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

Schedule No. 2904

Page of 2

Agency Frederick Community College Division/Unit Finance/Finance

Item	Description	Retention
No.		
1	Financial Records	Scan to Maryland State Archives Standards, then retain paper records, scanned images, and born digital content for seven (7) years, then destroy.
2	Tax documents - Internal Revenue Service (IRS) returns (990-T), notices, and correspondence; Maryland State Tax Returns (Admission and Amusement Tax Return, Sales and Use Tax Form 202).	Scan to Maryland State Archives Standards, then destroy paper record. Retain scanned images, for ten (10) years, then destroy.
3	Audited Financial Statements, Single Audit, Data Collection Forms	Retain digital copy for fifteen (15) years, then destroy.
4	Internal Audit Final Reports	Scan to Maryland State Archives Standards, then destroy paper version. Retain digital version for ten (10) years, then destroy.
5	Financial Aid Drawdown Supporting Documentation	Retain for ten (10) years, then destroy.
6	Bond Issuance and related documents	Retain documents for three (3) years after submission of final reports, Then destroy.
7	Grant documentation and related files	Scan to Maryland State Archives Standards, then destroy paper version. Retain electronic version for three (3) years after grant final reports are submitted to the funder or longer, if required by the grant agreement, then destroy.

or Division Representative. Date

Signature

Typed Name Dana McDonald

Title VP for Finance

Date

Signature

DGS 550-1

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

Schedule No.

Page 2 of 2

Agency
Frederick Community College

Division/Unit Finance/Finance

Frederick Community College		Finance/Finance
Item No.	Description	Retention
8	Work papers	Retain born digital content and paper records for five (5) years, then destroy.
9	Unclaimed Property Reports	Scan to Maryland State Archives Standards, then destroy paper version. Retain digital version for seven (7) years, then destroy.
10	IRS Form 1099	Retain born digital content for four (4) years, then destroy.
11	Indirect Cost Rate Determination Letter	Scan to Maryland State Archives Standard, then destroy paper version. Retain digital copy for ten (10) years, then destroy.
12	Purchasing records — equipment purchased with grant funds	Retain according to grant requirements or for 3 years after grant final reports are submitted to the funder, whichever is longer, then destroy.
DCS SEO		

DGS 550-1A

Instructions –Type or Print a separate form for	Instructions –Type or Print a separate form for DEPARTMENT OF GENERA		ENERAL SERVICES		AGENCY RECORDS INVENTORY
each new or revised record series. Forward RECORDS MANAGEMEN					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box		ad, P.O. Box	275	PAGE OF 14
		Jessup, Maryland 20794 410-799-1930			PAGE OF
Department/Agency	2. Divisio	n			3. Unit
Frederick Community College	Finance				Finance
					'
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition
Record Series Title				5. Earlie	est Year/Latest Year
Financial Records				2011	to 2018
6. Record Series Description (Briefly describe the	types of inf	ormation/doc	uments/forms	found in t	he series. Include the purpose or function of the
series.)	() poo o:			iound m	The series. The see the purpose of full out it is the
Financial records include documents sur fixed asset records, bank reconciliations,					
17.00 0.001 (0.00) 0.0,201 11 (0.00) 0.110 110 110 110 110 110 110 110 110 1	quartor,	y caon non			ina dedini, and imanelar elaternente.
Bank reconciliations are done monthly a balance and general ledger detail.	nd includ	le bank sta	tement and	d all sup	porting documentation including trial
Quarterly Cash Flow – County: Availabl	e haland	e ner earh	nuarter en	ding for	College Construction Improvement
					oject ID to include 1st FY project funding
received, total authorized budget, remain					
status narrative.					
Quarterly Cash Flow – State: State Sha	ire of Coi	nstruction I	moroveme	nts Prog	ram Funding balance per each quarter
ending. This information is used by the					
report expenditures to the Maryland State	te Treası				
7. Record Series Format(s) List att	1	8. Record Serie	s Sequence	9. Volume 20	
X Letter Size	Alphabetical		ıl	Number	
Legal Size Computer Tape		Numerical		File Dra	ewer(s)
			=		im Reel(s)
☐ Audio Tape ☐ Floppy Disk		x Chronologica	· 1 = ·		uter ape(s) (specify) – Bankers Boxes and 3-ring binders
☐ Bound Book ☐ Video Tape		Geographic	cal	31	
Other (specify)		Other (spec	ecifu) 10 Aprus		Accumulation
			····,, <u>——</u>	3	
				Number	
				File Dra	ewer(s)
				l	im Reel(s)
				1 = 1	uter Tape(s)
11. File is Used			12. File Becom		(specify) - Bankers boxes and 3-ring binders
71.1110.13.0333			7	ics module /	
☐ Daily ☐ Weekly ☐ Monthly X Annu	ıaliy		Number	ı 🗆 💮	Month(s) x Year(s)
13. Current Location(s) (Bldg., Floor, Room) Gambrill Hall, Building G. Suite 216			l l .	Series Duplica No	sted Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ		
Yes X No			II		deral 🔀 Independent
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	nmended F	Retention
Yes X No			II		ate Archives Standards, then retain paper records,
			scanned im destroy.	nages, and	born digital content for seven (7) years, then
19. Name and Title of Preparer		20. Telepho	one Number	21. Date	Э
Dana McDonald, VP for Finance		301-846-24	58	7/3/18	

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS N	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY			
WITH RECORDS RETENTION SCHEDULE (DGS	JESSUP, MARYLAND 20794 (410) 799-1930		Page 2 of 14			
550-1) COMAR 14.18.02						
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Frederick Community College	Finance		Finance			
DEFINITION — Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE Financial Records	-		5 EARLIEST YEAR/LATEST YEAR 2011 TO 2018			
6 INPUT - Identify source of information to Scanned documents and born digital docume and Excel; also CDs from the bank containing checks	ents in Word	7 OUTPUT - Identify the o Referenced by fiscal serv	use/s of information generated by system rices			
8 ELECTRONIC RECORD SERIES DESCR	con	tained in a series. Include	purpose and function of the system.			
Financial records include documents such as asset records, bank reconciliations, quarterly						
Bank reconciliations are done monthly and in general ledger detail. Cancelled Check CD's checks for each month on one CD. Voided C system.	-cancelled check	images from the bank for	both payroll and accounts payable			
Quarterly Cash Flow – County: Available ba funded by State and County. This is listed by authorized budget, remaining budget, project	y the assigned C	ounty project ID to include	1st FY project funding received, total			
Quarterly Cash Flow – State: State Share of This information is used by the State to projethe Maryland State Treasurer.						
POLICY ON ACCESS AND USE - Explain Documents are accessed only by Fiscal Services.			d drive.			
10 UPDATING CYCLES OR CONDITIONS No revisions are made to the documents.	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM			
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.						
Excel and PDF files and stored on the Fiscal	Services and Fa	acilities Planning Shared D	rives			
12 RECOMMENDED RETENTION Scan to Maryland State Archives Standards, t	hen retain pape	r records, scanned images,	and born digital content for seven (7)			
years, then destroy. 13 TYPED OR PRINTED NAME OF	14 TELEPHO	NE NUMBER	15 DATE			
PREPARER Dana McDonald	301-846-2458		7/3/18			
16 TITLE OF PREPARER VP for Finance						
DGS 550-6 (rev. 10/12)						

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY				
RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	JESSUP,	OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page 3 of 14				
COMAR 14.18.02							
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT				
Frederick Community College	Finance		Finance				
	DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes						
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR				
Tax Documents			2008 TO 2018				
6 INPUT - Identify source of information to		7 OUTPUT - Identify the	use/s of information generated by system				
Documents are scanned and saved as PDF f on the Fiscal Services shared drive	iles and stored	Referenced by Fiscal Set	rvices				
 B ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Admission and Amusement Tax Report is due to the State of Maryland for tax imposed on gross receipts from admissions, the use or rental of recreational or sports equipment and the sale of merchandise. The tax is imposed by Maryland counties and municipalities and is collected by the State Comptroller's Office. Sales and Use Tax Form 202 is submitted to the State Comptroller's Office to report and pay the sales and use tax on items subject to Maryland's 6% sales and use tax. IRS Form 990-T/990-N - Annual returns - Exempt Organization Business Income (990T) and small tax-exempt organizations with annual gross receipts under \$50,000 (990N); both are filed annually with the IRS. IRS notices and correspondence, tax exemption letter POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. Only those with access to the Fiscal Services shared drive would have access. 							
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM No revisions are made unless required by the IRS							
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit							
A PDF file is stored on the Fiscal Services SI	nared Drive						
12 RECOMMENDED RETENTION Scan to Maryland State Archives Standards,	then destroy pa	per record. Retain scanne	d images for 10 years then destroy.				
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE				
Dana McDonald	301-846-2458		3/13/17				
16 TITLE OF PREPARER VP for Finance		L					
DGS 550-6 (rev. 10/12)							

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED		OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY				
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP,	OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page 4 of 14				
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT				
Frederick Community College	Finance		Finance				
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes							
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR				
Audited Financial Statements, Single	Audit, Data C	ollection Forms	2004 TO 2017				
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the t	use/s of information generated by system				
Excel, Word and PDF files are stored on the shared drive	Fiscal Services	Referenced by Fiscal Ser	vices				
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	n/documents/forms purpose and function of the system.				
4	Audited Financial Statements, Single Audit, Data Collection Form: Audited financial documents prepared by the College and audited by the selected auditing firm for each fiscal year.						
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.					
N/A							
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM				
No revisions are made							
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability							
Excel, Word and PDF files are stored on the	Fiscal Services s	shared drive					
12 RECOMMENDED RETENTION Retain digital copy for fifteen (15) years, then	destroy.						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE				
Dana McDonald	301-846-2458		7/3/18				
16 TITLE OF PREPARER VP for Finance							
DGS 550-6 (rev. 10/12)							

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY			
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		Page Fof 14			
COMÁR 14.18.02						
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Frederick Community College	Finance		Finance			
DEFINITION - Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
Internal Audit Final Reports			2007 TO 2017			
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the t	use/s of information generated by system			
Documents are either born digitally or scanne stored on the Fiscal Services shared drive; padestroyed		Referenced by Fiscal Ser	rvices			
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	n/documents/forms purpose and function of the system.			
Final audit reports for audits conducted by th	e Interagency In	ternal Audit Authority.				
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.				
N/A						
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM						
No revisions are made						
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit						
Files are stored on the Fiscal Services share	d drive					
12 RECOMMENDED RETENTION	41	Data and a second	(40)			
Scan to Maryland State Archives Standards, 13 TYPED OR PRINTED NAME OF	then destroy par		version for ten (10) years, then destroy. 15 DATE			
PREPARER						
Dana McDonald	301-846-2458		3/13/17			
16 TITLE OF PREPARER VP for Finance						
DGS 550-6 (rev. 10/12)						

Instructions –Type or Print a separate form for	DEPARTI	MENT OF G	ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANAGEMENT DIVI				·
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box				PAGE 6 OF 14
, ,	Jessup, Maryland 20794				PAGE 6 OF 1
4 December 2016	410-799-1930				0.14-1
Department/Agency Frederick Community College	2. Division	1			3. Unit Finance
Frederick Community College	Finance				rilance
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records n	ormally filed	and used as	a unit for r	eference as well as retention and disposition
4. Record Series Title			5. Earliest Year/Latest Year		
Financial Aid Drawdown Support				2008	to 2017
6. Record Series Description (Briefly describe the series.) Financial Aid Drawdown Support – d					
Opportunity Grant (SEOG), Federal	Work Stu	ıdy and E	Direct Loar	i Financ	cial Aid.
7. Record Series Formal(s) List all		8, Record Serie	s Sequence	9. Volume	
X Letter Size		Alphabetica	ıt .	5 Number	
Legal Size Computer Tape	☐ Numerical		:	x File Draw	- 1
☐ Audio Tape ☐ Floppy Disk		x Chronological	!	Computer Tape(s)	
☐ Bound Book ☐ Video Tape		Geographic	al	Other (specify) 10. Annual Accumulation	
Other (specify)	Other (specify)		oify)	1 Number	
				x File Drawer(s)	
				Microfilm Real(s)	
				Computer Tape(s) Other (specify)	
11. File is Used			12. File Becom 10	es Inactive Af	ier
☐ Daily ☐ Weekly ☐ Monthly X Annu	ıally		Number		lonth(s) ⊠Year(s)
13. Current Location(s) (Bldg., Floor, Room) Gambrill Hall, Building G, Room 216			14. Is Record Series Duplicated Etsewhere? (If yes, specify agency or office.) Yes x No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements		
Yes X No		1	☐None □	State	Federal X Independent
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recomn	nended Ret	ention
Yes X No			Retain for	ten (10)	years, then destroy.
			Notalli 101	(10)	years, then aestroy.
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	
Shawn Chesnutwood, Senior Accountant		301-846-24		3/13/201	7
				· · · · · · · · · · · · · · · · · · ·	

Instructions –Type or Print a separate form for	DEPARTMENT O	F GENERAL SE	RVIÇES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MAI	NAGEMENT DIV	ISION		
with Records Retention Schedule (DGS 550-1)	7275 Waterlor	Road, P.O. Box	275	PAGET OF 14	
,	Jessup, Maryland 20794			PAGE (OF) U	
Department/Agency	2. Division	· · ·		3. Unit	
Frederick Community College	Finance			Finance	
DESINITION DECORDS OFFICE A		(<u> </u>			
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally t	ied and used as	a unit for r	eference as well as retention and disposition	
4. Record Series Title			5. Earlie	st Year/Latest Year	
Bond Issuance and related documents			2010	to 2017	
6. Record Series Description (Briefly describe the	types of information/	documents/forms	found in t	he series. Include the purpose or function of the	
series.)					
Bond issuance and related documents for	or the funding of	construction (of Jeffers	son Hall (Enrollment Services Building)	
and the Parking Deck. includes original	bond issuance o	ocument and	agreem	ents including required filing on bond	
· ·			J. 55		
holding for each fiscal year.					
7. Record Series Format(s) List all	8. Recard	Series Sequence	9. Volume		
_			8		
X Letter Size	│ ☐ Alphab	elical	Number		
Legat Size Computer Tape	☐ Numer	cal	x File Drawer(s)		
			Microfi	• *	
Audio Tape Floppy Disk	x Chronological		Computer Tape(s) Other (specify)		
☐ Bound Book ☐ Video Yape	☐ Geographical			Accumulation	
	Other (specify)		_1		
Other (specify)	Other	specify	Number		
			xFile Draw	ver(s)	
			Microfi	* *	
			1 = '	uter Tape(s) (specify): file folder	
				(4)	
11. File is Used		12. File Becon	nes Inactive A	fter	
☐ Daity ☐ Weekly ☐ Monthly X Annu	ually	Number	Number Month(s) Year(s)		
_			_	_	
13. Current Location(s) (8ldg., Floor, Room)		14. Is Record	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or affice.)		
Gambrill Hall, Building G, Room 216		☐ Yes	☐ Yes x No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Reg	uirements		
Yes X No		_	_	_	
	X None	State	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe	18. Recom				
Yes X No			Retain documents for three (3) years after submission of final reports, Then destroy		
		1,140	est oy		
19. Name and Title of Preparer	20. Tel	phone Number	21. Date	9	
Dana McDonald, VP for Finance	301-846	-2455	7/3/18		

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED		OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY				
ELECTRONIC RECORD SERIES. FORWARD	7275 WATERL	OO ROAD, P.O. BOX 275					
WITH RECORDS RETENTION SCHEDULE (DGS		MARYLAND 20794 10) 799-1930	Page 8 of 1 ⁴				
550-1) COMAR 14.18.02							
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT				
Frederick Community College	Finance		Finance				
DEFINITION — Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes							
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR				
Grant documentation and related files	i.		2013 TO 2016				
6 INPUT - Identify source of information to		7 OUTPUT - Identify the t	use/s of information generated by system				
Documents are saved as PDF files and store Services shared drive	d on the Fiscal	Referenced by Fiscal Ser	vices				
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	n/documents/forms purpose and function of the system.				
Complete Grant Files (includes original RFP a	nd proposal alo	ng with award notification.	contract agreements, grant				
amendments, payment requests, reports and	• •	_	, , , , , , , , , , , , , , , , , , , ,				
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.					
N/A							
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM				
No revisions are made unless required by the	e Grantor						
,							
SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit							
A PDF file is stored on the Fiscal Services SI	nared Drive						
12 RECOMMENDED RETENTION Scan to Maryland State Archives Standards,	than dastroy no	nor version. Petain electro	nic version for 3 years ofter grant final				
reports are submitted to the funder or longer,							
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE				
Shawn Chesnutwood	301-846-2455		3/13/17				
16 TITLE OF PREPARER							
Senior Accountant							
DGS 550-6 (rev. 10/12)							

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M 7275 WATERL	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY				
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP, MARYLAND 20794 (410) 799-1930		Page 9 of 14				
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT				
Frederick Community College	Finance		Finance				
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 Work papers			5 EARLIEST YEAR/LATEST YEAR 2012 TO 2017				
6 INPUT - Identify source of information to I Born digital content in either Excel or Word	be entered	7 OUTPUT - Identify the u Referenced by Fiscal Ser	use/s of information generated by system vices				
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information					
 contained in a series. Include purpose and function of the system. Work papers for the following: Maryland Higher Education Commission (MHEC): work papers for the annual documents due to the Maryland Higher Education Commission (MHEC) for the College annual audited Form CC-4, College Board of Trustee approved Annual Operating Budget, and support for Form CC-2 FTE Reduction for students funded under federal, state, or local contracts or grants [application of Code of Maryland Regulations (COMAR) 13B.07.03.04B(1)]. Integrated Postsecondary Education Data System (IPEDS) Work papers –documentation to support the financial information submitted to the Integrated Postsecondary Education Data System. Ez-Audit Workpapers- eZ-Audit is a web application that provides schools with a paperless, single point of submission for financial statements and compliance audits. The work papers are institutional information used by Federal Student Aid to complete the eZ-Audit submission. Middle States Institutional Profile Work papers-documentation to support the financial information submitted to the Middle States Commission on Higher Education. Annual audit work papers Indirect Cost Determination letter work papers 							
9 POLICY ON ACCESS AND USE - Expla N/A 10 UPDATING CYCLES OR CONDITIONS			ON IN THE EVETENA				
	AND NOLES I C	IN REVISING INFORMATI	ON IN THE STSTEW				
No revisions are made 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. Files are stored on the Fiscal Services shared site.							
12 RECOMMENDED RETENTION Retain born digital content for five (5) years, t	then destroy						
13 TYPED OR PRINTED NAME OF	14 TELEPHO	NE NUMBER	15 DATE				
PREPARER Dana McDonald	301-846-2458		7/13/18				
16 TITLE OF PREPARER VP for Finance			1				
DGS 550-6 (rev. 10/12)	P						

							
Instructions –Type or Print a separate form for	DEPARTMENT C	F GENERAL SE	RVICES	AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECORDS MA	RECORDS MANAGEMENT DIV					
with Records Retention Schedule (DGS 550-1)		7275 Waterloo Road, P.O. Box 2		PAGE 10of 14			
		, Maryland 20794 410-799-1930					
Department/Agency	2. Division			3. Unit			
Frederick Community College	Finance			Finance			
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally	iled and used as	a unit for i	eference as well as retention and disposition			
4. Record Series Title			5. Earlie	est Year/Latest Year			
Work Papers				to 2017			
6. Record Series Description (Briefly describe the	types of information/	documents/form	s found in t	he series. Include the purpose or function of the			
series.)		.	6 41-				
Maryland Higher Education Con Manyland Higher Education Con	· ·			al audited Form CC-4, College Board of			
	·	•	-	-2 FTE Reduction for students funded			
under federal, state, or local co				of Maryland Regulations (COMAR)			
13B.07.03.04B(1)].	ation Data Syste	m (IPEDS) Wr	nrknaner	s –documentation to support the			
financial information submitted	•			• •			
l.	_		•	ools with a paperless, single point of			
- •				papers are institutional information			
used by Federal Student Aid to	•						
 Middle States Institutional Prof 				port the financial information			
submitted to the Middle States	Commission on	Higher Educa	ition.				
Annual Audit work papers Indirect Cost Pate Determination	an letter werk na	nore					
Indirect Cost Rate Determination letter work papers 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume							
_ ′			3				
X Letter Size Microfilm	film Aphabetical		Number				
☐ Legal Size ☐ Computer Tape	☐ Nume	rical	x File Dra	wer(s) iilm Reel(s)			
☐ Audio Tape ☐ Floρpy Disk	X Chronol	ological Comp		uter Tape(s) (specify)			
☐ Bound Book ☐ Video Tape	☐ Geog	raphical		(арешу)			
Other (specify)	Other	(specify)	10. Annua	al Accumulation			
	\		1	-			
			Number x File Dra	wer(s)			
			1	îlm Ree!(s)			
			<u> </u>	uter Tape(s)			
11. File is Used		12. File Beco	Other				
		5 Number	_	_			
Daily Weekly Monthly X Annually				Month(s) Year(s)			
13. Current Location(s) (Bldg., Floor, Room) Gambrill Hall, Building G. Suite 216		14. Is Recon	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes x No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Re	quirements				
Yes X NO		⊕поИ□	None ☐ State ☐ Federal x Independent				
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Reco	mmended	Retention			
Yes X No			Retain paper records for five (5) years, then destroy.				
19. Name and Title of Preparer	ì	ephone Number	t				
Shawn Chesnutwood, Senior Accountant	I 301-84	6-2455	3/13/20	117			

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INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		ELECTRONIC RECORDS INVENTORY		
ELECTRONIC RECORD SERIES. FORWARD	7275 WATERL	OO ROAD, P.O. BOX 275			
WITH RECORDS RETENTION SCHEDULE (DGS		MARYLAND 20794 10) 799-1930	Page Not 14		
550-1) COMAR 14.18.02					
1 DEPARTMENT/AGENCY	2 DIVISION	-	3 UNIT		
1 DEPARTMENT/AGENCT	2 011131011		3 OWN		
Frederick Community College	Finance		Finance		
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Unclaimed Property Reports			2011 TO 2017		
Onciallied Property Reports			2517 70 2511		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system		
Excel files and PDF backup is stored on the Fiscal Services			vices		
shared drive	<u></u>	Referenced by Fiscal Ser			
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information	n/documents/forms purpose and function of the system.		
			purpose and randism of the system.		
Unclaimed Property – Remittance to State for un	cashed checks exc	ceeding three years.			
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.			
N/A			i		
10 UPDATING CYCLES OR CONDITIONS	AND BUILES EC	D DEVISING INFORMATI	ON IN THE SYSTEM		
No revisions are made to the finalized unclain	med property rep	ports submitted to the State	3		
11 SPECIES THE LOCATION AND MEDIA	OE THE MAIN E	I ECTRONIC DATA EILE	Explain the progression established to		
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.					
Excel files and PDF backup is stored on the Fiscal Services shared drive					
12 RECOMMENDED RETENTION Scan to Maryland State Archives Standards, then destroy paper version. Retain digital version for seven (7) years, then destroy.					
13 TYPED OR PRINTED NAME OF	14 TELEPHO	NE NUMBER	15 DATE		
PREPARER					
Dana Mcdonald	301-846-2458		3/13/17		
16 TITLE OF PREPARER					
VP for Finance					
DGS 550-6 (rev. 10/12)					

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY		
RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02			Page /Z of 1 Y		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Frederick Community College	Finance		Finance		
DEFINITION — Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
IRS Form 1099			2013 TO 2017		
6 INPUT - Identify source of information to	INPUT - Identify source of information to be entered 7 OUTPUT - Identify the				
Documents are born digitally Files are referenced by I			iscal Services		
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information tained in a series. Include	n/documents/forms purpose and function of the system.		
IRS Form 1099-Misc is a tax form that	at reports the ye	ar-end summary of all non-	employee compensation.		
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	y if established in writing.			
N/A					
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM		
No revisions are made unless required by the IRS					
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 file is stored on the Fiscal Services Shared Drive					
12 RECOMMENDED RETENTION Retain born digital content for four (4) years, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	ONE NUMBER	15 DATE		
Dana McDonald	301-846-2458		3/13/17		
16 TITLE OF PREPARER VP for Finance	1				
DGS 550-6 (rev. 10/12)		<u> </u>			

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY		
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		Page 13of 14		
COMAR 14.18.02					
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Frederick Community College	Finance		Finance		
DEFINITION — Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Indirect Cost Rate Determination Letter			2013 TO 2017		
6 INPUT - Identify source of information to	6 INPUT - Identify source of information to be entered 7 OUTPUT - Identify the				
Paper documents are scanned to pdf and then destroyed Referenced by Fiscal Se			vices		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.					
Letter issued by the USDE that specifies the indirect cost rate that the College can use on Federally-funded grants					
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.			
N/A					
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM		
No revisions are made					
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.					
Files stored on the Fiscal Services shared drive					
12 RECOMMENDED RETENTION Scan to Maryland State Archives Standard, then destroy paper version. Retain digital copy for ten (10) years, then destroy.					
13 TYPED OR PRINTED NAME OF	NE NUMBER	15 DATE			
PREPARER	14 TELEPHONE NUMBER		I IS DATE		
Dana McDonald	301-846-2458		7/3/18		
16 TITLE OF PREPARER	<u> </u>		<u> </u>		
VP for Finance					
DGS 550-6 (rev. 10/12)					

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICE			RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION					
with Records Retention Schedule (DGS 550-1)		5 Waterloo Ro			PAGE HOF IY	
, i		Jessup, Mar	yland 20794		PAGE #10F#1	
	410-799-1930					
Department/Agency	2. Divisio	on			3. Unit	
Frederick Community College	Finance				Finance	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition						
purposes. 4. Record Series Title 5. Earliest Year/Latest Year					at Vacell atout Vace	
Purchasing Records – equipment inventory purcha	sed with a	rant funds	2014 to 2017			
Purchasing Necords – equipment inventory purcha	3560 WIGT 9	i antionos	2014 10 2017			
6. Record Series Description (Briefly describe the	types of in	formation/docu	uments/forms	found in t	he series. Include the purpose or function of the	
series.)	31					
 	sed wit	h Federal	Funds)– E	quipme	nt purchased with a purchase price	
of \$5,000 or greater.			ŕ		·	
7. Record Series Format(s) List all		8. Record Serie	8. Record Series Sequence		9. Volume	
X Letter Size		Alphabetica	1 al Number			
A CAMP SIZE CAMP IN THE PROPERTY OF THE PROPER		<u></u>				
Legal Size Computer Tape		x Numerical		x File Dra		
☐ Audio Tape ☐ Ftoppy Disk	•	Chronologica	al		uter Tape(s)	
		П		☐ Other	(specify)	
│ □ Bound Book □ Video Tape		☐ Geographic	aı			
Other (specify)		Other (spec	ify)	10. Аппиа	Accumulation	
				3 Number		
				Normale		
				Fite Orawer(s) Microfilm Reel(s)		
				=	uter Tape(s)	
				Other (specify) file folders		
11. File is Used			12. File Becom	es Inactive A	fter	
☐ Daily ☐ Weekly ☐ Monthly X Annu	ally		y Number ☐ Month(s) x Year(s)			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Conference Center, Building E, Room 110			Yes x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements		
Yes X No			V Nace C State C Sedemi C Independent			
			X None State Federal Independent			
47 In an Index Suplem word? If we applying height, and describe						
17. Is an Index System used? If yes, explain briefly and describe requirements Yes X No			18. Recommended Retention			
		Retain according to grant requirements or for 3 years after grant final reports are submitted to the funder, whichever is				
		longer, then destroy.				
				2001		
19. Name and Title of Preparer	20. Telephone N		ne Number	ne Number 21. Date		
Dana McDonald, VP for Finance 301-846-24						