

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO.

C-605

PAGE NO.

RECORDS RETENTION AND DISPOSAL SCHEDULE

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ANNE ARUNDEL COUNTY
DEPT. OF UTILITIES

ADMIN/FINANCE BUREAU

FINANCE DIVISION-
FINANCIAL SERVICES

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p>ADMIN/FINANCE...Financial Services</p> <p><u>CORRESPONDENCE FILES/MANAGER/ FINANCIAL SERVICES</u></p> <p>Files are composed of general correspondence and papers, monthly and quarterly reports, studies, budgets (including work papers and rough notes; instructions for preparing budgets in subsequent years); files of supportive documents, department and special reports for: Pretreatment Program, Services and Assessments Division, Meter Shop and Finance Division; administrative accounting work papers, memoranda, personnel information and finance forms. Files date from 1985 to present.</p>	<p>RECOMMENDATION: RETAIN FIVE YEARS OR UNTIL AUDITED. MICROFILM ALL BUDGETS FOR FUTURE REFERENCE.</p>
2.	<p><u>PURCHASING/FINANCE</u></p> <p>Copies of Purchasing Documents, requisitions, etc., and invoices processed for payment. Purpose is to be able to easily access back up information when problems arise with ordering of supplies and materials and equipment or in the payment of invoices to check authorization for payment has been processed. Also used for back up supporting documentation for budgetary matters.</p>	<p>RECOMMENDATION: RETAIN CURRENT FISCAL YEAR AND ONE PRIOR FISCAL YEAR, THEN DESTROY, UNLESS INCOMPLETE.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

4-22-87
Date

[Signature]
Asst Dir.
Title

4/5/88
Date

[Signature]
State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

NO.	Description	Retention
3	<u>FINANCIAL STATEMENT PRINTOUTS</u>	RECOMMENDATION: RETAIN CURRENT AND PRIOR YEAR. THEN DESTROY ALL BUT JUNE 30 AS REPORTS WHICH SHOULD BE RETAINED FOR FIVE YEARS. DESTROY AFTER FIVE YEARS.
4	<u>BUDGETS</u>	RECOMMENDATION: RETAIN CURRENT AND PRIOR YEAR CYCLE 1 BUDGET. RETAIN FIVE YEARS CYCLE 5 BUDGET, THEN DESTROY.