

RECORDS RETENTION AND DISPOSAL SCHEDULE

ANNE ARUNDEL COUNTY FINANCE DEPARTMENT

ACCOUNTING & CONTROL

AGENCY

DIVISION

Item No.	Description	Retention
1	<p>Retain all microform copies permanently. Current Year: Previous Year: Previous Fiscal Year <u>General Accounting Records - Class I</u></p> <p>Journal Vouchers Transaction Cards Cash Receipts related to Grants or Capital Projects Invoices & backup from misc. billings Check Copies Vouchers (Vendor Files) Capital Project Folders</p>	<p>Current Fiscal Year</p> <p>Retain permanently or until security & operational microform copies are made.</p>
2	<p><u>General Accounting Records - Class II</u></p> <p>Cash Receipts not included in Class I above Print Shop Tickets Stockroom Issues File Maintenance Charts Warehouse Requisitions</p>	<p>Retain four (4) years and until all audit requirements have been met, then destroy.</p>
<p><u>PAYROLL RECORDS</u></p>		
<p>Federal audits may be conducted from time to time which require documentation of all expenditures including payroll which relate to Capital Projects. These audits may make retention of <u>some</u> payroll records beyond the scheduled period necessary. It is recommended that payroll records which must be retained over five (5) years be placed on microfilm and the hard copies destroyed.</p>		
3	<p><u>Payroll Time Cards & Timesheets</u></p>	<p>Retain in work area six (6) months; in Records Center five (5) years and until all audit requirements have been met, then destroy.</p>
4	<p>Payroll Register, Deduction Register, Tax Ledger, W-2 Employer's Copy (Year End Only), 941 Proofs</p>	<p>Retain current year in work area, previous year in back storage area & then in Records Center permanently or until security & operational microform copies can be made. After filming, transfer</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

5/31/79 *[Signature]*
 Date Signature Title

 Date State Archivist

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No.	Description	Retention
4	(continued)	bound payroll ledgers (dated 1928 to 1965) to Hall of Records. Destroy carbon of payroll register at end of calendar year.
5	<u>Social Security Listing</u>	Retain latest listing in work area; destroy all others except for year end; retain year end reports in work area permanent or until replaced by microform.
6	<u>Monthly Deduction Listing; Hours to Date Listing</u> <u>Fixed Asset System</u>	Retain current and previous month listing in work area; destroy all others.
7	<u>Cumulative Transaction Listing</u>	Retain latest listing in work area; retain June 30th in work area for previous year; destroy all other monthly listings; retain prior year June 30th Reports in Records Center five years.
8.	<u>Add Slips</u>	Destroy after edit has been corrected and updated.
9.	<u>Update Listing</u>	Retain two (2) years in work area, then destroy.
10.	<u>Asset by fund list</u>	Retain current year and previous year June 30 report in work area; destroy all other interim reports; Retain June 30 for prior years in Records Center permanently or until microfilmed.
11	<u>Daily Listing</u> <u>SUPPORT</u>	Retain current year in work area, destroy after six (6) mo.
12	<u>Pre-Posting Edit</u>	Retain three (3) months, then destroy.
13	<u>Posting Activity Journal; Check Register</u>	Retain current year in work area and previous year in Records Center; destroy prior years.

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Item No.	Description	Retention
	<u>Workman's Compensation Reports</u>	
14.	<u>Weekly Reports</u>	Retain current year in work area; previous year in Records Center after audit, if applicable; destroy prior years.
15.	<u>Quarterly Reports</u>	Retain in separate file for three years, then destroy.
	<u>VEHICLE REPORTS</u>	
16.	<u>Transaction Proof Listing; Edit Error Listing</u>	Retain six (6) months in back storage area; then transfer to Records Center; destroy prior fiscal years.
	<u>DISBURSEMENT REPORTS</u>	
17.	<u>Edits & Finance Updates</u>	Retain current year in back storage area; previous year in Records Center; destroy prior years.
18.	<u>Check Register</u>	Retain two (2) years in work area, then destroy.
19.	<u>1099 Proof Listing</u>	Retain one (1) year in back storage area, then destroy all but one copy. Retain one copy five (5) years and until all audit requirements have been met.
	<u>NONDISBURSEMENT DATA REPORTS</u>	
20.	<u>Batches</u>	Retain current year in back storage area; destroy prior years.
21.	<u>Updates</u>	Retain current year in back storage area; previous year in Records Center; destroy prior years.
22.	<u>Month End Controls</u>	Retain current year in work area; previous year in back storage area; destroy prior years.
23.	<u>Update Controls (Disbursement & Nondisbursements)</u>	Retain in work area until security and operational microfilm copies can be made. When filmed, destroy hard copy.

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Item No.	Description	Retention
24	<u>Accruals</u>	Retain in work area six months; in back storage area six months; previous year retain until completion of annual audit, then destroy.
25	<u>File Maintenance Listings</u>	Retain current year in work area; previous year until completion of annual audit, then destroy.
<u>FINANCIAL REPORTS</u>		
<p>Financial year end reports produced after fiscal year 1972 are also on microfiche; all monthly reports are on microfiche beginning in fiscal year 1977. The retention periods listed for record series #25 thru 37 apply only to those records produced after fiscal year 1972. Retain the microfiche copies permanently in work areas. Retain all year end reports prior to fiscal year 1972 permanently or until security and operational microfiche copies can be made.</p>		
26	<u>General Ledger Statement; General Ledger Summary; Revenue Statement; Revenue Summary; Appropriation Statement; Appropriation Summary; Capital Projects Summary.</u>	Retain current year in work area; retain previous year in work area until completion of annual audit, then transfer to Records Center, retaining June 30th report in work area until year end. Retain other monthly reports two years. Retain June 30th report three years.
27	<u>General Ledger Transaction Listing; Revenue Transaction Listing; Appropriation Transaction Listing.</u>	Retain three (3) months in work area then transfer to back storage area; retain in back storage area until annual audit, then transfer to Records Center. Retain hard copy three years, then destroy.
28	<u>Appropriations Summary II B</u>	Retain current year in work area; previous year in back storage area until annual audit, then transfer to Records Center. Destroy prior years.
29	<u>Cost Reports (Buildings & Grounds, Garage, P.W. Parks & Recreation)</u>	Retain current year in work area; previous year in back storage; destroy prior years except June 30th; retain June 30th three years, then destroy.

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Item No.	Description	Retention
30	<u>Cost Reports - Work Orders</u>	Retain current year in work area; retain prior year June 30th report in back storage area three years; destroy all other reports.
31	<u>Cost Reports - Grants</u>	Retain current year in work area; previous year in back storage area; prior years in Records Center; destroy after three (3) years.
32	<u>Cost Report: BM93 (Health Department)</u>	Retain current year in work area; previous year in back storage area; prior years in Records Center until state audit is completed, then destroy.
33	<u>Capital Project Grant Analysis & Analysis Report</u>	Retain most recent report in work area; retain current year in back storage area; then transfer to Records Center. Destroy after three (3) years.
34	<u>Open Encumbrances Listing</u>	Retain current month listing; destroy all prior months except June 30th; retain June 30th until annual audit, then in back storage for one year, then destroy.
35	<u>Allotment File</u>	Retain current year in work area; destroy prior years.
36	<u>Cumulative Transaction Listing (1972 to 1976)</u>	Destroy all hard copy (now used only in COM format).
37	<u>Year End Closing Reports (Capital Project Closeout &</u>	Maintain one year in back storage area, then retain in Records Center permanently or until microfilmed.
38	<u>Final Reports (after audit)</u>	Retain in Records Center permanently or until security and operational microfilm copies can be made.