

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY ANNE ARUNDEL COUNTY PUBLIC LIBRARY

DIVISION FINANCE

Item No.	Description	
1.	<p>ACCOUNTING RECORDS</p> <p>A. PAYROLL</p> <p>1. Employee Leave Records</p> <p>2. Payroll Ledgers</p> <p>3. Cancelled Paychecks & Payroll Bank Statements</p> <p>4. Payroll Journals</p> <p>5. Time Sheets & Time Cards</p> <p>6. Insurance Plan Records</p> <p>B. ACCOUNTS PAYABLE</p> <p>1. Cancelled Accounts Payable Checks & Bank Statements</p> <p>2. Paid Invoices & Purchase Orders-General Fund</p> <p>3. Paid Invoices & Purchase Orders-Capital Projects</p> <p>4. Disbursement Journals</p> <p>5. Disbursement Ledgers</p> <p>C. ACCOUNTS RECEIVABLE</p> <p>1. Bank Deposit Slips</p> <p>2. Cash Receipt Records #0402-1 & 73F 110A</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain permanently.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>"</p> <p>Retain permanently.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>"</p> <p>Retain permanently.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.</p> <p>"</p>

Schedule approved by Department, Agency or Division Representative

J. R. R. B. Baker

Signature

Accountant

Title

4-14-78

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

N/A

RECORDS RETENTION AND DISPOSAL SCHEDULE

ANNE ARUNDEL COUNTY PUBLIC LIBRARY

FINANCE

AGENCY

DIVISION

Item No.	Description	Retention/Disposition
D. MISCELLANEOUS	1. Transfer of Funds 0402-11	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	2. ADMINISTRATORS FILES	Retain permanently.
	3. GENERAL OFFICE & CORRESPONDENCE FILES	Retain for three (3) years, then destroy.
	<p>These files contain general information such as copies of letters and memoranda, personnel information, finance duplicate forms and other information of a housekeeping nature which has a temporary reference value.</p>	

Schedule approved by Department, Agency or Division Representative

Frank R. Baker
Signature

Accountant
Title

4-14-78
Date

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N/A