

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

Schedule No. 24637

Page 1 of 30

Agency
 COMPTROLLER OF MARYLAND

Division/Unit
 REVENUE ADMINISTRATION DIVISION

Item No.	Description	Retention
<p>This schedule supersedes Schedules 2462 & 2547 and all previously submitted schedules.</p>		
<p style="text-align: center;"><u>ADMINISTRATION</u></p>		
1.	<p><u>Bi-Weekly Time Sheets & All Related Documents</u></p> <p>Official forms which an employee submits in order to be paid for hours worked. This includes all sections of Revenue Administration.</p>	<p>Retain for three (3) calendar years and until all audits have been completed; then destroy.</p>
2.	<p><u>Payroll Records</u></p> <p>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.</p>	<p>Retain for three (3) calendar years and until all audits have been completed; then destroy</p>
3.	<p><u>Purchase Orders</u></p> <p>Copies of credit card purchases and purchases made through ADPICS (Advanced Purchasing and Inventory Control System).</p>	<p>Retain at the Revenue Administration Center for five (5) calendar years and until all audits have been completed; then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative.
 Date _____
 Signature Wayne P. Green
 Typed Name Wayne P. Green
 Title Director, Rev. Admin. Div.

Schedule Authorized by State Archivist
 Date 8-29-18
 Signature Timothy D. Boh

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

Schedule No. 2437

Page 2 of 30

Agency: COMPTROLLER OF MARYLAND Division/Unit: REVENUE ADMINISTRATION DIVISION

Item No.	Description	Retention
4.	<u>Visitor Logs</u> 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.

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

Schedule No. 2437

Page 3 of 30

Agency

COMPTROLLER OF MARYLAND

Division/Unit

REVENUE ADMINISTRATION DIVISION

Item
No.

Description

Retention

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.

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

Schedule No. 2837

Page 4 of 30

Agency

COMPTROLLER OF MARYLAND

Division/Unit

REVENUE ADMINISTRATION DIVISION

Item No.	Description	Retention
<u>ELECTRONIC TAX PROCESSING</u>		
6.	<p><u>SMART (State of Maryland Tax System) Batch Processing Control Reports</u></p> <p>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.</p>	Retain until all audits have been done; then destroy.
7.	<p><u>Project Notes & Files/System Enhancement Documentation</u></p> <p>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).</p>	Retain at the Revenue Administration Center until project is done/canceled and until all audits have been completed; then destroy.
8.	<p><u>Code Table Signoff Request (Electronic)</u></p> <p>Arranged by Table ID and date, shows changes made to table and who requested them and when.</p>	Retain at the Revenue Administration Center until all audits have been completed; then destroy.
9.	<p><u>Motor Fuel Tax Returns</u></p> <p>Paper Motor Fuel Returns.</p>	<p>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.</p> <p>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.</p>

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

Schedule No. 2837

Page 5 of 30

Agency COMPTROLLER OF MARYLAND	Division/Unit REVENUE ADMINISTRATION DIVISION
--	---

Item No.	Description	Retention
10.	<p><u>ACF2 Reports</u></p> <p>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.</p>	Retain at the Revenue Administration Center until all audits have been completed; then destroy.
11.	<p><u>Taxpayer Response Forms</u></p> <p>These forms are written record of all phone calls received from taxpayers or tax preparers regarding the receipt and processing of electronic returns.</p>	Retain at the Revenue Administration Center for 1 year and until all audits have been completed; then destroy.
12.	<p><u>Daily Run Reports</u></p> <p>These reports list the DLN's (Document Location Number) and numbers of electronic returns retrieved and formatted for processing into the accounting system daily.</p>	Retained at the Revenue Administration Center for 1 year and until all audits have been completed; then destroy.
13.	<p><u>EL-101</u></p> <p>Declaration document and signature authorization for an electronically filed return by an electronic return originator (ERO) filing on behalf of a taxpayer.</p>	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.

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

Schedule No. 2837

Page 6 of 30

Agency COMPTROLLER OF MARYLAND	Division/Unit REVENUE ADMINISTRATION DIVISION
--	---

Item No.	Description	Retention
14.	<p><u>Wage Data</u></p> <p>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.</p>	<p>Sent for destruction/incineration one (1) year after data is extracted and sent to mainframe. Remains on mainframe for seven (7) years; then destroy.</p>
15.	<p><u>Motor Carrier and IFTA (International Fuel Tax Agreement) Processing Requests (Job Request Transmittals)</u></p> <p>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.</p>	<p>Retain for 7 years and until all audit requirements have been met; then destroy.</p>

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

Schedule No. 2837

Page 7 of 30

Agency COMPTROLLER OF MARYLAND	Division/Unit REVENUE ADMINISTRATION DIVISION
--	---

**Item
No.**

Description

Retention

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.

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.

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

Schedule No. 2837

Page 8 of 30

Agency COMPTROLLER OF MARYLAND	Division/Unit REVENUE ADMINISTRATION DIVISION
--	---

Item No.	Description	Retention
<u>LEGAL SECTION</u>		
18.	<p><u>Hearings and Appeals Files Including Hearings Notices</u> 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.</p>	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.	<p><u>Litigation Files for all tax types other than Estate Tax (e.g. Income, Sales and Use)</u> 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.</p>	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.	<p><u>Requests for Tax Information, including Court Orders, Lists of Approved Recipients and Copies of Information Released</u></p>	Retain files at Revenue Administration Center for five (5) years; then destroy.
21.	<p><u>Renewal Applications for Sales and Use Tax Exemption Certificates</u> Applications and supporting documents for Renewal of Sales and Use Tax Exemption Certificates.</p>	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.

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

Schedule No. 2837

Page 9 of 30

Agency COMPTROLLER OF MARYLAND	Division/Unit REVENUE ADMINISTRATION DIVISION
--	---

Item No.	Description	Retention
	<u>LEGAL SECTION (CONTINUED)</u>	
21a.	<u>Copies of Renewal Exemption Certificates</u> 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.	<u>Regular Applications for Sales and Use Tax Exemption Certificates</u> 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.	<u>Correspondence Files for Income Tax and Sales and Use Tax</u> 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.

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

Schedule No. 2837

Page 9a of 30

Agency COMPTROLLER OF MARYLAND	Division/Unit REVENUE ADMINISTRATION DIVISION
--	---

Item No.	Description	Retention
	<u>LEGAL SECTION (CONTINUED)</u>	
24.	<u>Application for Certificate of Exemption on Non-Resident Sales of Real Property with Disposition and Copies of and Exemption Certification, if Issued</u>	Retain all files at Revenue Administration Center for (2) years; then transfer to the State Records Center for 3 years; then destroy.
25.	<u>Written Request for Duplicate Sales and Use Tax Exemption Certificates</u>	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.
25a.	<u>Duplicate Applications for Sales and Use Tax Exemption Certificates</u>	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.	<u>Copies of Duplicate Exemption Certificates</u>	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.

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

Schedule No. 2837

Page 10 of 30

Agency COMPTROLLER OF MARYLAND	Division/Unit REVENUE ADMINISTRATION DIVISION
--	---

Item No.	Description	Retention
	<u>PROCESSING CONTROL SECTION</u> <u>Alcohol and Tobacco Tax</u>	
26.	<u>Refunds</u> 1 Sacramental Wine Refund Claim 1-1 Claim for Refund	Retain at Revenue Administration center for 1 year, then 2 years at State Record Management Center and until all audits have been completed; then destroy.
27.	<u>Tax Returns and Reports (Beer) (Distilled Spirits and Wine)</u>	
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.
B.	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.	<u>Tobacco Tax Return and Reports</u> 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.

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

Schedule No. 2837

Page 11 of 30

Agency COMPTROLLER OF MARYLAND	Division/Unit REVENUE ADMINISTRATION DIVISION
--	---

Item No.	Description	Retention
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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.

QRDT (Questionable Returns Detection Team)

29.

Review of QRDT 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.

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

Schedule No. 2837

Page 12 of 30

Agency

COMPTROLLER OF MARYLAND

Division/Unit

REVENUE ADMINISTRATION DIVISION

Item No.	Description	Retention
<u>PROCESSING CONTROL SECTION (CONTINUED)</u>		
30.	<p><u>QRDT Reports</u></p> <p>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.</p>	Retain at the Revenue Administration Center until completion of all audits; then destroy.
31.	<p><u>Fraudulent Returns</u></p> <p>These are original returns that have been pulled from the original imaged batches and retained for further reference or court subpoenas.</p>	Retain for three (3) years and until all administrative value has ceased, then the Questionable Returns Detection Team Manager will destroy.
32.	<p><u>Case Review Board and Attorney General Referral Files</u></p> <p>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.</p>	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.	<p><u>Questionable Case History Files</u></p> <p>These files are original log sheets that are filled out for each return that has been identified as fraudulent.</p>	Retain at the Revenue Administration Center until all audits have been completed; then destroy.

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

Schedule No.2837

Page 13 of 30

Agency

COMPTROLLER OF MARYLAND

Division/Unit

REVENUE ADMINISTRATION DIVISION

Item No.

Description

Retention

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.

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

Schedule No. 2837

Page 14 of 30

Agency COMPTROLLER OF MARYLAND	Division/Unit REVENUE ADMINISTRATION DIVISION
--	---

Item No.	Description	Retention
<u>RETURNS PROCESSING SECTION</u>		
38.	<p><u>Employer Return of Income Tax Withheld-MW506</u> Paper returns submitted by employers showing the total tax, with adjustments, withheld from each employee's salary during the reporting period.</p>	Retain at the Revenue Administration Center for 60 days; then destroy.
39.	<p><u>Individual, Pass Through Entity, Fiduciary and Corporation Declaration of Estimated Tax – 502D, 510D, 504D, and 500D</u> 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.</p>	Retain at the Revenue Administration Center for 60 days; then destroy.
40.	<p><u>Individual Pass Through Entity and Fiduciary Estimated Tax Vouchers – 502DEP, 510DEP, and 504DEP</u> 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.</p>	Retain at the Revenue Administration Center for 60 days; then destroy.

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

Schedule No. 2837

Page 15 of 30

Agency COMPTROLLER OF MARYLAND	Division/Unit REVENUE ADMINISTRATION DIVISION
--	---

Item No.	Description	Retention
<u>RETURNS PROCESSING SECTION (CONT'D)</u>		
41.	<p><u>Corporation Income Tax Returns – Form 500</u></p> <p>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.</p>	Retain at the Revenue Administration Center for 60 days; then destroy.
42.	<p><u>Withholding Tax Statements (W2 forms)</u></p> <p>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.</p>	Retain at the Revenue Administration Center for 60 days; then destroy.
43.	<p><u>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</u></p> <p>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 statutes to file such a return.</p>	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.

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

Schedule No. 2837

Page 16 of 30

Agency COMPTROLLER OF MARYLAND	Division/Unit REVENUE ADMINISTRATION DIVISION
--	---

Item No.	Description	Retention
<u>RETURNS PROCESSING SECTION (CONT'D)</u>		
44.	<p><u>Applications for Extensions of Time (500E, 502E, 510# and 504E) Paper</u></p> <p>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.</p>	<p>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.</p>
45.	<p><u>Pass Through Entity Returns (510)</u></p> <p>Consists of the annual tax returns filed by each pass through entity having income allocable under the provisions of the Annotated Code of Maryland.</p>	<p>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.</p>
46.	<p><u>MW508 Employer's Annual Reconciliation of Income Tax Withheld</u></p> <p>Amount of tax paid by the employer on behalf of the employees.</p>	<p>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.</p>
47.	<p><u>Sales and Use Tax Reports</u></p> <p>Returns submitted by businesses in Maryland to pay the Sales and Use Tax.</p>	<p>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.</p>

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

Schedule No. 2837

Page 17 of 30

Agency COMPTROLLER OF MARYLAND	Division/Unit REVENUE ADMINISTRATION DIVISION
--	---

Item No.	Description	Retention
<u>RETURNS PROCESSING SECTION (CONT'D)</u>		
48.	<p><u>Personal Income Tax Returns Forms 123, 502, 503, 505 and 515</u> 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.</p>	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.	<p><u>Fiduciary Income Tax Returns- 504</u> These forms are filed by all fiduciaries who have received income from sources within the State, and are required by existing statutes to file such a return.</p>	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.	<p><u>Payment Document (Tax Computation Bills)</u> Payment documents (tear-off vouchers) sent as part of tax computation bills.</p>	Retain at the Revenue Administration Center for sixty (60) days; then destroy.
51.	<p><u>Electronic Funds Transfer (EFT) Applications</u> Applications received for Automatic Clearing House (ACH) Debit are entered into an Excel database, forwarded to our 3rd 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.</p>	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.

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

Schedule No. 2837

Page 18 of 30

Agency COMPTROLLER OF MARYLAND	Division/Unit REVENUE ADMINISTRATION DIVISION
--	---

Item No.	Description	Retention
<u>RETURNS PROCESSING SECTION (CONT'D)</u>		
52.	<p><u>EFT Payment Adjustment Backup</u> Correspondence backup from taxpayers that require payments made to be moved to a different account or account period.</p>	<p>Retain at the Revenue Administration Center for one (1) year and until all audits have been completed; then destroy.</p>
53.	<p><u>Daily Remittance Processing Documents</u> 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.</p> <p>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.</p>	<p>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.</p>

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

Schedule No. 2837

Page 19 of 30

Agency COMPTROLLER OF MARYLAND	Division/Unit REVENUE ADMINISTRATION DIVISION
--	---

Item No.	Description	Retention
<u>REVENUE ACCOUNTING SECTION</u>		
54.	<u>Research Files</u> 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.	<u>Backup for Suspense Fund</u> 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.	<u>Suspense Fund Correspondence</u> 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.	<u>Receipts for Cash</u> 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.

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

Schedule No. 2837

Page 20 of 30

Agency

COMPTROLLER OF MARYLAND

Division/Unit

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.

Retain at the Revenue Administration Center until superseded with another account or until audit requirements have been met, whichever occurs later, then destroy.

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

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. 2837
		Page 21 of 30
Agency	Division/Unit	
COMPTROLLER OF MARYLAND	REVENUE ADMINISTRATION DIVISION	
Item No.	Description	Retention
<u>REVENUE ACCOUNTING SECTION (CONT'D)</u>		
61.	<u>Register of Wills/Sheriff Reports</u> Includes Cash Activity Report and Inventory Report.	Retain at the Revenue Administration Center until all audit requirements are fulfilled; then destroy.
62.	<u>State Property Tax-Report of Collectors</u> 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.
<u>SPECIAL PROGRAMS</u>		
63.	<u>Distribution Files</u> 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.

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

Schedule No. 2837

Page 22 of 30

Agency

COMPTROLLER OF MARYLAND

Division/Unit

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

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

Schedule No. 2837

Page 23 of 30

Agency: COMPTROLLER OF MARYLAND Division/Unit: REVENUE ADMINISTRATION DIVISION

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

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

Schedule No. 2837

Page 24 of 30

Agency COMPTROLLER OF MARYLAND	Division/Unit REVENUE ADMINISTRATION DIVISION
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Item No.	Description	Retention
<u>REVENUE ACCOUNTING SECTION (CONT'D)</u>		
<u>International Fuel Tax Agreement</u>		
67.	<u>IFTA Bank Reconciliation</u> Deposits of motor fuel driver reported mileage and purchases.	Retain for 3 years and until all audit requirements have been met; then destroy.
68.	<u>IFTA Transmittals from Maryland</u> Driver reported Maryland fuel purchases driven in other states.	Retain for 3 years and until all audit requirements have been met; then destroy.
69.	<u>IFTA Transmittals to Maryland</u> 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.
70.	<u>IFTA Funds Transfers</u> Transfer of funds from the IFTA deposit account to Maryland.	Retain for 3 years and until all audit requirements have been met; then destroy.
71.	<u>Daily Remittance Processing Documents</u> 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.

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

Schedule No. 2837

Page 25 of 30

Agency COMPTROLLER OF MARYLAND	Division/Unit REVENUE ADMINISTRATION DIVISION
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Item No.	Description	Retention
	<u>TAXPAYER ACCOUNTING SECTION</u>	
72.	<u>Dishonored Checks</u> Checks submitted for payment of taxes which are not honored by the financial institution in which they are drawn. They are kept in order by social security number, federal identification number or central registration number.	Retain at the Revenue Administration Center for 3 years and until all audit requirements have been met; then destroy.
73.	<u>Stop Payment File</u> 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.	<u>Forgery Documents</u> 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.	<u>Returned Refund Checks/Deletion Reports</u> 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.

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

Schedule No. 2837

Page 26 of 30

Agency

COMPTROLLER OF MARYLAND

Division/Unit

REVENUE ADMINISTRATION DIVISION

Item No.

Description

Retention

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.

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

Schedule No. 2837

Page 27 of 30

Agency COMPTROLLER OF MARYLAND	Division/Unit REVENUE ADMINISTRATION DIVISION
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Item No.	Description	Retention
	<u>TAXPAYER ACCOUNTING SECTION (CONT'D)</u>	
	<u>Motor Fuel Tax</u>	
79.	<p><u>Motor Fuel Tax Refund Claims Records</u></p> <p>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.</p> <p>A. <u>Refund Claim Forms</u> Record of Motor Fuel Tax Used (COT/MFT-002)</p> <p>Motor Fuel Tax Refund Power Take Off Units (COT/MFT-003)</p> <p>Non-Registered Dealers' Export Report (COT/MFT-004)</p> <p>Statement of Sales and/or Transfers Outside of State of MD (COT/MFT-005)</p> <p>Certificate of Verification of Out of State Shipments (COT/MFT-006)</p> <p>Refund Claim – Motor Fuel Tax (COT/MFT-007)</p> <p>Claim for Refund of Tax on Excess of Purchases in MD of Motor Fuel Tax (COT/MFT-042)</p>	<p>Retain at the Revenue Administration Center until all audit requirements have been met; then destroy.</p>

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

Schedule No. 2837

Page 28 of 30

Agency

COMPROLLER OF MARYLAND

Division/Unit

REVENUE ADMINISTRATION DIVISION

Item No.

Description

Retention

TAXPAYER ACCOUNTING SECTION (CONT'D)

Motor Fuel Tax (Cont'd)

Summary of MD Interstate Trips (COT/MFT-043)

Application for Annual Refund (COT/MFT-053)

U.S. Government Refund Authorization (COT/MFT-054)

Aviation Fuel Tax Refund Statement (COT/MFT-055)

Retain at the Revenue Administration Center until all audit requirements have been met; then destroy.

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.

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

Schedule No. 2837

Page 29 of 30

Agency

COMPTROLLER OF MARYLAND

Division/Unit

REVENUE ADMINISTRATION DIVISION

Item
No.

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.

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

Schedule No. 2837

Page 30 of 30

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.

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 1 OF 30</p>
<p>1. Department/Agency</p> <p>Comptroller of Maryland</p>	<p>Revenue Administration</p>	<p>3. Unit</p> <p>Administration Section</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title</p> <p>Bi-Weekly Time Sheets & All Related Documents</p>	<p>5. Earliest Year/Latest Year</p> <p>CY 2013 to CY 2016</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Official forms which an employee of Revenue Administration Division submits in order to be paid for hours worked. 2017 and future records will be maintained by Central Payroll Division.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><u>27,000</u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Sheets</u></p> <hr/> <p>10. Annual Accumulation</p> <p><u>9,100</u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Sheets</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> Bi-Weekly</p>	<p>12. File Becomes Inactive After</p> <p>3</p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>RAD Bldg, 4th, 400</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain for three calendar years and until all audits have been completed; then destroy.</p>	
<p>19. Name and Title of Preparer</p> <p>Christopher Kolb, Manager</p>	<p>20. Telephone Number</p> <p>410-260-7703</p>	<p>21. Date 12/27/16</p> <p>Revised: March 27, 2018</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY PAGE 1 OF 30</p>
<p>1. Department/Agency Comptroller of Maryland</p>	<p>Revenue Administration</p>	<p>3. Unit Administration Section</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Payroll Records</p>	<p>5. Earliest Year/Latest Year CY 2013 to CY 2016</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Consists of payroll registers & letter sized 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 Central Payroll for processing of paychecks. The PTR (Positive Time Report) is a list of all contractual employees. Hours and exceptions are recorded on the list and then sent to Central Payroll for processing paychecks. 2017 and future records will be maintained by Central Payroll Division.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>7.5</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>2.0</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Sheets</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> Bi-Weekly</p>	<p>12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) RAD Bldg, 4th, 400</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for three calendar years and until all audits have been completed; then destroy.</p>	
<p>19. Name and Title of Preparer Christopher Kolb, Manager</p>	<p>20. Telephone Number 410-260-7703</p>	<p>21. Date 12/27/16 Revised: March 27, 2018</p>

2

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY PAGE 1 OF 30</p>
<p>1. Department/Agency Comptroller of Maryland</p>	<p>Revenue Administration</p>	<p>3. Unit Administration Section</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Purchase Orders</p>	<p>5. Earliest Year/Latest Year <u>CY 2011 to CY 2017</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Copies of credit card purchased and purchases made through ADPICS (Advanced Purchasing and Inventory Control System).</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>5</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p> <hr/> <p>10. Annual Accumulation <u>2</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>6</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) RAD Bldg, 4th, 400</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for five calendar years and until all audits have been completed; then destroy.</p>	
<p>19. Name and Title of Preparer Christopher Kolb, Manager</p>	<p>20. Telephone Number 410-260-7703</p>	<p>21. Date <u>12/27/16</u> Revised: March 27, 2018</p>

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930</p>	<p>AGENCY RECORDS INVENTORY PAGE 2 OF 30</p>
<p>1. Department/Agency Comptroller of Maryland</p>	<p>Revenue Administration</p>	<p>3. Unit Administration Section</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Visitor Logs</p>	<p>5. Earliest Year/Latest Year CY 2011 to CY 2017</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Log maintained of daily visitors, workers, and employees without State ID Badges seeking access to the Revenue Administration Division (RAD) building.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>5</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p> <p>10. Annual Accumulation <u>2</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) RAD Bldg, 4th, 400</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>15. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for five calendar years and until all audits have been completed; then destroy.</p>	
<p>19. Name and Title of Preparer Christopher Kolb, Manager</p>	<p>20. Telephone Number 410-260-7703</p>	<p>21. Date 12/27/16 Revised: March 27, 2018</p>

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 410-793-1930		AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>30</u>	
Department/Agency Comptroller of Maryland		2. Division Revenue Administration Division		3. Unit Branch Operations	
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 Branch Office Representative Report File (Form COT/RAD 155)				5. Earliest Year/Latest Year <u>2010</u> to <u>2017</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Daily form listing various tax returns, mailed to Annapolis for processing, from Branch Offices					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>1</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Binder</u> <hr/> 10. Annual Accumulation <u>1</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>BINDER</u>	
11. Frequency is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>n/a</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) RAD 4th floor 400-C			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain until all Audits have been completed; then destroy.		
19. Name and Title of Preparer Dennis Gwinn		20. Telephone Number 410-260-7724		21. Date 4/5/2017	

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>4</u> OF <u>30</u></p>	
<p>1. Department/Agency Comptroller of Maryland</p>		<p>2. Division Revenue Administration Division</p>		<p>3. Unit Electronic Tax Processing Section</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title SMART (State of Maryland Tax System) Batch Processing Control Reports</p>				<p>5. Earliest Year/Latest Year <u>3/1/2013</u> to <u>3/2017(Current)</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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.</p>					
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) Large Ply printouts from mainframe job processing</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p><u>85</u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>cardboard boxes</u></p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After</p> <p><u>After 3 Years.</u></p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>			
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Room 209 and Storage area at 4th Floor.</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>			
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>18. Recommended Retention</p> <p>Retain until all audits have been completed; then destroy.</p>			
<p>19. Name and Title of Preparer</p> <p>Aklaruzzaman Khan</p>		<p>20. Telephone Number</p> <p>410-260-7547</p>		<p>21. Date</p> <p>3/29/2017</p> <p>Revised: 8/18/2017</p>	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>4</u> OF <u>30</u>	
1. Department/Agency Comptroller of Maryland		2. Division Revenue Administration Division		3. Unit Electronic Tax 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 Project Notes & Files/System Enhancement Documentation				5. Earliest Year/Latest Year <u>1994</u> to <u>March 2017 (Current)</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>SCR's are contained in 3 inch binders</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>2</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>3 inch binders</u>	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Room 214 – RAD Building			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For projects electronic records exist in the shared drive for projects - efile\$ (\WVRADFILE1): for SCR's they are in the shared drive - govops\$ (\navitdfile1)\Operations Committee\SCR Team\System Change Requests (SCRs)\RAD		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain at RAD until project is done and until all audits have been completed; then destroy.		
19. Name and Title of Preparer Brad Roth, Manager, Processing Control Section		20. Telephone Number 410-260-7447		21. Date March 30, 2017 Revised: August 18, 2017	

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>4</u> of <u>30</u>	
1 DEPARTMENT/AGENCY Comptroller of Maryland		2 DIVISION Revenue Administration 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 Project Notes & Files/System Enhancement Documentation				5 EARLIEST YEAR/LATEST YEAR <u>2013</u> TO <u>2017</u>	
6 INPUT - Identify source of information to be entered COM staff working on projects and upgrades to the system			7 OUTPUT - Identify the use/s of information generated by system Project development, enhancements to the COM processing systems/applications		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include 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 – Explain or attach copy if established in writing. Access to the shared drive where SCR documents are stored is given to staff on the ITD Governance Operations SCR Ranking Committee by ITD staff. - govops\$ (\lavitdfile1)\Operations Committee\SCR Team\System Change Requests (SCRs)\RAD					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Any changes to SCRs are accomplished by completing a revised SCR and uploading the revised SCR to the ITD Governance SCR shared drive referenced in # 9.					
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\$ (\lavitdfile1)\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 all audits have been completed; then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Brad Roth		14 TELEPHONE NUMBER 410-260-7447		15 DATE March 30, 2017 Revised: August 18, 2017	
16 TITLE OF PREPARER Manager, Processing Control Section					
DGS 550-6 (rev. 10/12)					

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p style="font-size: 2em;">9</p> <p>PAGE <u>4</u> OF <u>30</u></p>
<p>Department/Agency Comptroller of Maryland</p>	<p>2. Division Revenue Administration Division</p>	<p>3. Unit Electronic Tax Processing Section</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Codes Table Signoff Request (Electronic)</p>	<p>5. Earliest Year/Latest Year <u>1993 to 2017 (Current)</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Arranged by Table ID and date, shows changes made to table and who requested them and when.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) also by codes table title</p>	<p>9. Volume <u>16</u> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>cardboard boxes</u></p> <hr/> <p>10. Annual Accumulation <u>1-2</u> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>cardboard boxes</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>Preserve for Unlimited period..</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Room 209 and Storage area at 4th Floor.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain at RAD until all audits have been completed; then destroy.</p>	
<p>19. Name and Title of Preparer Aktaruzzaman Khan</p>	<p>20. Telephone Number 410-260-7547</p>	<p>21. Date 3/29/2017</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 4 OF 30</p>
<p>1. Department/Agency</p> <p>Comptroller of Maryland</p>	<p>Revenue Administration</p>	<p>3. Unit</p> <p>Electronic Tax Processing Section</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title</p> <p>Paper Motor Fuel Tax Returns</p>	<p>5. Earliest Year/Latest Year</p> <p>4/2012 to 4/2017</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Motor Fuel Tax Returns</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>30 Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Boxes</p> <hr/> <p>10. Annual Accumulation</p> <p>15 Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Boxes</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Compliance Division in Baltimore</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Scanned and stored on State of Maryland servers.</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>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.</p> <p>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.</p>	
<p>19. Name and Title of Preparer</p> <p>William Blum, Returns Processing</p>	<p>20. Telephone Number</p> <p>410-260-7252</p>	<p>21. Date 4/22/17</p> <p>Revised: March 27, 2018</p>

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 4 of 30	
1 DEPARTMENT/AGENCY Comptroller of Maryland		2 DIVISION Revenue Administration		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 Motor Fuel Tax Returns				5 EARLIEST YEAR/LATEST YEAR 4/2012 to 4/2017	
6 INPUT - Identify source of information to be entered Paper Motor Fuel Returns			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. 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 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. 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 PREPARER William Blum		14 TELEPHONE NUMBER 410-260-7252		15 DATE 4/22/17 Revised: March 27, 2018	
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 WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY 12 Page <u>5</u> of <u>30</u>	
1 DEPARTMENT/AGENCY Comptroller of Maryland		2 DIVISION Revenue Administration 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 ACF2 Reports				5 EARLIEST YEAR/LATEST YEAR 2010 TO 2017	
6 INPUT - Identify source of information to be entered Daily report of user violations is generated. The reports are Sent from an ADCVPS email account from the security and Migration team.			7 OUTPUT - Identify the use/s of information generated by system Email notifications are sent to users who receive security violations.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. 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.					
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 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 Lori Gibson		14 TELEPHONE NUMBER 410-260-7242		15 DATE April/20/2017	
16 TITLE OF PREPARER Manager					
DGS 550-6 (rev. 10/12)					

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY <div style="text-align: right;">13</div> PAGE <u>5</u> OF <u>30</u>	
1. Department/Agency Comptroller of Maryland		2. Division Revenue Administration Division		3. Unit Electronic Tax 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 Taxpayer Response Forms				5. Earliest Year/Latest Year- <u>2010</u> to <u>2014</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) These forms are written record of all phone calls received from taxpayers or tax preparers regarding the receipt and processing of electronic returns. Records no longer maintained because process is automated.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>By MD Central Registration (CR) /Federal Identification number (FEIN). No Index system. Forms are filed by assigned CR or FEIN numbers, date and month.</u>		9. Volume <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>0</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) RAD bldg., room 209			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Current records now stored on State of Maryland servers.		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain at the Revenue Administration Center for 1 year and until all audits have been completed; then destroy.		
19. Name and Title of Preparer Brad Roth, Manager Processing Control Section		20. Telephone Number 410-260-7447		21. Date March 30, 2017 Revised: March 27, 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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>5</u> of <u>30</u> 14	
1 DEPARTMENT/AGENCY Comptroller of Maryland		2 DIVISION Revenue Administration 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 Taxpayer Response Forms				5 EARLIEST YEAR/LATEST YEAR 2014 TO 2017	
6 INPUT - Identify source of information to be entered Phone calls received from taxpayers or preparers			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. These are records of all phone calls received from taxpayers or tax preparers regarding the receipt and processing of electronic returns.					
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 Retained at Revenue Administration center until all audits have been completed, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Brad Roth		14 TELEPHONE NUMBER 410-260-7447		15 DATE 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) COMAR 14.18.02	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY
		Page <u>5</u> of <u>30</u> ¹⁵

DEPARTMENT/AGENCY Comptroller of Maryland	2 DIVISION Revenue Administration Division	3 UNIT Electronic Tax Processing Section
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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 Daily Run Reports	5 EARLIEST YEAR/LATEST YEAR 2011 TO March 2017
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6 INPUT - Identify source of information to be entered MEF Electronic individual and corporate returns received through the Fed/State file transfer and COM web applications.	7 OUTPUT - Identify the use/s of information generated by system Electronic returns are processed into the COM tax processing system to post to taxpayer's accounts in compliance with Maryland filing requirements. Banking transactions are sent to the taxpayer's bank, and notices are generated for taxpayers when further action is required.
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8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

These reports list the DLN's (Document Location Number) and numbers of electronic returns retrieved and formatted for processing into the accounting system daily.

9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.

Access to the shared drive where these reports are stored are limited to staff of the Processing Control Section. The reports are used to reconcile MEF processing with batch processing into SMART.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

Changes are made to the reports to correct input errors. These are uncommon.

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 reports are on the EFILE shared drive in the form of Excel Spreadsheets. Efile\$ (\AVRADFILE1)\PUBLIC DIRECTORY
Only staff that need access within the Processing & Control Section have access to these reports.

12 RECOMMENDED RETENTION
Retained at RAD center for 1 year and until all audits have been completed.

13 TYPED OR PRINTED NAME OF PREPARER Brad Roth	14 TELEPHONE NUMBER 410-260-7447	15 DATE March 30, 2017
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16 TITLE OF PREPARER
Manager, Processing Control Section

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p style="text-align: right;">16</p> <p>PAGE <u>5</u> OF <u>30</u></p>	
<p>1. Department/Agency</p> <p>Comptroller of Maryland</p>		<p>2. Division</p> <p>Revenue Administration Division</p>		<p>3. Unit</p> <p>Electronic Tax Processing Section</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title</p> <p>EL-101</p>				<p>5. Earliest Year/Latest Year-</p> <p><u>2010</u> to <u>2014</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Declaration document and signature authorization for an electronically filed. Return by an electronic return originator (ERO) filing on behalf of a taxpayer. Records no longer maintained because process is automated.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>By MD Central Registration (CR) /Federal Identification number (FEIN). No Index system. Forms are filed by assigned CR or FEIN numbers, date and month.</u></p>		<p>9. Volume</p> <p><u>1</u></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p><u>1</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>RAD bldg. Room 209</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Scanned and stored on State of Maryland servers.</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>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.</p>		
<p>19. Name and Title of Preparer</p> <p>Brad Roth, Manager Processing Control Section</p>		<p>20. Telephone Number</p> <p>410-260-7447</p>		<p>21. Date</p> <p>March 30, 2017</p> <p>Revised: July 9, 2018</p>	

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>5</u> of <u>30</u> ¹⁷	
1 DEPARTMENT/AGENCY Comptroller of Maryland		2 DIVISION Revenue Administration 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 EL-101				5 EARLIEST YEAR/LATEST YEAR 2014 TO 2017	
6 INPUT - Identify source of information to be entered Declaration document and signature authorization request			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. Declaration document and signature authorization for an electronically filed. Return by an electronic return originator (ERO) filing on behalf of a taxpayer. Records no longer maintained because process is automated.					
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 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 Brad Roth		14 TELEPHONE NUMBER 410-260-7447		15 DATE 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 ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY
		Page <u>6</u> of <u>30</u> 18

1 DEPARTMENT/AGENCY Comptroller of Maryland	2 DIVISION Revenue Administration Division	3 UNIT Electronic Tax Processing Section
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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 Wage Data	5 EARLIEST YEAR/LATEST YEAR 2011 TO March 2017
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6 INPUT - Identify source of information to be entered Electronic wage information sent from employers.	7 OUTPUT - Identify the use/s of information generated by system Uploaded and processed into SMART to verify W/H claimed on tax returns.
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8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

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.

9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.

The magnetic media is only accessed by Processing Control staff who have been given the key to open the encrypted files and upload them to the mainframe to prepare to process into SMART. FTP access, which is granted by ITD, is only given to a select few to perform this function.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

Changes are made to the reports to correct input errors. These are uncommon.

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 magnetic media is on disks sent from businesses. The media is kept in the Electronic Processing area until it is sent down to be destroyed/incinerated within one year after data is extracted and sent to the mainframe.

12 RECOMMENDED RETENTION
The CD's and disks are sent for destruction/incineration within one (1) year after data is extracted and sent to mainframe. Remains on mainframe for seven (7) years; then destroy.

13 TYPED OR PRINTED NAME OF PREPARER Brad Roth	14 TELEPHONE NUMBER 410-260-7447	15 DATE March 30, 2017
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16 TITLE OF PREPARER Manager, Processing Control Section

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p style="text-align: right;">19</p> <p>PAGE <u>6</u> OF <u>30</u></p>	
<p>1. Department/Agency</p> <p>Comptroller of Maryland</p>		<p>2. Division</p> <p>Revenue Administration Division</p>		<p>3. Unit</p> <p>Electronic Tax Processing Section</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title</p> <p>Motor Carrier and IFTA (International fuel Tax Agreement) Processing Requests (Job Request Transmittals).</p>				<p>5. Earliest Year/Latest Year-</p> <p><u>2014</u> to <u>2017</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Numerous statistical reports from daily, monthly, semi-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.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological (also by codes table title)</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p><u>1</u></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation</p> <p><u>0</u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p><u>7</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>RAD bldg. Room 209</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Scanned and stored on State of Maryland servers.</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain at the Revenue Administration Center for 7 years until all audit requirements have been met; then destroy.</p>		
<p>19. Name and Title of Preparer</p> <p>Brad Roth, Manager Processing Control Section</p>		<p>20. Telephone Number</p> <p>410-260-7447</p>		<p>21. Date</p> <p>March 30, 2017</p> <p>Revised: March 27, 2018</p>	

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>6</u> of <u>30</u> 20	
1 DEPARTMENT/AGENCY Comptroller of Maryland		2 DIVISION Revenue Administration 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 Motor Carrier and IFTA (International Fuel Tax Agreement) Processing Requests (Job Request Transmittals)				5 EARLIEST YEAR/LATEST YEAR <u>2014</u> TO <u>2017</u>	
6 INPUT - Identify source of information to be entered Motor Fuel and IFTA applications, renewals, billings, delinquencies, refunds, closeout, and cash receipts.			7 OUTPUT - Identify the use/s of information generated by system Update taxpayer accounts, generate bills, delinquency letters, and refunds.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Numerous statistical reports from daily, monthly, semi-annual and annual Job Request Transmittals are retained from mainframe, IFTA Returns Processing Center and WEB transactions related to applications, renewals, billings, delinquencies, refunds, closeouts, and cash receipts.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Access to the shared drive must be granted through ITD.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM N/A – documents stored on the shared drive are PDFs and are not editable.					
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. PDF files of various correspondence are saved in folders by the type of report on shared drive - <u>(MFTUS\WAVSERVER2)</u>					
12 RECOMMENDED RETENTION Retain for 7 years and until all audit requirements have been met; then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Brad Roth		14 TELEPHONE NUMBER 410-260-7447		15 DATE Revised: August 18, 2017	
16 TITLE OF PREPARER Manager, Processing Control Section					
DGS 550-6 (rev. 10/12)					

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>7</u> OF <u>30</u>	
1. Department/Agency Comptroller of Maryland		2. Division Revenue Administration Division		3. Unit Estate Tax 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 Maryland Estate Tax Returns			5. Earliest Year/Latest Year <u>2014</u> to <u>2017</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Tax returns and attachments					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input checked="" type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____ By date and tax year.		9. Volume <u>250</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Boxes</u> _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually As Needed.			12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) RAD bldg. Room 100 & 400			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 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.			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain at Revenue Administration Center for 1 year then transfer to the State Record Center for 2 years; then destroy.		
19. Name and Title of Preparer Sarah Dufrense		20. Telephone Number 410-260-6181		21. Date 6/5/2014 Revised: March 27, 2018	

21

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>7</u> OF <u>30</u></p>
1. Department/Agency Comptroller of Maryland	2. Division Revenue Administration Division	3. Unit Legal-Estate Tax
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 Litigation Records for Estate Tax Cases		5. Earliest Year/Latest Year 2006 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.) Estate tax 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.		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ By date and tax year.</p>	<p>9. Volume 2</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) _____ Boxes _____</p> <p>10. Annual Accumulation 2</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) _____ Boxes _____</p>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually As Needed.	12. File Becomes Inactive After <u>20</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) RAD bldg. 1 st and 4 th Floors	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 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.	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain 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 destroy.	
19. Name and Title of Preparer Sarah Dufresne	20. Telephone Number 410-260-6181	21. Date: December 8, 2017 Revised: March 27, 2018

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>8</u> OF <u>30</u></p>	
<p>1. Department/Agency Comptroller of Maryland</p>		<p>2. Division Revenue Administration Division</p>		<p>3. Unit Legal</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title Hearings and Appeals Files Including Hearing Notices</p>				<p>5. Earliest Year/Latest Year 2010 to 2017</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ By date and tax year</p>		<p>9. Volume 1 Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Boxes</u></p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> <p>As Needed</p>			<p>12. File Becomes Inactive After 5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) RAD Bldg, 1st and 4th Floors</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 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.</p>			<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain paper files at the Revenue Administration Center for 2 years; then transfer files to the State Record Center for 3 years, then destroy.</p>		
<p>19. Name and Title of Preparer Sarah Dufresne</p>		<p>20. Telephone Number 410-260-6181</p>		<p>21. Date December 8, 2017 Revised: March 27, 2018</p>	

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>8</u> OF <u>30</u>	
1. Department/Agency Comptroller of Maryland		2. Division Revenue Administration Division		3. Unit Legal	
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 Litigation Files- for all tax types other than Estate Tax (e.g. Income Sales and Use)				5. Earliest Year/Latest Year <u>2006</u> to <u>2017</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the 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.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>By date and tax year</u>		9. Volume <u>2</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Boxes</u>	
		10. Annual Accumulation <u>2</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Boxes</u>			
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually As Needed			12. File Becomes Inactive After <u>20</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s);		
13. Current Location(s) (Bldg., Floor, Room) RAD Bldg, 1st and 4th Floors			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Comptroller of Maryland (COM), Office of Legislative Audit (OLA), Tax-General Article Code Title 13, Subtitle 2; Access to files should be limited to authorized users requiring access for audit and taxpayer inquiries.			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain 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.		
19. Name and Title of Preparer Sarah Dufresne		20. Telephone Number 410-260-6181		21. Date December 8, 2017 Revised: March 27, 2018	

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>8</u> OF <u>30</u></p>	
<p>1. Department/Agency Comptroller of Maryland</p>		<p>2. Division Revenue Administration Division</p>		<p>3. Unit Legal</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title Requests for tax information, including Court Orders, Lists of Approved Recipients & Copies of information Released.</p>				<p>5. Earliest Year/Latest Year <u>2011</u> to <u>2017</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Requests for Tax Information, Court Orders, List of Approved Recipients and Copies of Information Released.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ By date and tax year</p>		<p>9. Volume <u>5</u> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Boxes</u></p>	
<p>11. File Is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> <p>As Needed.</p>			<p>12. File Becomes Inactive After</p> <p><u>5</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>RAD Bldg, 1ST and 4th Floors</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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.</p>			<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain files at Revenue Administration Center for five (5) years; then destroy.</p>		
<p>19. Name and Title of Preparer</p> <p>Sarah Dufrense.</p>		<p>20. Telephone Number</p> <p>410-260-6181</p>		<p>21. Date: October 21, 2016 Revised: March 27, 2018</p>	

25

26

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>8</u> OF <u>30</u></p>
1. Department/Agency Comptroller of Maryland	2. Division Revenue Administration Division	3. Unit Legal
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
4. Record Series Title Renewal Applications for Sales & Use Tax Exemption Certificates		5. Earliest Year/Latest Year Year <u>2010</u> to <u>2017</u>
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Applications and supporting documents for Renewal of Sales and Use Tax Exemption Certificates.		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____</p> <p>By date and tax year</p>	<p>9. Volume</p> <p><u>1</u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other</p> <p>(specify) <u>Boxes</u></p> <hr/> <p>10. Annual Accumulation</p> <p><u>1</u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other</p> <p>(specify) <u>Boxes</u></p>
11. File is Used		12. File Becomes Inactive After
<p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> <p>As Needed</p>		<p><u>1</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>
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		<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))		16. Audit Requirements
<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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.</p>		<p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention
<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>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.</p>
19. Name and Title of Preparer	20. Telephone Number	21. Date
Sarah Dufresne, Manager, Legal Section	410-260-6181	December 8, 2017 Revised: March 27, 2018

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>9</u> OF <u>30</u></p>
<p>1. Department/Agency Comptroller of Maryland</p>	<p>2. Division Revenue Administration Division</p>	<p>3. Unit Legal</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Copies of Renewal Exemption Certificates</p>		<p>5. Earliest Year/Latest Year _2010_ to _2017_</p>
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Copies of Sales and Use Tax Certificate Renewal Certificates</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ By date and tax year.</p>	<p>9. Volume _1_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation _1_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> <p>As Needed.</p>	<p>12. File Becomes Inactive After</p> <p><u>1</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>RAD bldg. Room 100 & 400</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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.</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>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.</p>	
<p>19. Name and Title of Preparer</p> <p>Sarah Dufrense</p>	<p>20. Telephone Number</p> <p>410-260-6181</p>	<p>21. Date: October 21, 2016</p> <p>Revised: July 9, 2018</p>

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>9</u> of <u>30</u>	
1 DEPARTMENT/AGENCY Comptroller of Maryland		2 DIVISION Revenue Administration 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				5 EARLIEST YEAR/LATEST YEAR <u>2010</u> TO <u>2017</u>	
6 INPUT - Identify source of information to be entered Renewal 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 Sales and Use Tax Certificate Renewal Certificates					
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 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 Sarah Dufrense		14 TELEPHONE NUMBER 410-260-6181		15 DATE July 9, 2018	
16 TITLE OF PREPARER Manager, Legal					
DGS 550-6 (rev. 10/12)					

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>9</u> OF <u>30</u></p>	
<p>1. Department/Agency Comptroller of Maryland</p>		<p>2. Division Revenue Administration Division</p>		<p>3. Unit Legal</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title Regular Applications for Sales & Use Tax Exemption Certificates</p>				<p>5. Earliest Year/Latest Year <u>2010</u> to <u>2017</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Applications for new Sales and Use Tax Exemption Certificates and related documents</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ By date and tax year.</p>		<p>9. Volume <u>5</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>5</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> <p>As Needed.</p>			<p>12. File Becomes Inactive After</p> <p><u>1</u></p> <p>Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>If file incomplete becomes inactive after 30 days.</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>RAD bldg. Room 100 & 400</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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.</p>			<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>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.</p>		
<p>19. Name and Title of Preparer</p> <p>Sarah Dufrense</p>		<p>20. Telephone Number</p> <p>410-260-6181</p>		<p>21. Date: October 21, 2016</p> <p>Revised: March 27, 2018</p>	

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1).</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>9</u> OF <u>30</u></p>
1. Department/Agency Comptroller of Maryland	2. Division Revenue Administration Division	3. Unit Legal
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 Correspondence Files for Income Tax and Sales & Use Tax		5. Earliest Year/Latest Year <u>2013</u> to <u>2017</u>
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Correspondence files regarding Income Tax and Sales & Use Tax		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ By date and tax year.</p>	<p>9. Volume <u>20</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>7</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually As Needed.		12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)
13. Current Location(s) (Bldg., Floor, Room) RAD bldg. Room 100 & 400		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 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.		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain all files at Revenue Administration Center for (3) years; then screen annually and destroy materials for which no further reference is required.
19. Name and Title of Preparer Sarah Dufrense	20. Telephone Number 410-260-6181	21. Date: October 21, 2016 Revised: March 27, 2018

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>9a</u> OF <u>30</u></p>	
<p>1. Department/Agency Comptroller of Maryland</p>		<p>2. Division Revenue Administration Division</p>		<p>3. Unit Legal</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title Applications for Certificate of Exemption on Non-Resident Sales of Real Property with Disposition & Copies of & Exemption Certification, If Issued.</p>				<p>5. Earliest Year/Latest Year <u>2011</u> to <u>2017</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Applications for Certificate of Exemption on Non-Resident Sales of Real Property with Disposition & Copies of & Exemption Certification, If Issued</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ By date and tax year.</p>		<p>9. Volume <u>50</u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Boxes</u> _____</p> <p>10. Annual Accumulation <u>10</u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Boxes</u> _____</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> <p>As Needed.</p>			<p>12. File Becomes Inactive After</p> <p><u>5</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) RAD bldg. Room 100 & 400</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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.</p>			<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain all files at Revenue Administration Center for (2) years; then transfer to the State Records Center for 3 years; then destroy.</p>		
<p>19. Name and Title of Preparer Sarah Dufrense</p>		<p>20. Telephone Number 410-260-6181</p>		<p>21. Date: October 21, 2016 Revised: March 27, 2018</p>	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>9a</u> OF <u>30</u></p>
<p>1. Department/Agency</p> <p>Comptroller of Maryland</p>	<p>2. Division</p> <p>Revenue Administration Division</p>	<p>3. Unit</p> <p>Legal</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title</p> <p>Written Requests for Duplicate Sales & Use Tax Exemption Certificate</p>		<p>5. Earliest Year/Latest Year</p> <p><u>2011</u> to <u>2017</u></p>
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Written Requests to duplicate Sales and Use Tax Exemption Certificates and related documents.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ By date and tax year.</p>	<p>9. Volume</p> <p><u>1</u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Boxes</u> _____</p> <p>10. Annual Accumulation</p> <p><u>1</u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Boxes</u> _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> <p>As Needed.</p>	<p>12. File Becomes Inactive After</p> <p><u>6</u></p> <p>Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>RAD bldg. Room 100 & 400</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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.</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>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.</p>	
<p>19. Name and Title of Preparer</p> <p>Sarah Dufrense</p>	<p>20. Telephone Number</p> <p>410-260-6181</p>	<p>21. Date: October 21, 2016</p> <p>Revised: March 27, 2018</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>9a</u> OF <u>30</u></p>	
<p>1. Department/Agency Comptroller of Maryland</p>		<p>2. Division Revenue Administration Division</p>		<p>3. Unit Legal</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title Duplicate Applications for Sales and Use Tax Exemption Certificates</p>				<p>5. Earliest Year/Latest Year <u>2010</u> to <u>2017</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Duplicate applications for new Sales and Use Tax Exemption Certificates and related documents</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ By date and tax year.</p>		<p>9. Volume <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> <p>As Needed.</p>			<p>12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) RAD bldg. Room 100 & 400</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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.</p>			<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention 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.</p>		
<p>19. Name and Title of Preparer Sarah Dufrense</p>		<p>20. Telephone Number 410-260-6181</p>		<p>21. Date: October 21, 2016 Revised: July 9, 2018</p>	

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>9a</u> of <u>30</u>	
1 DEPARTMENT/AGENCY Comptroller of Maryland		2 DIVISION Revenue Administration 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 Duplicate Applications for Sales and Use Tax Exemption Certificates				5 EARLIEST YEAR/LATEST YEAR 2010 TO 2017	
6 INPUT - Identify source of information to be entered Applications for Sales and Use Tax 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. Duplicate applications for new Sales and Use Tax Exemption Certificates and related documents					
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 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 Sarah Dufrense		14 TELEPHONE NUMBER 410-260-6181		15 DATE July 9, 2018	
16 TITLE OF PREPARER Manager, Legal					
DGS 550-6 (rev. 10/12)					

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>9a</u> OF <u>30</u></p>
1. Department/Agency Comptroller of Maryland	2. Division Revenue Administration Division	3. Unit Legal
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 Copies of Duplicate Exemption Certificates		5. Earliest Year/Latest Year <u>2010</u> to <u>2017</u>
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Copies of duplicate Sales and Use Tax Exemption Certificates		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ By date and tax year.</p>	<p>9. Volume <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually As Needed.		12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)
13. Current Location(s) (Bldg., Floor, Room) RAD bldg. Room 100 & 400		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 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.		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain 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.
19. Name and Title of Preparer Sarah Dufrense	20. Telephone Number 410-260-6181	21. Date: October 21, 2016 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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>9a</u> of <u>30</u>	
1 DEPARTMENT/AGENCY Comptroller of Maryland		2 DIVISION Revenue Administration 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 Duplicate Exemption Certificates				5 EARLIEST YEAR/LATEST YEAR <u>2010</u> TO <u>2017</u>	
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 Exemption Certificates					
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 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 Sarah Dufrense		14 TELEPHONE NUMBER 410-260-6181		15 DATE July 9, 2018	
16 TITLE OF PREPARER Manager, Legal					
DGS 550-6 (rev. 10/12)					

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>10</u> of <u>30</u></p>
<p>1. Department/Agency</p> <p style="text-align: center;">Comptroller Of Maryland</p>	<p>2. Division</p> <p style="text-align: center;">Revenue Administration Division</p>	<p>3. Unit</p> <p style="text-align: center;">Processing Control Section</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title</p> <p>Refunds-Sacramental Wine Refund Claims</p>	<p>5. Earliest Year/Latest Year</p> <p style="text-align: center;">2014 to 2017</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Sacramental Wine Refund claim forms submitted by taxpayers who are requesting refund of taxes previously paid but not required.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ By date and tax year</p>	<p>9. Volume</p> <p><u>3</u> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Boxes</p> <hr/> <p>10. Annual Accumulation</p> <p><u>1</u> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Boxes</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p style="text-align: center;"><u>3</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>RAD Bldg., 4th Floor</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention:</p> <p>Retain at Revenue Administration center for 1 year, then 2 years at State Record Management Center and until all audits have been completed; then destroy.</p>	
<p>19. Name and Title of Preparer</p> <p>Franklin Dorrell, Section Manager, Taxpayer Accounting</p>	<p>20. Telephone Number</p> <p>410-260-6629</p>	<p>21. Date</p> <p style="text-align: center;">04/18/17</p> <p style="text-align: center;">Revised: March 29, 2018</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>10</u> OF <u>30</u></p>
<p>1. Department/Agency</p> <p style="text-align: center;">Comptroller Of Maryland</p>	<p>2. Division</p> <p style="text-align: center;">Revenue Administration Division</p>	<p>3. Unit</p> <p style="text-align: center;">Processing Control Section</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title</p> <p>Tax Returns and Reports (Beer)(Distilled Spirits and Wine)</p>	<p>5. Earliest Year/Latest Year</p> <p style="text-align: center;">2014 to 2017</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Tax Returns and Reports (Beer) (Distilled Spirits)</p> <p>A. 34-11-National Family Wine Exhibition Permit Holders Report</p> <p>B. 20-1- Beer Tax Prepayment Certificate (letter)</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ By date and tax year</p>	<p>9. Volume</p> <p><u>1</u> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Boxes</p> <hr/> <p>10. Annual Accumulation</p> <p><u>1</u> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Boxes</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>3</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>RAD Bldg., 4th Floor</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Scanned and stored on State of Maryland servers maintained by ITD department.</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention:</p> <p>A. Retain at Revenue Administration center for 3 years and until all audit requirements are met, then destroy.</p> <p>B. When no longer active transfer to the State Records Center for 3 years, then destroy.</p>	
<p>19. Name and Title of Preparer</p> <p>William Blum, Section Manager</p>	<p>20. Telephone Number</p> <p>410-260-6629</p>	<p>21. Date</p> <p style="text-align: center;">10/14/16</p> <p style="text-align: center;">Revised: March 29, 2018</p>

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-6) (REV. 14.18.02)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 10 of 30	
1 DEPARTMENT/AGENCY Comptroller of Maryland		2 DIVISION Revenue Administration		3 UNIT 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 Tax returns and Reports (Beer) (Distilled Spirits and Wine)				5 EARLIEST YEAR/LATEST YEAR 4/2014 TO 4/2017	
6 INPUT - Identify source of information to be entered Paper Reports and Letters 34-11 & 20-1			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 34-11 National Family Wine Exhibition Permit Holders Report 20-1 Beer Tax Prepayment Certificate (letter)					
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					
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 William Blum		14 TELEPHONE NUMBER 410-260-7252		15 DATE 10/14/16	
16 TITLE OF PREPARER Assistant Section Manager Turns Processing Unit- Uncott					
DGS 550-6 (rev. 10/12)					

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY
1. Department/Agency Comptroller of Maryland	2. Division Revenue Administration	3. Unit 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 Tobacco Tax Return and Reports/ Tobacco Products Returns and Reports	5. Earliest Year/Latest Year 4/2012 to 4/2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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 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		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological (Six months of returns alphabetized) <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) ___ Boxes ___ 10. Annual Accumulation Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After 5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) (in CNG) Paper copy scanned to CNG Safe then destroyed.	
13. Current Location(s) (Bldg., Floor, Room) 3 rd & 4 th Floor Revenue Administration Bldg.	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No Scanned and stored on State of Maryland servers maintained by ITD department.	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain 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.	
19. Name and Title of Preparer William Blum, Assistant Section Manager Returns Processing Section- Uncott	20. Telephone Number 410-260-7252	21. Date 10/14/16

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 10 of 30	
1 DEPARTMENT/AGENCY Comptroller of Maryland		2 DIVISION Revenue Administration		3 UNIT 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 Tobacco Tax Returns and Reports scanned to CNG Safe				5 EARLIEST YEAR/LATEST YEAR 4/2012 TO 4/2017	
6 INPUT - Identify source of information to be entered Tax returns identified in # 8.			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 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 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 Cig 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					
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					
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 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 PREPARER William Blum		14 TELEPHONE NUMBER 410-260-7252		15 DATE 10/14/16	
DGS 550-6 (rev. 10/12)					

<p><u>Instructions</u> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>11</u> OF <u>30</u></p>	
<p>1. Department/Agency Comptroller of Maryland</p>		<p>2. Division Revenue Administration Division</p>		<p>3. Unit Processing Control Section</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title Review of QRDT Supervisor's Adjustment Transactions</p>				<p>5. Earliest Year/Latest Year <u>2013</u> to <u>2017</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Supervisors review 5 transactions a week on each employee for quality review.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ By date</p>		<p>9. Volume <u>5</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation <u>5</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) RAD 2nd Floor</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain at Revenue Administration Center until all audits are complete; then destroy.</p>		
<p>19. Name and Title of Preparer Karen Hebb-Pilipauskis</p>		<p>20. Telephone Number 410-260-7775</p>		<p>21. Date: October 24, 2016 Revised: March 27, 2018</p>	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule. (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>12</u> OF <u>30</u></p>	
<p>1. Department/Agency Comptroller of Maryland</p>		<p>2. Division Revenue Administration Division</p>		<p>3. Unit Processing Control Section</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title QRDT Reports</p>				<p>5. Earliest Year/Latest Year <u>2013</u> to <u>2017</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ By date</p>		<p>9. Volume <u>5</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation <u>5</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p><u>3</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>RAD 2nd Floor</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Scanned and stored on State of Maryland servers</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain at Revenue Administration Center until all audits are complete; then destroy.</p>		
<p>19. Name and Title of Preparer</p> <p>Karen Hebb-Pilipauskis</p>		<p>20. Telephone Number</p> <p>410-260-7775</p>		<p>21. Date: October 24, 2016 Revised: March 27, 2018</p>	

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>12</u> OF <u>30</u></p>	
<p>1. Department/Agency Comptroller of Maryland</p>		<p>2. Division Revenue Administration Division</p>		<p>3. Unit Processing Control Section</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title Fraudulent Returns</p>				<p>5. Earliest Year/Latest Year <u>2013</u> to <u>2017</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) These are original returns that have been pulled from the original imaged batches and retained for further reference or court.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ By date, year and case #</p>		<p>9. Volume <u>5</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>5</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p><u>3</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>RAD 2nd Floor</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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.</p>			<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain for three (3) years and until all administrative value has ceased, then the QRDT Manager will destroy.</p>		
<p>19. Name and Title of Preparer</p> <p>Karen Hebb-Pilipauskis</p>		<p>20. Telephone Number</p> <p>410-260-7775</p>		<p>21. Date: October 24, 2016</p> <p>Revised: March 27, 2018</p>	

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>12</u> OF <u>30</u></p>	
<p>1. Department/Agency Comptroller of Maryland</p>		<p>2. Division Revenue Administration Division</p>		<p>3. Unit Processing Control Section</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title Case Review Board and Attorney General Referral Files</p>				<p>5. Earliest Year/Latest Year <u>2013</u> to <u>2017</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ By date, year and case #</p>		<p>9. Volume <u>5</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>5</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p><u>3</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) RAD 2nd Floor</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>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.</p>		
<p>19. Name and Title of Preparer Karen Hebb-Pilipauskis</p>		<p>20. Telephone Number 410-260-7775</p>		<p>21. Date: October 24, 2016 Revised: March 27, 2018</p>	

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>12</u> OF <u>30</u>	
1. Department/Agency Comptroller of Maryland		2. Division Revenue Administration Division		3. Unit 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 Questionable Case History Files				5. Earliest Year/Latest Year <u>2013</u> to <u>2017</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) These files are original log sheets that are filled out for each return that has been identified as fraudulent.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____ By date, year and case #		9. Volume <u>5</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) RAD 2 nd Floor		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain at the Revenue Administration Center until all audits have been completed; then destroy			
19. Name and Title of Preparer Karen Hebb-Pilipauskis		20. Telephone Number 410-260-7775		21. Date: October 24, 2016 Revised: March 27, 2018	

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>13</u> OF <u>30</u></p>
1. Department/Agency Comptroller of Maryland	2. Division Revenue Administration Division	3. Unit 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 QRDT Audits		5. Earliest Year/Latest Year <u>2009</u> to <u>2017</u>
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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.		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ By date, year and case #</p>	<p>9. Volume <u>2</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>2</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
11. File is Used		12. File Becomes Inactive After
<p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>		<p><u>2</u></p> <p>Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>60 Days</p>
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
RAD 2nd Floor		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))		16. Audit Requirements
<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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.</p>		<p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention
<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		Retain at Revenue Administration Center for 60 days; then destroy.
19. Name and Title of Preparer	20. Telephone Number	21. Date: October 24, 2016
Karen Hebb-Pilipauskis	410-260-7775	Revised: March 27, 2018

48

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>13</u> OF <u>30</u></p>
<p>1. Department/Agency</p> <p>Comptroller of Maryland</p>	<p>2. Division</p> <p>Revenue Administration Division</p>	<p>3. Unit</p> <p>Processing Control Section</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title</p> <p>Special Projects</p>		<p>5. Earliest Year/Latest Year</p> <p><u>2013</u> to <u>2017</u></p>
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) These files contain printouts, research, correspondence and adjustments to and from taxpayers.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ By date and tax year</p>	<p>9. Volume</p> <p><u>5</u></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation</p> <p><u>5</u></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After</p> <p><u>3</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>RAD 2nd Floor</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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.</p>		<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>
<p>17. Is an Index System used? If yes; explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>18. Recommended Retention</p> <p>Retain at Revenue Administration Center until completion of all audits; then destroy.</p>
<p>19. Name and Title of Preparer</p> <p>Karen Hebb-Pilipauskis</p>	<p>20. Telephone Number</p> <p>410-260-7775</p>	<p>21. Date: October 24, 2016</p> <p>Revised: March 27, 2018</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>13</u> OF <u>30</u></p>	
<p>1. Department/Agency Comptroller of Maryland</p>		<p>2. Division Revenue Administration Division</p>		<p>3. Unit Processing Control Section</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title Taxpayer Correspondence</p>			<p>5. Earliest Year/Latest Year <u>2013</u> to <u>2017</u></p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) These files contain letters to or from taxpayers and copies of documents provided by taxpayers and any necessary adjustment documentation.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ By date and tax year</p>		<p>9. Volume <u>2</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>2</u> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After <u>2</u> Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>60 days</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) RAD 2nd Floor</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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.</p>			<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain at Revenue Administration Center for 60 Days; then destroy.</p>		
<p>19. Name and Title of Preparer Karen Hebb-Pilipauskis</p>		<p>20. Telephone Number 410-260-7775</p>		<p>21. Date: October 24, 2016 Revised: March 27, 2018</p>	

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 410-793-1930		AGENCY RECORDS INVENTORY PAGE <u>13</u> OF <u>30</u>	
1. Department/Agency Comptroller of Maryland		2. Division Revenue Administration Division		3. Unit 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 Daily Suspended/Review/Adjustment Printouts			5. Earliest Year/Latest Year <u>2013</u> to <u>2017</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) System generated printouts identifying all suspended transactions, review items and adjustments done by each employee and reviewed by the supervisor for quality review purposes.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____ By date and tax year		9. Volume <u>5</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>5</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) RAD 2 nd Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain at Revenue Administration Center until completion of all audits; then destroy.		
19. Name and Title of Preparer Karen Hebb-Pilipauskis		20. Telephone Number 410-260-7775		21. Date: October 24, 2016 Revised: March 27, 2018	

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>14</u> OF <u>30</u></p>	
<p>1. Department/Agency Comptroller of Maryland</p>		<p>2. Division Revenue Administration Division</p>		<p>3. Unit Returns Processing Section</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title Employer Return of Income Tax Withheld-MW506</p>			<p>5. Earliest Year/Latest Year ____2010____(O)____2017____</p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Paper returns submitted by employers showing the total tax, with adjustments, withheld from each employee' s salary during the reporting period.</p>					
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) coupon size documents and Open Text_____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ By date and tax year</p>		<p>9. Volume ____2____ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation ____2____ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After <u>60 days</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 3rd floor</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Open Text is a Product that is used to store images processed through Fairfax. The images are housed on a 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 a product that the user would request the image based on information available.</p>			<p>18. Recommended Retention Retain at Revenue Administration Center for 60 days; then destroy.</p>		
<p>19. Name and Title of Preparer Linda Couch, Payment Processing - Section Manager</p>		<p>20. Telephone Number 410-260-7606</p>		<p>21. Date 8/16/2017 Revised: March 27, 2018</p>	

<p>Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>14</u> OF <u>30</u></p>
<p>1. Department/Agency Comptroller of Maryland</p>	<p>2. Division Revenue Administration Division</p>	<p>3. Unit Returns Processing Section</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>			
<p>4. Record Series Title Individual, Pass Through Entity, Fiduciary and Corporation Declaration of Estimated Tax-502D, 510D, 504D, and 500D</p>		<p>5. Earliest Year/Latest Year <u>2010</u> to <u>2017</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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.</p>			
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) coupon size documents and Open Text _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological (month)</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>2</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>2</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) <u>see above</u></p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>60 days</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) <u>3rd floor</u></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Open Text is a Product that is used to store images processed through Fairfax. The images are housed on a 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 a product that the user would request the image based on information available.</p>	<p>18. Recommended Retention Retain at Revenue Administration Center for 60 days; then destroy.</p>		
<p>19. Name and Title of Preparer Linda Couch, Payment Processing - Section Manager</p>	<p>20. Telephone Number 410-260-7606</p>	<p>21. Date 8/16/2017 Revised: March 27, 2018</p>	

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>14</u> OF <u>30</u>	
1. Department/Agency Comptroller of Maryland		2. Division Revenue Administration Division		3. Unit 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 Individual, Pass Through Entity and Fiduciary Estimated Tax Vouchers 502DEP, 510DEP and 504DEP				5. Earliest Year/Latest Year <u>2010</u> to <u>2017</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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.					
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) coupon size documents and Open Text _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological (month) <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) see above _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>60 days</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 3rd floor		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Open Text is a Product that is used to store images processed through Fairfax. The images are housed on a 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 a product that the user would request the image based on information available.		18. Recommended Retention Retain at Revenue Administration Center for 60 days; then destroy.			
19. Name and Title of Preparer Linda Couch, Payment Processing - Section Manager		20. Telephone Number 410-260-7606		21. Date 8/16/2017 Revised: March 27, 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 410-789-1930		AGENCY RECORDS INVENTORY PAGE <u>15</u> OF <u>30</u>	
1. Department/Agency Comptroller of Maryland		2. Division Revenue Administration Division		3. Unit 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 Corporation Income Tax Returns-Form 500			5. Earliest Year/Latest Year <u>2010</u> to <u>2017</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) coupon size documents and Open Text _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____ By date and tax year		9. Volume <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually As needed			12. File Becomes Inactive After <u>60 days</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) RAD 4th Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain at Revenue Administration Center for 60 days; then destroy.		
19. Name and Title of Preparer Lisa Wiseman		20. Telephone Number 410-260-7592		21. Date October 17, 2016 Revised: March 27, 2018	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>15</u> OF <u>30</u></p>
1. Department/Agency Comptroller of Maryland	2. Division Revenue Administration Division	3. Unit 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 Withholding Tax Statement (W2 Forms)	5. Earliest Year/Latest Year 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.) 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.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) coupon size documents and Open Text _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____ By date and tax year	9. Volume <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually As needed	12. File Becomes Inactive After <u>60 days</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) RAD 4th Floor	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain at Revenue Administration Center for 60 days; then destroy.	
19. Name and Title of Preparer Lisa Wiseman	20. Telephone Number 410-260-7592	21. Date October 17, 2016 Revised: March 27, 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 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>15</u> OF <u>30</u>	
1. Department/Agency Comptroller of Maryland		2. Division Revenue Administration Division		3. Unit 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 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 – 2006 and future			5. Earliest Year/Latest Year ____ 1992 ____ 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.) 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 statutes to file such a return.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) coupon size documents and Open Text _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____ By date and tax year.		9. Volume ____ 2 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation ____ 2 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>60 days</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 4th floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Scanned to State Maryland servers		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain 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.		
19. Name and Title of Preparer Bill Blum, - Section Assistant Manager		20. Telephone Number 410-260-7592		21. Date 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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 15 of 30 57	
1 DEPARTMENT/AGENCY Comptroller of Maryland		2 DIVISION Revenue Administration		3 UNIT 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 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 – 2006 and future				5 EARLIEST YEAR/LATEST YEAR <u>1992 to 2017</u>	
6 INPUT - Identify source of information to be entered Returns			7 OUTPUT - Identify the use/s of information generated by system Research taxpayer inquiries and audit inquiries. Audit research.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. 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 statutes to file such a return.					
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 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 William Blum		14 TELEPHONE NUMBER 410-260-7252		15 DATE 12-29-2017 Revised: July 9, 2018	
16 TITLE OF PREPARER Assistant Section Manager					
DGS 550-6 (rev. 10/12)					

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>16</u> OF <u>30</u> 56	
1. Department/Agency Comptroller of Maryland		2. Division Revenue Administration Division		3. Unit 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 Applications for Extensions of Time (500E, 502E, 510# and 504E) Paper			5. Earliest Year/Latest Year <u>2003</u> to <u>2017</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) coupon size documents and Open Text _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____ By date and tax year		9. Volume <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually- as needed since image is available			12. File Becomes Inactive After <u>60 days</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) RAD bldg., 4th floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Scanned and stored on State Maryland servers		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain 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.		
19. Name and Title of Preparer Bill Blum, - Section Assistant Manager		20. Telephone Number 410-260-7592		21. Date 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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 16 of 30 59	
1 DEPARTMENT/AGENCY Comptroller of Maryland		2 DIVISION Revenue Administration		3 UNIT 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 Applications for Extensions of Time (500E, 502E, 510# and 504E) Paper				5 EARLIEST YEAR/LATEST YEAR <u>2003</u> to <u>2017</u>	
6 INPUT - Identify source of information to be entered Returns			7 OUTPUT - Identify the use/s of information generated by system Research taxpayer inquiries and audit inquiries. Audit research.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. 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.					
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 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 William Blum		14 TELEPHONE NUMBER 410-260-7252		15 DATE 12-29-2017 Revised: July 9, 2018	
16 TITLE OF PREPARER Assistant Section Manager Returns Processing- Uncott					
DGS 550-6 (rev. 10/12)					

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p style="text-align: right;">60</p> <p>PAGE <u>16</u> OF <u>30</u></p>	
<p>1. Department/Agency Comptroller of Maryland</p>		<p>2. Division Revenue Administration Division</p>		<p>3. Unit Returns Processing Section</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title Pass Through Entity Returns (510)</p>			<p>5. Earliest Year/Latest Year __1996__ to __2017__</p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Consists of the annual tax returns filed by each pass through entity having income allocable under the provisions of the Annotated Code of Maryland.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) coupon size documents and Open Text_____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ By date and tax year</p>		<p>9. Volume __1__ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation __1__ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually- as needed since image is available</p>			<p>12. File Becomes Inactive After <u>60 days</u></p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) RAD Bldg., 4th floor</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Scanned and stored on State Maryland servers.</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. 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.</p>		
<p>19. Name and Title of Preparer Bill Blum, - Section Assistant Manager</p>		<p>20. Telephone Number 410-260-7592</p>		<p>21. Date 12/29/2017 Revised: July 9, 2018</p>	

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 16 of 30 61	
1 DEPARTMENT/AGENCY Comptroller of Maryland		2 DIVISION Revenue Administration		3 UNIT 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 Pass Through Entity Returns (510)				5 EARLIEST YEAR/LATEST YEAR <u>1996</u> to <u>2017</u>	
6 INPUT - Identify source of information to be entered Returns			7 OUTPUT - Identify the use/s of information generated by system Research taxpayer inquiries and audit inquiries. Audit research.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Consists of the annual tax returns filed by each pass through entity having income allocable under the provisions of the Annotated Code of Maryland.					
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 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 William Blum		14 TELEPHONE NUMBER 410-260-7252		15 DATE 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 Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>16</u> OF <u>30</u>	
1. Department/Agency Comptroller of Maryland		2. Division Revenue Administration Division		3. Unit 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 MW508 Employer's Annual Reconciliation of Income Tax Withheld			5. Earliest Year/Latest Year <u>2005</u> to <u>2017</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Amount of tax paid by the employer on behalf of the employees.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) coupon size documents and Open Text _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____ By date and tax year		9. Volume <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually- as needed since image is available			12. File Becomes Inactive After <u>60 days</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) RAD Bldg, 4th floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Scanned and stored on State Maryland servers		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain 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.		
19. Name and Title of Preparer Bill Blum, - Section Assistant Manager		20. Telephone Number 410-260-7592		21. Date 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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 16 of 30 63	
1 DEPARTMENT/AGENCY Comptroller of Maryland		2 DIVISION Revenue Administration		3 UNIT 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 MW508 Employer's Annual Reconciliation of Income Tax Withheld				5 EARLIEST YEAR/LATEST YEAR <u>2005</u> to <u>2017</u>	
6 INPUT - Identify source of information to be entered Returns			7 OUTPUT - Identify the use/s of information generated by system Research taxpayer inquiries and audit inquiries. Audit research.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Amount of tax paid by the employer on behalf of the employees.					
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 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 William Blum		14 TELEPHONE NUMBER 410-260-7252		15 DATE 12-29-2017 Revised: July 9, 2018	
16 TITLE OF PREPARER Assistant Section Manager Returns Processing- Uncott					
DGS 550-6 (rev. 10/12)					

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p style="text-align: right;">64</p> <p>PAGE <u>16</u> OF <u>30</u></p>	
<p>1. Department/Agency Comptroller of Maryland</p>		<p>2. Division Revenue Administration Division</p>		<p>3. Unit Returns Processing Section</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title Sales and Use Tax Reports</p>				<p>5. Earliest Year/Latest Year <u>2005</u> to <u>2017</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Returns submitted by businesses in Maryland to pay the Sales and Use Tax.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ By date and tax year</p>		<p>9. Volume ____1____ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After <u>60 days</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>			
<p>13. Current Location(s) (Bldg., Floor, Room) RAD Bldg, 3rd floor</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Scanned and stored on State Maryland servers</p>			
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>			
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Open Text Open Text is a Product that is used to store images processed through Fairfax. The images are housed on a 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 a product that the user would request the image based on information available.</p>		<p>18. 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.</p>			
<p>19. Name and Title of Preparer Linda Couch, Payment Processing-Section Manager</p>		<p>20. Telephone Number 410-260-7606</p>		<p>21. Date 8/16/2017 Revised: July 9, 2018</p>	

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 16 of 30 65	
1 DEPARTMENT/AGENCY Comptroller of Maryland		2 DIVISION Revenue Administration		3 UNIT 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 Sales and Use Tax Reports				5 EARLIEST YEAR/LATEST YEAR <u>2005</u> to <u>2017</u>	
6 INPUT - Identify source of information to be entered Returns			7 OUTPUT - Identify the use/s of information generated by system Research taxpayer inquiries and audit inquiries. Audit research.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include 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 – 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 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 Linda Couch		14 TELEPHONE NUMBER 410-260-7606		15 DATE Revised: July 9, 2018	
16 TITLE OF PREPARER Payment Processing, Section Manager					
DGS 550-6 (rev. 10/12)					

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY <div style="text-align: right; font-size: 24pt; font-weight: bold;">66</div> PAGE <u>17</u> OF <u>30</u>	
1. Department/Agency Comptroller of Maryland		2. Division Revenue Administration Division		3. Unit 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 Personal Income Tax Returns Forms 123, 502, 503, 505 and 515			5. Earliest Year/Latest Year <u>1991</u> to <u>2017</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) coupon size documents and Open Text _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____ By date and tax year.		9. Volume <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually- as needed since image is available			12. File Becomes Inactive After <u>60 days</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) RAD bldg., 4th floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Scanned and stored on State Maryland servers		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain 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.		
19. Name and Title of Preparer Bill Blum, - Section Assistant Manager		20. Telephone Number 410-260-7592		21. Date 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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 17 of 30 67	
1 DEPARTMENT/AGENCY Comptroller of Maryland		2 DIVISION Revenue Administration		3 UNIT 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 Personal Income Tax Returns Forms 123,502,503,505 and 515				5 EARLIEST YEAR/LATEST YEAR <u>1991</u> to <u>2017</u>	
6 INPUT - Identify source of information to be entered Returns			7 OUTPUT - Identify the use/s of information generated by system Research taxpayer inquiries and audit inquiries. Audit research.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. 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.					
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 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 William Blum		14 TELEPHONE NUMBER 410-260-7252		15 DATE 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 Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>17</u> OF <u>30</u> 68	
1. Department/Agency Comptroller of Maryland		2. Division Revenue Administration Division		3. Unit 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 Fiduciary Income Tax Returns- 504			5. Earliest Year/Latest Year __1997__ 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.) These forms are filed by all fiduciaries that have received income from sources within the State, and are required by existing statutes to file such a return.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) coupon size documents and Open Text _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____ By date and tax year		9. Volume __1__ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation __1__ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually- as needed since image is available			12. File Becomes Inactive After <u>60 days</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) RAD Bldg., 4th floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Scanned and stored on State Maryland servers		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain 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.		
19. Name and Title of Preparer Bill Blum, - Section Assistant Manager		20. Telephone Number 410-260-7592		21. Date 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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 17 of 30 69	
1 DEPARTMENT/AGENCY Comptroller of Maryland		2 DIVISION Revenue Administration		3 UNIT 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 Fiduciary Income Tax Returns-504				5 EARLIEST YEAR/LATEST YEAR <u>1997</u> to <u>2017</u>	
6 INPUT - Identify source of information to be entered Returns			7 OUTPUT - Identify the use/s of information generated by system Research taxpayer inquiries and audit inquiries. Audit research.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include 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.					
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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 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 William Blum		14 TELEPHONE NUMBER 410-260-7252		15 DATE 12-29-2017 Revised: July 9, 2018	
16 TITLE OF PREPARER Assistant Section Manager Returns Processing- Uncott					
DGS 550-6 (rev. 10/12)					

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p style="font-size: 2em; font-weight: bold;">70</p> <p>PAGE <u>17</u> OF <u>30</u></p>
1. Department/Agency Comptroller of Maryland	2. Division Revenue Administration Division	3. Unit 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 Year/Latest Year <u>2004</u> to <u>2017</u>
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.		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) coupon size documents and Open Text _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological (by month)</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____ By date</p>	<p>9. Volume <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
11. File is Used		12. File Becomes Inactive After
<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually- as needed since image is available		<u>2</u> Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) 60 Days
13. Current Location(s) (Bldg., Floor, Room) RAD Bldg., 4th floor		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain 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	21. Date 10/17/2016 Revised: March 28, 2018

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>17</u> OF <u>30</u></p>	
<p>1. Department/Agency Comptroller of Maryland</p>		<p>2. Division Revenue Administration Division</p>		<p>3. Unit Returns Processing Section</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title Electronic Funds Transfer (EFT) Applications</p>			<p>5. Earliest Year/Latest Year <u>2012</u> to <u>2017</u></p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Applications received for Automatic Clearing House (ACH) Debit are entered into an Excel database, forwarded to our 3rd 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.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological (month)</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>3</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>10. Annual Accumulation <u>1/2</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>					
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) RAD Bldg., 4th Floor</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Scanned and stored on State of Maryland servers</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention 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.</p>		
<p>19. Name and Title of Preparer Sandy Hunter-Fiscal Accounts Clerk II</p>		<p>20. Telephone Number 410-260-6062</p>		<p>21. Date 8/26/2017 Revised: March 28, 2018</p>	

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>17</u> of <u>30</u>	
1 DEPARTMENT/AGENCY Comptroller of Maryland		2 DIVISION Revenue Administration Division		3 UNIT 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 Electronic Funds Transfer EFT applications				5 EARLIEST YEAR/LATEST YEAR _____2012_____ TO _____2017_____	
6 INPUT - Identify source of information to be entered EFT Applications from businesses			7 OUTPUT - Identify the use/s of information generated by system Generate ACH accounts with Clearinghouse		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. 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.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Access limited to authorized users; authorized users are limited to staff members creating EFT accounts.					
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 the Information Technology Division of the Comptroller of the State of Maryland.					
12 RECOMMENDED RETENTION Retain scanned documents for 5 years and until all audits are complete; then destroy. Scans of paper are done to MSA standards.					
13 TYPED OR PRINTED NAME OF PREPARER Sandy Hunter		14 TELEPHONE NUMBER 410-260-6062		15 DATE 8/26/2017 Revised: March 28, 2018	
16 TITLE OF PREPARER Fiscal Accounts Clerk II					
DGS 550-6 (rev. 10/12)					

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY <div style="text-align: right; font-size: 1.5em;">73</div> PAGE <u>18</u> OF <u>30</u>	
1. Department/Agency Comptroller of Maryland		2. Division Revenue Administration Division		3. Unit 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 EFT Payment Adjustment Backup				5. Earliest Year/Latest Year- No longer maintain documents <u>2012</u> to <u>2017</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Correspondence backup from taxpayers that require payments made to be moved to a different account or account period.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>By MD Central Registration (CR) /Federal Identification number (FEIN). No Index system. Forms are filed by assigned CR or FEIN numbers, date and month.</u>		9. Volume <u>1/2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) RAD bldg. 4th, 400		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain 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	

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p style="font-size: 2em;">74</p> <p>PAGE <u>18</u> OF <u>30</u></p>
<p>1. Department/Agency</p> <p>Comptroller of Maryland</p>	<p>2. Division</p> <p>Revenue Administration Division</p>	<p>3. Unit</p> <p>Returns Processing Section</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title</p> <p>Daily Remittance Processing Documents (Paper)</p>	<p>5. Earliest Year/Latest Year</p> <p><u>2003</u> to <u>2017</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>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.</p> <p>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.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ By date and tax year.</p>	<p>9. Volume</p> <p><u> </u> 1/2 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation</p> <p><u> </u> 1/2 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u> 2 </u> Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>60 days</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>RAD bldg., Room 310</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Scanned and stored on State of Maryland servers.</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>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.</p>	
<p>19. Name and Title of Preparer</p> <p>Linda Couch, Payment Processing - Section Manager</p>	<p>20. Telephone Number</p> <p>410-260-7606</p>	<p>21. Date</p> <p>10/17/2016</p> <p>Revised: July 9, 2018</p>

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page ___ 18 ___ of ___ 30 ___	
1 DEPARTMENT/AGENCY Comptroller of Maryland		2 DIVISION Revenue Administration Division		3 UNIT 75 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 Daily Remittance Processing Documents (Paper)				5 EARLIEST YEAR/LATEST YEAR ___ 2003 ___ TO ___ 2017 ___	
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 DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. 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 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 – Explain or attach copy if established in writing. Access limited to authorized users; authorized users are limited to staff members within the Returns Processing Unit.					
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 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 for five years; then destroy. Scans of paper are done to MSA standards.					
13 TYPED OR PRINTED NAME OF PREPARER Linda Couch		14 TELEPHONE NUMBER 410-260-7606		15 DATE 8/26/2017 Revised: July 9, 2018	
16 TITLE OF PREPARER Section Manager					
DGS 550-6 (rev. 10/12)					

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>19</u> OF <u>30</u></p>
<p>1. Department/Agency Comptroller of Maryland</p>	<p>2. Division Revenue Administration Division</p>	<p>3. Unit Revenue Accounting Section 76</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Research File</p>	<p>5. Earliest Year/Latest Year <u>2012</u> to <u>2017</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) File Folders containing taxpayer correspondence, action requests and responses, surveys and other information used for reference.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological (by month)</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume _12____ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation _6____ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) RAD bldg. 3rd Floor</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain paper at the Revenue Administration Center for 3 years and until audits have been done; then destroy.</p>	
<p>19. Name and Title of Preparer Pharita Akbhasut</p>	<p>20. Telephone Number 410-260-7501</p>	<p>21. Date 10/12/2016 Revised: March 28, 2018</p>

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 <small>410-799-1930</small>		AGENCY RECORDS INVENTORY PAGE <u>19</u> OF <u>30</u>	
1. Department/Agency Comptroller of Maryland		2. Division Revenue Administration Division		3. Unit 77 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 Backup for Suspense Funds				5. Earliest Year/Latest Year <u>2012</u> to <u>2017</u>	
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 <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological (by month) <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>6</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <u>3</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) RAD bldg. 3rd Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain at the Revenue Administration Center for 3 years and until audits have been done; then destroy.		
19. Name and Title of Preparer Pharita Akbhasut		20. Telephone Number 410-260-7501		21. Date 10/12/2016 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 410-789-1930		AGENCY RECORDS INVENTORY PAGE <u>19</u> OF <u>30</u>	
1. Department/Agency Comptroller of Maryland		2. Division Revenue Administration Division		3. Unit Revenue Accounting Section 78	
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 Suspense Fund Correspondence				5. Earliest Year/Latest Year <u>2012</u> to <u>2017</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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. 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.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological (by month) <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>12</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>6</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) RAD bldg. 3rd Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain closed records at the Revenue Administration Center for 3 years and until audits have been done; then destroy.		
19. Name and Title of Preparer Pharita Akbhasvasut		20. Telephone Number 410-260-7501		21. Date 10/12/2016 Revised: March 28, 2018	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-795-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>19</u> of <u>30</u></p>	
<p>1. Department/Agency Comptroller of Maryland</p>		<p>2. Division Revenue Administration Division</p>		<p>3. Unit Revenue Accounting Section</p> <p style="text-align: right;">79</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title Receipts for Cash</p>				<p>5. Earliest Year/Latest Year <u>2012</u> to <u>2017</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Files contain receipt books and cash receipts which are prepared in response to taxpayer requests for a receipt.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological (by month)</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume _12_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation _6_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After <u>3</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) RAD bldg., 3rd Floor</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain at the Revenue Administration Center for 3 years and until audits have been done; then destroy.</p>		
<p>19. Name and Title of Preparer Pharita Akbhasut</p>		<p>20. Telephone Number 410-260-7501</p>		<p>21. Date 10/12/2016</p> <p>Revised: March 28, 2018</p>	

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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY Page ____20__ of ____30__
1 DEPARTMENT/AGENCY Comptroller of Maryland	2 DIVISION Revenue Administration Department	3 UNIT 80 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 Financial Records		5 EARLIEST YEAR/LATEST YEAR 2004 and 2017
6 INPUT - Identify source of information to be entered Journal entries	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. 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 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 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 Pharita Akbhavasut	14 TELEPHONE NUMBER 410-260-7501	15 DATE 10/13/2016 Revised: March 28, 2017
16 TITLE OF PREPARER Manager/AM		
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) COMAR 14.18.02		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>20</u> of <u>30</u>	
1 DEPARTMENT/AGENCY Comptroller of Maryland		2 DIVISION Revenue Administration Department		3 UNIT 81 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 entered Journal entries and ledgers			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. 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 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 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 Pharita Akbhasut		14 TELEPHONE NUMBER 410-260-7501		15 DATE 10/13/2016 Revised: March 28, 2017	
16 TITLE OF PREPARER Manager/AM					
DGS 550-6 (rev. 10/12)					

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>20</u> OF <u>30</u>	
1. Department/Agency Comptroller of Maryland		2. Division Revenue Administration Division		3. Unit 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 Bank Account Files				5. Earliest Year/Latest Year <u>2012</u> to <u>2017</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological (by month) <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>By calendar year and bank account #</u>		9. Volume <u>6</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) RAD bldg. 3rd Floor		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain at the Revenue Administration Center until superseded with another account or until audit requirements have been met, whichever occurs later, then destroy.			
19. Name and Title of Preparer Pharita Akbhavasut		20. Telephone Number 410-260-7501		21. Date 10/12/2016 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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page ____21____ of ____30____	
1 DEPARTMENT/AGENCY Comptroller of Maryland		2 DIVISION Revenue Administration Department		3 UNIT 83 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 Register of Wills/Sheriff Reports				5 EARLIEST YEAR/LATEST YEAR 2004 and 2017	
6 INPUT - Identify source of information to be entered Reports			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. Includes Cash Activity Report and Inventory Report					
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 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 Pharita Akbhavasut		14 TELEPHONE NUMBER 410-260-7501		15 DATE 10/13/2016 Revised: March 28, 2017	
16 TITLE OF PREPARER Manager/AM					
DGS 550-6 (rev. 10/12)					

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>21</u> OF <u>30</u></p>	
<p>1. Department/Agency Comptroller of Maryland</p>		<p>2. Division Revenue Administration Division</p>		<p>3. Unit Revenue Accounting Section 84</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title State Property Tax-Report of Collectors</p>				<p>5. Earliest Year/Latest Year <u>2004</u> to <u>2017</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>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.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>			<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological (by month)</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p><u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> <p>As needed, information is entered into report.</p>			<p>12. File Becomes Inactive After</p> <p><u>1</u></p> <p>Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>30 Days</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>RAD bldg. 3rd Floor</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Scanned and stored on State of Maryland servers.</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>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.</p>		
<p>19. Name and Title of Preparer</p> <p>Pharita Akbhasut</p>		<p>20. Telephone Number</p> <p>410-260-7501</p>		<p>21. Date</p> <p>10/12/2016</p> <p>Revised: July 9, 2018</p>	

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page ____ 21 ____ of ____ 30 ____	
1 DEPARTMENT/AGENCY Comptroller of Maryland		2 DIVISION Revenue Administration Department		3 UNIT 85 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 Reports			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. 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 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 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 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 Pharita Akbhasut		14 TELEPHONE NUMBER 410-260-7501		15 DATE 10/13/2016 Revised: July 9, 2018	
16 TITLE OF PREPARER Manager/AM					
DGS 550-6 (rev. 10/12)					

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>21</u> OF <u>30</u>	
1. Department/Agency Comptroller of Maryland		2. Division Revenue Administration Division		3. Unit 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 Distribution Files			5. Earliest Year/Latest Year <u>2004</u> to <u>2017</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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 #2-601 - #2-612.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological (by month) <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>1/2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>1/2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually As needed			12. File Becomes Inactive After <u>1</u> Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) 30 Days		
13. Current Location(s) (Bldg., Floor, Room) RAD bldg. 3rd Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Scanned and stored on State of Maryland servers.		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain 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.		
19. Name and Title of Preparer Pharita Akbhasut		20. Telephone Number 410-260-7501		21. Date 10/12/2016 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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 21 of 30 87	
1 DEPARTMENT/AGENCY Comptroller of Maryland		2 DIVISION Revenue Administration		3 UNIT 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 Distribution Files				5 EARLIEST YEAR/LATEST YEAR <u>2004 to 2017</u>	
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 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					
DGS 550-6 (rev. 10/12)					

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY 88 PAGE <u>22</u> OF <u>30</u>	
1. Department/Agency Comptroller of Maryland		2. Division Revenue Administration Division		3. Unit 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 Accounting Records				5. Earliest Year/Latest Year <u>2004</u> to <u>2017</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Accounting Records for Alcohol and Tobacco Tax 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					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>By date and tax year</u>		9. Volume <u>6</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>3</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>3</u> Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) RAD bldg. 3rd Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Scanned and stored on State Maryland servers.		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain at the Revenue Administration Center for 3 years and until all audit requirements have been met; then destroy. Documents are scanned to MSA standards.		
19. Name and Title of Preparer Pharita Akhavasut		20. Telephone Number 410-260-7501		21. Date 10/12/2016 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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page ____ 22 ____ of ____ 30 ____	
1 DEPARTMENT/AGENCY Comptroller of Maryland		2 DIVISION Revenue Administration Department		3 UNIT 89 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 Accounting Records				5 EARLIEST YEAR/LATEST YEAR 2004 and 2017	
6 INPUT – Identify source of information to be entered Accounting Records for Alcohol and Tobacco Tax			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. 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 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 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.					
13 TYPED OR PRINTED NAME OF PREPARER Pharita Akbhasut		14 TELEPHONE NUMBER 410-260-7501		15 DATE 10/13/2016 Revised: March 28, 2017	
16 TITLE OF PREPARER Manager/AM					
DGS 550-6 (rev. 10/12)					

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY <div style="text-align: right; font-size: 24pt; font-weight: bold;">90</div> PAGE <u>22</u> OF <u>30</u>			
1. Department/Agency Comptroller of Maryland		2. Division Revenue Administration Division		3. Unit 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 Accounting Records-Motor Fuel Tax				5. Earliest Year/Latest Year <u>2004</u> to <u>2017</u>			
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 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 that pertain to Revenue and expenditures.							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> A. <u>Deposit Documentation Forms</u> Deposit Slips Certificates of Deposit Batch control sheets Deposit summaries Deposit reconciliations Stars reports/printouts </td> <td style="width: 50%; border: none;"> B. <u>Expenditure Documentation Forms</u> Stars report/print outs Budget Information Expenditure Projections </td> </tr> </table>						A. <u>Deposit Documentation Forms</u> Deposit Slips Certificates of Deposit Batch control sheets Deposit summaries Deposit reconciliations Stars reports/printouts	B. <u>Expenditure Documentation Forms</u> Stars report/print outs Budget Information Expenditure Projections
A. <u>Deposit Documentation Forms</u> Deposit Slips Certificates of Deposit Batch control sheets Deposit summaries Deposit reconciliations Stars reports/printouts	B. <u>Expenditure Documentation Forms</u> Stars report/print outs Budget Information Expenditure Projections						
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u> </u> By date and tax year		9. Volume <u>6</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>3</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)				
13. Current Location(s) (Bldg., Floor, Room) RAD bldg. 3rd Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain at Revenue Administration for 3 years and until all audit requirements have been met; then destroy. Documents are scanned to MSA standards.				
19. Name and Title of Preparer Pharita Akbhavasut		20. Telephone Number 410-260-7501		21. Date 10/12/2016 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 410-789-1930		AGENCY RECORDS INVENTORY 91 PAGE <u>23</u> OF <u>30</u>	
1. Department/Agency Comptroller of Maryland		2. Division Revenue Administration Division		3. Unit 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 Accounting Records-Motor Fuel Tax				5. Earliest Year/Latest Year <u>2004</u> to <u>2017</u>	
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 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 that pertain to Revenue and expenditures.					
C. <u>Fiscal Year End Close Out Schedules and Supporting Documentation</u> D. <u>Payroll Registers, Exception Time Reports and Supporting Documentation</u>					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____ By date and tax year		9. Volume <u>6</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) RAD bldg. 3rd Floor		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain at Revenue Administration for 5 years and until all audit requirements have been met; then destroy.			
19. Name and Title of Preparer Pharita Akbhavasut		20. Telephone Number 410-260-7501		21. Date 10/12/2016 Revised: March 28, 2018	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p style="text-align: right;">92</p> <p>PAGE <u>23</u> OF <u>30</u></p>	
<p>1. Department/Agency</p> <p>Comptroller Office</p>		<p>2. Division</p> <p>Revenue Administration Division</p>		<p>3. Unit</p> <p>Revenue Accounting Section</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series</p> <p>Cash receipts/Fuel Tax Returns Records</p>				<p>5. Earliest Year/Latest Year</p> <p>2013 <u> </u> to <u> </u> 2017 <u> </u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Dealer monthly tax return reporting purchased fuels.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ By date and tax year</p>		<p>9. Volume</p> <p>5 _____</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p><u> 3 </u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>RAD, 3th, 301</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Retain for 1 year, then transfer to the State Records Center for 3 years; then destroy.</p>		
<p>19. Name and Title of Preparer</p> <p>James Pasko, Manager</p>		<p>20. Telephone Number</p> <p>410-260-7521</p>		<p>21. Date</p> <p>April 3, 2017</p> <p>Revised: March 29, 2018</p>	

<p><u>Instructions</u> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p style="text-align: right;">93</p> <p>PAGE 24 OF 30</p>	
<p>1. Department/Agency Comptroller Office</p>		<p>2. Division Revenue Administration Division</p>		<p>3. Unit Revenue Accounting Section</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series IFTA Bank Reconciliation</p>				<p>5. Earliest Year/Latest Year 2013 to 2017</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Deposits of motor fuel driver reported mileage and purchases.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological (monthly)</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p>6 _____</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After</p> <p><u>3</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>			
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>RAD, 3th, 301</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>			
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>18. Retain for 3 years and until all audit requirements have been met; then destroy.</p>			
<p>19. Name and Title of Preparer</p> <p>James Pasko, Manager</p>		<p>20. Telephone Number</p> <p>410-260-7521</p>		<p>21. Date</p> <p>April 3, 2017</p> <p>Revised: March 29, 2018</p>	

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY <div style="text-align: right; font-size: 2em; font-weight: bold;">94</div> PAGE <u>24</u> OF <u>30</u>	
1. Department/Agency Comptroller Office		2. Division Revenue Administration Division		3. Unit 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 IFTA Transmittals from Maryland				5. Earliest Year/Latest Year 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.) Driver reported Maryland fuel purchases driven in other states.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological (monthly) <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 6 _____ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) RAD, 3th, 301			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 3 years and until all audit requirements have been met; then destroy.		
19. Name and Title of Preparer James Pasko, Manager		20. Telephone Number 410-260-7521		21. Date April 3, 2017 Revised: March 29, 2018	

<p><u>Instructions</u> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p style="text-align: right;">95</p> <p>PAGE <u>24</u> OF <u>30</u></p>	
<p>1. Department/Agency Comptroller Office</p>		<p>2. Division Revenue Administration Division</p>		<p>3. Unit Revenue Accounting Section</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series IFTA Transmittals to Maryland</p>			<p>5. Earliest Year/Latest Year 2013 to 2017</p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Driver reported fuel purchases in other states and driven in Maryland.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological (monthly)</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p>6 _____</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
		<p>10. Annual Accumulation</p> <p>3 _____</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>			
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p><u>3</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>RAD, 3th, 301</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain for 3 years and until all audit requirements have been met; then destroy.</p>		
<p>19. Name and Title of Preparer</p> <p>James Pasko, Manager</p>		<p>20. Telephone Number</p> <p>410-260-7521</p>		<p>21. Date</p> <p>April 3, 2017</p> <p>Revised: March 29, 2018</p>	

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>24</u> OF <u>30</u> 96	
1. Department/Agency Comptroller Office		2. Division Revenue Administration Division		3. Unit 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 IFTA Fund Transfers			5. Earliest Year/Latest Year 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.) Transfer of funds from the IFTA deposit account to Maryland.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological (monthly) <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 6 _____ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) RAD, 3th, 301			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 3 years and until all audit requirements have been met; then destroy.		
19. Name and Title of Preparer James Pasko, Manager		20. Telephone Number 410-260-7521		21. Date April 3, 2017 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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page ____ 24 ____ of ____ 30 ____ 97	
1 DEPARTMENT/AGENCY Comptroller of Maryland		2 DIVISION Revenue Administration Department		3 UNIT 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 Daily Remittance Processing Documents				5 EARLIEST YEAR/LATEST YEAR 2013 and 2017	
6 INPUT - Identify source of information to be entered 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.			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. 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 – 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, 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 Akbhasvat		14 TELEPHONE NUMBER 410-260-7501		15 DATE 04/03/2017 Revised: July 9, 2018	
16 TITLE OF PREPARER Manager/AM					
DGS 550-6 (rev. 10/12)					

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>24</u> OF <u>30</u> 98	
1. Department/Agency Comptroller Office		2. Division Revenue Administration Division		3. Unit 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 Daily Remittance Processing Paper Documents				5. Earliest Year/Latest Year 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 <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____ By date and tax year		9. Volume 1 _____ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation 1 _____ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>2</u> Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) 60 days		
13. Current Location(s) (Bldg., Floor, Room) RAD, 3th, 301			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Scanned and stored on State of Maryland servers.		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain 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.		
19. Name and Title of Preparer James Pasko, Manager		20. Telephone Number 410-260-7521		21. Date April 3, 2017 Revised: 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 410-799-1930		AGENCY RECORDS INVENTORY 99 PAGE 25 OF 30	
1. Department/Agency Comptroller Of Maryland		2. Division Revenue Administration Division		3. Unit 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 Dishonored Checks				5. Earliest Year/Latest Year 2014 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.) Checks submitted for payment of taxes which are not honored by the financial institution they were drawn on.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological (monthly) <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>75</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Boxes	
		10. Annual Accumulation <u>25</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Boxes			
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 4th Floor, Revenue Administration Center			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention: Retain at the Revenue Administration Center for 3 years and until all audit requirements have been met; then destroy.		
19. Name and Title of Preparer Franklin Dorrell, Section Manager, Taxpayer Accounting		20. Telephone Number 410-260-6629		21. Date 04/18/17 Revised: March 29, 2018	

<p><u>Instructions</u> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p style="text-align: right;">100</p> <p>PAGE <u>25</u> OF <u>30</u></p>	
<p>1. Department/Agency</p> <p>Comptroller Office</p>		<p>2. Division</p> <p>Revenue Administration Division</p>		<p>3. Unit</p> <p>Taxpayer Accounting Section</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series</p> <p>Stop Payment File</p>				<p>5. Earliest Year/Latest Year</p> <p>2013 <u> </u> to <u> </u> 2017 <u> </u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>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.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) <u> </u></p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) <u> </u></p>		<p>9. Volume</p> <p>75 <u> </u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>boxes</u> <u> </u></p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After</p> <p><u> 3 </u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>			
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>RAD, 3th, 307</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>			
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>18. Recommended Retention</p> <p>Retain at the Revenue Administration Center for 1 calendar year and until audit requirements have been met; then destroy.</p>			
<p>19. Name and Title of Preparer</p> <p>James Pasko, Manager</p>		<p>20. Telephone Number</p> <p>410-260-7521</p>		<p>21. Date</p> <p>April 18, 2017</p>	

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 Waterfoo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY <div style="text-align: right;">10)</div> PAGE <u>25</u> OF <u>30</u>	
1. Department/Agency Comptroller Office		2. Division Revenue Administration Division		3. Unit 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 Forgery documents			5. Earliest Year/Latest Year 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.) Completed forgery affidavits which have been executed. Maintained in alphabetical order by taxpayer name.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 75 _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) boxes _____ 10. Annual Accumulation 25 _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ boxes _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) RAD, 3th, 307			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? if yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain at the Revenue Administration Center until audit requirements have been met; then destroy.		
19. Name and Title of Preparer James Pasko, Manager		20. Telephone Number 410-260-7521		21. Date April 18, 2017 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 410-789-1930		AGENCY RECORDS INVENTORY PAGE <u>25</u> OF <u>30</u> 102	
1. Department/Agency Comptroller Office		2. Division Revenue Administration Division		3. Unit 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 Returned refund checks/deletion report				5. Earliest Year/Latest Year 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.) 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.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological (monthly) <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 75 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) boxes _____ 10. Annual Accumulation 25 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) boxes _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) RAD, 3th, 307			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain at the Revenue Administration Center until audit requirements have been met; then destroy.		
19. Name and Title of Preparer James Pasko, Manager		20. Telephone Number 410-260-7521		21. Date April 18, 2017 Revised: 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)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY <div style="text-align: right; font-size: 1.2em;">103</div> PAGE <u>26</u> OF <u>30</u>	
1. Department/Agency Comptroller Of Maryland		2. Division Revenue Administration Division		3. Unit 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 Protective Claims Files			5. Earliest Year/Latest Year 2012 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.) 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.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video-Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____ By date and tax year		9. Volume <u>15</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Boxes 10. Annual Accumulation <u>3</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Boxes	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) RAD bldg., 4th Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No.			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention: Retain 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.		
19. Name and Title of Preparer Franklin Dorrell, Section Manager, Taxpayer Accounting		20. Telephone Number 410-260-6629		21. Date 12/26/2017 Revised: 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)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY <div style="text-align: right; font-size: 24pt; font-weight: bold;">104</div> PAGE <u>26</u> OF <u>30</u>	
1. Department/Agency Comptroller Of Maryland		2. Division Revenue Administration Division		3. Unit 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 Amended Tax Returns			5. Earliest Year/Latest Year 2012 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.) 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.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Sound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____ By date and tax year		9. Volume <u>75</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Boxes 10. Annual Accumulation <u>35</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Boxes	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) RAD bldg., 4th Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention: Retain at the Revenue Administration Center for 1 year, then 4 years at the State Records Management Center; then destroy.		
19. Name and Title of Preparer Franklin Dorrell, Section Manager, Taxpayer Accounting		20. Telephone Number 410-260-6629		21. Date 12/26/2017 Revised: 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)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY <div style="text-align: right; font-size: 1.5em;">105</div> PAGE <u>26</u> OF <u>30</u>	
1. Department/Agency Comptroller Of Maryland		2. Division Revenue Administration Division		3. Unit 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 Taxpayer Adjustment Correspondence				5. Earliest Year/Latest Year 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.) 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.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____ By date and tax year		9. Volume <u>5</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>2</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Boxes	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually As needed			12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) RAD bldg., 4th Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention: Retain at the Revenue Administration Center for 1 year; then 2 years at State Records Management Center; then destroy.		
19. Name and Title of Preparer Franklin Dorrell, Section Manager, Taxpayer Accounting		20. Telephone Number 410-260-6629		21. Date 12/26/2017 Revised: 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)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY <div style="text-align: right; font-size: 1.5em;">106</div> PAGE <u>27</u> OF <u>30</u>	
1. Department/Agency Comptroller Of Maryland		2. Division Revenue Administration Division		3. Unit 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 Motor Fuel Tax Refund Claims Records				5. Earliest Year/Latest Year 2014 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 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.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____ By date and tax year		9. Volume <u>75</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Boxes 10. Annual Accumulation <u>25</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Boxes	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) RAD Bldg., 4th Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention: Retain at the Revenue Administration Retain until all audit requirements have been met; then destroy.		
19. Name and Title of Preparer Franklin Dorrell, Section Manager, Taxpayer Accounting		20. Telephone Number 410-260-6629		21. Date 04/18/17 Revised: 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)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY 107 PAGE 28 OF 30	
1. Department/Agency Comptroller Of Maryland		2. Division Revenue Administration Division		3. Unit 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 Motor Fuel Carrier Decal Credits Records				5. Earliest Year/Latest Year 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 <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____ By date and tax year		9. Volume <u>5</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) 10. Annual Accumulation <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>4</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) RAD Bldg., 4th Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention: Retain 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 Franklin Dorrell, Section Manager, Taxpayer Accounting		20. Telephone Number 410-260-6629		21. Date 04/18/17 Revised: 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)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY 108 PAGE 28 OF 30	
1. Department/Agency Comptroller Of Maryland		2. Division Revenue Administration Division		3. Unit 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 Alcohol and Tobacco Tax				5. Earliest Year/Latest Year 2014 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.) 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.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____ By date and tax year		9. Volume <input checked="" type="checkbox"/> 6 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Boxes 10. Annual Accumulation <input checked="" type="checkbox"/> 2 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Boxes	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>n/a</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) RAD Bldg., 4th Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention: Retain at the Revenue Administration until all audit requirements have been met; then destroy.		
19. Name and Title of Preparer Franklin Dorrell, Section Manager, Taxpayer Accounting		20. Telephone Number 410-260-6629		21. Date 04/18/17 Revised: March 29, 2018	

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p style="text-align: right; font-size: 1.2em;">109</p> <p>PAGE <u>29</u> of <u>30</u></p>
<p>1. Department/Agency Comptroller of Maryland</p>	<p>2. Division Revenue Administration Division</p>	<p>3. Unit Taxpayer Media Section</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Corporation/PTE Amended Tax Returns (Forms 500X and 510) and Adjustment Batches</p>		<p>5. Earliest Year/Latest Year 1995 to 2017</p>
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) -CORPORATION/PTE AMENDED TAX RETURNS (FORMS 500X AND 510) AND ADJUSTMENT BATCHES. -INDIVIDUAL AMENDED TAX RETURNS – NOL ONLY</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p>Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 160 Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) BOXES</p> <hr/> <p>10. Annual Accumulation 80 Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) BOXES</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After 20 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>
<p>13. Current Location(s) (Bldg., Floor, Room) RAD BUILDING – 2ND FLOOR HALLWAY</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No BOXES ARE NUMBERED. BATCHES ARE ASSIGNED BOX NUMBERS.</p>		<p>18. Recommended Retention 2 YEARS AT THE REVENUE ADMINISTRATION BUILDING – PLUS 18 YEARS AT THE STATE RECORDS MANAGEMENT CENTER; THEN DESTROY</p>
<p>Name and Title of Preparer PETER GIGUERE, CPA – ASSISTANT MANAGER Taxpayer Accounting Section</p>		<p>20. Telephone Number 410-260-7915</p>
		<p>21. Date 12/29/16</p>

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 410-789-1930		AGENCY RECORDS INVENTORY 110 PAGE <u>30</u> OF <u>30</u>	
1. Department/Agency Comptroller of Maryland		2. Division Revenue Administration Division		3. Unit Taxpayer Service Section/Correspondence 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 Taxpayer Correspondence Files				5. Earliest Year/Latest Year <u>2014</u> to <u>2017</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Consists of original incoming correspondence and copies of outgoing correspondence for all tax types administered by the Revenue Administration Division.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>email</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological (monthly) <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>5</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
		10. Annual Accumulation <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually As needed			12. File Becomes Inactive After <u>2</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) 60 days		
13. Current Location(s) (Bldg., Floor, Room) RAD Bldg., 4 th floor.			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Scanned and stored on State Maryland servers		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain Copies at Revenue Administration for 60 days; then destroy. Retain scanned images for 5 years then destroy. All scans are done to MSA standards.		
19. Name and Title of Preparer Michele Santucci, Manager		20. Telephone Number 410-260-7022		21. Date 10/7/2016 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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page <u>30</u> of <u>30</u> <div style="text-align: right;">11</div>	
1 DEPARTMENT/AGENCY Comptroller of Maryland		2 DIVISION Revenue Administration 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 Files				5 EARLIEST YEAR/LATEST YEAR <u>2014</u> TO 2017	
6 INPUT - Identify source of information to be entered Taxpayer Service Correspondence			7 OUTPUT - Identify the use/s of information generated by system Used to answer taxpayer questions and research purposes		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Consists of original incoming correspondence and copies of outgoing correspondence for all tax types administered by the Revenue Administration Division.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Access and use is limited to the Correspondence Unit because they are responsible for handling the response or research.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION 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)					