

RECORDS RETENTION AND DISPOSAL SCHEDULE

ANNE ARUNDEL COUNTY
AGENCY

CREDIT UNION
DIVISION

Item No.	Description	Retention
1	<p><u>EDITS</u></p> <p>Weekly computer print-out listing of all transactions in the member accounts.</p>	<p>RETAIN SIX YEARS THEN DESTROY</p>
2	<p><u>CHECK BOOK STUBS AND CANCELLED CHECKS</u></p> <p>Credit Union record of all checks written, processed and returned for receipt of payment.</p>	<p>RETAIN TWELVE YEARS THEN DESTROY</p>
3	<p><u>PAYROLL DEDUCTION LISTING</u></p> <p>Weekly listing by member account number of deductions from employee payroll.</p>	<p>RETAIN TWELVE YEARS THEN DESTROY.</p>
4	<p><u>WITHDRAWAL SLIPS</u></p> <p>Replaced by the Edit computer printout, these slips were signed by members when requesting withdrawals from their account.</p>	<p>RETAIN FIVE YEARS THEN DESTROY</p>
5	<p><u>MEMBERSHIP CARDS</u></p> <p>These cards contain employee name, address, department, social security number and amount of weekly payroll deduction desired.</p>	<p>RETAIN FIVE YEARS THEN DESTROY</p>
6	<p><u>LEDGER CARDS</u></p> <p>A record of each member account, these cards have been replaced by the quarterly statements (See item #7).</p>	<p>RETAIN TWELVE YEARS THEN DESTROY</p>
7	<p><u>STATEMENTS</u></p> <p>Quarterly statements listing all transactions including loan accounts are prepared in duplicate, with one copy sent to the member and one copy retained by the Credit</p>	<p>RETAIN TWELVE YEARS THEN DESTROY</p>

Schedule approved by Department, Agency or Division Representative

M. E. Houshull
Signature

Maragon
Title

7-10-78
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date _____ Archivist _____

Date _____ Secretary _____

RECORDS RETENTION AND DISPOSAL SCHEDULE

ANNE ARUNDEL COUNTY

AGENCY

CREDIT UNION

DIVISION

Item No.	Description	Retention
7	(Continued) Union.	
8	<u>LOAN REPORTS</u> A summary prepared for the Board of Directors of all loans received by members.	RETAIN FIVE YEARS THEN DESTROY

Schedule approved by Department, Agency or Division Representative

M. E. Farnsworth

Signature

Manager

Title

7-10-78

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary