

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. **C-57**

Hall of Records
Commission

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1. Requesting Agency

ANNE ARUNDEL COUNTY

2. Division or Bureau of Requesting Agency

FINANCE DEPARTMENT

3. Authorization Requested (Check only one of the squares below)

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.

5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. APPROPRIATION CONTROL SHEETS

Dates: 1942 - -
Quantity: 10 cubic feet
File Arrangement: Annual, then by accounts, then chronological
Annual Accumulation: 3/4 cubic feet
Audit: Annual outside audit and State audit

The Appropriation Control Sheets superseded the Journal Book in 1942. The sheets are prepared in duplicate on a machine register, and entries show account number, date, voucher number, amount paid, and balance remaining in account after payment. All receipts and payments are entered. The sheets contain the only record of disbursement of funds by accounts.

The carbon copy is used solely to check the accuracy of the machine register. This copy is considered non-record within the meaning of the statute governing non-record material (Article 41, Section 155, Annotated Code of Maryland, 1951 Edition). The recommendation below applies to the original only.

RECOMMENDATION: RETAIN PERMANENTLY.

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Date

Archivist

Date

Secretary

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2. JOURNAL ENTRIES FOR YEAR

Dates: 1946 - -
File Arrangement: Chronological
Quantity: 1 cubic foot (5 volumes)
Annual Accumulation: Less than $\frac{1}{2}$ cubic foot
Disposable Amount: $\frac{1}{2}$ cubic foot
Audit: Annual outside audit and State audit

A bound book is prepared before the beginning of each fiscal year containing rough notes on accounts to be established for the year ahead. These notes are the basis of the starting figures for the Appropriation Control Sheets. After these figures are entered to the Control Sheets, this item has a reference value for one year.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

3. EROSION LEDGER

Dates: 1946 - -
Quantity: $\frac{1}{2}$ cubic foot
Annual Accumulation: Less than $\frac{1}{2}$ cubic foot
Disposable Amount: $\frac{1}{2}$ cubic foot
File Arrangement: Chronological
Audit: Annual outside audit

Special funds for erosion control are accounted for on the Appropriation Control Sheets. The Erosion Ledger contains figures on erosion funds for purposes of ready reference. A similar ledger is maintained in the Treasurer's Office, and will be retained permanently.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

4. MONTHLY CASH REPORTS

Dates: 1947 - -
Quantity: $\frac{1}{2}$ cubic foot
File Arrangement: Chronological
Annual Accumulation: $\frac{1}{2}$ cubic foot
Disposable Amount: Less than $\frac{1}{2}$ cubic foot
Audit: Annual outside audit and State audit

Each month the Treasurer prepares two cash reports, one for the General Fund and one for the Erosion Fund. Entries provide a breakdown of money received and disbursed, and show the current balance remaining in each fund. One copy of each report remains in the Treasurer's office, and the other is transmitted to the Finance

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Department and the data thereon is posted to the Appropriation Control Sheets.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

5. TRIAL MAGISTRATE REPORTS

Dates: 1939 - -

Quantity: 2 cubic feet to 1954

File Arrangement: Annual, then by magistrate, and then chronological therein

Annual Accumulation: $\frac{1}{2}$ cubic foot

Disposable Amount: $\frac{1}{2}$ cubic foot

Audit: Annual outside audit

Article 52, Section 111, Annotated Code of Maryland, 1951 Edition requires each Trial Magistrate to file with the County Commissioners on the second Monday of each month a report in writing of all civil or criminal cases heard or tried before him for the month past. With the report the Trial Magistrate must pay over to the County Commissioners all fines, penalties, forfeitures, fees and costs stated in the report, except in motor vehicle cases. The Clerk to the Board of County Commissioners receives the money and the report, which in Anne Arundel County is designed to show each case number, name of defendant, section of the law applied, fines and costs, and remarks. The Clerk sends the report and the money to the Finance Department, which checks the report to ascertain that the amount of money is correct. The Department then retains the report but returns the money to the Clerk, who transmits it to the Treasurer on a Receipt Warrant. All information contained in the Trial Magistrate Report is also shown in the respective Trial Magistrate's dockets, which are permanent records.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

6. RECEIPT WARRANT

Dates: 1946 - -

Quantity: 2 cubic feet

File Arrangement: Chronological

Annual Accumulation: $\frac{1}{2}$ cubic foot

Audit: Annual outside audit and State audit

Disposable Amount: 1 cubic foot

All money received for the County by the Clerk to the Board of County Commissioners must be delivered to the Treasurer with a warrant, which is prepared in duplicate.

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6. Recommendation of Hall of Records and Board of Public Works.

1. White original goes to the Treasurer, with any supporting papers.
2. Blue carbon copy goes to the Finance Department and is used by him to check the Treasurer's Cash Report.

Entries show warrant number, date, payor, amount, breakdown by account (account number, account name, unit), signature of the Treasurer and signature of the Clerk to the Board. The recommendation below applies only to the Finance Department copy.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

7. MOTOR VEHICLE REGISTRATION CARDS

Dates: 1941 - -
Quantity: 18 cubic feet
File Arrangement: None
Annual Accumulation: 5 cubic feet
Disposable Amount: 10 cubic feet

The Department of Motor Vehicles sends to the Clerk to the Board of County Commissioners each month a check for the County's share of fees received for motor vehicle registration, with a report on the registrations covered by the check. Motor Vehicle Registration Cards, (the "Tax Copy" part of the Department of Motor Vehicles' registration form) are forwarded with the report and support it. The report, cards, and check go to the Finance Department, which ascertains that the report and check are correct and transmits them to the Clerk to the Board. The Finance Department retains the cards which thereafter have no reference or audit value.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

8. TRAILER OCCUPANCY RECEIPT REPORTS

Size: 8 1/2" x 11"
Dates: 1955 - -
Quantity: 1 cubic feet
File Arrangement: Chronological
Disposable Amount: None
Annual Accumulation: 2 cubic feet
Audit: Annual outside audit

Each Trailer Park operator completes a Trailer Occupancy Receipt report form once a month, with entries showing name and address of trailer park, statement of money received for the County, signature of operator, and date. The report is supported by copies of all receipts issued for the money reported.

The receipts are supplied to the Trailer Park operators by the

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Protective Inspections Department. They are prepared in triplicate and are distributed as follows:

- Original - White - to payor**
- First Copy - Yellow - returned with Trailer Occupancy Receipt report form to Protective Inspection Department, which delivers both to the Comptroller**
- Second Copy - Blue - retained in receipt book at trailer park.**

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

9. VOUCHER REGISTER

- Dates: 1951 - -**
- Quantity: $\frac{1}{2}$ cubic foot in vault**
- File Arrangement: Chronological**
- Annual Accumulation: $\frac{1}{2}$ cubic foot**
- Audit: Annual outside audit**
- Index: Voucher Index**

The Voucher Register contains entries for all vouchers issued by the County Commissioners to be paid by the County Treasurer. The entries show the voucher number, check number, date, payee, net amount, discounts earned, encumbrance liquidations, and credits to eight fund vouchers payable accounts.

RECOMMENDATION: RETAIN PERMANENTLY.

10. VOUCHERS

- Size: Varies**
- Dates: 1901 - -**
- Quantity: 179 cubic feet**
- File Arrangement: Numerical by Voucher number**
- Annual Accumulation: 12 cubic feet**
- Disposable Amount: 150 cubic feet**
- Audit: Annual outside audit**
- Index: Voucher Index**

A voucher is necessary for the disbursement of any County funds. Each voucher is approved and signed by the Comptroller, the County Business Manager, and a majority of the County Commissioners, in that order, and is then delivered to the Treasurer as his authority to disburse County funds. The Treasurer then issues a check to the payee in the amount shown on the Voucher, and returns the voucher and check to the Finance Department. The Finance Department files the voucher and mails the check to the payee.

Each voucher is prepared in four parts:

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1. Voucher wrapper - a printed form with entries showing voucher number, date, amount, name and address of payee, date approved, and signatures of County Commissioners.
2. Voucher Distribution Sheet - a printed form containing the voucher number, check number, payee, amount, funds against which payment is charged, date of invoice, description of payment, and the signatures of the Comptroller and the County Business Manager.
3. Supporting papers - invoices, bills, statements, copies of purchase orders, and any other supporting papers.
4. Voucher Index Sheet - a partial carbon copy of the voucher distribution sheet. Entries show payee, voucher number, check number, date, and description of payment.

Items 1, 2, and 3 are filed together. Item 4 is filed separately by fiscal year and alphabetically by payee, and thus serves as an index to the vouchers.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

11. BOND REGISTER

Quantity: 1 cubic foot
File Arrangement: Bond number
Annual Accumulation: Vary small
Audit: Annual outside audit

Each bond issued by the Board of County Commissioners is recorded in the Bond Register. Entries show bond number, holders, maturity date, par value, date of payment of principal, and date of payment of each interest installment (coupon). The register is the only source of complete information on bonds issued by the County.

RECOMMENDATION: RETAIN PERMANENTLY.

12. BOND REGISTER FILE

Dates: 1928 - -
Quantity: 5 cubic feet
File Arrangement: By voucher number
Annual Accumulation: 2 cubic feet
Disposable Amount: 2 cubic feet
Audit: Annual outside audit

This file contains punched bond coupons and retired bonds for which payment has been made. All information in this file is recorded in

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the Bond Register and in the Voucher Register, which are both permanent records.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

13. PAYROLL REGISTER

Dates: 1951 - -
Quantity: 1 cubic foot
File Arrangement: Chronological
Annual Accumulations: 1 cubic foot
Disposable Amount: 1 cubic foot
Audit: Annual outside audit

The Payroll Register contains a record of all payrolls. Entries are made as carbon copies of the Payroll Ledger sheets and the paychecks. These entries show pick-up earnings, amount earned, account number, amount earned to date, date of entry, deductions for retirement fund, Federal and State income taxes, insurance, paycheck number, name of employee, and net amount paid. The Payroll Register is prepared in two copies, one remains in the Finance Department and the other is retained permanently by the Treasurer. All information of long-range value is duplicated on the Payroll Ledger cards. The recommendation below applies only to the Finance Department's copy.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

14. PAYROLL LEDGER

Size: 11" x 11"
Dates: 1941 - -
Quantity: 3 cubic feet in vault
File Arrangement: By year, and alphabetical by name of employer
Annual Accumulations: 3 cubic foot
Audit: Annual outside audit

The salary or wage paid to each employee each year is accounted for on a single Payroll Ledger Card. Entries show the employee's name, amount earned, account number, amount earned to date, date of entry, and deductions for retirement fund, Federal and State income taxes, and insurance. The Payroll Ledger is used as the basis for all reports on salaries and wages made to State and Federal agencies. All information on the payroll Ledger appears in carbon copy on the two copies of the Payroll Register. The Payroll Ledger, however, is the only payroll record organized by individual employees.

RECOMMENDATION: RETAIN PERMANENTLY.

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15. PAYROLL WORKSHEETS AND REPORTS

Dates: 1941 - -
Quantity: 16 cubic feet
File Arrangement: Chronological
Annual Accumulation: 3 cubic feet
Disposable Amount: 10 cubic feet
Audit: Annual outside audit

This item consists of:

1. Payroll accounting records which support the Payroll ledger and appropriation control sheets, both permanent records:
 - a. Time sheets for workers paid by the hour (Daily Gang Report)
 - b. Semi-monthly reports on time worked by salaried employees (Payroll Account).
 - c. Aggregate sheets - used for weekly posting to the appropriation control sheets
2. Copies of reports based on the Payroll Ledger and sent to State and Federal agencies.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

16. SUBVERSIVE ACTIVITIES FORM

Size: 8 1/2" x 11"
Dates: 1949 - -
Quantity: 1/2 cubic foot
Annual Accumulation: Very small

Under the Subversive Activities Act of 1949 all county employees are required to certify that they are not subversive persons and do not belong to subversive organizations as defined by Chapter 86 of the Acts of the General Assembly of Maryland of 1949. In Anne Arundel County the required certificate is mimeographed with spaces left for the name of the employee, his signature, and the date. The completed certificates are filed in the Finance Department with the payroll records.

RECOMMENDATION: RETAIN PERMANENTLY.

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17. REPORTS TO THE STATE FISCAL RESEARCH BUREAU

Dates: 1953 - -
Quantity: $\frac{1}{2}$ cubic foot
Annual Accumulation: less than $\frac{1}{2}$ cubic foot

Copies of Statements of Financial Condition submitted to the State Fiscal Research Bureau in accordance with Section 126, Article 41 of the Annotated Code of Maryland, 1951 Edition. These copies are preserved solely for convenience of reference.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

18. CORRESPONDENCE

Dates: 1953 - -
Quantity: $\frac{1}{2}$ cubic foot
File Arrangement: By subject
Annual Accumulation: $\frac{1}{2}$ cubic foot

This file includes general correspondence with private individuals, and State and county officials regarding the functions of the office.

RECOMMENDATION: RETAIN FOR THREE YEARS; THEN REMOVE AND RETAIN PERMANENTLY RECORDS HAVING CONTINUING ADMINISTRATIVE AND LEGAL VALUE AND DESTROY ALL OTHER MATERIAL.