

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	2898A
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Agency Information

Department / Agency	Maryland Department of Veterans Affairs
Division / Unit	All
Mission Statement/Link to division/unit website	http://veterans.maryland.gov/about-mdva/

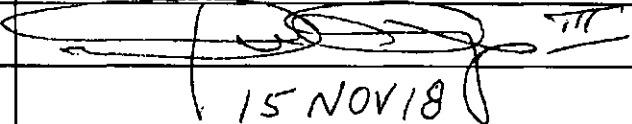
Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	2898 - Amends item 1, adds items 33-36

Preparer Information

Name of Preparer	Peter Pantzer
Title of Preparer	Director of Finance and Administration
Preparer Email Address	Peter.pantzer@maryland.gov
Preparer Telephone Number	410-260-3867
Date	11/02/2018

Agency Approval

Name of Agency Director	George W. Owings III
Agency Director Signature	
Date	15 NOV 18

State Archivist Approval

State Archivist Signature	
Date	3-7-19

3 signed copies to DGS Records Management Division in Jessup

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2896A (To be completed by DGS/Records Management Division)
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Records Series Title: GENERAL ACCOUNTING RECORDS	Page 1 of 36
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Record Series Content	Annual financial reports; bank books, statements, and deposit slips; budget records, papers and worksheets; cash receipts, copies of checks received, deposit tickets and related documentation; cancelled checks, check copies, and check stubs; credit card statements, logs, and receipts; employee and commissioner expense reports; paid vendor bills, vouchers, and invoices; paid tax bills; payment transmittals; payroll exceptions; payroll journals; receipt and disbursement journals; reconciliation and trial balance, timesheets
Record Series Function	These records serve to document the accounting activities performed by the agency fiscal unit on behalf of agency operations.
Organization/Arrangement	By fiscal year
Indexing System	
Restrictions (Law or Regulation Citation)	
Formats (paper, electronic, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	20 boxes
Annual Accumulation (file drawers, gigabytes, etc.)	6 boxes
Current Location	16 Francis St 4 th Floor, Annapolis, MD 21401
Audit Requirements	Office of Legislative Audits quadrennial fiscal compliance audit.
Date Span	FY 2015 and later
Completeness /Gaps	

Schedule Item Number	
Retention	Retain for the greater of 4 years or until all audit requirements are fulfilled; then destroy
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2898A (To be completed by DGS/Records Management Division)
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Records Series Title: ELECTRONIC (E-MAIL) CORRESPONDENCE— TRANSITORY	Page 33 of 36
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Record Series Content	Electronic mail (e-mail) correspondence sent from or received by accounts under the control of the State of Maryland, or private accounts primarily used for agency or official State business, related to matters of short term interest. Transmittal correspondence between individuals, departments or external parties containing no final contractual, financial or policy information.
Record Series Function	This correspondence does not impact agency functions. When resolved, there is no further use or purpose.
Organization/ Arrangement	By date within employee/account record
Indexing System	
Restrictions (Law or Regulation Citation)	
Formats (paper, electronic, etc.)	Electronic
Volume (file drawers, gigabytes, etc.)	
Annual Accumulation (file drawers, gigabytes, etc.)	N/A
Current Location	All agency locations
Audit Requirements	N/A
Date Span	1995 to present
Completeness /Gaps	

Schedule Item Number	33
Retention	Retain until administrative need ends and then destroy.
Justification for Permanent Retention	

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

Schedule No. 2848A
(To be completed by DGS/Records Management Division)

Records Series Title: ELECTRONIC (E-MAIL) CORRESPONDENCE-- ADMINISTRATIVE	Page 34 of 36
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Record Series Content	Electronic mail (e-mail) incoming or outgoing correspondence (a) that is business-related; (b) that is sent from, or received by, accounts under the control of the State of Maryland, or private accounts primarily used for agency or official State business; and (c) that is created in the course of administering agency functions and programs.
Record Series Function	Documents work assigned, work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies.
Organization/ Arrangement	By date within employee/account record
Indexing System	
Restrictions (Law or Regulation Citation)	
Formats (paper, electronic, etc.)	Electronic
Volume (file drawers, gigabytes, etc.)	
Annual Accumulation (file drawers, gigabytes, etc.)	N/A
Current Location	All agency locations
Audit Requirements	Consistent with audit requirement of contents of communication; otherwise, N/A
Date Span	1995 to present
Completeness /Gaps	

Schedule Item Number	34
Retention	Retain for 10 years and then destroy. Business-related correspondence that is essential to a core function of another series should follow the retention period for that series.
Justification for Permanent Retention	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2896A (To be completed by DGS/Records Management Division)
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Records Series Title: ELECTRONIC (E-MAIL) CORRESPONDENCE-- EXECUTIVE	Page 35 of 36
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Record Series Content	Electronic mail (e-mail) incoming or outgoing correspondence that is (a) non-transitory, business-related correspondence of the Secretary, Deputy Secretary, or any Program Director or equivalent; (b) that is sent from or received by accounts under the control of the State of Maryland, or private accounts primarily used for agency or official State business; and (c) that documents executive decisions made regarding agency interests or provides unique information relating to the functions, policies, procedures or programs of an agency.
Record Series Function	These records document executive decisions made regarding agency interests and provide unique information relating to the functions, policies, procedures or programs of an agency.
Organization/ Arrangement	By date within employee/account record
Indexing System	
Restrictions (Law or Regulation Citation)	
Formats (paper, electronic, etc.)	Electronic
Volume (file drawers, gigabytes, etc.)	
Annual Accumulation (file drawers, gigabytes, etc.)	N/A
Current Location	All agency locations
Audit Requirements	Consistent with audit requirement of contents of communication; otherwise, N/A
Date Span	1995 to present
Completeness /Gaps	

Schedule Item Number	35
Retention	Permanent. Retain for 10 years and then transfer to Maryland State Archives for permanent retention.
Justification for Permanent Retention	These records document executive decisions made regarding agency interests and provide unique information relating to the functions, policies, procedures or programs of an agency.

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

Schedule No. **Z996A**
(To be completed by DGS/Records Management Division)

**Records Series Title:
TEMPORARY/TRANSITORY MATERIAL**

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Record Series Content	Records that are very temporary in nature, such as personal notes, that have no long-term value. This type of material may include personal notes from meetings, correspondence that is not government related (e.g. email inviting you to lunch), extra copies of reports, drafts, reference material, etc.
Record Series Function	Temporary/transitory material serves no official function.
Organization/Arrangement	Varies
Indexing System	
Restrictions (Law or Regulation Citation)	
Formats (paper, electronic, etc.)	Electronic and paper
Volume (file drawers, gigabytes, etc.)	
Annual Accumulation (file drawers, gigabytes, etc.)	N/A
Current Location	All agency locations
Audit Requirements	None
Date Span	N/A
Completeness /Gaps	

Schedule Item Number	36
Retention	Retain until administrative need ends and then destroy. No disposal certificate is required when transitory records are destroyed.
Justification for Permanent Retention	