) | | |
| | | Computer Tape(s) | | |
| | · . | Other (specify)_see above | | |
| 11. File is Used | 12. File Becomes Inactive After | | | |
| | _60 days | | | |
| x Daily Weekly Monthly Annually | | Year(s) | | |
| · | | 5 (-) | | |
| | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | 14. Is Record Series Duplicated Elsewhere | ? (If yes, specify agency or office.) | | |
| 3 rd floor | Yes × No | ☐ Yes ∡ No | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | 16. Audit Requirements | | | |
| ☐ Yes x No | x None State Federal : | x None State Federal Independent | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | 18. Recommended Retention | | | |
| xYes | seed | n Center for 60 days; then destroy. | | |
| through Fairfax. The images are housed on a database and the user can d | | an obliter for do days, their destroy. | | |
| the image back for research purposes. Citibank Archives, items are index | by | | | |
| batch number, transaction numbers, amounts and/or other information that | · | | | |
| provided on the document or check. This is also a product that the user wo | <u>\$</u> | | | |
| request the image based on information available. | 1 | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | 21. Date | | |
| Linda Couch, Payment Processing - Section Manager | 410-260-7606 | | | |
| Emile Count, Laymont Frocessing - Oction Wallages | *10-200-7000 | 8/16/2017 Revised: March 27, 2019 | | |
| | I | Revised: March 27, 2018 | | |

| | | | | | 54 | |
|--|---|----------------|--|--|----------------------------------|--|
| 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 | | | RECORDS INVENTORY | | |
| Department/Agency | 2. Division | | | 3. Unit | | |
| Comptroller of Maryland | Revenue Admin | istration Di | ivision | Returns Processing Se | ction | |
| DEFINITION: RECORD SERIES: A group of re | lated records norma | illy filed and | used as a unit f | or reference as well as reten | tion and disposition purposes. | |
| 4. Record Series Title | · | 5. Fadiest Y | ear/Latest Year | <u>`</u> | | |
| Corporation Income Tax Returns-Form 50 | | | O _2017 | | | |
| 6. Record Series Description (Briefly describe t | | | | in the series. Include the pu | mose or function of the series.) | |
| Consists of annual tax returns filed by ear Annotated Code of Maryland, unless other | | d associati | on having inco | ome allocable to the Stat | e under the provisions of the | |
| 7. Record Series Formal(s) List all | 8, Record Series Seque | | J. Volume 2 | • | | |
| x Letter Size | ☐ Alphabetical | | lumber | | | |
| Legal Size Computer Tape | Numerical |] [| : File Drawer(s) Microfilm Reel(s) Computer Tape(s | a . | | |
| Audio Tape Toppy Disk | Chronological | 1 | Other (specify) | | · | |
| Bound Book Video Tape | ☐ Geographical |] - | IO. Annual Accumula 2 Vumber | tion | · | |
| Other (specify) coupon size documents and Open | x Other (specify) | | File Drawer(s) | | · | |
| Text | By date and tax year | | Microfilm Reel(s) Computer Tape(s | i de la companya de l | • | |
| | | 1 - | Other (specify) | , . | | |
| 11. File is Used | | 12. File E | Becomes Inactive Aft | er | | |
| ☐ Daily ☐ Weekly ☐ Monthly ☐ Annually As needed | | _60 d | 60 days Number | | | |
| 13. Current Location(s) (Bldg., Ftoor, Room) | | 14. Is Re | cord Series Duplicat | ed Elsewhere? (If yes, specify agen | cy or office.) | |
| RAD 4th Floor | | Y | es x No | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes x No | | | 16. Audit Requirements | | | |
| | | x Nor | ne ☐ State ☐ F | ederal Independent | | |
| 17. Is an Index System used? If yes, explain briefly and described Yes x No | ribe requirements | 18. Re | ecommended Re | etention | | |
| LI 160 AND | | Retain | at Revenue Ad | ministration Center for 60 da | ys; then destroy. | |
| 19. Name and Title of Preparer | 20. Telephone Number | | | | 21. Date | |

410-260-7592

October 17, 2016

Revised: March 27, 2018

DGS 550-4 (Rev. 1/93)

Lisa Wiseman

| | | | | | -55 |
|---|--|--------------|--|---|--------------------|
| L. L. C. a. T. a. a. Dial. | DEDARTMENT | E CENE | AL PERVIOER | AGENCY RECORDS INVEI | NTORY |
| 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 | | | PAGE _15 OF30 | |
| 1. Department/Agency | 2. Division | · <u>=</u> | | 3. Unit | |
| Comptroller of Maryland | Revenue Administration Division | | | Returns Processing Section | |
| DEFINITION: RECORD SERIES: A group of re | elated records norma | illy filed a | nd used as a unit i | for reference as well as retention and dispor | sition purposes. |
| Record Series Title Withholding Tax Statement (W2 Forms) | | | t Year/Latest Year | r | |
| 6. Record Series Description (Briefly describe | | | | In the series. Include the purpose or functi | on of the series.) |
| amount of income tax withheld. | B Parant Carar Sagua | DDO. | Q Mahima | · · · · · · · · · · · · · · · · · · · | |
| 7. Record Series Formal(s) List all | 8. Record Series Seque | nce | 9. Volume 2 | • | |
| x Letter Size Microfilm | ☐ Alphabetical | | Number x File Drawer(s) | | |
| Legal Size Computer Tape | Numerical | | ☐ Microfilm Reel(s) ☐ Computer Tape(s | • | |
| Audio Tape Floppy Disk | Chronological | | Other (specify) 10. Annual Accumula | ation | _ |
| ☐ Bound Book ☐ Video Tape | ☐ Geographical | | 2 Number | | |
| Other (specify) coupon size documents and Open Text | x Other (specify) By date and tax year | _ | x File Drawer(s) Microfilm Reel(s) Computer Tape(: | | |
| 11. File is Used | | - 11 | ile Becomes Inactive Af | fler · | , |
| ☐ Daily ☐ Weekly ☐ Monthly As needed | Annually | _60 Numi | days | Month(s) Year(s) | |
| 13, Current Location(s) (Bldg., Floor, Room) RAD 4th Floor | | II _ | Record Series Duplica Yes x No | ated Elsewhere? (If yes, specify agency or office.) | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes x No | 16. Audit Requirements | | | Federal Independent | |

18. Recommended Retention

20. Telephone Number

410-260-7592

Retain at Revenue Administration Center for 60 days; then destroy.

21. Date

October 17, 2016

Revised: March 27, 2018

DGS 550-4 (Rev. 1/93)

Lisa Wiseman

☐ Yes x No

19. Name and Title of Preparer

17. Is an Index System used? If yes, explain briefly and describe requirements

56

| | | | AGENCY RECORDS IN | NVENTORY | |
|---|-------------------------|---|---|--|--|
| Instructions -Type or Print a separate form | DEPARTMENT C | F GENERAL | AGENCY RECORDS II | IVENION1 | |
| for each new or revised record series. | SERVIC | ES | | | |
| Forward with Records Retention Schedule | RECORDS MAN | NAGEMENT | PAGE15 OF | 30 | |
| (DGS 550-1) | DIVISIO | NC | | | |
| | 7275 Waterloo Roa | d, P.O. Box 275 | | | |
| | Jessup, Maryla | and 20794 | | | |
| | 410-799-1 | 930 | | | |
| Department/Agency | 2. Division | | 3. Unit | | |
| | | | • | | |
| Comptroller of Maryland | Revenue Administ | ration Division | Returns Processing Section | | |
| | | | | | |
| | | | | | |
| DEFINITION: RECORD SERIES: A group of rel | ated records normally | filed and used as a | unit for reference as well as retention and | disposition purposes. | |
| | | | | | |
| 4. Record Series Title | | 5. Earliest Ye | ar/Latest Year | | |
| Personal, Corporate, Pass Through Entity (PT) | | e1992tc | 2017 | | |
| Tax Returns (123, 500 – 1992-2004 502, 503, future, 505, 510, 515 – 1992 and future, 502D | | _ | | | |
| 2005 and future, 502E, 504E, 500E, and 510E | | | | | |
| MW508 - 2006 and future | | | | | |
| | | | | | |
| 6. Record Series Description (Briefly describe th | ne types of information | /documents/forms t | found in the series. Include the purpose or | function of the series.) | |
| Arranged by tax year. These forms are filed by all residents, and non-residents, corporations and fiduciaries, pass-through entities or | | | | | |
| employers of the State who have received | l income or withheld | i taxes from sour | ces within the State, and are required | d by existing statues to file | |
| such a return. | | | | , o, o, o, o, o, o, o, o, o, o, o, o, o, | |
| Such a return. | | | | | |
| 7. Record Series Format(s) List all | 8. Record Series Seque | nce 9. Volume | | | |
| r, Record Genes Format(s) List all | 6. Record Series Seque | 9. Volume | | | |
| x Letter Size Microfilm | Alphabetical | Number | | | |
| | 1 | x File Orawe | | | |
| Legal Size Computer Tape | Numerical | Microfila | m Reel(s) Iter Tape(s) | | |
| Audio Tape | ☐ Chronological | Other (s | | | |
| | - | 10. Annual / | Accumulation | | |
| Bound Book Video Tape | Geographical | 2 | | | |
| Other (specify) coupon size documents and Open | x Other (specify) | Number _ x Fite Drawe | (mate) | | |
| Text | By date and tax year. | _ Microfilm | · · | | |
| | ļ | Comput | er Tape(s) | | |
| | | Other (s | pecify) | | |
| 11. File is Usad | | 12. File Becomes Inac | clive After | | |
| | | _60 days | | | |
| x Daily 🔲 Weekly 🗀 Monthly 🔲 A | nnually | Number | ☐ Month(s) ☐ Year(s) | | |
| | | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | Duplicated Elsewhere? (If yes, specify agency or office | .) | |
| 4th floor | | x Yes No | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | Scanned to State Mar 16. Audit Requirement | | | |
| Yes ×No | | l l l l l l l l l l l l l l l l l l l | | | |
| | | x None State | Federal Independent | | |
| 17. Is an Index System used? If yes, explain briefly and descr | ibe requirements | 18. Recommend | ted Patention | | |
| ☐Yes x No | | | | -i ((0) d 41 - | |
| | | | t the Revenue Administration Center | | |
| | | | n scans until all audits have been com one to MSA standards. | picted, men desiroy, scans | |
| | | C. Pape. a.v a. | | | |
| 19. Name and Title of Preparer | 20 Talant | one Alumber | | 24 D-1- | |
| · • | Zu. Teleph | one Number | | 21. Date | |
| Bill Blum, - Section Assistant Manager | 410-260-7 | 592 | | 12/29/2017 | |
| | 1 | | i | Revised: July 9, 2018 | |

| INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED | RECORDS M | OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 | ELECTRONIC RECORDS INVENTORY | | | | |
|--|----------------------------|--|---|--|--|--|--|
| ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02 | JESSUP, | MARYLAND 20794 10) 799-1930 | Page 15 of 30 57 | | | | |
| 1 DEPARTMENT/AGENCY | 2 DIVISION | | 3 UNIT | | | | |
| Comptroller of Maryland | Revenue Admi | nistration | Returns Processing Section | | | | |
| DEFINITION - Record Series - A group of rel and disposition | | d electronically and used as a | a unit for reference as well as retention | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE | | | 5 EARLIEST YEAR/LATEST YEAR | | | | |
| Personal, Corporate, Pass Through Entity (I (123, 500 – 1992-2004 502, 503, 504, - 1998 future, 502D, 500D, 510D, 504D – 2005 and 2004 and future. MW508 – 2006 and future | <u>1992</u> to <u>2017</u> | | | | | | |
| 6 INPUT - Identify source of information to | be entered | 7 OUTPUT - Identify the | use/s of information generated by system | | | | |
| Returns | | Research taxpayer inquit Audit research. | ries and audit inquiries. | | | | |
| 8 ELECTRONIC RECORD SERIES DESCR | | l fly describe the information | n/documents/forms purpose and function of the system. | | | | |
| | | | | | | | |
| Arranged by tax year. These forms are fi | - | | • | | | | |
| through entities or employers of the State and are required by existing statues to fil | | | d taxes from sources within the State, | | | | |
| and are required by existing statues to in | e such a retuin | | | | | | |
| 9 POLICY ON ACCESS AND USE - Expla | in or attach copy | if established in writing. | | | | | |
| Access limited to authorized users. Authoriz taxpayer inquiries. | ed users are ger | nerally limited to staff mem | bers requiring access for audit and or | | | | |
| 10 UPDATING CYCLES OR CONDITIONS | AND RULES FO | R REVISING INFORMAT | ION IN THE SYSTEM | | | | |
| NA, since records stored for audit and resea | rch purposes. | | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA | OF THE MAIN E | LECTRONIC DATA FILE. | Explain the progression established to | | | | |
| ensure the record's retention and usability throughout the record's authorized life cycle. | | | | | | | |
| State of Maryland servers maintained by the Information Technology Division of the Comptroller of the State of Maryland. | | | | | | | |
| 12 RECOMMENDED RETENTION | | | | | | | |
| Retain paper at the Revenue Administration completed; then destroy. Scans of paper are | • , , | • . | n scans until all audits have been | | | | |
| 13 TYPED OR PRINTED NAME OF | 14 TELEPHO | | 15 DATE | | | | |
| PREPARER William Blum | 410-260-7252 | | 12-29-2017 | | | | |
| | | | Revised: July 9, 2018 | | | | |
| 16 TITLE OF PREPARER | | | | | | | |
| Assistant Section Manager | | | | | | | |
| DGS 550-6 (rev. 10/12) | | | | | | | |

| <u> </u> | | | | | | |
|---|---------------------------------------|--------------|---|---|-----------------------------|--|
| | | | | AGENCY RECORDS | INVENTORY | |
| Instructions –Type or Print a separate form | DEPARTMENT OF GENERAL | | | XOENCT RECORDS | INVERTOR! | |
| for each new or revised record series. | SERVICES | | | | 58 | |
| Forward with Records Retention Schedule | RECORDS MAN | | | PAGE16 OF | 30 | |
| (DGS 550-1) | 7275 Waterloo | Road, P. | O. Box 275 | | | |
| | Jessup, N | • | 20794 | | | |
| 4 D | | ≻799-1930 | | 3. Unit | | |
| Department/Agency | 2. Division | | | S. Oriii | | |
| | | | | | | |
| Comptroller of Maryland | Revenue Adm | inistrati | on Division | Returns Processing Section | | |
| | | | | | | |
| | | | | | | |
| DEFINITION: RECORD SERIES: A group of rel | ated records norm | ally filed a | ind used as a ur | nit for reference as well as retention and | disposition purposes. | |
| Record Series Title | | | 5. Earliest Year | /I atest Year | | |
| Applications for Extensions of Time (500E, 50 | 02E, 510# and 504 | | | | | |
| Paper | | | 2003_to _ | | | |
| 6. Record Series Description (Briefly describe the | ne types of informa | tion/docur | ments/forms fou | nd in the series. Include the purpose or | function of the series.) | |
| | | | | | | |
| These records document the application a | | | | | ed taxpayers, except in the | |
| case of taxpayers who are abroad, no exte | nsions are grant | a for me | ore than I year | r. | | |
| | | | | | | |
| 7. Record Series Format(s) List all | 8. Record Series S | quence | 9. Volume | · · · · · · · · · · · · · · · · · · · | | |
| | | | 1 | | | |
| x Letter Size Microfilm | Alphabetical | | Number x File Drawer | 40) | | |
| Legal Size Computer Tape | ☐ Numerical | | Microfilm R | | | |
| | - | | Computer T | • • | | |
| │ | Chronological | | Other (spec | | | |
| ☐ Bound Book ☐ Video Tape | Geographical | | 10. Annual Acc | umulation | | |
| | - | | Number | | | |
| Other (specify) coupon size documents and Open | x Other (specify) | | x File Drawe | • • | | |
| Text | By date and tax ye | ar | Microfilm R | | | |
| | | | Other (speci | | | |
| 11. Fite is Used | | 10.1 | File Becomes Inactive | | | |
| 11. File IS OSEC | | II. | | e Atter | | |
| Daily Weekly Monthly Ann | nually- as needed since | | _60 days | | | |
| | image is available | Num | Number Month(s) Year(s) | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14.1 | s Record Series Our | nicated Elsawhers? (If yes sna life arrange or office | | |
| RAD bldg., 4th floor | | ll l | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) x Yes No | | | |
| | | Scar | nned and stored on | State Maryland servers | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes x No | | 16. | Audit Requirements | | | |
| ∐ Yes x No | | ∥, | x Noле | Federal Independent | | |
| | | | | | | |
| 17. Is an Index System used? If yes, explain briefly and desc ☐ Yes x No | npe requirements | | Recommende | | | |
| | | | | he Revenue Administration Center | | |
| | · · · · · · · · · · · · · · · · · · · | | | il all audits are complete; then desti | roy. Scans of paper are | |
| | | doi | ne to MSA sta | indards. | | |
| 10 Name and Title of Connection | 7 20 - | | | | 24 5-4- | |
| 19. Name and Title of Preparer | | ephone N | kumper | | 21. Date | |
| Bill Blum, - Section Assistant Manager | 410-20 | 0-7592 | | | 12/29/2017 | |
| | | _ | | | Revised: July 9, 2018 | |

| INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02 | RECORDS M 7275 WATERL JESSUP, | OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930 | Page 16 of 30 | | | | |
|--|-------------------------------------|--|---|--|--|--|--|
| 1 DEPARTMENT/AGENCY | 2 DIVISION | | 3 UNIT | | | | |
| Comptroller of Maryland | Revenue Admi | nistration | Returns Processing Section | | | | |
| DEFINITION — Record Series - A group of reand disposition | | d electronically and used as a | a unit for reference as well as retention | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE | | 5 EARLIEST YEAR/LATEST YEAR | | | | | |
| Applications for Extensions of Time (5 | 00E, 502E, 510 |)# and 504E) Paper | 2003 to 2017 | | | | |
| 6 INPUT - Identify source of information to | be entered | 7 OUTPUT - Identify the | use/s of information generated by system | | | | |
| Returns | | Research taxpayer inquit Audit research. | ries and audit inquiries. | | | | |
| 8 ELECTRONIC RECORD SERIES DESCR | | | n/documents/forms purpose and function of the system. | | | | |
| These records document the application a taxpayers, except in the case of taxpayers 9 POLICY ON ACCESS AND USE - Explain | who are abroa | d, no extensions are gran | - | | | | |
| Access limited to authorized users. Authoriz taxpayer inquiries. 10 UPDATING CYCLES OR CONDITIONS | ed users are ger | nerally limited to staff mem | | | | | |
| NA, since records stored for audit and resea | | | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability | | | | | | | |
| State of Maryland servers maintained by the | Information Tecl | nnology Division of the Co | mptroller of the State of Maryland. | | | | |
| 12 RECOMMENDED RETENTION | , | | | | | | |
| Retain paper at the Revenue Administration Center for 60 days; then destroy. Retain scans until all audits are complete; then destroy. Scans of paper are done to MSA standards. | | | | | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER | 14 TELEPHO | NE NUMBER | 15 DATE | | | | |
| William Blum | 410-260-7252 | | 12-29-2017 | | | | |
| | | | Revised: July 9, 2018 | | | | |
| 16 TITLE OF PREPARER Assistant Section Manager Returns Processing- Uncott | J | | 1 | | | | |
| DGS 550-6 (rev. 10/12) | | | | | | | |

| | - | | | | ****** |
|--|--------------------------------|---|----------------------|---|---------------------------------------|
| Instructions Turns on Driet a consents form | DEDARTA | AENT OF C | ENEDAL | AGENCY RECORDS II | NVENTORY |
| Instructions -Type or Print a separate form | DEPARTMENT OF GENERAL SERVICES | | | | 60 |
| for each new or revised record series. | RECORDS MANAGEMENT | | EMENIT | | 90 |
| Forward with Records Retention Schedule | | | | PAGE16 OF3 | .0 |
| (DG\$ 550-1) | | DIVISION | 0 0 075 | | |
| | 7275 Water | | | | |
| | | , Maryland 2 410-799-1930 | 20794 | | |
| Department/Agency | 2. Division | *************************************** | | 3. Unit | |
| tt Dopartitotta (gorto) | | | | | |
| Comptroller of Maryland | Revenue Ad | lministratio | n Division | Returns Processing Section | |
| | | | | | |
| DEFINITION: RECORD SERIES: A group of re | lated records as | rmally filed | and used as a | unit for reference as well as retention and | disposition purposes |
| DEFINITION: RECORD SERIES: A group of re | lated records no | many med | anu useu as a | unit for reference as well as retention and | disposition purposes. |
| Record Series Title | | | 5. Earliest Ye | ar/Latest Year | |
| Pass Through Entity Returns (510) | • | | 1996_tO | 2017 | |
| 6. Record Series Description (Briefly describe t | he types of info | rmation/doc | uments/forms t | ound in the series. Include the purpose of | r function of the series.) |
| Consists of the annual tax returns filed b | y each pass th | rough enti | ty having inc | ome allocable under the provisions o | f the Annotated Code of |
| Maryland. | | | | • | |
| | | | | | <u> </u> |
| 7. Record Series Format(s) List all | 8. Record Serie | as Sequence | 9. Volume | | |
| x Letter Size Microfilm | ☐ Alphabetic | al | 1 Number | | |
| | | | x File Dr | awer(s) | |
| Legal Size Computer Tape | ☐ Numerical | • | ☐ Microfilm | * * | |
| C Audio Trans C Classy Diale | | 1 | Compute | | |
| Audio Tape Tloppy Disk | Chronologic | Jai | Other (s | Accumulation | |
| ☐ Bound Book ☐ Video Tape | ☐ Geographi | | | | |
| Dominion of the control of the contr | | -16.6 | Number | | |
| ☐Other (specify) coupon size documents and Open Text | x Other (spec | | x File Ore | · · | • |
| | , | , | Comput | • • | |
| | ļ | | ☐Other (sp | pecify) | |
| 11. File is Used | | T 12 | . File Becomes Inac | clive After | <u> </u> |
| 11.71112.10.0000 | | | 60 days | 51145 / 41G1 | |
| ☐ Daily ☐ Weekly ☐ Monthly ☐ An | nually- as needed sir | 10e — | mber | Month(s) Year(s) | |
| | image is ava | itable 100 | | Moriti(s) (Tables) | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14 | . Is Record Series I | Duplicated Elsewhere? (If yes, specify agency or office | .) |
| RAD Bldg., 4th floor | | | x Yes No | | |
| | | | | on State Maryland servers. | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes x No | | 16 | . Audit Requireme | il Requirements | |
| 100 X110 | | JJ. | x None State | Federal Independent | • |
| | | | | | · · · · · · · · · · · · · · · · · · · |
| 17. Is an Index System used? If yes, explain briefly and desc ☐Yes x No | cribe requirements | li li | B. Recommend | | |
| | | II II | | t the Revenue Administration Center | • • |
| | | | | ntil all audits are complete; then dest | roy. Scans of paper are |
| | | 0 | one to MSA | ระสมนัก นิร. | |
| 19 Name and Title of Property | 1 20 | Tologhara | Niversher - | | 24 Date |
| 19. Name and Title of Preparer | 20. | Telephone | number | | 21. Date |
| Bill Blum, - Section Assistant Manager | 410 |)-260-7592 | | | 12/29/2017 |
| | ļ | | | | Revised: July 9, 2018 |

| INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED | | OF GENERAL SERVICES ANAGEMENT DIVISION | ELECTRONIC RECORDS INVENTORY | | | | | |
|--|---|---|--|--|--|--|--|--|
| ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02 | 7275 WATERL JESSUP, | OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930 | Page 16 of 30 6) | | | | | |
| 1 DEPARTMENT/AGENCY | 2 DIVISION | | 3 UNIT | | | | | |
| Comptroller of Maryland | Revenue Admi | nistration | Returns Processing Section | | | | | |
| DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes | | | | | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE | | | 5 EARLIEST YEAR/LATEST YEAR | | | | | |
| Pass Through Entity Returns (510) | | · | <u>1996</u> to <u>2017</u> | | | | | |
| 6 INPUT - Identify source of information to | be entered | 7 OUTPUT - Identify the u | use/s of information generated by system | | | | | |
| Returns | Research taxpayer inquir Audit research. | ies and audit inquiries. | | | | | | |
| 8 ELECTRONIC RECORD SERIES DESCR | | | n/documents/forms purpose and function of the system. | | | | | |
| Consists of the annual tax returns filed by the Annotated Code of Maryland. | each pass thro | ough entity having incom | e allocable under the provisions of | | | | | |
| 9 POLICY ON ACCESS AND USE - Expla | in or attach copy | if established in writing. | | | | | | |
| Access limited to authorized users. Authorize taxpayer inquiries. | ed users are ger | erally limited to staff memb | pers requiring access for audit and or | | | | | |
| 10 UPDATING CYCLES OR CONDITIONS | AND RULES FO | R REVISING INFORMATE | ON IN THE SYSTEM | | | | | |
| NA, since records stored for audit and resear | ch purposes. | | | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit | | | | | | | | |
| State of Maryland servers maintained by the | Information Tecl | nnology Division of the Cor | mptroller of the State of Maryland. | | | | | |
| | | | | | | | | |
| 12 RECOMMENDED RETENTION | | | | | | | | |
| Retain paper at the Revenue Administration Center for 60 days; then destroy. Retain scans until all audits are complete; then destroy. Scans of paper are done to MSA standards. | | | | | | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER | 14 TELEPHO | NE NUMBER | 15 DATE | | | | | |
| William Blum | 410-260-7252 | | 12-29-2017 Revised: July 9, 2018 | | | | | |
| 16 TITLE OF PREPARER Assistant Section Manager Returns Processing- Uncott | Assistant Section Manager | | | | | | | |
| DGS 550-6 (rev. 10/12) | | | | | | | | |

| | | | | | | |
|--|---|--------------------|--|----------------|--|----------------------------|
| Instructions -Type or Print a separate form | nep/ | ARTMENT OF | GENERAL | | AGENCY RECORDS I | NVENTORY |
| for each new or revised record series. | SERVICES | | | | | 56 |
| Forward with Records Retention Schedule | RECORDS MANAGEMENT | | | | | |
| (DGS 550-1) | | DIVISION | | | PAGE16 OF | 30 |
| ,, | 7275 W | aterioo Road, I | | | | |
| | | ssup, Maryland | | | | |
| | | 410-799-1930 | 1 | | | |
| Department/Agency | 2. Divisio | n | | 3. Unii | t | |
| Comptroller of Maryland | | e Administrat | | | Returns Processing Section | |
| DEFINITION: RECORD SERIES: A group of re | lated recor | ds normally file | ed and used a | s a unit for | reference as well as retention and | disposition purposes. |
| 4. Record Series Title | | | 5. Earliest | Year/Lates | it Year | |
| MW508 Employer's Annual Reconciliation | on of Inco | ome Tax | 2005 | O _2017 | | |
| Withheld | | | | | | |
| 6. Record Series Description (Briefly describe t | he types of | f information/do | ocuments/form | is found in | the series. Include the purpose o | r function of the series.) |
| Amount of tax paid by the employer on b | ehalf of th | he employees | 3. | | | |
| 7. Record Series Format(s) List all | 8. Recor | rd Series Sequence | | | | |
| x Letter Size | 1_ | | 1_ Number | - | | |
| | x File Dra | | | | | |
| Legal Size Computer Tape | 1 - 1 - | | ofilm Reel(s) puter Tape(s) | | | |
| Audio Tape | ☐ Chronological ☐ Other (| | | | | |
| ☐ Bound Book ☐ Video Tape | Geographical 10. Annual | | ral Accumulatio | an | , | |
| | Number | | | | | |
| Other (specify) coupon size documents and Open Text | x Other (specify) x File Draw By date and tax year | | awer(s) ofilm Reel(s) | | | |
| | _ ' | | puter Tape(s) | | | |
| | | | Othe | (specify) | _ | |
| 11. File is Used | 1 | | 12. File Becomes | Inactive After | | |
| D Baile D Manhe D Manhe D An | | dad sinas | _60 days | | | |
| ☐ Daily ☐ Weekly ☐ Monthly ☐ Ani | nually- as need image | | Number | Mant | h(s) Year(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | 14. Is Record Ser | es Duplicated | Elsewhere? (If yes, specify agency or office | 0.1 |
| RAD Bldg, 4th floor | | | x Yes No | | | |
| | | | Scanned and stored on State Maryland servers | | | |
| 15. Access Restrictions (If Yes, cite Lew(s) & Regulation(s) Tes x No | | | 16. Audit Require | ments | | |
| | | | x None 🔲 S | late 🔲 Fede | eral Independent | |
| 17. Is an Index System used? If yes, explain briefly and desc | ribe requireme | ents | 18. Recomm | ended Rete | ention | |
| ☐Yes x No | | | Retain pape | r at the Re | evenue Administration Center | for 60 days; then destroy. |
| | | | | | audits are complete; then dest | |
| | done to MSA | | A standard | ds. | - - | |
| | | Į. | | | | |
| 19. Name and Title of Preparer | | 20. Telephon | e Number | | | · 21. Date |
| Bill Blum, - Section Assistant Manager | | 410-260-759 | 2 | • | , | 12/29/2017 |
| u u | | | | | | |

| ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02 | 7275 WATERLO JESSUP, | ANAGEMENT DIVISION DO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930 | Page 16 of 30 63 | | | |
|--|-------------------------|---|---|--|--|--|
| | 2 DIVISION | · · | 3 UNIT | | | |
| Comptroller of Maryland | Revenue Admir | nistration | Returns Processing Section | | | |
| DEFINITION - Record Series - A group of rela and disposition | | d electronically and used as a | unit for reference as well as retention | | | |
| 4 ELECTRONIC RECORD SERIES TITLE | | | 5 EARLIEST YEAR/LATEST YEAR | | | |
| MW508 Employer's Annual Reconciliat | tion of Income | e Tax Withheld | 2005 to 2017 | | | |
| 6 INPUT - Identify source of information to b | e entered | 7 OUTPUT - Identify the u | use/s of information generated by system | | | |
| Returns | | Research taxpayer inquir Audit research. | ies and audit inquiries. | | | |
| 8 ELECTRONIC RECORD SERIES DESCRI | | fly describe the information ained in a series. Include | n/documents/forms purpose and function of the system. | | | |
| Amount of tax paid by the employer on be | | | | | | |
| 9 POLICY ON ACCESS AND USE - Explain | n or attach copy | if established in writing. | | | | |
| Access limited to authorized users. Authorize taxpayer inquiries. | ed users are gen | erally limited to staff memb | pers requiring access for audit and or | | | |
| 10 UPDATING CYCLES OR CONDITIONS A | AND RULES FO | R REVISING INFORMATI | ON IN THE SYSTEM | | | |
| NA since records stored for audit and researc | h purposes. | | | | | |
| SPECIFY THE LOCATION AND MEDIA C ensure the record's retention and usability | | | | | | |
| State of Maryland servers maintained by the Information Technology Division of the Comptroller of the State of Maryland. | | | | | | |
| 12 RECOMMENDED RETENTION | | | | | | |
| Retain paper at the Revenue Administration C destroy. Scans of paper are done to MSA star | • | ys; then destroy. Retain sca | ans until all audits are complete; then | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER | 14 TELEPHO | NE NUMBER | 15 DATE | | | |
| William Blum | 410-260-7252 | , | 12-29-2017 Revised: July 9, 2018 | | | |
| 16 TITLE OF PREPARER Assistant Section Manager Returns Processing- Uncott | | | | | | |
| DGS 550-6 (rev. 10/12) | | | | | | |

| · · · · · · · · · · · · · · · · · · · | | |
|---|--|--|
| Instructions –Type or Print a separate form for each new or revised | DEPARTMENT OF GENERAL | AGENCY RECORDS INVENTORY |
| record series. Forward with Records Retention Schedule (DGS 550-1) | SERVICES | 64 |
| , | RECORDS MANAGEMENT DIVISION | · |
| | 7275 Waterloo Road, P.O. Box 275 | PAGE16 OF30 |
| | Jessup, Maryland 20794 | |
| | 410-799-1930 | |
| Department/Agency | 2. Division | 3. Unit |
| Comptroller of Maryland | Revenue Administration Division | Returns Processing Section |
| DEFINITION: RECORD SERIES: A group of related records normally filed | and used as a unit for reference as well as rete | |
| 4. Record Series Title | | 5. Earliest Year/Latest Year |
| Sales and Use Tax Reports | . <u></u> | _2005tO _2017 |
| 6. Record Series Description (Briefly describe the types of information/doc | uments/forms found in the series. Include the p | ourpose or function of the series.) |
| Returns submitted by businesses in Maryland to pay the Sa | ales and Use Tax. | |
| 7. Record Series Format(s) List all | 8. Record Series Sequence | 9. Volume |
| x Letter Size | ☐ Alphabetical | 1 Number |
| , _ | | x File Drawer(s) |
| Legal Size Computer Tape | Numerical | ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| ☐ Audio Tape ☐ Floppy Disk | ☐ Chronological | Other (specify)_ |
| ☐ Bound Book ☐ Video Tape | ☐ Geographical | 10. Annual Accumulation |
| Popula pook Adec Labe | Geographical | 1 Number |
| Other (specify) | x Other (specify) | x File Drawer(s) |
| | By date and tax year | ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| | | Other (specify) |
| 11. File is Used | 12. File Becomes (nactive After | |
| s Daily Meekly Monthly Annually | 60 days | |
| | Number Month(s) Year(s) | |
| · | | |
| 13. Current Location(s) (Bidg., Floor, Room) | 14. Is Record Series Duplicated Elsewhere? (If yes, speci x Yes ☐ No | fy agency or office.) |
| RAD Bldg, 3 rd floor | Scanned and stored on State Maryland servers | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes × No | 16. Audit Requirements | |
| | x None State Federal Independent | |
| | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements · x Yes ☐No Open Text | 18. Recommended Retention | |
| Open Text is a Product that is used to store images processed through | Retain paper at the Revenue Administrated destroy. Retain scans until all audits are | |
| Fairfax. The images are housed on a database and the user can call | paper are done to MSA standards. | complete, men destroy. Scans of |
| the image back for research purposes. Citibank Archives, items are | | |
| index by batch number, transaction numbers, amounts and/or other | | • |
| information that is provided on the document or check. This is also a | | |
| product that the user would request the image based on information | | |
| available. | | |
| 19. Name and Title of Preparer | 20. Telephone Number | 21. Date |
| Linda Couch, Payment Processing-Section Manager | 410-260-7606 | 8/16/2017 Boylands July 0, 2019 |
| ll | | Revised: July 9, 2018 |

| INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED | | OF GENERAL SERVICES ANAGEMENT DIVISION | ELECTRONIC RECORDS INVENTORY | | | | |
|---|--------------------------|---|---|--|--|--|--|
| ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02 | JESSUP, | OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930 | Page 16 of 30 65 | | | | |
| 1 DEPARTMENT/AGENCY | 2 DIVISION | | 3 UNIT | | | | |
| Comptroller of Maryland | Revenue Admir | nistration | Returns Processing Section | | | | |
| DEFINITION - Record Series - A group of rel and dispositio | | d electronically and used as a | unit for reference as well as retention | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE | | | 5 EARLIEST YEAR/LATEST YEAR | | | | |
| Sales and Use Tax Reports | | | 2005 to 2017 | | | | |
| 6 INPUT - Identify source of information to | be entered | 7 OUTPUT - Identify the i | use/s of information generated by system | | | | |
| Returns | ies and audit inquiries. | | | | | | |
| 8 ELECTRONIC RECORD SERIES DESCR | | fly describe the information ained in a series. Include | /documents/forms purpose and function of the system. | | | | |
| Returns submitted by businesses in Maryland to pay the Sales and Use Tax | | | | | | | |
| 9 POLICY ON ACCESS AND USE - Expla | in or attach copy | if established in writing. | | | | | |
| Access limited to authorized users. Authorized taxpayer inquiries. | ed users are gen | erally limited to staff memb | pers requiring access for audit and or | | | | |
| 10 UPDATING CYCLES OR CONDITIONS | AND RULES FO | R REVISING INFORMATI | ON IN THE SYSTEM | | | | |
| NA, since records stored for audit and resear | ch purposes. | | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. | | | | | | | |
| State of Maryland servers maintained by the Information Technology Division of the Comptroller of the State of Maryland. | | | | | | | |
| 12 RECOMMENDED RETENTION | | | | | | | |
| Retain paper at the Revenue Administration Center for 60 days; then destroy. Retain scans until all audits are complete; then destroy. Scans of paper are done to MSA standards. | | | | | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER | 14 TELEPHO | NE NUMBER | 15 DATE | | | | |
| Linda Couch | 410-260-7606 | | Revised: July 9, 2018 | | | | |
| 16 TITLE OF PREPARER Payment Processing, Section Manager | | | · | | | | |
| . =,on resouring, occitor manager | | | | | | | |
| DGS 550-6 (rev. 10/12) | | | | | | | |

| Instructions –Type or Print a separate form | DEPARTMENT OF GENERAL | | AGENCY RECORDS | AGENCY RECORDS INVENTORY | | |
|---|--|---|---|----------------------------|--|--|
| | SERVICES | | | 66 | | |
| for each new or revised record series. Forward with Records Retention Schedule | | | | 6 0 | | |
| | RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 | | PAGE17 OF | .30 | | |
| (DGS 550-1) | | | | i | | |
| | Jessup, Maryl | | | | | |
| Department/Agency | 2. Division | | 3. Unit | | | |
| | | | | | | |
| Comptroller of Maryland | Revenue Administ | ration Division | Returns Processing Section | • | | |
| | | | | | | |
| | | | | | | |
| DEFINITION: RECORD SERIES: A group of rela | ted records normally | filed and used as a | unit for reference as well as retention and | disposition purposes. | | |
| DET (TATION), NEODY DET NEON STORE OF THE | | mos and bode as a | | | | |
| 4. Record Series Title | | 5. Earliest Ye | ar/Latest Year | | | |
| Personal Income Tax Returns Forms 123, 50 | 2, 503, 505 and 515 | 1991_tO . | 2017 | | | |
| 6. Record Series Description (Briefly describe the | e types of information | /documents/forms t | ound in the series. Include the purpose of | r function of the series.) | | |
| These forms are filed by all residents of | | | | | | |
| · | of the otate. Who | nave received | modifie from 30droes within the O | tate and are required by | | |
| existing statutes to file such a return. | , | | | | | |
| 7. Record Series Formal(s) List all | 8. Record Series Sequence 9. Volume | | | | | |
| x Letter Size Microfilm | Alphabelical Number | | | | | |
| _ |] _ | x File Draws | | | | |
| Legal Size Computer Tape | Numerical Microfilm I | | | | | |
| ☐ Audio Tape ☐ Floppy Disk | Computer Chronological Cher (sp | | | | | |
| | 10. Annual Ac | | ccumulation | | | |
| Bound Book | Geographical1 | | | | | |
| Other (specify) coupon size documents and Open | × Other (specify) × File Drawer | | r(s) | | | |
| Text | By date and tax year. | | | | | |
| | | Comput | | | | |
| | | U Other (s | pecify) | | | |
| 11. File is Used | | 12. File Becomes Ina | tive After | | | |
| │ │ | ally- as needed since | _60 days | | | | |
| Daily Weekly Monthly Sound | image is available | Number | Month(s) Year(s) | | | |
| | | | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | ouplicated Elsewhere? (If yes, specify agency or office | b.) | | |
| RAD bldg., 4th floor | | x Yes No Scanned and stored on State Maryland servers | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requireme | | | | |
| Yes x No | | | | | | |
| | x None LJ State | Federal Independent | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | | 18. Recommended Retention | | | | |
| ∐Yes x No | | Retain paper | at the Revenue Administration Ce | enter for 60 days: then | | |
| | i | | | • | | |
| | | destroy. Reta | in scans until all audits are compl | ete; then destroy. | | |
| | Scans of pape | | er are done to MSA standards. | | | |
| | | | | | | |
| 19. Name and Title of Preparer | 20. Teleph | one Number | | 21. Date | | |
| Bill Blum, - Section Assistant Manager | 410-260-7 | 592 | | 12/29/2017 | | |
| | | | | Revised July 9, 2018 | | |

| INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION | | ELECTRONIC RECORDS INVENTORY |
|--|--|---|---|
| ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02 | JESSUP, | OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930 | Page 17 of 30 67 |
| 1 DEPARTMENT/AGENCY | 2 DIVISION | | 3 UNIT |
| Comptroller of Maryland | Revenue Admi | nistration | Returns Processing Section |
| DEFINITION - Record Series - A group of re and disposition | | d electronically and used as | a unit for reference as well as retention |
| 4 ELECTRONIC RECORD SERIES TITLE | | | 5 EARLIEST YEAR/LATEST YEAR |
| Personal Income Tax Returns Forms 1 | 23,502,503,505 | 5 and 515 | <u>1991</u> to <u>2017</u> |
| 6 INPUT - Identify source of information to | be entered | 7 OUTPUT - Identify the | use/s of information generated by system |
| Returns | Research taxpayer inqui Audit research. | ries and audit inquiries. | |
| 8 ELECTRONIC RECORD SERIES DESCR | | I fly describe the information ained in a series. Include | n/documents/forms purpose and function of the system. |
| 9 POLICY ON ACCESS AND USE – Explain Access limited to authorized users. Authorized taxpayer inquiries. 10 UPDATING CYCLES OR CONDITIONS NA, since records stored for audit and resear. | ed users are ger | nerally limited to staff mem | |
| 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability | OF THE MAIN E ty throughout the | record's authorized life cy | cle. |
| State of Maryland servers maintained by the | information Teci | nnology Division of the Co | mptroller of the State of Maryland. |
| 12 RECOMMENDED RETENTION | | | |
| Retain paper at the Revenue Administration destroy. Scans of paper are done to MSA sta | | ys; then destroy. Retain sc | ans until all audits are complete; then |
| 13 TYPED OR PRINTED NAME OF PREPARER | 14 TELEPHO | NE NUMBER | 15 DATE |
| William Blum | 410-260-7252 | | 12-29-2017 |
| | | | Revised: July 9, 2018 |
| 16 TITLE OF PREPARER Assistant Section Manager Returns Processing- Uncott | <u> </u> | | |
| . | | | |

| Instructions Time as Diet a second form | DEDARTMENT | E CENEDA! | AGENCY RECORDS I | INVENTORY |
|--|---|--|---|-----------------------------|
| Instructions –Type or Print a separate form for each new or revised record series. | DEPARTMENT O SERVIC | | | <u> </u> |
| Forward with Records Retention Schedule | RECORDS MAN | | | 60 |
| (DGS 550-1) | DIVISIO | | PAGE _17 OF: | 30 |
| (000 330-1) | 7275 Waterloo Road | | | |
| | Jessup, Maryla | | | |
| | 410-799-19 | | | |
| Department/Agency | 2. Division | | 3. Unit | |
| | | | | |
| Comptroller of Maryland | Revenue Administ | ration Division | Returns Processing Section | |
| | | | | |
| DEFINITION: RECORD SERIES: A group of re | lated records normally f | filed and used as a | unit for reference as well as retention and | I disposition purposes. |
| Record Series Title | | E Endings Ve | ear/Latest Year | |
| Fiduciary Income Tax Returns- 504 | | | | |
| · | <u></u> | 1997_tO | | |
| 6. Record Series Description (Briefly describe | • • | | • • | |
| These forms are filed by all fiduciaries the | hat have received inc | ome from source | es within the State, and are required b | by existing statues to file |
| such a return. | | | | |
| 7. Record Series Format(s) List all | 8. Record Series Sequen | ce 9. Volume | | |
| Annual Control of Manager | | _1_ | | |
| x Letter Size Microfilm | Alphabetical Number | | er(s) | |
| Legal Size Computer Tape | Numerical | ☐ Microfilm | | |
| | | Comput | | |
| Audio Tape Floppy Disk | Chronological | Other (| Accumulation | |
| ☐ Bound Book ☐ Video Tape | Geographical | 1_ | | |
| | 0,000,000,000 | Number | | |
| Other (specify) coupon size documents and Open Text | x Other (specify) By date and lax year | _ x File Draw | | |
| | | | er Tape(s) | |
| | | Other (s | pecify) | |
| 11. File is Used | | 12. File Becomes Ina | ctive After | |
| | | _60 days | | |
| Daily Weekly Monthly An | nually- as needed since | Number | | |
| | image is available | | _ | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series | Duplicated Elsewhere? (If yes, specify agency or office | э.) |
| RAD Bldg., 4th floor | , | x Yes □ No | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | Scanned and stored on State Maryland servers 16. Audit Requirements | | |
| Yes xNo | | Ta. Hadit Hogarionio | | |
| · | | x None 🔲 State | Federal Independent | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | | 18. Recommended Retention | | |
| ☐Yes x No | | | at the Revenue Administration Co | enter for 60 days: than |
| | | , , | | • . |
| | | destroy. Reta | ain scans until all audits are compl | lete; then destroy. |
| | | Scans of pap | er are done to MSA standards. | |
| ll l | | | | |
| 19. Name and Title of Preparer | 20. Teleph | one Number | | 21. Date |
| Bill Blum, - Section Assistant Manager | 410-260-75 | | | 12/29/2017 |
| _ | 310 200 7 | | | Revised: July 9, 2018 |

| INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED | RECORDS M | OF GENERAL SERVICES ANAGEMENT DIVISION | ELECTRONIC RECORDS INVENTORY | | |
|--|--|---|--|--|--|
| ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02 | JESSUP, | OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930 | Page 17 of 30 | | |
| 1 DEPARTMENT/AGENCY | 2 DIVISION | | 3 UNIT | | |
| Comptroller of Maryland | Revenue Admi | nistration | Returns Processing Section | | |
| DEFINITION — Record Series - A group of rela | | d electronically and used as a | unit for reference as well as retention | | |
| 4 ELECTRONIC RECORD SERIES TITLE | | | 5 EARLIEST YEAR/LATEST YEAR | | |
| Fiduciary Income Tax Returns-504 | | | <u>1997</u> to <u>2017</u> | | |
| 6 INPUT - Identify source of information to | be entered | 7 OUTPUT - Identify the u | use/s of information generated by system | | |
| Returns | Research taxpayer inquir Audit research. | ies and audit inquiries. | | | |
| 8 ELECTRONIC RECORD SERIES DESCR | | fly describe the information ained in a series. Include | l/documents/forms purpose and function of the system. | | |
| These forms are filed by all fiduciaries that have received income from sources within the State and are required by existing statues to file such a return. | | | | | |
| 9 POLICY ON ACCESS AND USE - Expla | in or attach copy | if established in writing. | | | |
| Access limited to authorized users. Authorize taxpayer inquiries. | ed users are ger | erally limited to staff memb | pers requiring access for audit and or | | |
| 10 UPDATING CYCLES OR CONDITIONS | AND RULES FO | R REVISING INFORMATI | ON IN THE SYSTEM | | |
| NA since records stored for audit and researd | ch purposes. | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability | | | | | |
| State of Maryland servers maintained by the | Information Tecl | nnology Division of the Cor | mptroller of the State of Maryland. | | |
| 12 RECOMMENDED RETENTION | | | | | |
| Retain paper at the Revenue Administration of destroy. Scans of paper are done to MSA sta | | ys; then destroy. Retain sca | ins until all audits are complete; then | | |
| 13 TYPED OR PRINTED NAME OF PREPARER | 14 TELEPHO | NE NUMBER | 15 DATE | | |
| William Blum | 410-260-7252 | | 12-29-2017 | | |
| | | | Revised: July 9, 2018 | | |
| 16 TITLE OF PREPARER Assistant Section Manager Returns Processing- Uncott | | | | | |
| DGS 550-6 (rev. 10/12) | | | | | |

| Instructions - Type or Print a separate form for each new or revised record series, Forward with Records Redention Schedule (DGS 556-1) DEPARTMENT OF GENERAL SERVICES 70 | | | | | | | |
|--|--|---------------------------|------------------|--------------------------|--|---------------------------------------|--|
| SERVICES Toward with Records Retention Schedule SERVICES RECORDS MANAGEMENT PASE_17 or | | 2554 | | 051554 | AGENCY RECORD | S INVENTORY | |
| Forward with Records Retention Schedule (ICGS 550-1) RECORDS MANAGEMENT (ICGS 550-1) 7275 Wallerloo Road, P.O. Box 275 Jessus, Maryland 20794 (16-79-190) 1. Department/Agency 2. Division 3. Unit Revenue Administration Division Returns Processing Section 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 Payment Document (Tax Computation Bills) 5. Earliest VerarLatest Vearaout, toaout | | DEPA | | | | | |
| DIVISION T275 Waterlook Road, P.O. Box 275 Jesup, Maryland 20794 410-791-1910 3. Unit Returns Processing Section Revenue Administration Division Returns Processing Section Revenue Administration Division Returns Processing Section Revenue Administration Division Returns Processing Section Returns Processing Section S | | | | | · | 70 | |
| 1. Department/Agency 2. Division 3. Unit Returns Processing Section | Forward with Records Retention Schedule | REC | | | PAGE17 OF _ | 30 | |
| Jessup, Maryland 20794 | (DGS 550-1) | | DIVISION | ٧ . | | | |
| Comptroller of Maryland Comptroller of Maryland Revenue Administration Division Returns Processing Section | | 7275 Wa | aterioo Road, | P.O. Box 275 | | , | |
| 1. Department/Agency 2. Division Revenue Administration Division Returns Processing Section DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as referition and disposition purposes. 4. Record Series Title Payment Document (Tax Computation Bills) 5. Earliest Year_alost Year_alost Year_alost, 0aorr 2004, (0aorr 2004, (0aorr 2004, (0aorr 2004, (0aorr 2004, (0aorr 2004, (0aorr 2004, (0aorr 2004, (0aorr 2004, (0aorr 2004, (0aorr 2004, (0aorr 2004, (0aorr 2004, (0aorr 2004, (0aorr | | Jes | sup, Marylan | d 20794 | . ' | | |
| Revenue Administration Division Returns Processing Section | | | 410-799-193 | 0 | | · | |
| 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 Payment Document (Tax Computation Bills) 5. Earliest YearLatest Year | Department/Agency | 2. Division | 1 | | 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 Payment Document (Tax Computation Bills) 5. Earliest YearLatest Year | Comptroller of Manufand | Revenue | Administra | ation Division | Returns Processing Section | | |
| A. Record Series Title Payment Document (Tax Computation Bills) 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Payment documents (tear-off vouchers) sent as part of tax computation bills. 7. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Payment documents (tear-off vouchers) sent as part of tax computation bills. 7. Record Series Format(s) List at | Comptioner of maryland | 1 CVC11UC | Adiimadie | 211011 014131011 | | | |
| Payment Document (Tax Computation Bills) 2004_to _2011 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Payment documents (tear-off vouchers) sent as part of tax computation bills. 7. Record Series Formatic) List at | DEFINITION: RECORD SERIES: A group of rel | ated record | ls normally file | ed and used as a | unit for reference as well as retention a | and disposition purposes. | |
| 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Payment documents (tear-off vouchers) sent as part of tax computation bills. 7. Record Series Formati(s) List at | 4. Record Series Title | | | 5. Earliest Ye | ear/Lalest Year | | |
| Payment documents (tear-off vouchers) sent as part of tax computation bills. 7. Record Saries Format(s) List all 8. Record Series Sequence 9. Volume -1 - | Payment Document (Tax Computation | Bills) | | 2004_tO | _2017 | | |
| Record Series Formar(s) List all | 6. Record Series Description (Briefly describe the | ne types of i | information/de | ocuments/forms | ound in the series. Include the purpose | e or function of the series.) | |
| Record Series Formar(s) List all | | | | | | | |
| Legal Size Microfilm Alphabetical Number | Payment documents (tear-off vouchers) se | ent as part | of tax comp | outation bills. | | | |
| Legal Size Computer Tape Rivumencal Rivumencal Routerin Reel(s) Computer Tape | 7. Record Series Format(s) List all . | 8. Record Series Sequence | | L | | · · · · · · · · · · · · · · · · · · · | |
| Legal Size Computer Tape Numerical Microfilm Reck(s) Computer Tape(s) Compute | x Letter Size Microfilm | ☐ Alphat | 1 | | • | | |
| Audio Tape Floppy Disk x Chronological (by month) Computer Tape(s) Ditter (specify) Disk (specif | ☐ Legal Size ☐ Computer Tape | Nume | nical | l | | | |
| Geographical 10. Annual Accumulation 1 | | | , – | | | | |
| Geographical Number Numb | Audio Tape Floppy Disk | x Chronole | · - | | | | |
| Other (specify) Coupon size documents and Open Other (specify) By date Other (specify) Nurriber File Drawer(s) Other (specify) Other (spec | ☐ Bound Sook ☐ Video Tape | ☐ Geogr | Geographical | | Accumulation | • | |
| Microflim Reel(s) Computer Tape(s) Computer T | | | 1 = 1 - 1 = | | | | |
| Computer Tape(s) Computer Ta | Other (specify) coupon size documents and Open | Other | (specify) | _ x File Draw | er(s) | · | |
| 11. File is Used **Daily Weekly Monthly Annually- as needed since image is available Monthly Annually- as needed since image is available Monthly Year(s) Monthly Monthly Monthly Year(s) Monthly Year(s) Monthly Year(s) Monthly Year(s) Monthly Year(s) Monthly Year(s) Monthly Year(s) Monthly Year(s) Monthly Year(s) Monthly Month | Text | By date | | 1 — | | | |
| 11. File is Used Daily Weekly Monthly Annually- as needed since (mage is available for Days 13. Current Location(s) (Bkdg., Floor, Room) Carrent Location(s) (Bkdg., Floor, Room) Carrent Location(s) (Bkdg., Floor, Room) Carrent Location(s) (Bkdg., Floor, Room) Carrent Location(s) (Bkdg., Floor, Room) Carrent Location(s) (Bkdg., Floor, Room) Carrent Location(s) (Bkdg., Floor, Room) Carrent Location(s) (Bkdg., Floor, Room) Carrent Location(s) (Bkdg., Floor, Room) Carrent Location(s) (Bkdg., Floor, Room) Carrent Location(s) (If yes, specify agency or office.) Carrent Location(s) (If yes, cite Law(s) & Regulation(s) Carrent Location(s) (If yes, specify agency or office.) Carrent Location Location Location Location Location Loca | | 1 | | | * * * | • | |
| 2 Number x Month(s) Year(s) 60 Days | | | • | LiOther (si | secriy) | | |
| Number x Month(s) Year(s) Number x Month(s) Year(s) House Savallable Number x Month(s) Year(s) House Savallable Number x Month(s) Year(s) House Savallable Number x Month(s) Year(s) House Savallable Number x Month(s) Year(s) House Savallable Number x Month(s) Year(s) House Savallable Number x Month(s) Year(s) House Number x Month(s) Year(s) Number x Month(s) Year(s) Number x Month(s) Year(s) Number x Month(s) Year(s) Number X Month(s) Year(s) Number X Month(s) Year(s) Number X Month(s) Year(s) Number X Month(s) Year(s) Number X Month(s) Year(s) Number X Month(s) Year(s) Number X Month(s) Year(s) Number X Month(s) Year(s) Number X Month(s) Year(s) Number X Month(s) Year(s) Number X Month(s) Year(s) Number X Month(s) Year(s) Number X Month(s) Year(s) Number X Month(s) Year(s) Number X Month(s) Year(s) Number X Month(s) Year(s) Number X Month(s) Number X Month(s) Number | 11. File is Used | | | 12. File Becomes Ina | ctive After | | |
| Number x Month(s) Year(s) | Del Charles Charles Char | | | 2 | | | |
| 13. Current Location(s) (Bldg., Floor, Room) RAD Bldg., 4th floor 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes x No 16. Audit Requirements x None State Federal Independent 17. Is an Index System used? If yes, explain briefly and describe requirements Retain at the Revenue Administration Center for 60 days; then destroy. 19. Name and Title of Preparer Linda Couch, - Section Assistant Manager 20. Telephone Number 410-260-7606 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes x No 16. Audit Requirements x None State Federal Independent 17. Is an Index System used? If yes, explain briefly and describe requirements x None State Federal Independent 21. Date 21. Date 410-260-7606 | * Daily Weekiy Monthly Annua | - | 11 | Number | x Month(s) Year(s) | | |
| 13. Current Location(s) (Bldg., Floor, Room) RAD Bldg., 4th floor 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes x No 16. Audit Requirements x None State Federal Independent 17. Is an Index System used? If yes, explain briefly and describe requirements Retain at the Revenue Administration Center for 60 days; then destroy. 19. Name and Title of Preparer Linda Couch, - Section Assistant Manager 10/17/2016 | | inage is | 11 | 60 Days | | | |
| RAD Bidg., 4th floor 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes x No 16. Audit Requirements x None State Federal Independent 17. Is an Index System used? If yes, explain briefly and describe requirements Yes x No 18. Recommended Retention Retain at the Revenue Administration Center for 60 days; then destroy. 19. Name and Title of Preparer Linda Couch, - Section Assistant Manager 20. Telephone Number 410-260-7606 10/17/2016 | 13. Current Location(s) (Bldg., Floor, Room) | | | | Ouplicated Elsewhere? (If yes, specify agency or o | ffice.) | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes | | | Ì | <u> </u> | | | |
| The state of Preparer 20. Telephone Number 21. Date 10/17/2016 | | | | 16 Audit Requireme | nte. | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements Yes x No 18. Recommended Retention Retain at the Revenue Administration Center for 60 days; then destroy. | | | | 1b. Augit Kequiréments . | | | |
| Retain at the Revenue Administration Center for 60 days; then destroy. 19. Name and Title of Preparer Linda Couch, - Section Assistant Manager 20. Telephone Number 410-260-7606 10/17/2016 | | | | x None | | | |
| Retain at the Revenue Administration Center for 60 days; then destroy. 19. Name and Title of Preparer Linda Couch, - Section Assistant Manager 20. Telephone Number 21. Date 10/17/2016 | _ ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' | ibe requiremen | nts | 18. Recommend | ded Retention | | |
| Linda Couch, - Section Assistant Manager 410-260-7606 10/17/2016 | ☐Yes x No | | | Retain at the F | Revenue Administration Center for | 60 days; then destroy. | |
| 410-200-7000 | 19. Name and Title of Preparer | | 20. Telephon | ne Number | | 21. Date | |
| 110 2007000 | Linda Couch, - Section Assistant Manager | | 410-260-760 | 6 | | 10/17/2016 | |
| | | 1 | | - | | Revised: March 28, 2018 | |

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| _ | 7 | I |

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|--|----------------|-----------------|--|------------------------------|---|--|--|
| Instructions –Type or Print a separate form for | DEPAR | TMENT OF C | SENERAL SEF | RVICES | AGENCY RECORDS INVENTORY | | |
| each new or revised record series. Forward | | | SEMENT DIVISION | | · | | |
| with Records Retention Schedule (DGS 550-1) | | | oad, P.O. Box | 1 | | | |
| Will Reports Retended Bulletile (Bud 300-1) | 121 | • | ryland 20794 | 215 | page17 of30 | | |
| | | • | 99-1930 | | | | |
| Department/Agency | 2. Divisio | on | , | | 3. Unit | | |
| | | | | | | | |
| Comptroller of Maryland | Revenu | ue Administi | ration Divisio | חכ | Returns Processing Section | | |
| | | | | | | | |
| DEFINITION: RECORD SERIES: A group of relate purposes. | d records i | normally filed | and used as a | unit for re | ference as well as retention and disposition | | |
| 4. Record Series Title | | | _ | 5. Earliest Year/Latest Year | | | |
| Electronic Funds Transfer (EFT) Application | ns | | | . 20 | 012to2017 | | |
| 6. Record Series Description (Briefly describe the t | vpes of inf | ormation/doc | uments/forms | found in th | e series. Include the purpose or function of the | | |
| series.) Applications received for Automatic Clea | • • | | | | | | |
| (Gov1) and cataloged. EFT applications for ACH | | | | | | | |
| Use tax payments. | | | | | • | | |
| 7. Record Series Format(s) List all | | 8. Record Serie | es Sequence | 9. Votume | | | |
| | | | - | _3 | | | |
| X Letter Size Microfilm | | Alphabetica | al . | Number | | | |
| | | Numerical | | X File Dra | | | |
| Legal Size Computer Tape | | ¥0 | | = | rofilm Reel(s) nputer Tape(s) | | |
| ☐ Audio Tape ☐ Floppy Disk | X Chronologica | | ii (monin) | Other (s | · | | |
| ☐ Bound Book ☐ Video Tape | ☐ Geographi | | al | 10. Annual | Accumulation | | |
| C STORM SOON C VILLAGE VILLAGE | | Other (spec | ifu\ | Number | | | |
| Other (specify) | Const (spec | | | X File Drawer(s) | | | |
| | ` | | ☐ Microfil | | • | | |
| | | | • | Computer Tape(s) | | | |
| 11. File is Used | | | 12, File Becom | Other (s | | | |
| 1). File is OSEG | | | 12. File becom | ies inactive At | · · | | |
| X Daily Weeldy Monthly Annu | ıallv | | <u></u> | | | | |
| | , | | Number | □ * | flonth(s) X Year(s) | | |
| | | • | | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | | |
| RAD Bidg., 4th Floor | | | X Yes □ No | | | | |
| | | | Scanned and stored on State of Maryland servers | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audit Requirements | | | | |
| Yes X No | | | | | · | | |
| • | | | None | X State 🔲 | Federal Independent | | |
| | | | | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | | | 18. Recom | | | | |
| Yes X No | | | | | evenue Administration Center for 3 years; then | | |
| | | | | | tained 5 years and until all audits are complete. one to MSA standards. | | |
| | | • | | | · · · · · · · · · · · · · · · · · · · | | |
| 19. Name and Title of Preparer | | 20 Telenho | ne Number | 21. Date | | | |
| Sandy Hunter-Fiscal Accounts Clerk II | | 410-260-60 | | 8/26/201 | i | | |
| Const France - Isoai Accounts Clerk II | | 410-200-00 | 1U.E | | . * | | |
| | | | | revised | : March 28, 2018 | | |

| INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02 | RECORDS M. 7275 WATERL JESSUP, | OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930 | Page17 of30 | |
|--|--------------------------------------|--|---|--|
| 1 DEPARTMENT/AGENCY | 2 DIVISION | | 3 UNIT | |
| Comptroller of Maryland | Revenue Adm | inistration Division | Returns Processing Section | |
| DEFINITION - Record Series - A group of rel and dispositio | | d electronically and used as a | unit for reference as well as retention | |
| 4 ELECTRONIC RECORD SERIES TITLE | • | | 5 EARLIEST YEAR/LATEST YEAR | |
| Electronic Funds Transfer EFT application | ıs | · | 2012TO2017 | |
| 6 INPUT - Identify source of information to EFT Applications from businesses | be entered | 7 OUTPUT - Identify the u Generate ACH accounts | ise/s of information generated by system with Clearinghouse | |
| 8 ELECTRONIC RECORD SERIES DESCR | | | /documents/forms ourpose and function of the system. | |
| Applications received for Automatic Clearing vendor (Gov1) and cataloged. EFT application Withholding or Sales and Use tax payments. | ons for ACH are | received from businesses | | |
| 9 POLICY ON ACCESS AND USE - Expla | in or attach copy | if established in writing. | · | |
| Access limited to authorized users; authorize | d users are limite | ed to staff members creating | ig EFT accounts. | |
| 10 UPDATING CYCLES OR CONDITIONS | AND RULES FO | R REVISING INFORMATION | ON IN THE SYSTEM | |
| N/A | | | | |
| | • | | | |
| 11 SPECIFY THE LOCATION AND MEDIA of ensure the record's retention and usability | OF THE MAIN E y throughout the | LECTRONIC DATA FILE. record's authorized life cyc | Explain the progression established to cle. | |
| State of Maryland servers maintained by the | Information Tech | nology Division of the Cor | nptroller of the State of Maryland. | |
| 12 RECOMMENDED RETENTION Retain scanned documents for 5 years and u standards. | ntil all audits are | complete; then destroy. S | cans of paper are done to MSA | |
| 13 TYPED OR PRINTED NAME OF PREPARER | 14 TELEPHO | NE NUMBER | 15 DATE | |
| Sandy Hunter | 410-260-6062 8/26/2017 | | | |
| 16 TITLE OF PREPARER | L | | Revised: March 28, 2018 | |
| Fiscal Accounts Clerk II | | | | |
| DGS 550-6 (rev. 10/12) | | · | | |
| | | | | |

| | <u></u> | | | | | |
|--|--|--|---|--|--|--|
| Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Comptroller of Maryland DEFINITION: RECORD SERIES: A group of related 4. Record Series Title EFT Payment Adjustment Backup 6. Record Series Description (Briefly describe the type) | RECORDS MANAGE 7275 Waterloo Reference Administration descords normally filed and use | sed as a unit for referenc | 5. Earliest Year/Latest Year- No longer maintain documents 2012to2017 | | | |
| Correspondence backup from taxpayers that | require payments made to | be moved to a differe | ent account or account period. | | | |
| 7. Record Series Format(s) List all | 8. Record Series Sequence | | 9. Volume | | | |
| X Letter Size | Alphabetical Numerical Chronotogical Geographical X Other (specify) — By MD Central Register Identification number (system. Forms are file FEIN numbers, date a | (FEIN). No Index d by assigned CR or nd month. 12. File Becomes Inactive Af | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. ts Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | | |
| RAD bldg. 4th, 400 | ٠. | ☐Yes X No | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No | | 16. Audit Requirements ☐ None X State ☐ Federal ☐ Independent | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | | 18. Recommended Retention Retain paper documents for 1 year and until audits are completed; then destroy. | | | | |
| 19. Name and Title of Preparer Sandy Hunter-Fiscal Accounts Clerk II | 20. Telephone Number 410-260-6062 | | 21. Date March 27, 2017 Revised: March 28, 2018 | | | |

| Instructions –Type or Print a separate form for each new | DEPARTMENT OF GENERAL | | AGENCY RECORDS INVENTORY | | | |
|--|-----------------------|--|--|--|--|--|
| | UEFAR | · · | 74 | | | |
| or revised record series. Forward with Records | DECORD | SERVICES | , , | | | |
| Retention Schedule (DGS 550-1) | | MANAGEMENT DIVISION | PAGE18 OF30 | | | |
| | 7275 Wa | terloo Road, P.O. Box 275 | | | | |
| | Jes | sup, Maryland 20794 | | | | |
| | - | 410-799-1930 | | | | |
| Department/Agency | 2. Division | • | 3. Unit | | | |
| | | | | | | |
| Comptroller of Maryland | Revenue A | Administration Division | Returns Processing Section | | | |
| | | | | | | |
| | | | | | | |
| DEFINITION, DECORD SERVEY A group of soluted speed | normally filed | and used on a unit for reference | as well as retartion and disposition purposes | | | |
| DEFINITION: RECORD SERIES: A group of related records | s normany med | and used as a unit for reference | e as well as retention and disposition purposes. | | | |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year | | | |
| Daily Remittance Processing Documents (Paper) | | | 2003tO _2017 | | | |
| 6. Record Series Description (Briefly describe the types of it | nformation/doc | uments/forms found in the serie | s. Include the purpose or function of the series.) | | | |
| MW506 Employers Return of Income Tax Withheld | | | | | | |
| estimated tax, Sales and Use Tax Return, Tire Fee R | | | | | | |
| , i | | • | | | | |
| These forms are filed by various Individuals, Fiducia | | | | | | |
| processed through the remittance processor and the | images are av | ailable for view through the | State of Maryland's Tax System. | | | |
| | | <u> </u> | | | | |
| 7. Record Series Format(s) List all | | 8. Record Series Sequence | 9. Volume | | | |
| x Letter Size Microfilm | | Alphabetical | 1/2 Number | | | |
| X CAUGI SIZE | | ☐ Alphabetical | x File Drawer(s) | | | |
| Legal Size Computer Tape | | Numerical | Microfilm Reel(s) | | | |
| | | _ | Computer Tape(s) | | | |
| ☐ Audio Tape ☐ Floppy Disk | | Chronological | Olher (specify) | | | |
| ☐ Bound Book ☐ Video Tape | | Geographical | 10. Annual Accumulation | | | |
| Donne Book | | ☐ Geographical | 1/2 Number | | | |
| Other (specify) | | x Other (specify) | x File Drawer(s) | | | |
| | | By date and tax year. | ☐ Microfilm Reel(s) | | | |
| | | | Computer Tape(s) | | | |
| | • | | Other (specify) | | | |
| 11. File is Used | | 12. File Becomes Inactive After | | | | |
| | | 2 | | | | |
| x Daily 📑 Weekly 🔲 Monthly 📋 Annually | | Number x Month(s) | Year(s) | | | |
| | | , , | | | | |
| | | 60 days | | | | |
| 13. Current Location(s) (Bidg., Floor, Room) | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | | |
| RAD bldg., Room 310 | | x Yes No | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | Scanned and stored on State of Maryland servers. 16. Audit Requirements | | | | |
| Yes x No | | | | | | |
| | | x None State Federal Independent | | | | |
| | | | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requiremen | ts | 18. Recommended Retention | | | | |
| Yes x No | | | | | | |
| | | | venue Administration Center for 60 days; then | | | |
| | to MSA standards. | | ive years; then destroy. Scans of paper are done | | | |
| | | iv 1410A şiandardş. | | | | |
| 19. Name and Title of Preparer | | 20 Telephone Number | 21 Pate | | | |
| ļ | | 20. Telephone Number | 21. Date | | | |
| Linda Couch, Payment Processing - Section Manager | | 410-260-7606 | 10/17/2016 | | | |
| | | | Revised: July 9, 2018 | | | |

| INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD | RECORDS M | OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 | ELECTRONIC RECORDS INVENTORY | | | | | |
|--|--|--|---|--|--|--|--|--|
| WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02 | JESSUP, | MARYLAND 20794 10) 799-1930 | Page18 of30 | | | | | |
| 1 DEPARTMENT/AGENCY | 2 DIVISION | | 3 UNIT 75 | | | | | |
| Comptroller of Maryland | Revenue Adm | inistration Division | Returns Processing Section | | | | | |
| DEFINITION – Record Series - A group of reland disposition | | d electronically and used as a | unit for reference as well as retention | | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE | | 5 EARLIEST YEAR/LATEST YEAR | | | | | | |
| Daily Remittance Processing Documents | | 2003 TO2017 | | | | | | |
| 6 INPUT - Identify source of information to be entered Vouchers/Returns 7 OUTPUT - Identify the use/s of information generated by system Research taxpayer inquiries and audit inquiries. | | | | | | | | |
| 8 ELECTRONIC RECORD SERIES DESCR | 8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. | | | | | | | |
| MW506 Employers Return of Income Tax W Declaration of estimated tax, Sales and Use T scanned or imaged documents. | | | | | | | | |
| These forms are filed by various Individuals, Maryland, they are processed through the ren Maryland's Tax System. | | | | | | | | |
| 9 POLICY ON ACCESS AND USE - Expla | | _ | | | | | | |
| Access limited to authorized users; authorize | | | | | | | | |
| 10 UPDATING CYCLES OR CONDITIONS | AND RULES FO | R REVISING INFORMATI | ON IN THE SYSTEM | | | | | |
| N/A 11 SPECIFY THE LOCATION AND MEDIA | OF THE MAIN E | LECTRONIC DATA EU E | Evaluis the appropriate patablished to | | | | | |
| ensure the record's retention and usability | | | | | | | | |
| State of Maryland servers maintained by the | Information Tech | nnology Division of the Cor | nptroller of the State of Maryland. | | | | | |
| 12 RECOMMENDED RETENTION Retain paper at the Revenue Administration of paper are done to MSA standards. | Center for 60 day | s; then destroy. Retain sca | ns for five years; then destroy. Scans of | | | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER | 14 TELEPHO | NE NUMBER | 15 DATE | | | | | |
| Linda Couch | 410-260-7606 | | 8/26/2017 Revised: July 9, 2018 | | | | | |
| 16 TITLE OF PREPARER | | | | | | | | |
| Section Manager | | | | | | | | |
| DGS 550-6 (rev. 10/12) | | · · · · · · · · · · · · · · · · · · · | | | | | | |

| | | | _ | <u>:</u> _ | | | |
|--|----------------------------------|---|--|-------------|--|--|--|
| Instructions –Type or Print a separate form for | DEPARTMENT OF GENERAL SEF | | | RVICES | ES AGENCY RECORDS INVENTORY | | |
| each new or revised record series. Forward | RECORDS MANAGEMENT DIVISION | | | SION | | | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. Box 275 | | | 275 | | | |
| | Jessup, Maryland 20794 | | | | page19 of30 | | |
| | 410-799-1930 | | | | | | |
| Department/Agency | 2. Division | | | | 3. Unit 76 | | |
| | | | | • | | | |
| Comptroller of Maryland | Revenue Administration | | | on | Revenue Accounting Section | | |
| | | | | | | | |
| 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 | | | | 5. Earlie | st Year/Latest Year | | |
| Research File | | | | 2012to2017 | | | |
| 6. Record Series Description (Briefly describe the t | types of inf | ormation/docu | uments/forms | found in th | e series. Include the purpose or function of the | | |
| series.) | | | | | | | |
| File Folders containing taxpayer correspond | ence, act | ion requests | and respon | ses, surv | eys and other information used for | | |
| reference. | | | | • | | | |
| 7. Record Series Format(s) List all | | 8. Record Serie | s Sequence | 9. Volume | | | |
| | | ☐ Alphabetica | | _12 | | | |
| X Letter Size Microfilm | | | 1 | Number | | | |
| | | Numerical | ☐ Microfi | | ` ' | | |
| X Legal Size | | | | | Computer Tape(s) | | |
| Audio Tape Tioppy Disk | X Chronologic | | <u> </u> | | | | |
| | ☐ Geographic | | al | 10. Annual | Accumulation | | |
| ☐ Bound Book ☐ Video Tape | | | | Number | | | |
| Other (specify) | Other (spe | | cify) | X File Dra | wer(s) | | |
| _ | | | ☐ Microfilm | | Im Reel(s) | | |
| , · | | | Comput | | | | |
| 11. File is Used | | | 12. File Becom | Other (: | | | |
| | | | 3 | | | | |
| Daily X Weekly Monthly Annua | ally | | | | | | |
| | | | Number | <u>П</u> , | Aonth(s) X Year(s) | | |
| | | | | | | | |
| 13. Current Location(s) (8ldg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | | |
| RAD bldg. 3 rd Floor | | | Yes X No | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audit Requirements | | | | |
| Yes XNo | | | | | | | |
| Liw And | | None X State ☐ Federal ☐ Independent | | | | | |
| · | | , | | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | | | 18. Recommended Retention | | | | |
| ☐ Yes X No | | Retain paper at the Revenue Administration Center for 3 years and | | | | | |
| 40 Name and Title - 10-1 | | 00 ~ | | | n done; then destroy. | | |
| · | | | one Number 21. Date | | | | |
| Pharita Akbhavasut 410-260-75 | | 410-260-75 | 01 | 10/12/2 | | | |
| | | | | Revised | : March 28, 2018 | | |

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|---|--|---------------------------|--|------------------|---|--|--|
| Instructions –Type or Print a separate form for | DEPARTMENT OF GENERAL SERVICES | | | RVICES | AGENCY RECORDS INVENTORY | | |
| each new or revised record series. Forward | RECO | ORDS MANAG | SEMENT DIVI | SION | | | |
| with Records Retention Schedule (DGS 550-1) | 727 | 5 Waterloo Ro | oad, P.O. Box | 275 | | | |
| | 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 | | | | page19 of30 | | |
| | Jessup, Maryland 207 94 410-799-1930 | | | | | | |
| Department/Agency | 2. Division | | | | 3. Unit 77 | | |
| Comptroller of Maryland | Revenue Administration Divisio | | | on | Revenue Accounting Section | | |
| DEFINITION: RECORD SERIES: A group of related purposes. | l records r | normally filed | and used as a | unit for re | ference as well as retention and disposition | | |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year | | | | |
| Backup for Suspense Funds | | | | 2012to2017 | | | |
| 6. Record Series Description (Briefly describe the types of Information/documents/forms found in the series. Include the purpose or function of the series.) Substantiation for the movement of payments into and out of the Suspense Fund. Records consist of copies of screen prints for checks which are recorded in the suspense account due to the lack of identification of the taxpayer's account, to which it should be applied. Note: For example, a dealers monthly tax return reporting purchased fuels. | | | | | | | |
| 7. Record Series Format(s) List all | | 8. Record Serie | es Sequence | 9. Volume | | | |
| | | - Atabahatian | | _6 Number | | | |
| X Letter Size Microfilm | | Alphabetica | 11 | | | | |
| [] | 1 | ■ Numerical | | X File Dra | • • | | |
| Legal Size Computer Tape | ļ | | | I = | Im Reel(s) der Tape(s) | | |
| ☐ Audio Tape ☐ Floppy Disk | X Chronological | | al (by month) | Other (| specify) | | |
| ☐ Bound Book ☐ Video Tape | | | ai | 10. Annual | Accumulation | | |
| C) Other (constitution) | | | - KA | Number | | | |
| Cirie (specify) | Other (specify) Other (s | | X File Drawer(s) | | wer(s) | | |
| | | | Microfil | | • • | | |
| | | | | Compuler Tape(s) | | | |
| 11, File is Used | | | 12. File Becom | | | | |
| 11, 110 is osed | | | 12.116 000 | ies illacute A | | | |
| Daily X Weekly Monthly Annuall | lu | | <u> </u> | | | | |
| Coarry Avicency Community Community | • | | Number Month(s) X Year(s) | | | | |
| <u> </u> | | | | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | | |
| RAD bldg. 3 rd Floor | | | ☐ Yes X.No | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audil Requirements | | | | |
| ☐ Yes X No | | | | | | | |
| _ | | | ☐ None X State ☐ Federal ☐ Independent | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | | 18. Recommended Retention | | | | | |
| Yes X No | ٠. | | Retain at tl | he Revenu | e Administration Center for 3 years and until | | |
| | | | | | e; then destroy. | | |
| 19. Name and Title of Preparer | 20. Telepho | | one Number 21. Dat | | 2 | | |
| Pharita Akbhavasut 410-260-7 | | 01 | 10/12/2 | 016 | | | |
| | | | | Davissa | li March 20, 2010 | | |

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|--|--|-----------------|------------------|-------------------------------------|---|---------------------|
| Instructions –Type or Print a separate form for | DEPARTA | MENT OF G | SENERAL SERVICES | | AGENCY RECORDS IN | /ENTORY |
| each new or revised record series. Forward | RECOR | DS MANAG | SEMENT DIVI | SION | | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. Box 275 | | | 275 | | , |
| | Jessup, Maryland 20794 410-799-1930 | | | | PAGE19 OF | 30 |
| Department/Agency | 2. Division | 410-10 | | | 3. Unit | 78 |
| The second secon | ., | ٠. | | | 4. | 18 |
| Comptroller of Maryland | Revenue | Administr | ation Division | on | Revenue Accounting Sect | ion |
| DEFINITION: RECORD SERIES: A group of related purposes. | d records no | rmally filed | and used as a | unit for re | ference as well as retention and | disposition |
| 4. Record Series Title | | | | 5. Earlie | st Year/Latest Year | |
| Suspense Fund Correspondence | | | | 20 | 012to2017 | |
| 6. Record Series Description (Briefly describe the ty | ypes of inform | mation/docu | ments/forms | found in th | e series. Include the purpose or | function of the |
| series.) | | | • | | | |
| Suspense account correspondence is sent to the ta point. After the remittance is identified and trans | | | | | | open at this |
| Records consist of copies of screen prints for checacount. | cks which ar | e recorded | in the suspen | se account | due to the lack of identification | n of the taxpayer's |
| | | | | | | |
| 7. Record Series Format(s) List all | 1 | 8. Record Serie | s Sequence | 9. Volume | | |
| · | 1, | Malekakatian | , | _12 | | |
| X Letter Size Microfitm | * | Alphabetical | | Number | | • |
| | | Numerical | | X File Drawer(s) Microfilm Reet(s) | | |
| Legal Size Computer Tape | | | | | m Keel(s) ter Tape(s) | |
| Audio Tape | ; | X Chronologica | al (by month) | Other (s | | |
| Bound Book Video Tape | . | Geographic | al , | 10. Annual _6 | Accumulation | |
| | ١٠. | | | Number | • | |
| Other (specify) | | Other (speci | (y) — | X File Dra | wer(s) | |
| | | | | ☐ Microfi | m Reel(s) | |
| • | | | | | ter Tape(s) | |
| dd effe is Hand | | ··· · | | Other (: | | |
| 11. File is Used | | | 12. File Becom | es inactive Al | ter . | |
| ☐ Daily | | | 3_ | | | |
| ☐ Daily ☐ Weekly X Monthly ☐ Annua | 311A | ľ | Number | | Nonth(s) X Year(s) | |
| · | | | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | 14. Is Record 5 | Series Cluplica | ted Elsewhere? (If yes, specify agency or | office.) |
| RAD bldg. 3rd Floor | | | ∐Yes X No | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audit Requ | rirements | | |
| ☐ Yes X No | | | | | | |
| LI Tes And | | | ☐ None | X State | Federal Independent | |
| | ļ | | _ | | | |
| 17. Is an Index System used? If yes, explain briefly and describe of | equirements | | 18. Recom | mended F | letention | |
| ☐ Yes X No | | | | | s at the Revenue Administration have been done; then destroy. | Center for 3 |
| 19. Name and Title of Preparer | | 20. Telepho | ne Number | 21. Date | | <u>-</u> : |
| Pharita Akbhavasut | | 410-260-75 | İ | 10/12/20 | | |
| The state of the s | [] | 7 10-200-10 | ~ ' | 10/12/20 | /10 March 00 0040 | |

| | | | | | | | |
|--|----------------------------------|-----------------------|-----------------|------------------|--|--|--|
| Instructions –Type or Print a separate form for each new or revised record series. Forward | | | SENERAL SEI | | AGENCY RECORDS INVENTORY | | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. 8ox 275 | | | | | | |
| Will New Ida Neterlion Goldale (BGG 300-1) | , 2,, | | yland 20794 | 210 | PAGE 19 OF _30 | | |
| | | ·- | 9-1930 | • | | | |
| Department/Agency | 2. Divisio | on | , | | 3. Unit 79 | | |
| | i | | • | | | | |
| Comptroller of Maryland | Revenu | ıe Administr | ration Division | on | Revenue Accounting Section | | |
| DEFINITION: RECORD SERIES: A group of related purposes. | d records r | normally filed | and used as a | unit for re | ference as well as retention and disposition | | |
| 4. Record Series Title | | | | 5. Earlie | st Year/Latest Year | | |
| Receipts for Cash | | | • | 20 | 012to2017 | | |
| 6. Record Series Description (Briefly describe the t | ypes of info | ormation/doc | uments/forms | found in th | e series. Include the purpose or function of the | | |
| series.) | | | | | | | |
| Files contain receipt books and cash receipts which | ch are prep | pared in respo | onse to taxpay | er request | s for a receipt. | | |
| | | | | | | | |
| 7. Record Series Format(s) List all | . 1 | 8. Record Serie | es Sequence | 9. Volume | | | |
| | 1 | | | _12 | , | | |
| X Letter Size Microfilm | Į | Aphabetica Aphabetica | il | Number | • | | |
| City and Sine Committee Tana | . 1 | Numerical | | | X File Drawer(s) Microfilm Reel(s) | | |
| Legal Size Computer Tape |] | | | Computer Tape(s) | | | |
| ☐ Audio Tape ☐ Floppy Disk | Ī | X Chronologic | al (by month) | Other (s | | | |
| | | | | i | Accumulation | | |
| ` Bound Book ` Video Tape | | Geographic | al | _6 Number | | | |
| Other (specify) | | Other (spe | ecify) _ | X File Dra | | | |
| | [| • | | Microfil | • | | |
| | | | | 1 — | rer Tape(s) | | |
| | | <u> </u> | | Other (s | pecify) | | |
| 11. File is Used | | | 12. File Becom | es Inactive Al | ter · | | |
| | | | 3_ | <u></u> | | | |
| . □Daily □ Weekly X Monthly □ Annua | aliy | | Number | | Month(s) X Year(s) | | |
| • | | | | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | 14. is Record S | Series Duplica | led Elsewhere? (If yes, specify agency or office.) | | |
| RAD bldg., 3 rd Floor | · · | | | ☐ Yes X No | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audit Requ | uirements | | | |
| ☐ Yes X No | | | | | • | | |
| | | • | None | X State | Federal Independent | | |
| | | | | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe n | equirements | | 18. Recom | mended F | Retention | | |
| Yes X No | | | | | e Administration Center for 3 years and until | | |
| (A) | | | | | e, then destroy. | | |
| 19. Name and Title of Preparer | | - | one Number | 21. Date | | | |
| Pharita Akbhavasut | ļ | 410-260-75 | 01 | 10/12/20 | 016 | | |
| , | ì | I | ' | Revised | : March 28, 2018 | | |

| INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02 | RECORDS 7275 WATE | NT OF GENERAL SERVICES S MANAGEMENT DIVISION ERLOO ROAD, P.O. BOX 275 UP, MARYLAND 20794 (410) 799-1930 | ELECTRONIC RECORDS INVENTORY Page20 of30 | | | |
|---|---|---|---|--|--|--|
| 1 DEPARTMENT/AGENCY | 2 DIVISIO | DN | 3 UNIT 80 | | | |
| Comptroller of Maryland | Revenue A | dministration Department | Revenue Accounting division | | | |
| DEFINITION - Record Series - A group of related and disposition pu | | d electronically and used as a un | it for reference as well as retention | | | |
| 4 ELECTRONIC RECORD SERIES TITLE Financial Records | 5 EARLIEST YEAR/LATEST YEAR 2004 and 2017 | | | | | |
| | | | | | | |
| 6 INPUT - Identify source of information to be e | ntered | 7 OUTPUT - Identify the us system | se/s of information generated by | | | |
| | | Research taxpayer inquiries | and audit inquiries. | | | |
| 8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Support documents for journals of final entry. Such as Journal ledger, Cash Collection reports by tax type. Correspondence, etc | | | | | | |
| 9 POLICY ON ACCESS AND USE - Explain or | attach conv | if established in writing | · | | | |
| 9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing. Access limited to authorized users. Authorized users are generally limited to staff members requiring access for audit and or taxpayer inquiries. | | | | | | |
| 10 UPDATING CYCLES OR CONDITIONS AND | RULES FO | R REVISING INFORMATION | IN THE SYSTEM | | | |
| Not Applicable | | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. | | | | | | |
| State of Maryland servers maintained by the Information Technology Division of the Comptroller of the State of Maryland. | | | | | | |
| 12 RECOMMENDED RETENTION Retain at the Revenue Administration Center for three (3) years and all audits have been completed; then destroy. Scanned documents are done to MSA Standards. | | | | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER | 14 TELEPHONE NUMBER 15 DATE | | | | | |
| Pharita Akbhavasut | 410-260-75 | 01 | 10/13/2016 Revised: March 28, 2017 | | | |
| 16 TITLE OF PREPARER Manager/AM | | | | | | |
| DGS 550-6 (rev. 10/12) | <u></u> | | | | | |

| INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD | RECORD | ENT OF GENERAL SERVICES S MANAGEMENT DIVISION ERLOO ROAD, P.O. BOX 275 | ELECTRONIC RECORDS INVENTORY | | | | | |
|---|---------------|--|--|--|--|--|--|--|
| WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02 | JESS | SUP, MARYLAND 20794 (410) 799-1930 | Page20 of30 | | | | | |
| 1 DEPARTMENT/AGENCY | 2 DIVISIO | ON | 3 UNIT 85 | | | | | |
| Comptroller of Maryland | Revenue A | Administration Department | Revenue Accounting division | | | | | |
| DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes | | | | | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE Official Journals and Ledgers | | | 5 EARLIEST YEAR/LATEST YEAR 2004 and 2017 | | | | | |
| 6 INPUT - Identify source of information to be e | entered | 7 OUTPUT - Identify the us system | se/s of information generated by | | | | | |
| Journal entries and ledgers | | Research taxpayer inquiries | and audit inquiries. | | | | | |
| 8 ELECTRONIC RECORD SERIES DESCRIPT | | fly describe the information/dotained in a series. Include pur | pocuments/forms pose and function of the system. | | | | | |
| Official journals and ledgers recording the receipts and expenditures of the Division. (Must be on disk). Final entry journals are maintained by the General Accounting Division. | | | | | | | | |
| 9 POLICY ON ACCESS AND USE - Explain o | r attach copy | if established in writing. | | | | | | |
| Access limited to authorized users. Authorized utaxpayer inquiries. | sers are ger | erally limited to staff member | s requiring access for audit and or | | | | | |
| 10 UPDATING CYCLES OR CONDITIONS AND | RULES FO | R REVISING INFORMATION | IN THE SYSTEM | | | | | |
| Not Applicable | | • | | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA OF ensure the record's retention and usability the | | | | | | | | |
| State of Maryland servers maintained by the Info | rmation Tecl | nnology Division of the Compt | roller of the State of Maryland. | | | | | |
| 12 RECOMMENDED RETENTION Retain at the Revenue Administration Center for three (3) years and all audits have been completed; then destroy. Scanned documents are done to MSA standards. | | | | | | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER | 14 TELEF | PHONE NUMBER | 15 DATE | | | | | |
| Pharita Akbhavasut | 410-260-75 | 501 | 10/13/2016 Revised: March 28, 2017 | | | | | |
| 16 TITLE OF PREPARER Manager/AM | | | | | | | | |
| DGS 550-6 (rev. 10/12) | | | | | | | | |
| | | | | | | | | |
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| Instructions –Type or Print a separate form for | DEPARTME | NT OF GE | ENERAL SERVI | ICES | AGENCY RECORDS INVENTORY | |
|--|----------------------------------|----------------|------------------------------------|-----------------------------------|---|--|
| each new or revised record series. Forward | | | EMENT DIVISION | | | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. Box 275 | | | | | |
| With Necords Netertion Schedule (DGS 550-1) | | | land 20794 | 3 | PAGE20 OF30 | |
| | Jes | 410-799 | | | | |
| Department/Agency | 2. Division | | | - | 3. Unit | |
| | | | | | 82 | |
| Comptroller of Maryland | Revenue Adr | ministrati | on Division | | Revenue Accounting Section | |
| | | | | | • | |
| DEFINITION: RECORD SERIES: A group of relate | d records normall | ly filed and | l used as a unit | for referen | nce as well as retention and disposition purposes. | |
| 4. Record Series Title | | | | | st Year/Latest Year | |
| Bank Account Files | | | | 20 | 012to2017 | |
| 6. Record Socioe Description (Briefly describe the | was of information | onldacume | entelforms found | | ries. Include the purpose or function of the series.) | |
| These files contain documents generated during | | | | | | |
| Administration Division. | ine transaction of | i omiking | | ome tar r | stands as required by the revenue | |
| | | | | | | |
| Files are arranged by calendar year and bank according A. Bank Statements | ount number, and | i may cont | ain the following | ng: | | |
| B. Debit Memoranda | | | | | | |
| C. Check Listing | | | | | | |
| D. Bank Printouts E. Reconciliations | | | | | | |
| E. Reconciliations F. Check Copies | | | | | | |
| 7. Record Series Format(a) List all | ß, Red | cord Series S | equence | 9. Volume | | |
| ., | | | | _6 | | |
| X Letter Size Microfilm | Alphabetical | | | Number | | |
| | 🗆 או | umerical | | X File Orawer(s) | | |
| Legal Size Computer Tape | | | | ☐ Microfil | • • | |
| ☐ Audio Tape ☐ Floppy Disk | 🗆 🔾 | hronological (| by month) | Other (s | iter Tape(s) | |
| | | eographical | | | Accumulation | |
| ☐ Bound Book ☐ Video Tape | " | oog. apriloa. | | _3 | | |
| Other (specify) | X O | ther (specify) | | Number | | |
| Girler (appearity) | I | | nd bank account | X File Ora | | |
| | # | | Microfi | | | |
| | | | | Computer Tape(s) Other (specify) | | |
| 11. File is Used | | | 12. File Becomes | | · · · · · · · · · · · · · · · · · · · | |
| | | | 3 | | | |
| ☐ Daily ☐ Weekly X Monthly ☐ Annu | ally | | | = | W | |
| | | l. | Number | ☐ Mor | nih(s) X Year(s) | |
| | | | | | | |
| 13. Current Location(s) (Bidg., Floor, Room) | | - | _ | • | Elsewhere? (If yes, specify agency or office.) | |
| RAD bldg. 3 rd Floor | | | ☐ Yes X No | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 46.44.90 | | | |
| _ | | ľ | 16. Audit Requirements | | | |
| Yes X No | | | □ None ¥ | State De | ederal X Independent | |
| | | | None X State Federal X Independent | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | | | 18. Recomm | ended Rel | rention | |
| ☐ Yes X No | | | Retain at th | ne Reve | nue Administration Center until | |
| | | | | | | |
| | | - | · | | nother account or until audit | |
| | | | requiremen | nts have | been met, whichever occurs later, then | |
| | | | destroy. | | | |
| 19. Name and Title of Preparer | 20. 1 | Telephone | Number | 21. Date | 3 | |
| Pharita Akbhavasut | · · | -260-7501 | | 10/12/2 | | |
| | | | | | : July 9, 2018 | |

| INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD | RECORDS | NT OF GENERAL SERVICES S MANAGEMENT DIVISION RLOO ROAD, P.O. BOX 275 | ELECTRONIC RECORDS INVENTORY | | | |
|---|---------------------------|--|---|--|--|--|
| WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02 | | JP, MARYLAND 20794 (410) 799-1930 | Page21of30 | | | |
| 1 DEPARTMENT/AGENCY | 2 DIVISIO | N . | 3 UNIT 83 | | | |
| Comptroller of Maryland | Revenue A | dministration Department | Revenue Accounting division | | | |
| DEFINITION - Record Series - A group of related and disposition p | | d electronically and used as a u | unit for reference as well as retention | | | |
| 4 ELECTRONIC RECORD SERIES TITLE Register of Wills/Sheriff Reports | | | 5 EARLIEST YEAR/LATEST YEAR | | | |
| Register of windsomethi Reports | | | 2004 and 2017 | | | |
| 6 INPUT - Identify source of information to be | 7 OUTPUT - Identify the u | use/s of information generated by | | | | |
| Reports | | | | | | |
| 8 ELECTRONIC RECORD SERIES DESCRIPT | | I fly describe the information/d | documents/forms urpose and function of the system. | | | |
| Includes Cash Activity Report and Inventory Re | | allied in a series. Include pu | irpose and function of the system. | | | |
| 9 POLICY ON ACCESS AND USE - Explain of | or attach copy | / if established in writing. | | | | |
| Access limited to authorized users. Authorized users are generally limited to staff members requiring access for audit and or taxpayer inquiries. | | | | | | |
| 10 UPDATING CYCLES OR CONDITIONS AN | D RULES FO | R REVISING INFORMATION | N IN THE SYSTEM | | | |
| Not Applicable | | | · | | | |
| 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. | | | | | | |
| State of Maryland servers maintained by the Information Technology Division of the Comptroller of the State of Maryland. | | | | | | |
| 12 RECOMMENDED RETENTION Retain at the Revenue Administration Center until all audits have been completed; then destroy. | | | | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER | | HONE NUMBER | 15 DATE | | | |
| Pharita Akbhavasut | 410-260-750 |)1 | 10/13/2016 Revised: March 28, 2017 | | | |
| 16 TITLE OF PREPARER Manager/AM | | | | | | |
| DCS 550 6 (rov. 10/12) | | | | | | |

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|--|----------------------------------|------------------|--|-----------------------|--|--|
| Instructions –Type or Print a separate form for | DEPARTM | MENT OF G | ENERAL SEF | RVICES | AGENCY RECORDS INVENTORY | |
| each new or revised record series. Forward | | | EMENT DIVI | _ | · | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. Box 275 | | | | • | |
| , | | essup, Mary | | | PAGE21 OF30 | |
| | <u> </u> | 410-799 | ÷1930 | | | |
| Department/Agency | 2. Division | | | | 3. Unit 84 | |
| | | | | ! | <i>6 7</i> | |
| Comptroller of Maryland | Revenue | Administra | ation Division | on | Revenue Accounting Section | |
| | | | | | | |
| DEFINITION: RECORD SERIES: A group of relate purposes. | d records nor | rmally filed a | and used as a | unit for re | ference as well as retention and disposition | |
| 4. Record Series Title | - | | | 5. Earlie | st Year/Latest Year | |
| State Property Tax-Report of Collectors | | | | 20 | 004to2017 | |
| 6. Record Series Description (Briefly describe the t | vnes of inform | mation/docu | ments/forms | | | |
| series.) | ,, pes or illion | | montonomo | | o series. Instago and perpendicular and | |
| | | | | | | |
| Report of Collector of State Tax (Form 170) i | | | | | | |
| collections, refunds, homeowner's tax credits Debt – Report of Collectors of State Taxes si | | | | | | |
| | | 5 4 1 | | | | |
| 7. Record Series Format(s) List all | E | 8. Record Series | s Sequence | 9. Volume | | |
| | l, | - | | _1 | | |
| X Letter Size Microfilm | ' | Alphabetical | | Number | | |
| П | [| Numerical | | _ | X File Drawer(s) | |
| Legal Size Computer Tape | | | | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
| ☐ Audio Tape ☐ Floppy Disk | X Chronological (by month) | | al (by month) | | Other (specify) | |
| December 1996 | ١, | C.combin | _1 | | Accumulation | |
| ☐ Bound Book ☐ Video Tape | Geographical | | di | _1 Number | | |
| Other (specify) | Other (specify) | | cify) | X File Dra | war(s) | |
| | | | | ☐ Microfi | | |
| | | | | Computer Tape(s) | | |
| | | 1 | | Other (s | | |
| 11. File is Used | | | 12. File Becom | es Inactive A | ter . | |
| ☐Daily ☐ Weekly ☐ Monthly ☐ Annu | ually | | <u> </u> | _ | | |
| As needed, Information is entered into report. | | | Number X Month(s) Year(s) | | | |
| | | | 30 Days | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | |
| RAD bldg. 3 rd Floor | | | X Yes No | | | |
| | | | Scanned and stored on State of Maryland servers. | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audit Requ | uirements | | |
| Yes X No | | | . | · · - | | |
| | | | | 2(8(8 <u>[</u> | Federal Independent | |
| 17. Is an Index System used? If yes, explain briefly and describe | requirements | - | 18. Recorr | mended F | Patention | |
| Yes X No | | | | | Revenue Administration Center for 30 days; | |
| | | | | | n scans for five years; then destroy. Scans | |
| | | | | - | o MSA standards. | |
| | | | • • | | | |
| 19. Name and Title of Preparer | 1 : | 20. Telepho | ne Number | 21. Date | | |
| Pharita Akbhavasut | ľ | 410-260-75 | | 10/12/20 | | |
| · | | 410-200-7301 | | Revised: July 9, 2018 | | |

| INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02 | RECORDS 7275 WATEI JESSU | MANAGEMENT DIVISION RLOO ROAD, P.O. BOX 275 P, MARYLAND 20794 (410) 799-1930 | Page21 of30 | | | | | |
|---|---|---|---|--|--|--|--|--|
| 1 DEPARTMENT/AGENCY | 2 DIVISIO | N | 3 UNIT 85 | | | | | |
| Comptroller of Maryland | Revenue A | dministration Department | Revenue Accounting division | | | | | |
| DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes | | | | | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE State Property Tax-Report of Collectors | | | 5 EARLIEST YEAR/LATEST YEAR 2004 and 2017 | | | | | |
| 6 INPUT - Identify source of information to be | entered | 7 OUTPUT - Identify the usystem | use/s of information generated by | | | | | |
| Reports | | Research taxpayer inquirie | s and audit inquiries. | | | | | |
| 8 ELECTRONIC RECORD SERIES DESCRIPT | | fly describe the information/cained in a series. Include pu | locuments/forms urpose and function of the system. | | | | | |
| Report of Collector of State Tax (Form 170) includes tax receivable adjustments (levies), homestead credit adjustments, tax collections, refunds, homeowner's tax credits, penalty, interest, and service charges for both current and prior years. The Public Debt – Report of Collectors of State Taxes should be signed and dated by the Collector of State Taxes. | | | | | | | | |
| 9 POLICY ON ACCESS AND USE - Explain | or attach copy | if established in writing. | | | | | | |
| Access limited to authorized users. Authorized taxpayer inquiries. | Access limited to authorized users. Authorized users are generally limited to staff members requiring access for audit and or taxpayer inquiries. | | | | | | | |
| 10 UPDATING CYCLES OR CONDITIONS AN | D RULES FO | R REVISING INFORMATIO | N IN THE SYSTEM | | | | | |
| Not Applicable | | | | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA OF ensure the record's retention and usability the | | | | | | | | |
| State of Maryland servers maintained by the Information Technology Division of the Comptroller of the State of Maryland. | | | | | | | | |
| 12 RECOMMENDED RETENTION Retain paper at the Revenue Administration Center for 30 days; then destroy. Retain scans for five years; then destroy. Scans of paper are done to MSA standards. | | | | | | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER | 14 TELEP | HONE NUMBER | 15 DATE | | | | | |
| Pharita Akbhavasut | 410-260-75 | 01 | 10/13/2016 Revised: July 9, 2018 | | | | | |
| 16 TITLE OF PREPARER Manager/AM | · | | 1 | | | | | |
| DGS 550-6 (rev. 10/12) | | | | | | | | |
| | | | | | | | | |

| <u> </u> | | | 1 | |
|---|---------------------------------------|--|--|--|
| Instructions -Type or Print a separate form for | DEPARTMENT OF G | ENERAL SERV | CES | AGENCY RECORDS INVENTORY |
| each new or revised record series. Forward | RECORDS MANAG | SEMENT DIVISION | ON | İ |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Ro | ad, P.O. Box 27 | 75 | |
| | Jessup, Man | yland 20794 | | PAGE21 of30 |
| | 410-79 | 9-1930 | | |
| Department/Agency | 2. Division | | | 3. Unit |
| | | | | |
| Comptroller of Maryland | Revenue Administr | ation Division | | Revenue Accounting Section |
| , | | | | _ |
| DEFINITION: RECORD SERIES: A group of related purposes. | d records normally filed | and used as a u | nit for re | erence as well as retention and disposition |
| Record Series Title | · | | 5. Earlie: | st Year/Latest Year |
| Distribution Files | | | 20 | 04to2017 |
| 0.0 | | | | |
| Record Series Description (Briefly describe the transfer | ypes of information/docu | iments/forms for | una in thi | e series. Include the purpose or function of the |
| series.) | | | | |
| Arranged chronologically by monthly distrib | ution these files sent | ain nanara ud | ich das | ument the amount of State Taxes collected |
| from each incorporated municipality, and the | · · · · · · · · · · · · · · · · · · · | | | |
| Article, Annotated Code #2-601 - #2-612. | , amount roustributet | a to admire tto til | .v resp | |
| 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 | | | | |
| 7. Record Series Format(s) List all | 8. Record Serie | s Sequence | 9. Volume | |
| and and an area of the second | 5 | | _1/2 | |
| X Letter Size Microfilm | Alphabetica | a 1 | Number | |
| | Numerical | : | X Fite Drawer(s) | |
| Legal Size Computer Tape | | | ☐ Microfilm Reel(s) | |
| . | X Chronologic | | Computer Tape(s) | |
| Audio Tape Floppy Disk | X Cilionologic | | Other (specify) 10. Annual Accumulation | |
| Bound Book Video Tape | Geographic | l l | _1/2 | |
| | | l i | Number | |
| Other (specify) | Other (spe | cify) _ | X File Drav | wer(s) |
| | |] | Microfil | m Reel(s) |
| | | | Compu | ter Tape(s) |
| | | | Other (s | |
| 11. File is Used | | 12, File Becomes | Inactive Af | ter |
| ☐Daily ☐ Weekly ☐ Monthly ☐ Ann. | ally | 1 | = | |
| As needed | | Number X Month(s) Year(s) | | |
| · | | 30 Days | | _ |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Sort | ries Dunlica | ted Elsewhere? (If yes, specify agency or office.) |
| RAD bldg. 3rd Floor | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | |
| 10 to blog. 0 1 1001 | | X Yes No | | |
| 15. Access Restrictions (If Yes, cile Law(s) & Regulation(s) | | Scanned and stored on State of Maryland servers. 16. Audit Requirements | | |
| ☐ Yes X No | | | | |
| 169 VIII | | X None I | State F | 1 Federal ☐ Independent |
| | | X None State Federal Independent | | |
| 17. Is an Index System used? If yes, explain briefly and describe | requirements | 18. Recomm | andod C | Atention |
| | | | | |
| Yes X No | | | | Revenue Administration Center for 30 days; |
| | | | | n scans for five years; then destroy. Scans o MSA standards. |
| | | or haper are | uone (| o mon sullidards. |
| 10.11 | <u> </u> | <u> </u> | | |
| 19. Name and Title of Preparer | ļ. | ł | 21. Date | |
| Pharita Akbhavasut | 410-260-75 | 601 | 10/12/20 | 216 |
| | | | Revised | : July 9, 2018 |

| 550-1) | INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED | RECORDS M | OF GENERAL SERVICES ANAGEMENT DIVISION | ELECTRONIC RECORDS INVENTORY | | | | |
|---|--|--|--|--|--|--|--|--|
| DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes 4 ELECTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/LATEST YEAR Distribution Files 6 INPUT - Identify source of information to be entered Distribution files 7 OUTPUT - Identify the use/s of information generated by system Research taxpayer inquiries and audit inquiries. 8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Arranged chronologically by distribution, these files contain papers which document the amount of State Taxes collected from each incorporated municipality, and the amount redistributed to same as their respective share, pursuant to the Tax General Article, Annotated Code #2-601 - #2-612. 9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing. Access limited to authorized users. Authorized users are generally limited to staff members requiring access for audit and or taxpayer inquiries. 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM NA since records stored for audit and research purposes. 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. State of Maryland servers maintained by the Information Technology Division of the Comptroller of the State of Maryland. 12 RECOMMENDED RETENTION Retain paper at the Revenue Administration Center for 30 days; then destroy. Retain scans for five years; then destroy. Scans of paper are done to MSA standards. 13 TYPEO OF PRINTED NAME OF PREPARER Assistant Section Manager Returns Processing- Uncott | | JESSUP, | MARYLAND 20794 | Page 21 of 30 87 | | | | |
| DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes 4 ELECTRONIC RECORD SERIES TITLE Distribution Files 5 EARLIEST YEAR/LATEST YEAR 2004 to 2017 7 OUTPUT - Identify the use/s of information generated by system Research taxpayer inquiries and audit inquiries. 8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Arranged chronologically by distribution, these files contain papers which document the amount of State Taxes collected from each incorporated municipality, and the amount redistributed to same as their respective share, pursuant to the Tax General Article, Annotated Code #2-601 - #2-612. 9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing. Access limited to authorized users. Authorized users are generally limited to staff members requiring access for audit and or taxpayer inquiries. 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM NA since records stored for audit and research purposes. 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's reletion and usablifty throughout the record's authorized life cycle. State of Maryland servers maintained by the Information Technology Division of the Comptroller of the State of Maryland. 12 RECOMMENDED RETENTION Retain paper at the Revenue Administration Center for 30 days; then destroy. Retain scans for five years; then destroy. Scans of paper are done to MSA standards. 13 TYPED OR PRINTED NAME OF PREPARER Allocation Manager Returns Processing- Uncott | 1 DEPARTMENT/AGENCY | 2 DIVISION | | 3 UNIT | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/LATEST YEAR 2004 to 2017 6 INPUT - Identify source of Information to be entered Distribution files 8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the Information/documents/forms contained in a series. Include purpose and function of the system. Arranged chronologically by distribution, these files contain papers which document the amount of State Taxes collected from each incorporated municipality, and the amount redistributed to same as their respective share, pursuant to the Tax General Article, Annotated Code #2-601 - #2-612. 9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing. Access limited to authorized users Authorized users are generally limited to staff members requiring access for audit and or taxpayer inquiries. 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM NA since records stored for audit and research purposes. 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. State of Maryland servers maintained by the Information Technology Division of the Comptroller of the State of Maryland. 12 RECOMMENDED RETENTION Retain paper at the Revenue Administration Center for 30 days; then destroy. Retain scans for five years; then destroy. Scans of paper are done to MSA standards. 13 TYPED OR PRINTED NAME OF PEPARER Assistant Section Manager Returns Processing- Uncott | Comptroller of Maryland | Revenue Adm | inistration | Revenue Accounting Division | | | | |
| Distribution Files 2004 to 2017 6 INPUT - Identify source of information to be entered Distribution files 8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Arranged chronologically by distribution, these files contain papers which document the amount of State Taxes collected from each incorporated municipality, and the amount redistributed to same as their respective share, pursuant to the Tax General Article, Annotated Code #2-601 - #2-612. 9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. Access limited to authorized users. Authorized users are generally limited to staff members requiring access for audit and or taxpayer inquiries. 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM NA since records stored for audit and research purposes. 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. State of Maryland servers maintained by the Information Technology Division of the Comptroller of the State of Maryland. 12 RECOMMENDED RETENTION Retain paper at the Revenue Administration Center for 30 days; then destroy. Retain scans for five years; then destroy. Scans of paper are done to MSA standards. 13 TYPED OR PRINTED NAME OF PREPARER Assistant Section Manager Revised: July 9, 2018 | | | d electronically and used as a | unit for reference as well as retention | | | | |
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| taxpayer inquiries. 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM NA since records stored for audit and research purposes. 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. State of Maryland servers maintained by the Information Technology Division of the Comptroller of the State of Maryland. 12 RECOMMENDED RETENTION Retain paper at the Revenue Administration Center for 30 days; then destroy. Retain scans for five years; then destroy. Scans of paper are done to MSA standards. 13 TYPED OR PRINTED NAME OF PREPARER William Blum 14 TELEPHONE NUMBER 410-260-7252 16 TITLE OF PREPARER Assistant Section Manager Returns Processing- Uncott | 9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. | | | | | | | |
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| 12 RECOMMENDED RETENTION Retain paper at the Revenue Administration Center for 30 days; then destroy. Retain scans for five years; then destroy. Scans of paper are done to MSA standards. 13 TYPED OR PRINTED NAME OF PREPARER William Blum 14 TELEPHONE NUMBER 410-260-7252 15 DATE 4/22/17 Revised: July 9, 2018 16 TITLE OF PREPARER Assistant Section Manager Returns Processing- Uncott | | | | | | | | |
| Retain paper at the Revenue Administration Center for 30 days; then destroy. Retain scans for five years; then destroy. Scans of paper are done to MSA standards. 13 TYPED OR PRINTED NAME OF PREPARER William Blum 15 DATE 4/22/17 Revised: July 9, 2018 16 TITLE OF PREPARER Assistant Section Manager Returns Processing- Uncott | State of Maryland servers maintained by the | State of Maryland servers maintained by the Information Technology Division of the Comptroller of the State of Maryland. | | | | | | |
| paper are done to MSA standards. 13 TYPED OR PRINTED NAME OF PREPARER William Blum 14 TELEPHONE NUMBER Revised: July 9, 2018 410-260-7252 16 TITLE OF PREPARER Assistant Section Manager Returns Processing- Uncott | 12 RECOMMENDED RETENTION | | | | | | | |
| PREPARER William Blum 410-260-7252 Revised: July 9, 2018 At 10-260-7252 Revised: July 9, 2018 At 10-260-7252 | | | | | | | | |
| William Blum 410-260-7252 16 TITLE OF PREPARER Assistant Section Manager Returns Processing- Uncott | | 14 TELEPHO | NE NUMBER | | | | | |
| Assistant Section Manager Returns Processing- Uncott | William Blum | 410-260-7252 | | , | | | | |
| DGS 550-6 (rev. 10/12) | Assistant Section Manager | | | | | | | |
| | DGS 550-6 (rev. 10/12) | | I | | | | | |

| Instructions –Type or Print a separate form for | DEPARTMENT OF G | SENEDAL SED | NUCES | AGENCY RECORDS INVENTORY | |
|---|------------------------|------------------|-------------------|---|--|
| each new or revised record series. Forward | RECORDS MANAGE | • | | જ ઈ | |
| | | | | | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Re | • | 2/5 | page22 of30 | |
| | Jessup, Maryland 20794 | | | PAGE22 OF50 | |
| | | 99-1930 | | - | |
| Department/Agency | 2. Division | | | 3. Unit | |
| | | | | | |
| Comptroller of Maryland | Revenue Administr | ration Divisio | n | Revenue Accounting Section | |
| | | | | | |
| DEFINITION: RECORD SERIES: A group of related purposes. | records normally filed | and used as a | unit for re | ference as well as retention and disposition | |
| 4. Record Series Title | | | 5. Earlie: | st Year/Latest Year | |
| Accounting Records | | | 20 | 004to2017 | |
| | | | | | |
| 6. Record Series Description (Briefly describe the ty | pes of information/doc | uments/forms for | ound in th | e series. Include the purpose or function of the | |
| series.) | | | | | |
| Accounting Records for Alcohol and Tobacco Tax | | | | ٠ | |
| 11-1 Record of Escrow Deposit and Subsequent T 11-2 Record of Permits Issued | ransiers | | | | |
| 11-2 Record of Permits Issued 13 Deposit Summary | | | | | |
| 13-1 Detail of Deposit Summary | | | | | |
| 418 Cash Receipt | | | | | |
| | | | | | |
| 7. Record Series Format(s) List all | B. Record Serie | s Sequence | 9. Volume | | |
| | 1 | ì | _6 | | |
| X Letter Size Microfilm | ☐ Alphabetica | J . | . Number | | |
| _ | C | f | X File Drawer(s) | | |
| ☐ Legal Size ☐ Computer Tape | Numerical | ŀ | Microfilm Reel(s) | | |
| | Chronologi | cal | Compu | ler Tape(s) | |
| Audio Tape | - ' | Ŀ | Other (s | pecify) | |
| ☐ Bound Book ☐ Video Tape | ☐ Geographic | al J | | Accumulation . | |
| Bound Book Video Tape | | | _3 Number | | |
| Other (specify) | X Other (speci | ** | | · · | |
| | By date and lax | year | X File Drav | , · | |
| | | - 1 | Microfile Comput | | |
| • | | | Other (s | • • • • | |
| 11. File is Used | · | 12. File Become | | ·· | |
| • | , | 3 | | | |
| ☐Daily ☐ Weekly X Monthly ☐ Annually | , | | | | |
| | , | Number | □× | Month(s) X Year(s) | |
| | | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Se | eries Duplical | ed Elsewhere? (If yes, specify agency or office.) | |
| RAD bldg. 3rd Floor | | X Yes | | | |
| | , | | No Decoder | Mandand conjug | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requi | | Maryland servers. | |
| • | | . J. Frank Hedus | | | |
| ☐ Yes X No | • | | (Sinta F | Sectoral C Independent | |
| | | L None 7 | ∠ ⊃raie [| Federal Independent | |
| | | <u> </u> | | | |
| 17. Is an Index System used? If yes, explain briefly and describe rec | quirements | 18. Recomm | | | |
| Yes X No | | | | Administration Center for 3 years and until all | |
| | | | | we been met; then destroy. Documents are | |
| (O.N) (Till (D. | | scanned to | | | |
| 19. Name and Title of Preparer | | one Number | 21. Date | · ' | |
| Pharita Akbhavasut | 410-260-75 | 01 | 10/12/20 | 16 | |
| | l. | t | On the state of | 14 1 22 2242 | |

| INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02 | RECORDS 7275 WAT | RTMENT OF GENERAL SERVICES MANAGEMENT DIVISION FERLOO ROAD, P.O. BOX 275 JP, MARYLAND 20794 | Page22 of30 | | | |
|---|-----------------------|---|--|--|--|--|
| | | (410) 799-1930 | 81 | | | |
| 1 DEPARTMENT/AGENCY | 2 DIVISI | ON | 3 UNIT | | | |
| Comptroller of Maryland | Revenue / Departme | Administration nt | Revenue Accounting division | | | |
| DEFINITION - Record Series - A group of related r and disposition purp | | d electronically and used as a | unit for reference as well as retention | | | |
| 4 ELECTRONIC RECORD SERIES TITLE | | | 5 EARLIEST YEAR/LATEST YEAR | | | |
| Accounting Records | , | · | 2004 and 2017 | | | |
| 6 INPUT - Identify source of information to be en | ntered | 7 OUTPUT - Identify the system | use/s of information generated by | | | |
| Accounting Records for Alcohol and Tobacco Tax | | Research taxpayer inquir | ies and audit inquiries. | | | |
| 8 ELECTRONIC RECORD SERIES DESCRIPTION | | fly describe the information ained in a series. Include p | /documents/forms purpose and function of the system. | | | |
| 11-1 Record of Escrow Deposit and Subsequent Transfers 11-2 Record of Permits Issued 13 Deposit Summary 13-1 Detail of Deposit Summary 418 Cash Receipt | | | | | | |
| 9 POLICY ON ACCESS AND USE - Explain or | attach copy | if established in writing. | | | | |
| Access limited to authorized users. Authorized us taxpayer inquiries. | ers are gen | erally limited to staff memb | pers requiring access for audit and or | | | |
| · | | | | | | |
| 10 UPDATING CYCLES OR CONDITIONS AND | RULES FO | R REVISING INFORMATION | ON IN THE SYSTEM | | | |
| Not Applicable | | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. | | | | | | |
| State of Maryland servers maintained by the Information Technology Division of the Comptroller of the State of Maryland. | | | | | | |
| 12 RECOMMENDED RETENTION | | | | | | |
| Retain at the Revenue Administration Center for the 13 TYPED OR PRINTED NAME OF | | | ^ | | | |
| PREPARER | | PHONE NUMBER | 15 DATE | | | |
| Pharita Akbhavasut | 410-260-7 | 501 | 10/13/2016 Revised: March 28, 2017 | | | |
| 16 TITLE OF PREPARER Manager/AM | | | | | | |
| DGS 550-6 (rev. 10/12) | | | | | | |

| <u> </u> | | | | | | |
|--|-----------------------|-------------------|--|---|--|--|
| Instructions –Type or Print a separate form for | DEPARTMENT OF | GENERAL SEL | DVICES | VICES AGENCY RECORDS INVENTORY | | |
| each new or revised record series. Forward | RECORDS MAN | | | 0.0 | | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo | | | 90 | | |
| With the service with t | | aryland 20794 | 2.0 | page22 of30 | | |
| · | • | -799-1930 | | | | |
| Department/Agency | 2. Division | | | 3. Unit | | |
| | | | | | | |
| Comptroller of Maryland | Revenue Adminis | stration Division | on | Revenue Accounting Section | | |
| · | | | | | | |
| DEFINITION: RECORD SERIES: A group of related | records normally file | d and used as a | unit for re | ference as well as retention and disposition | | |
| purposes. 4. Record Series Title | | | E Fortio | st Year/Latest Year | | |
| Accounting Records-Motor Fuel Tax | | | | | | |
| | · | | | 004to2017 | | |
| 6. Record Series Description (Briefly describe the ty | • | | | · ' | | |
| series.) This record includes all Standard State | e accounting form | s as well as ot | her acco | unting media which provide supporting data | | |
| in the special and general accounting records | . The series includ | les any report | , printout, | schedule and other supporting documents | | |
| that pertain to Revenue and expenditures. | | | | | | |
| A. <u>Deposit Documentation Forms</u> Deposit Slips | | iture Documentat | ion Forms | | | |
| Certificates of Deposit | Budget | Information | | · | | |
| Batch control sheets | Expend | iture Projections | | | | |
| Deposit summaries Deposit reconciliations | | | | | | |
| Stars reports/printouts | | | | - | | |
| 7. Record Series Format(s) List all | 8. Record S | ries Sequence | 9. Volume | | | |
| , | | | _6 | | | |
| X Letter Size Microfilm | Alphabet | ical | Number | | | |
| | ☐ Numeric | al | X File Dra | wer(s) | | |
| Legal Size Computer Tape | | | Microfi | * * | | |
| Audio Tape | Chronological | | Computer Tape(s) | | | |
| | ☐ Geograp | hical | 10. Annual Accumulation | | | |
| Bound Book Video Tape | | | _3 | | | |
| Other (specify) | X Other (sp | ecify) | Number | | | |
| | By date and | tax year | X File Drawer(s) | | | |
| · · · · · · · · · · · · · · · · · · · | | | Computer Tape(s) | | | |
| , | İ | | Other (specify) | | | |
| 11. File is Used | | 12. File Becom | es Inactive Af | ler | | |
| | | 3_ | | a | | |
| ☐Daily ☐ Weekly X Monthly ☐ Annuall | у | Number | | | | |
| | | | ٠ | J. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. | | |
| 13. Current Location(s) (Bldg., Floor, Room) | <u></u> | 14 Is Record | Series Duolica | ted Elsewhere? (If was specify agency or office \ | | |
| RAD bldg. 3rd Floor | | li | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | |
| TOAD Bldg. 3° Tiloti | | Yes | X No | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Req | 16. Audit Requirements | | | |
| ☐ Yes X No | | | | | | |
| | | | X State | Federal Independent | | |
| | | | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe re | quirements | 18. Recom | mended F | etention | | |
| ☐ Yes X No | | | | iministration for 3 years and until all audit | | |
| | | | | en met; then destroy. Documents are scanned to | | |
| 10 Name and Title of Property | 20.72 | MSA stand | | | | |
| 19. Name and Title of Preparer | • | hone Number | 21. Date | | | |
| Pharita Akbhavasut | 410-260- | 7301 | 10/12/20 | | | |
| , | | | Kevised | : March 28, 2018 | | |

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|--|--|----------------------|--|--|--|--|--|
| Instructions -Type or Print a separate form for | DEPARTMENT OF GENERAL SERV | | | RVICES | AGENCY RECORDS INVENTORY | | |
| each new or revised record series. Forward | REC | ORDS MANA | GEMENT DIVI | SION | 91 | | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. Box 275 | | | | | | |
| , married (200 co. 1,) | Jessup, Maryland 20794 410-799-1930 | | | | PAGE23 OF30 | | |
| Department/Agency | 2. Divisi | | | | 3. Unit | | |
| Comptroller of Maryland | Reven | ue Administ | ration Divisio | on | Revenue Accounting Section | | |
| 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 | - | | | 5. Earlie | st Year/Latest Year | | |
| Accounting Records-Motor Fuel Tax | | | | 20 | 004to2017 | | |
| 6. Record Series Description (Briefly describe the t | types of in | formation/doc | uments/forms | found in th | e series. Include the purpose or function of the | | |
| series.) This record includes all Standard Sta | ite accou | nting forms | as well as ot | her accou | ınting media which provide supporting data | | |
| in the special and general accounting record | ls. The se | eries include | s any report, | printout, | schedule and other supporting documents | | |
| that pertain to Revenue and expenditures. | | | | | | | |
| C. Fiscal Year End Close Out Schedules and Su Documentation | ipporting | D <u>. Payroll R</u> | Registers, Excep | tion Time R | eports and Supporting Documentation | | |
| 7. Record Series Format(s) List all | | 8. Record Serie | es Sequence | 9. Volume | | | |
| X Letter Size | | Alphabetica | al . | Number | | | |
| Legal Size Computer Tape | | ☐ Numerical | | X File Drawer(s) Microfilm Reel(s) | | | |
| ☐ Audio Tape ☐ Floppy Disk | | Chronolog | ical | ☐ Compu ☐Other (s | ter Tape(s) | | |
| Bound Book Video Tape | ☐ Geographica | | çal | 10. Annual _3 | Accumulation | | |
| Other (specify) | | X Other (spec | cify) _ | Number | | | |
| | | By date and tag | | | m Reel(s) | | |
| | | | | _ | ter Tape(s) | | |
| · | | | | Other (s | | | |
| 11. File is Used | | | 12. File Becom | es Inactive Af | der | | |
| • | | | 5_ | <u></u> - | | | |
| ☐Daily ☐ Weekly X Monthly ☐ Annua | ılly | | Number | | onth(s) X Year(s) | | |
| | | · | | | S. (63(6) | | |
| 13. Current Location(s) (Bldg., Floor, Room) | .,, | _ | 14. Is Record Series Duplicated Etsewhere? (If yes, specify agency or office.) | | | | |
| RAD bldg. 3rd Floor | | | ∏Yes X No | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audit Requirements | | | | |
| Yes X No | | | | | | | |
| | | | None X State ☐ Federal ☐ Independent | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe r | requirements | <u> </u> | 18. Recom | mended F | etention | | |
| ☐ Yes X No | | | | n at Revenue Administration for 5 years and until all audit rements have been met; then destroy. | | | |
| 19. Name and Title of Preparer | | 20. Telepho | one Number | 21. Date | | | |
| Pharita Akbhavasut | | 410-260-75 | | 10/12/20 | | | |
| | | | • | 10/12/2010 Revised: March 28, 2018 | | | |

| 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 | | | AGENCY RECORDS INVENTORY 9.2. PAGE OF30 | | |
|--|--|--|--|--|--|--|
| | | 99-1930 | | A 14 7 | | |
| Department/Agency | 2. Division | | | 3. Unit | | |
| Comptroller Office | Revenue Adminis | stration Div | ision | Revenue Accounting Section | | |
| 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 | | | 5 Fadie | st Year/Latest Year | | |
| | | | | • | | |
| Cash receipts/Fuel Tax Returns Records | | | 2013_ | to _2017 | | |
| | | | | | | |
| 6. Record Series Description (Briefly describe the t | :ypes of information/doc | uments/forms | found in th | e series. Include the purpose or function of the | | |
| series.) Dealer monthly tax return reporting purcha | ased fuels. | | | | | |
| 1 | | | | | | |
| | | | | • | | |
| 7. Record Series Format(s) List all | 8. Record Seri | es Sequence | 9. Volume | <u> </u> | | |
| 7. Record Series Formatis) Ost an | V. NEWIG COM | es padranes | 5. Volume 5 | | | |
| Letter Size Microfilm | ☐ Alphabelica | al | Number | | | |
| <u> </u> | | | File Drawer(s) | | | |
| Legal Size . Computer Tape | Numerical | | ☐ Microfilm Reet(s) ☐ Computer Tape(s) | | | |
| │ │ | Chronological | | Other (specify) | | | |
| | | | 10. Annual Accumulation | | | |
| Bound Book Video Tape | ☐ Geographi | cal | 2 | | | |
| 5 24 - 4 - 24 - 4 | | | Number | | | |
| Other (specify) | Other (spe | | File Dr | | | |
| | | . , , , , , | · = | nn reens) ter Tape(s) | | |
| | } | | I = ' | pecify) | | |
| <u> </u> | | n | | <u> </u> | | |
| 11. File is Used | | 12. File Becom | es Inactive A | ter . | | |
| ☐ Daily ☐ Weekly ■ Monthly ☐ Ann | iually | <u> 3</u> | | | | |
| | , | Number | | Moπth(s) | | |
| | | | | | | |
| 13. Current Location(s) (Bidg., Floor, Room) | | 14 to Pacord 9 | Dunties | His control of the co | | |
| , · · · · · · · · · · · · · · · · · · · | · | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | | |
| RAD, 3 th , 301 | | T res IIIno | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requ | uirements | | | |
| ☐ Yes ■ No | | <u> </u> | | · · | | |
| | | ☐ None | State [| Federal Independent | | |
| - | | | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe r | requirements | 19 Petain | for 1 year | then transfer to the State Records Center for 3 | | |
| Yes No | | li . | | then figures to the state versus center for s | | |
| | | years; then | destroy. | | | |
| | <u> </u> | <u> </u> | | <u> </u> | | |
| 19. Name and Title of Preparer | 20. Telepho | one Number | 21. Date | ı | | |
| James Pasko, Manager | 410-260-75 | 521 | April 3, 2 | 2017 | | |
| | | | Revised | March 29, 2018 | | |

| <u> </u> | | _= | | | | |
|--|--|--|--|--|--|--|
| Instructions –Type or Print a separate form for | DEPARTME | ENT OF G | ENERAL SEF | RVICES | AGENCY RECORDS INVENTORY | |
| each new or revised record series. Forward | RECORDS MANAGEMENT DIVISION | | | SION | 9.3 | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. Box 275 | | | 275 | PAGE24 OF30 | |
| · | Jessup, Maryland 20794 410-799-1930 | | | , | | |
| Department/Agency | 2. Division | 410-735 | - 1930 | | 3. Unit | |
| . , , | | | | | , | |
| Comptroller Office | Revenue / | Adminis | tration Divi | ision | Revenue Accounting Section | |
| 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 | | | | 5. Earlie | st Year/Latest Year | |
| IFTA Bank Reconciliation | | | | 2013 | to _2017 | |
| | | <u>. </u> | <u> </u> | | | |
| 6. Record Series Description (Briefly describe the ty | pes of informa | ation/docu | ments/forms | found in th | e series. Include the purpose or function of the | |
| series.) Deposits of motor fuel driver repor | ted mileage | and pu | rchases. | | | |
| | | | | | | |
| · | | | | | | |
| 7. Record Series Format(s) List all | 8, F | Record Series | s Sequence | 9. Volume | | |
| Letter Size Microfilm | | Alphabetical | | 6 Number | | |
| | | | : | File Drawer(s) | | |
| Legal Size Computer Tape | | Numerical | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | | |
| Audio Tape 🔲 Floppy Disk | | Chronologic | cal (monthly) | Other (specify) | | |
| El Bound Book El Mater Torre | 1_ | | | 10. Annual Accumulation | | |
| ☐ Bound Book ☐ Video Tape | " | Geographics | נפ | _3 Number | | |
| Other (specify) | | Other (speci | 1 | | awer(s) | |
| | | | Microfil | | | |
| | | | | Computer Tape(s) Other (specify) | | |
| | | | | | | |
| 11. File is Used | | | 12. File Becom | es Inactive At | ter | |
| 🔲 Daily 🔛 Weekly 🔳 Monthly 🔲 Annu | ally | II. | 3 | = | 4 n4 1 | |
| - | | | Number Month(s) Year(s) | | | |
| | | | <u> </u> | | | |
| 13. Current Location(s) (8ldg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | |
| RAD, 3 ^փ , 301 | | | ☐ Yes | No | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audit Requ | rirements | | |
| ☐ Yes No | | | | | | |
| • | | ∐ None | State | Federal Independent | | |
| | | | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe re | quirements | | | | ars and until all audit requirements have | |
| Yes No | | | been met; | been met; then destroy. | | |
| | r | | | | | |
| 19. Name and Title of Preparer | | | ne Number | 21. Date | | |
| James Pasko, Manager | 410 | 0-260-752 | 21 | April 3, 2 | | |
| | 4 | | Į. | Revised | March 20, 2018 | |

| Instructions –Type or Print a separate form for | DEPARTMENT OF | GENERAL SEF | RVICES | AGENCY RECORDS INVENTORY | | |
|---|--|--|--|--|--|--|
| each new or revised record series. Forward | RECORDS MANA | | | 94 | | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. Box 275 | | | PAGE24 OF30 | | |
| | Jessup, Maryland 20794 410-799-1930 | | | | | |
| Department/Agency | 2. Division | | _ | 3. Unit | | |
| Comptroller Office | Revenue Admini | stration Divi | ision | Revenue Accounting Section | | |
| DEFINITION: RECORD SERIES: A group of relate purposes. | d records normally filed | and used as a | unit for re | ference as well as retention and disposition | | |
| 4. Record Series | | | 5. Earlie | st Year/Latest Year | | |
| IFTA Transmittals from Maryland | | | 2013_ | to _2017 | | |
| 6. Record Series Description (Briefly describe the t | ypes of information/doc | :uments/forms t | found in th | e series. Include the purpose or function of the | | |
| series.) Driver reported Maryland fuel pure | chases driven in ot | her states. | | • | | |
| | , | • | | | | |
| | | | | | | |
| 7. Record Series Format(s) List all | 8. Record Ser | ies Sequence | 9. Volume 6 | · | | |
| ■ Letter Size | ☐ Alphabetic | al | Number | | | |
| Legal Size Computer Tape | Numerical | | File Drawer(s) Microfilm Real(s) | | | |
| | · <u>-</u> | | Computer Tape(s) | | | |
| Audio Tape Floppy Disk | Chronolog | ical (monthly) | []Other (specify) 10. Annual Accumulation | | | |
| ☐ Bound Book ☐ Video Tape | ☐ Geograph: | cat . | _3 | | | |
| Cther (specify) | Other (spe | cify) | Number | | | |
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| · . | | | Computer Tape(s) | | | |
| | | | | · · · · · · · · · · · · · · · · · · · | | |
| 11. File is Used | | 12, File Becom | es Inactive Af | ter | | |
| Daily Weekly Monthly Ann | ually | Number Month(s) Vesn(s) | | | | |
| · | | Number | <u>.</u> | ionin(s) | | |
| | | <u> </u> | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | • | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | | |
| RAD, 3th, 301 | | | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes III No | | 16. Audit Requirements | | | | |
| | | ☐ None [| State | Federal Independent | | |
| | | | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe re | equirements | 18. Recom | mended R | etention | | |
| Yes No | | 11 | - | and until all audit requirements have been | | |
| | | met; then | met; then destroy. | | | |
| 19. Name and Title of Preparer | 20 Telenh | one Number | 21. Date | | | |
| James Pasko, Manager | 410-260-7 | | April 3, 2 | | | |
| · · | | · | | : March 29, 2018 | | |

| | | | = . | | |
|--|--|---|-------------|---------------------------------|--|
| Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Comptroller Office DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series IFTA Transmittals to Maryland 6. Record Series Description (Briefly describe the taseries.) Driver reported fuel purchases in | 5. Ear 2013 lypes of information/documents/forms found in | | | st Year/Latest Year to _2017 | |
| 7. Record Series Format(s) List all Letter Size | 8. Record Series Sequence Alphabetical Numerical Chronological (monthly) Geographical Other (specify) | | 9. Volume 6 | | |
| 11. Fite is Used Daily Weekly Monthly Ann | 12. File Becomes Inactive After Number | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) RAD, 3th, 301 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No 17. Is an Index System used? If yes, explain briefly and describe r | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 16. Audit Requirements None State Federal Independent 18. Recommended Retention Retain for 3 years and until all audit requirements have been | | | | |
| 19. Name and Title of Preparer James Pasko, Manager | 20. Teleph 410-260-7 | met; then destroy. one Number 21. Date 621 April 3, 2017 Revised: March 29, 2018 | | | |

| <u></u> | | | | | | |
|--|--|-----------------|---------------------------|--|--|--|
| Instructions –Type or Print a separate form for | DEPARTMENT OF GENERAL SERVICES | | | AGENCY RECORDS INVENTORY | | |
| each new or revised record series. Forward | RECORDS MANA | | | 96 | | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo I | Road, P.O. Box | 275 | PAGE24 OF30 | | |
| | Jessup, M | aryland 20794 | - | FAUL UF JU | | |
| 4 Daniel Control | | 799-1930 | | 2 1102 | | |
| 1. Department/Agency | 2. Division | | | 3. Unit | | |
| Comptroller Office | Revenue Admin | istration Div | ision | Revenue Accounting Section | | |
| | ERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition | | | | | |
| purposes. 4. Record Series | | . <u> </u> | 5 Farlie | st Year/Latest Year | | |
| IFTA Fund Transfers | • | | 1 | to _2017 | | |
| ļ | unas of information/do | oumantalforms | | | | |
| Record Series Description (Briefly describe the trees.) | ypes or anormation/do | COMENSACITIS | ivuna in li | е зенез, инсише иле ригрозе от пинсион от ше | | |
| Transfer of funds from the IFTA deposit a | account to Maryla | nd | | | | |
| Transier of funds from the if TA deposit a | account to Maryla | ilu. | | | | |
| 7. Record Series Format(s) List all | 8. Record Se | ries Sequence | 9. Volume | | | |
| ■ Letter Size | ☐ Alphabeti | cal | 6 Number | • | | |
| | | | File Dr | File Drawer(s) | | |
| Legal Size Computer Tape | Numerica | ! | ! = | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | | |
| ☐ Audio Tape ☐ Floppy Disk | Стелою | gical (monthly) | 1 = ' | Other (specify) | | |
| ☐ Bound Book ☐ Video Tape | ☐ Geograpi | nical | 10, Annual _3 | 10. Annual Accumulation | | |
| | | | Number | | | |
| Other (specify) | Other (specify) | | ı □ | File Drawer(s) Microfilm Reel(s) | | |
| | | | Compu | Computer Tape(s) | | |
| | | | Other (s | Other (specify) | | |
| 11, File is Used | | 12, File Becon | es Inactive After | | | |
| Daily Weekly 🔳 Monthly 🗍 Ann | ually | 3 | = _ | | | |
| | | Number · | <u>ا</u> | fonth(s) Year(s) | | |
| | | | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 1 _ | | ted Elsewhere? (If yes, specify agency or office.) | | |
| RAD, 3th, 301 | ٠ | Yes | No | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Req | 16. Audit Requirements | | | |
| Yes No | [] NO | | | None State Federal Independent | | |
| · | . I None | | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe re | equirements | 18 Pecce | 18. Recommended Retention | | | |
| ☐ Yes ■No | | 1 | | and until all audit requirements have been | | |
| | | met; then | - | III WALL TO GRAN ON THE TO DOOR | | |
| · ` | | | - | | | |
| 19. Name and Title of Preparer | 20. Telepl | none Number | 21. Date | • | | |
| James Pasko, Manager | 410-260-7 | 7521 | April 3, 2 | • | | |
| | | | Revised | : March 29, 2018 | | |

| INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02 | RECORDS M 7275 WATERL JESSUP, | OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930 | Page24 of3097 | | | | |
|---|-------------------------------------|--|---|--|--|--|--|
| 1 DEPARTMENT/AGENCY | 2 DIVISION | | 3 UNIT | | | | |
| Comptroller of Maryland | Revenue Adm | inistration Department | Revenue Accounting division | | | | |
| DEFINITION - Record Series - A group of rel and disposition | | d electronically and used as a | unit for reference as well as retention | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE | | | 5 EARLIEST YEAR/LATEST YEAR | | | | |
| Daily Remittance Processing Documents | | | 2013 and 2017 | | | | |
| 6 INPUT - Identify source of information to | be entered | 7 OUTPUT - Identify the system | use/s of information generated by | | | | |
| MW506 Employers Return of Income Tax W DEP Individual Declaration of Estimated Tax Fiduciary Declaration of Estimated Tax, Sale Return, Tire Fee Return, all Tax Bill Paymen | ies and audit inquiries. | | | | | | |
| 8 ELECTRONIC RECORD SERIES DESCR | | fly describe the information ained in a series. Include | /documents/forms purpose and function of the system. | | | | |
| 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. | | | | | | | |
| 9 POLICY ON ACCESS AND USE - Expla | in or attach copy | if established in writing. | | | | | |
| Access limited to authorized users. Authorize taxpayer inquiries. | ed users are gen | erally limited to staff memb | pers requiring access for audit and or | | | | |
| 10 UPDATING CYCLES OR CONDITIONS | AND RULES FO | R REVISING INFORMATION | ON IN THE SYSTEM | | | | |
| NA, records stored for audit and research purposes 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Scanned and stored on State of Maryland servers maintained by the Information Technology Division of the Comptroller of the State of Maryland. | | | | | | | |
| 12 RECOMMENDED RETENTION Retain paper at the Revenue Administration Center sixty (60) days; then destroy. Retain scans until all audits have been completed; then destroy. Scans of paper are done to MSA standards. | | | | | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER Pharita Akbhavasut | 14 TELEPHO 410-260-7501 | NE NUMBER | 15 DATE 04/03/2017 Revised: July 9, 2018 | | | | |
| 16 TITLE OF PREPARER Manager/AM | | | | | | | |
| DGS 550-6 (rev. 10/12) | | | | | | | |
| | | _ | | | | | |

| | T | | | | | |
|--|---|-----------------|--|--|--|--|
| 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 SEI RECORDS MANAGEMENT DIVI 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 | | | SION | AGENCY RECORDS INVENTORY 98 PAGE24 OF30 | |
| Department/Agency | 2. Division | 410-799 | - 1930 | | 3. Unit | |
| Comptroller Office | Revenu | ıe Adminis | tration Divi | ision | Revenue Accounting Section | |
| DEFINITION: RECORD SERIES: A group of relate purposes. | ed records no | ormally filed a | and used as a | unit for re | ference as well as retention and disposition | |
| 4. Record Series | | | | 5. Earlie | st Year/Latest Year | |
| Daily Remittance Processing Paper Docum | ents | | | 2013_ | to _2017 | |
| 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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. | | | | | | |
| 7. Record Series Format(s) List all | | 8. Record Serie | s Sequence | 9. Volume | | |
| Letter Size | | Alphabetical | 1 | 1Number | | |
| Legal Size Computer Tape | | Numerical | ì | File Drawer(s) Microfilm Reel(s) | | |
| ☐ Audio Tape ☐ Floppy Disk | Chronological | | al | Computer Tape(s) Other (specify) | | |
| ☐ Bound Book ☐ Video Tape | | Geographic | al | 10. Annual Accumulation | | |
| Other (specify) | Other (specify) By date and tax year | | cify) | Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) | | |
| 11. File is Used | L | _ | 12. File Becom | es Inactive A | fter | |
| ☐ Daily ☐ Weekly 🔳 Monthly ☐ And | nually | | Number Month(s) Year(s) | | | |
| 12 Oursell contacts (Dide Floor Book) | | | 60 days | Sanaa Duntin | Not Floribary? Him and the second | |
| 13. Current Location(s) (Bldg., Floor, Room) RAD, 3 th , 301 | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Po No | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | Scanned and stored on State of Maryland servers. 16. Audit Requirements | | | |
| · □ Yes ■No | | | ☐ None ☐ State ☐ Federal ☐ Independent | | | |
| 17. Is an Index System used? If yes, explain briefly and describe ☐ Yes █️No | cribe requirements | | 18. Recommended Retention Retain paper at the Revenue Administration Center sixty days; then destroy. Retain scans until all audits have been completed; then destroy. Scans of paper are done to MS standards. | | Revenue Administration Center sixty (60) Retain scans until all audits have been | |
| 19. Name and Title of Preparer | | 20. Telepho | one Number | 21. Date | 3 | |
| James Pasko, Manager | | 410-260-75 | 21 | April 3, Revised | 2017 I: July 9, 2018 | |

| · | | | | | | |
|--|--|-----------------|--|-----------------------|--|--|
| 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 | | | ISION | AGENCY RECORDS INVENTORY 99 PAGE 25 OF 30 | |
| Department/Agency | 2. Divisio | | 9-1930 | | 3. Unit | |
| Comptroller Of Maryland | Revenue Administration Division | | | ision | Taxpayer Accounting Section | |
| DEFINITION: RECORD SERIES: A group of relate purposes. | of related records normally filed and used as a unit for reference as well as retention and disposition | | | | | |
| 4. Record Series Title | | . | | 5. Earlie | st Year/Latest Year | |
| Dishonored Checks | | | | 2014 | to <u>2017</u> | |
| 6. Record Series Description (Briefly describe the t | lypes of info | mation/docu | uments/forms | found in th | e series. Include the purpose or function of the | |
| series.) Checks submitted for payment of taxes w | vhich are n | ot honored b | y the financia | l institutio | n they were drawn on. | |
| | | | | | | |
| 7. Record Series Formal(s) List all | | 8. Record Serie | es Sequence | 9. Volume | | |
| ☑ Letter Size ☐ Microfilm | | Alphabelica | | _75_ ₁ | dumber . | |
| Legal Size Computer Tape | ☐ Numerical | | · | File Dr | • | |
| Audio Tape T Floppy Disk | Chronological (me | | cal (monthly) | i _ | ner Tape(s) | |
| ☐ Bound Book ☐ Video Tape | | ☐ Geographic | al | | Accumulation | |
| Other (specify) | Other (specify) | | ify) | 25 N | umber | |
| | | | | File Dr | awer(s) | |
| | | | | ☐ Microfil | m Reel(s) ter Tape(s) | |
| | | | | ⊠Other (specify Boxes | | |
| 11. File is Used | | | 12. File Becom | es Inactive Af | ler . | |
| . 🖾 Daily 🔲 Weekly 🔲 Monthly 🔲 Ann | nually | | 3 | | | |
| | | | Number | □, <i>\</i> | figurity(s) | |
| | | | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | |
| 4th Floor, Revenue Administration Center | er | | ☐ Yes ☑ No | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No | | | 16. Audit Requ | ulremients | | |
| | | | ☐ None | State [| Federal 🔀 Independent | |
| | | | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe r | requirements | | 18. Recom | mended R | elention: | |
| Yes 🔯No | | | Retain at t | the Rever | ue Administration Center for 3 years and | |
| • | | | until all au | ıdit requi | rements have been met; then destroy. | |
| 19. Name and Title of Preparer | | 20. Telepho | ne Number | 21. Date | | |
| Franklin Dorrell, Section Manager, Taxpayer Acco | ounting | 410-260-66 | | | 04/18/17 | |
| | - | | ^- ` | | March 20, 2049 | |

| 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 | | | AGENCY RECORDS INVENTORY /0 0 PAGE25 OF30 | |
|---|--|--|---|--|--|
| Department/Agency | 410-79 2. Division | • | <u> </u> | 3. Unit | |
| Comptroller Office | Revenue Adminis | stration Divi | ision | Taxpayer Accounting Section | |
| DEFINITION: RECORD SERIES: A group of related of | records normally filed | and used as a | unit for re | ference as well as retention and disposition | |
| purposes. 4. Record Series | | | 5. Earlie | st Year/Latest Year | |
| Stop Payment File | | - | 2013_ | to _2017 | |
| 6. Record Series Description (Briefly describe the type series.) Arranged alphabetically according to taxpayer also contains stop payment confirmation and A | name. This file con | | | | |
| 7. Record Series Format(s) List all | 8. Record Serie | s Sequence | 9. Volume | | |
| Letter Size | Alphabetica | , | 75 Number | | |
| Legal Size Computer Tape | ☐ Numerical | | File Drawer(s) Microfilm Reel(s) | | |
| Audio Tape Floppy Disk | Chronotogi | ca) | Computer Tape(s) Other (specify) boxes | | |
| Bound Book Video Tape | ☐ Geographic | al | 10. Annual Accumulation _25 | | |
| Other (specify) | Other (specify) | | | | |
| 11. File is Used | | 12. File Becom | es Inactive Af | ter | |
| ☐ Daily ☐ Weekly 🔳 Monthly ☐ Annual | illy | 3 Number | = | Month(s) Tear(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) RAD, 3th, 307 | | 14. Is Record S | eries Duplica | ted Elsewhere? (If yes, specify agency or office.) | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No | · | 16. Audil Requirements | | | |
| 17. Is an Index System used? If yes, explain briefly and describe required Yes No | uirements | 18. Recommended Retention Retain at the Revenue Administration Center for 1 calenda year and until audit requirements have been met; then dest | | | |
| 19. Name and Title of Preparer | 20. Telepho | ne Number | 21. Date | | |
| James Pasko, Manager | 410-260-75 | 21 | April 18, 2017 | | |

| | | | | · | | | |
|--|---|-----------------|-------------------|--|--|--|--|
| 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 | | | SION | AGENCY RECORDS INVENTORY 10) PAGE25 OF30 | | |
| 1. Department/Agency | 2. Divisio | on | | _ | 3. Unit | | |
| Comptroller Office | Revenue Administration Division | | | • | Taxpayer Accounting Section | | |
| 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 | | | | 5. Earlie | st Year/Latest Year | | |
| Forgery documents | | ٠ | | 2013 | to _2017 | | |
| , organy about the | | | | 2013_ | | | |
| 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Completed forgery affidavits which have been executed. Maintained in alphabetical order by taxpayer name. | | | | | | | |
| 7. Record Series Format(s) List all | | 8. Record Serie | es Sequence | 9. Volume | | | |
| ■ Letter Size | ľ | Alphabelica | at . | 75 Number | | | |
| Letter Size Wild Dillin | | [Apriace Co | • | Number File Drawer(s) | | | |
| Legal Size Computer Tape | | Numerical | | Microfilm Reel(s) | | | |
| ☐ Audio Tape ☐ Floppy Disk | Chronological | | ical | Computer Tape(s) Other (specify) boxes | | | |
| | | | | 10. Annual Accumulation | | | |
| ☐ Bound Book ☐ Video Tape | Geographical | | at | _25 | | | |
| Olher (specify) | | Other (spec | cify) | Number File Dra | wer(s) | | |
| | | | | ☐ Microfil | | | |
| | | | | Computer Tape(s) Other (specify)boxes | | | |
| | | | | Uner (| specify]ooxes | | |
| 11. File is Used | | | 12. File Becom | es Inactive Af | fter | | |
| ☐ Daily ☐ Weekly ☐ Monthly ☐ Ann | ually | | 3 | | | | |
| | , | | Number | □ ′ | Month(s) | | |
| | | · | 1 | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | 14. Is Record S | Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | |
| RAD, 3th, 307 | | | ☐ Yes | ■ No | , | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audit Requ | irements | | | |
| Yes No | | | 107 7 12417 (104) | | | | |
| | | | ☐ None | State [| Federal Independent | | |
| | | | | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe r | equirements | | 18. Recom | mended R | Retention | | |
| ☐ Yes IINo | | - | Retain at th | ie Revenu | e Administration Center until audit requirements | | |
| | | • | have been | met; then | destroy. | | |
| | - 1 | | <u>l:</u> | · · · · · · · · · · · · · · · · · · · | · | | |
| 19. Name and Title of Preparer | | | one Number | 21. Date | | | |
| James Pasko, Manager | | 410-260-75 | 21 | April 18, 2017 Revised: March 29, 2018 | | | |

| | | | | | | |
|---|----------------------------------|--|---|--|--|--|
| Instructions – Type or Print a separate form for each new or revised record series. Forward | DEPARTMENT OF G | | | AGENCY RECORDS INVENTORY | | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. Box 275 | | | PAGE25 OF30 | | |
| · | | yland 20794 9-1930 | | | | |
| 1. Department/Agency | 2. Division | | | 3. Unit | | |
| · | | | · | } | | |
| Comptroller Office | Revenue Adminis | stration Divi | ision | Taxpayer Accounting Section | | |
| DEFINITION: RECORD SERIES: A group of related | records normally flod | and used as a | unit for re | forence as well as retantion and disposition | | |
| purposes. | | and used as a | | | | |
| 4. Record Series | | | | st Year/Latest Year | | |
| Returned refund checks/deletion report | | • | 2013_ | to _2017 | | |
| 6. Record Series Description (Briefly describe the ty | rac of information/doc | ımante/forme 1 | found in th | a series. Include the numbers or function of the | | |
| series.) | pes of intomation/doct | amenta/IUIIIS I | ioona iii Bi | e series. Include the purpose of function of the | | |
| Reports listing refund checks that have been a | | | | | | |
| as incorrect and subsequently shredded. The | witnessed reports ar | e maintained | l in order | by date. | | |
| 7. Record Series Format(s) List all | 8. Record Serie | s Sequence | 9. Volume | | | |
| | | , | 75 | • | | |
| Letter Size Microfilm | ☐ Alphabetica | ' | Number File Drawer(s) Microfilm Reel(s) | | | |
| Legal Size Computer Tape | Numerical | , | | | | |
| ☐ Audio Tape ☐ Floppy Disk | Chronolog | ical (monthly) | | Computer Tape(s) Other (specify) boxes | | |
| | | | 10. Annual | 10. Annual Accumulation | | |
| Bound Book Video Tape | Geographic | al . | _25 Number | · | | |
| Other (specify) | Other (spec | afy) | File Dr | | | |
| | | | ☐ Microfit ☐ Compu | m Reel(s) ter Tape(s) | | |
| | | | Other (| specify) boxes | | |
| 11. File is Used | | 12. File Becom | es Inactive Af | ter | | |
| 🔲 Daily 🔲 Weekly 🔳 Monthly 🛄 Annu | ıally | 3 | | | | |
| | | Number Month(s) Year(s) | | | | |
| | | | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | | |
| RAD, 3th, 307 | | ☐ Yes ■No | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | 16. Audil Requirements | | | | |
| T tes Too | Yes No | | | Federal Independent | | |
| | | ļ, | | _ | | |
| 17. Is an Index System used? If yes, explain briefly and describe re | 18. Recom | mended R | etention | | | |
| ☐ Yes ■No | | | nue Administration Center until audit | | | |
| | | II | | been met; then destroy. | | |
| 72 | | L | <u> </u> | | | |
| 19. Name and Title of Preparer | | one Number | 21. Date | , | | |
| James Pasko, Manager | 410-260-7521 | | April 18, | . 2017 : March 29, 2018 | | |

| | <u> </u> | | | | | | |
|--|--------------------------------|-----------------|--|---|---|--|--|
| Instructions –Type or Print a separate form for | DEPARTMENT OF GENERAL SERVICES | | | RVICES | AGENCY RECORDS INVENTORY | | |
| each new or revised record series. Forward | | | GEMENT DIVI | | 103 | | |
| with Records Retention Schedule (DGS 550-1) | l i | | oad, P.O. Box | | | | |
| | Jessup, Maryland 20794 | | | | PAGE <u>26</u> OF <u>30</u> | | |
| Department/Agency | 2. Divisi | on | | | 3. Unit | | |
| Comptroller Of Maryland | Reven | ue Adminis | stration Div | ision | Taxpayer Accounting Section | | |
| DEFINITION: RECORD SERIES: A group of relate purposes. | d records | normally filed | and used as a | unit for re | ference as well as retention and disposition | | |
| 4. Record Series Title | · · · | | | 5. Earlie | st Year/Latest Year | | |
| Protective Claims Files | | | | 2012 | to <u>2017</u> | | |
| 6. Record Series Description (Briefly describe the | lypes of in | formation/doc | uments/forms | found in th | e series. Include the purpose or function of the | | |
| series.) These case files contain papers which taxpayers for protective claim due to a claim by the Comptroller. Disallowed claims may | e state for ta | ax purpos | e. Claims are either satisfied or disallowed | | | | |
| 7. Record Series Format(s) List all | | 8. Record Serie | es Sequence | 9. Volume | | | |
| ☑ Letter Size ☐ Microfilm | • | Alphabetica | al | _15_Nu | mber | | |
| ☐ Legal Size ☐ Computer Tape | | ☐ Numerical | | File Dr | | | |
| ☐ Audio Tape ☐ Floppy Disk | | ☐ Chronolog | ical | 1 = | ner Tape(s) | | |
| G Sanad Bark G Mides Torre | • | | 4 | | r (specify) Boxes | | |
| ☐ Bound Book ☐ Video-Tape | | Geographic | | 10. Annual Accumulation 3 Number | | | |
| Other (specify) | | Other (spec | city) File Orawer(s) | | | | |
| | | By date and tax | k year | ☐ Microfil | • • | | |
| | | | | I = ' | iter Tape(s) | | |
| | | <u> </u> | _ | ⊠Other (specify <u>Boxes</u> | | | |
| 11. File is Used | | | 12. File Becomes Inactive After | | | | |
| ☐ Dally ☐ Weekly ☐ Monthly ☐ Anr | nualiy | : | <u></u> 5 | | _ | | |
| | | | Number ☐ Month(s) ☑ Year(s) | | | | |
| | | | <u> </u> | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | | |
| RAD bldg., 4th Floor | | | ☐ Yes ☑ No | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | , | | 16. Audit Requirements | | | | |
| ☐ Yes ☑ No. | | | | | | | |
| • | | | None ☑ State ☐ Federal ☑ Independent . | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe | requirements | | 18. Recom | mended P | atontion | | |
| 17. Is an index system used if yes, explain briefly and describe requirements ☐ Yes ☑No | | | 1 | | have been satisfied or disallowed at the Revenue | | |
| | | | Administra | tion Cente | er for one (1) year, then four (4) years at state | | |
| | | | | records management center and until all audits have been done, then | | | |
| | | | destroy. | | | | |
| 19. Name and Title of Preparer | | 20. Telepho | ne Number | 21. Date | 3 | | |
| Franklin Dorrell, Section Manager, Taxpayer Accou | unting | 410-260-66 | | | 12/26/2017 | | |
| | | | | بينيوا | March 20, 2040 | | |

| | | | | | | | |
|--|--|-----------------|--|--|--|--|--|
| Instructions -Type or Print a separate form for | DEPARTMENT OF GENERAL SER | | | RVICES | AGENCY RECORDS INVENTORY | | |
| each new or revised record series. Forward | RECO | RDS MANA | GEMENT DIV | ISION | 104 | | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. Box 275 | | | 275 | PAGE 26 OF 30 | | |
| | Jessup, Maryland 20794 410-799-1930 | | | | PAGE <u>20</u> OF <u>30</u> | | |
| Department/Agency | 2. Divisio | | | · · · · · · · · · · · · · · · · · · · | 3. Unit | | |
| | | | | | | | |
| Comptroller Of Maryland | Revenu | ue Adminis | stration Div | ision | Taxpayer Accounting Section | | |
| DEFINITION: RECORD SERIES: A group of relate purposes. | d records n | ormally filed | and used as a | unit for re | ference as well as retention and disposition | | |
| Record Series Title | | | | 5. Earliest Year/Latest Year | | | |
| Amended Tax Returns | | | | 2012 | to 2017 | | |
| Record Series Description (Briefly describe the t | types of info | ormation/doc | uments/forms | found in th | e series. Include the purpose or function of the | | |
| series.) Amended Tax returns are filed by tax | | | | | | | |
| information shown on returns, the Amended | | | - | | _ | | |
| returns are needed by the unit only for the pe | eriod requi | ired to proc | ess the adjus | stment. | | | |
| | | | | - | | | |
| 7, Record Series Formal(s) List all | | 8. Record Serie | es Sequence | 9. Volume | | | |
| ☑ Letter Size ☐ Microfilm | | Alphabetica | al | 75 Number | | | |
| ☐ Legat Size ☐ Computer Tape | | ☐ Numericat | | File Drawer(s) | | | |
| Calendare Calendare rabe | | [] (dillense | | Microfilm Reel(s) | | | |
| Audio Tape Floppy Disk | | Chronolog | icat | ☐ Computer Tape(s) ☑Other (specify) Boxes | | | |
| │ │ ☐ Bound Book | | Geographic | cal | | Accumulation | | |
| | | | | _35_N | mber | | |
| Other (specify) | Other (spec | | Lie C | | • • | | |
| | By date and tax | | Microfi | | m Reel(s) | | |
| | İ | | - | | specify Boxes | | |
| | | | | | | | |
| 11. File is Used | | | 12. File Becom | es Inactive Al | ter | | |
| Daily ☐ Weekly ☐ Monthly ☐ Ann | nually | | 5 | | | | |
| _ | | | Number ☐ Month(s) ☒ Year(s) | | | | |
| | | | | | · | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | | |
| RAD bldg., 4th Floor | | | ☐ Yes No | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audil Requirements | | | | |
| ☐ Yes 🛛 🖾 No | | | _ | | | | |
| · | • | | | State [| Federal 🛛 Independent | | |
| | | | | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe of | requirements | | 18. Recommended Retention: | | | | |
| ☐ Yes ☑No | | | | | aue Administration Center for 1 year, then 4 | | |
| | | | | ie State R | ecords Management Center; then destroy. | | |
| 19. Name and Title of Preparer | Ţ | 20. Telepho | ne Number | 21. Date | | | |
| Franklin Dorrell, Section Manager, Taxpayer Accou | unting | 410-260-66 | ! | | | | |
| 110 200 00 | | | | Revised | : March 29, 2018 | | |

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|--|--------------------------------|-------------|--|--|--|--|--|
| Instructions – Type or Print a separate form for | DEPARTMENT OF GENERAL SERVICES | | | RVICES | AGENCY RECORDS INVENTORY | | |
| each new or revised record series. Forward | | | EMENT DIVI | | 105 | | |
| with Records Retention Schedule (DGS 550-1) | 7275 Wate | erloo Roa | ad, P.O. Box | 275 | | | |
| , | Jessup, Maryland 20794 | | | | PAGE <u>26</u> OF <u>30</u> | | |
| | | 410-799 | | | | | |
| Department/Agency | 2. Division | | | | 3. Unit | | |
| | | | | | | | |
| Comptroller Of Maryland | Revenue Ac | dminist | tration Div | ision | Taxpayer Accounting Section | | |
| | | | | | | | |
| DEFINITION: RECORD SERIES: A group of related purposes. | d records normal | lly filed a | ınd used as a | unit for re | ference as well as retention and disposition | | |
| 4. Record Series Title | | | | 5. Earlie: | st Year/Latest Year | | |
| Taxpayer Adjustment Correspondence | | | | 2010 | to <u>2017</u> | | |
| 6. Record Series Description (Briefly describe the ty | ypes of information | ion/docur | ments/forms t | found in the | e series. Include the purpose or function of the | | |
| series.) Amended Tax returns are filed by tax | payers to facili | itate adj | justments to | their ori | ginal return. In addition, to the basic | | |
| information shown on returns, the Amended l | | • | | - | s to income, deductions and credits. The | | |
| returns are needed by the unit only for the per | riod required to | o proce | ss the adjus | tment. | · | | |
| 7. Record Series Formal(s) List ell | R Rec | cord Series | Seguence | 9, Volume | | | |
| | o. Rec | -VIII JEIRS | - Sequence | o, volume | | | |
| ☑ Letter Size ☐ Microfilm | □ Ai | lphabetical | · | 5 Number | | | |
| Legal Size Computer Tape | | umerical | ļ | File Drawer(s) | | | |
| | | , | | | | | |
| Audio Tape Floppy Disk | Chronological | | al | Other (specify) | | | |
| ☐ Bound Book ☐ Video Tape | Geographical | | ı | 10. Annual Accumulation | | | |
| | | | | Num | ber , | | |
| Other (specify) | Other (specify) | | | File Orawer(s) | | | |
| | By date and tax year | | yeai | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | | | |
| · | | | | ⊠Other (specify Boxes | | | |
| | | | | | | | |
| 11. File is Used | | ĺ | 12. File Becom | es Inactive Af | er | | |
| ☐ Daily ☐ Weekly ☐ Monthly ☐ Annu | ually | - | 3 | _ | | | |
| As needed | · | ı | Number Month(s) Year(s) | | | | |
| • | | | | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | - | 14. ts Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | | |
| RAD bldg., 4th Floor | | | ☐ Yes ☑ No | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audit Requirements | | | | |
| Yes No | | | 10. Audit Requirements | | | | |
| | | | ☐ None | State | Federal 🔯 Independent | | |
| | | | | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | | | 18. Recommended Retention: | | | | |
| ☐ Yes ☑No | | | | | ue Administration Center for 1 year; then 2 | | |
| | | 11 | | rds Management Center; then destroy. | | | |
| | | | | | - · · · · · · · · · · · · · · · · · · · | | |
| 19. Name and Title of Preparer | 20. T | Telephon | ne Number | 21. Date | | | |
| Franklin Dorrell, Section Manager, Taxpayer Account | nting 410-2 | -260-662 | 9 | | 12/26/2017 | | |
| · · | | | Revised | March 29, 2018 | | | |

| | | | | AGENCY RECORDS INVENTORY | | |
|---|--|--|---|---|--|--|
| Instructions -Type or Print a separate form for each new or revised record series. Forward | DEPARTMENT OF C | | | | | |
| with Records Retention Schedule (DGS 550-1) | | | | 106 | | |
| With Necolds Neterition Schedule (BGS 330-1) | 7275 Waterloo Road, P.O. 8ox 275 Jessup, Maryland 20794 410-799-1930 | | | page <u>27</u> of <u>30</u> | | |
| Department/Agency | 2. Division | | | 3. Unit | | |
| Comptroller Of Maryland | Revenue Administration Division | | | Taxpayer Accounting Section | | |
| DEFINITION: RECORD SERIES: A group of related purposes. | unit for re | ference as well as retention and disposition | | | | |
| 4. Record Series Title | • • | | 5. Earlie | st Year/Latest Year | | |
| Motor Fuel Tax Refund Claims Records | | | 2014 | to <u>2017</u> | | |
| Record Series Description (Briefly describe the ty series.) This record series contains original cla claimed, supporting worksheets, calculations | aims for fuel tax ref | unds, original | purchas | e invoices in support of refund amount | | |
| 7. Record Series Format(s) List all | 8. Record Seri | ies Sequence | 9. Volume | • | | |
| □ Letter Size □ Microfilm | Alphabetical | | 75 Number | | | |
| | | | ☐ File Drawer(s) ☐ Microfilm Reel(s) | | | |
| Legal Size Computer Tape | Numerical | | Camputer Tape(s) | | | |
| Audio Tape Floppy Disk | ☐ Chronological | | Other (specify) Boxes | | | |
| ☐ Bound Book ☐ Video Tape | ☐ Geographi | icat | 10. Annual Accumulation 25 Number | | | |
| | |] | File Dr | | | |
| Other (specify) | Other (specify) SQ Other (sp | | Microfil | | | |
| | D, 5510 and 6 | L Compu | | ter Tape(s) | | |
| | | İ | DXIOther (s | Other (specify <u>Boxes</u> | | |
| 11. File is Used | | 12. File Become | s Inactive Af | ter | | |
| ⊠ Daily | nativ | 3 | | | | |
| Z-11, C.111511, C.111111 | | Number Month(s) Year(s) | | nonth(s) 🛛 Year(s) | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record S | I. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | |
| RAD Bldg., 4th Floor | | Yes | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements | | | | |
| ☐ Yes No | | Divers Mister Court Mister | | | | |
| | | Divora | None ⊠ State ☐ Federal ⊠ Independent | | | |
| 17. Is an Index System used? If yes, explain briefly and describe re- | quirements | 18. Recommended Retention: | | | | |
| ☐ Yes | | Retain at ti | he Reve | nue Administration Retain until all audit | | |
| | | 1 | requirements have been met; then destroy. | | | |
| 19. Name and Title of Preparer | 20. Telepho | one Number | 21. Date | | | |
| Franklin Dorrell, Section Manager, Taxpayer Accour | | j. | | 04/18/17 | | |
| <u> </u> | | | Revised: March 29, 2018 | | | |

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|---|---|-----------------|---|--|--|--|--|
| 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 | | | SION | AGENCY RECORDS INVENTORY 107 PAGE 28 OF 30 | | |
| Department/Agency | 2. Divisio | n | | | 3. Unit | | |
| Comptroller Of Maryland | Revenue Administration Division | | | ision | Taxpayer Accounting Section | | |
| 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 | | | | 5. Earlie | st Year/Latest Year | | |
| Motor Fuel Carrier Decal Credits Records | | | | 2010 | to 2017 | | |
| 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 record series contains credit forms generated from rejected decal applications. Credit forms are processed in order to issue motor carrier decals after the taxpayer has resolved all outstanding assessments/issues. This record series is maintained in a debit/credit processing date order. | | | | | | | |
| 7. Record Series Format(s) List all | ļ | 8. Record Serie | es Sequence | 9. Volume | | | |
| ☑ Letter Size ☑ Microfilm | Ė | Alphabetica | il . | 5 Number | | | |
| | ŀ | | i | ☑ File Drawer(s) ☐ Microfilm Reel(s) | | | |
| Legal Size Computer Tape | | Numerical | | Computer Tape(s) | | | |
| Audio Tape Floppy Disk | Chronological | | | 10. Annual Accumulation | | | |
| ☐ Bound Book ☐ Video Tape | | Geographic | al | 2 Number | | | |
| Other (specify) | ☐ Geographicat ☐ Other (specify) By date and tax year | | cify) | File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify | | | |
| 11. File is Used | 1 | - | 12. File Becom | es Inactive Af | ner . | | |
| ☑ Daily ☐ Weekly ☐ Monthly ☐ Annu | | | | Number Month(s) Year(s) | | | |
| 13. Current Location(s) (Bidg., Floor, Room) RAD Bidg., 4th Floor | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No | · | , | 16. Audit Requirements □ None ☑ State □ Federal ☑ Independent | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe re ☐ Yes ☑ No | ndex System used? If yes, explain briefly and describe requirements s ⊠No | | | 18. Recommended Retention: Retain at the Revenue Administration Center for 1 year, then transfer to the State Records Center for 3 years; then destroy. | | | |
| 19. Name and Title of Preparer | | 20. Telepho | ne Number | 21. Date | | | |
| Franklin Dorrell, Section Manager, Taxpayer Account | inting | 410-260-66 | | | 04/18/17 | | |
| - · · · · | | | | Revised | : March 29, 2018 | | |

| Instructions –Type or Print a separate form for | DEPARTMENT OF GENERAL SERVICES | | | RVICES | AGENCY RECORDS INVENTORY | | |
|---|--|-----------------|--|--|--|--|--|
| each new or revised record series. Forward | RECORDS MANAGEMENT DIVISION | | | | 108 | | |
| with Records Retention Schedule (DGS 550-1) | 7275 Waterloo Road, P.O. Box 275 | | | 275 | 20 20 | | |
| , | Jessup, Maryland 20794 410-799-1930 | | | | page <u>28</u> of <u>30</u> | | |
| Department/Agency | 2. Divisio | ın | | | 3. Unit | | |
| Comptroller Of Maryland | Revenue Administration Division | | | ision | Taxpayer Accounting Section | | |
| DEFINITION: RECORD SERIES: A group of related purposes. | l records r | normally filed | and used as a | unit for re | ference as well as retention and disposition | | |
| 4. Record Series Title | | | | 5. Earlie | st Year/Latest Year | | |
| Alcohol and Tobacco Tax | , | | | 2014 | to <u>2017</u> | | |
| 6. Record Series Description (Briefly describe the ty | pes of info | ormation/docu | uments/forms | found in th | e series. Include the purpose or function of the | | |
| senes.) 42 Claim for Refund-Federal Rese | ervation | alcohol and | d Tobacco | Tax Refu | and claim forms submitted by taxpayers | | |
| who are requesting refund of taxes previo | ously pai | id but not r | equired. | | | | |
| 7. Record Series Format(s) List all | | 8. Record Serie | s Sequence | 9. Volume | | | |
| ☑ Letter Size ☐ Microfilm | Alphabetical | | | | Number | | |
| The same To we district | | | | = | File Drawer(s) Microfilm Reel(s) | | |
| Legal Size Computer Tape | ☐ Numerical | | | Computer Tape(s) | | | |
| Audio Tape Floppy Disk | Chronological | | | | Other (specify) Boxes O Annual Accumulation | | |
| ☐ Bound Book ☐ Video Tape | Geographical | | al | ۱ ـ | Number | | |
| C Other (control | \$70\h. (| | 2 .0 | File On | • | | |
| Other (specify) | ☐Other (specify) By date and tax ye | | Microfilm Real(s) | | , | | |
| | | | | | pecify Boxes | | |
| | | | 1 | | | | |
| 11. File is Used | | | 12. File Becom | | ler | | |
| ☐ Daily ☐ Weekly ☐ Monthly ☐ Annua | ally | | | | | | |
| | | į | , visitios. | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | <u> </u> | · | | | | | |
| RAD Bldg., 4th Floor | | i | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audit Requirements | | | | |
| Yes No | | | None Misiale F | | Tederal ⊠Independent | | |
| | | | None ⊠ State ☐ Federal ⊠ Independent . | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe red | quirements | | 18. Recommended Retention: | | | | |
| ☐ Yes ☑No | | | Retain a | t the Re | evenue Administration until all audit | | |
| |) | | | equirements have been met; then destroy. | | | |
| 19. Name and Title of Preparer | | 20. Telepho | ne Number | 21. Date | | | |
| Franklin Dorrell, Section Manager, Taxpayer Account | nting | 410-260-66 | 29 | | 04/18/17 | | |
| | | | | Revised | : March 29, 2018 | | |

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|--|--|--------------------------|--|--|---|--|--|
| Instructions –Type or Print a separate form for each new or revised | ructions –Type or Print a separate form for each new or revised DEPARTMENT | | | AL | AGENCY RECORDS INVENTORY | | |
| record series. Forward with Records Retention Schedule (DGS | | SERV | | | 109 | | |
| 550-1) | REC | CORDS MA | NAGEMEN | т | • | | |
| | | DIVIS | _ | i | PAGE 29 OF 30 | | |
| () | | | ad, P.O. Box 275 | | | | |
| | Je | ssup, Mary 410-799 | | | | | |
| 1. Department/Agency | 2. Divisio | | 3. Unit | | | | |
| Comptroller of Maryland | Revenue | e Administr | ation Divisi | on | Taxpayer Media Section | | |
| DEFINITION: RECORD SERIES: A group of related records normally fi | led and us | sed as a un | it for refere | nce as w | vell as retention and disposition purposes | | |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year | | | | |
| Corporation/PTE Amended Tax Returns (Forms 500X a | and 510) |) and | | | 1995 to 2017 | | |
| Adjustment Batches | | | | | | | |
| Record Series Description (Briefly describe the types of information/o | focument | s/forms four | nd in the se | ries. Inc | clude the purpose or function of the series.) | | |
| -CORPORATION/PTE AMENDED TAX RETURNS (FOR | RMS 500 | OX AND 5 | 10) AND | ADJU | ISTMENT BATCHES. | | |
| -INDIVIDUAL AMENDED TAX RETURNS - NOL ONLY | | | • | | | | |
| The state of the s | | | | | | | |
| To the first that | ··· 1 | 0 Da | | 0.12.1 | | | |
| 7. Record Series Format(s) List all | | 8. Record Se Sequence | enes . | 9. Volum 160 | 9. Volume | | |
| Letter Size Microfilm | er Size Microfilm | | | Number | | | |
| Legal Size | | Alphabetical | | | Drawer(s) | | |
| · | | | | Numerical | | | |
| Audio Tape | | | | Chronological Souther (specify) BOXES | | | |
| Bound Book Video Tape | Bound Book | | | 10. Annual Accumulation | | | |
| Other (specify) | | | <u> </u> | | | | |
| ••• | | | Other (specify) Number File Drawer(s) | | | | |
| | • | | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | | | |
| | | | | nputer rape(s) er (specify) BOXES | | | |
| 11. File is Used | | . | 12. File Bec | | tive After | | |
| ☐ Daily 	☑ Weekly 	☐ Monthly 	☐ Annually | | | <u>20</u> | <u>20</u> | | | |
| Coally 2 veerly (including Amounty | | | Number | | Month(s) XYear(s) | | |
| | | | | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | | |
| RAD BUILDING 2 ND FLOOR HALLWAY | | , | Yes 💹 No | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audit Requirements | | | | |
| ☑ Yes □ No | | | | | | | |
| | | | □ None ☑ State □ Federal □ Independent | | | | |
| 17. In on Index Surfam word? If you complete highly and describe angular and | | | | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements Yes No | | | | 18. Recommended Retention | | | |
| BOXES ARE NUMBERED. BATCHES ARE ASSIGNED BOX NUMBERS. | | | 2 YEARS AT THE REVENUE ADMINISTRATION | | | | |
| | | | BUILDI | NG - | PLUS 18 YEARS AT THE STATE | | |
| | | | RECO | RDS M | IANAGEMENT CENTER; THEN DESMAY | | |
| | | <u></u> | | | | | |
| Name and Title of Preparer | | 20. Telep | phone 21. Date | | | | |
| TER GIGUERE, CPA – ASSISTANT MANAGER | | Number | | 12/2 | 9/16 | | |
| Taxpayer Accounting Section 410-260 | | | | | | | |

| 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 SEF RECORDS MANAGEMENT DIVI 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 | | | SION | AGENCY RECORDS INVENTORY // O PAGE30 OF30 | | |
|--|--|----------------------|---|---|--|--|--|
| Department/Agency | 2. Divisio | 410-7 <u>9</u> on | 9-1930 | | 3. Unit | | |
| Comptroller of Maryland | Revenue | e Administratio | on Division | | Taxpayer Service Section/Correspondence Unit | | |
| DEFINITION: RECORD SERIES: A group of related purposes. | d records r | normally filed | and used as a | d used as a unit for reference as well as retention and disposition | | | |
| 4. Record Series Title | | | | 5. Earlie | st Year/Latest Year | | |
| Taxpayer Correspondence Files | | | | 20 | 14 to <u>2017</u> | | |
| Record Series Description (Briefly describe the ty series.) Consists of original incoming correspondence and correspondence. | | | | | | | |
| Division. | | | | | | | |
| 7. Record Series Format(s) List all | | 8. Record Serie | s Sequence | 9. Volume | | | |
| X Letter Size | | Alphabetical | l | 5 Number | | | |
| X Legal Size Computer Tape | | Numerical | | x File Drawer(s) Microfilm Reel(s) | | | |
| Audio Tape | | X Chronologica | I (monthly) | Computer Tape(s) Other (specify) | | | |
| Bound Book Video Tape | Geographicat | | at | | 10. Annual Accumulation | | |
| X Other (specify)email | | Other (spec | áfy} | Number | | | |
| | | | | X File Drawer(s) Microfilm Reel(s) Computer Tape(s) | | | |
| | | | | Other (specify) | | | |
| 11. File is Used | - | | 12. File Becom | es Inactive A | fter | | |
| Daily Weekly Monthly A | ☐ Daily ☐ Weekly ☐ Monthly ☐ Annually | | Number Month(s) Year(s) 60 days | | Month(s) Year(s) | | |
| | | | 44 1 2 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) RAD Bldg., 4th floor. | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) X Yes No | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No | | | Scanned and stored on State Maryland servers 16. Audit Requirements | | | | |
| l tes X No. | | | X None State Federal Independent | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe re Yes X No | Index System used? If yes, explain briefly and describe requirements | | | 18. Recommended Retention | | | |
| | | } | Retain Copies at Revenue Administration for 60 days; then destroy. | | | | |
| | | | Retain scar | nned imag | es for 5 years then destroy. All scans are done to | | |
| | MSA | | | ards. | | | |
| 19. Name and Title of Preparer | | 20 Talaaha | no Number | 24 Date | | | |
| Michele Santucci, Manager | | 410-260-70 | one Number | 21. Date | ; ; | | |
| marcio Garidou, Mariager | | 710-200-70 | | 10/7/20 ⁻ | 16 | | |
| | | | | | : March 29, 2018 | | |

| INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02 | RECORDS M 7275 WATERL JESSUP, | OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930 | Page30 of30 | | | | | | |
|---|--|--|---|--|--|--|--|--|--|
| DEPARTMENT/AGENCY Comptroller of Maryland | 2 DIVISION Revenue Admi | nistration Division | 3 UNIT Taxpayer Service/Correspondence Unit | | | | | | |
| DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes | | | | | | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE Taxpayer Service Correspondence Fi | | 5 EARLIEST YEAR/LATEST YEAR2014TO 2017 | | | | | | | |
| 6 INPUT - Identify source of information to I | be entered | 7 OUTPUT - Identify the u | se/s of information generated by system | | | | | | |
| Taxpayer Service Correspondence | | Used to answer taxpayer | questions and research purposes | | | | | | |
| 8 ELECTRONIC RECORD SERIES DESCR | | fly describe the information ained in a series. Include p | /documents/forms ourpose and function of the system. | | | | | | |
| Consists of original incoming corresponde | ence and copie | es of outgoing correspond | dence for all tax types administered | | | | | | |
| by the Revenue Administration Division. | by the Revenue Administration Division. | | | | | | | | |
| 9 POLICY ON ACCESS AND USE - Explain | in or attach copy | if established in writing. | | | | | | | |
| Access and use is limited to the Corresponde | ence Unit becaus | se they are responsible for | handling the response or research. | | | | | | |
| 10 UPDATING CYCLES OR CONDITIONS A | AND RULES FO | R REVISING INFORMATION | ON IN THE SYSTEM | | | | | | |
| The information is not updated or revised. | | | | | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. | | | | | | | | | |
| State of Maryland servers maintained by the Information Technology Division of the Comptroller of the State of Maryland. | | | | | | | | | |
| 12 RECOMMENDED RETENTION Retain scanned images for 5 years then destroy. All scans are done to Maryland State Archives standards. | | | | | | | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER Michele Santucci | 14 TELEPHONE NUMBER 410-260-7022 15 DATE 10/7/2016 Revised: March 29, 2018 | | | | | | | | |
| 16 TITLE OF PREPARER | | | | | | | | | |
| Section Manager – Taxpayer Service | Section | | | | | | | | |
| DGS 550-6 (rev. 10/12) | | | · | | | | | | |

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