

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

SCHEDULE
NO. C 282

PAGE
NO. 1

1. Requesting Agency

BALTIMORE COUNTY

2. Division or Bureau of Requesting Agency

OFFICE OF CENTRAL SERVICES, CENTRAL GARAGE

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.	<p>GASOLINE CHARGE TICKETS (July, 1964-date) Accumulation, est. 8 cu. ft.; annual accumulation, est. 4 cu. ft.</p> <p>This is a file of IBM cards prepared (original only) each time gasoline, oil, or other minor vehicle supply items (not repairs) are dispensed from County pumps at various locations. The vehicle number and budget code are entered by charge-plate; the station code, pump number, and date are entered by charge-machine; the quantity of listed items dispensed is entered by the attendant; the back of the card is signed by the driver if his agency requires it. The cards are forwarded to machine accounting and returned with monthly tabulations listing information taken from the cards.</p> <p>These are records of an internal transaction which are used to produce information for distributing costs and charges to various appropriations, for studies of vehicle operating costs, station activity and volume, and inventory control. After tabulation, they are referred to occasionally in reconciling monthly reports or verifying errored, adjusted, or disputed charges. Central Garage reports no reference after tabulations are reconciled; the tabulations contain all pertinent information entered on the tickets. The ticket file is not deemed appropriate for preservation by the creating and receiving agency.</p> <p>The County Auditor advises that the records restrictions imposed by Sections 311 and 312 of the County Charter refer to the period of audit, a report for which must be completed six months after the end of the preceding fiscal year. CPA auditors performing the biennial audit reported no reference to the detail tickets.</p>	

7. Agency, Division or Bureau Representative County Approvals (BCC, 25A-5(b)) have been secured.

Richard E. Moore
Signature

Records Management Officer
Title

March 21, 1966
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.

4/11/66
Date

Marie S. Pugh
Archivist

4-11-66
Date

William H. ...
Secretary

REGISTRATION FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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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.

RECOMMENDATION: Providing that County audits are complete:
RETAIN FOR SIX MONTHS AFTER
THE END OF THE FISCAL YEAR
IN WHICH THE TRANSACTION
OCCURRED, then destroy.

2. GASOLINE CHARGE TABULATIONS (July, 1964-present)
Estimated accum., 4 cu. ft.; annual accum., est. 1 1/2 cu. ft.

These are weekly and monthly tabulations of information from the gasoline charge tickets; copies are prepared for the dispensing location or agency, the using agency, and the Office of Finance by machine accounting. The tabulations are: a weekly and monthly accounting distribution; a monthly station statistical report; a monthly report of consumption and charges by vehicle.

These machine tabulations become the "journal" of itemized transactions appearing on the cards; little reference is reported more than 90 days after issuance of the report; any continuing reference is for audit purposes.

RECOMMENDATION: Providing audit requirements have been met:
RETAIN FOR THREE YEARS, then destroy.

3. VEHICLE REPAIR ORDERS (1963-date)
Estimated accumulation, 8 cu. ft.; annual, 3 cu. ft.

This is a file of approximately letter-size forms requesting and authorizing the County Garage to make repairs to County-owned vehicles. The orders are similar in form to repair orders of commercial garages; they specify the work requested to be done, the work performed, and the charges. The forms serve the same purpose as the gasoline charge tickets, but are used to authorize and charge preventive maintenance services and repairs which can be performed by County forces.

These records have only a short-term operational and informational value, but should be kept for internal audit purposes. They are not deemed appropriate for preservation by the creating and receiving agency (BCC, 25A-3).

RECOMMENDATION: Providing County audits have been completed:
RETAIN FOR SIX MONTHS AFTER THE END OF THE
FISCAL YEAR IN WHICH THE REPAIRS WERE MADE,
then destroy.

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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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.

4.

REPAIR ORDER TABULATIONS (1963-date)
Estimated accumulation, 3 cu. ft.; annual, 1 cu. ft.

These are IBM tabulations of repair work done to County vehicles for purposes of charging budget appropriations, analyzing repair costs, etc. Copies are furnished to those agencies which operate vehicles; the Central Garage gets those for the vehicles assigned to the Central Motor Pool.

RECOMMENDATION: Providing County audit requirements have been met:

RETAIN FOR THREE YEARS, then destroy.

BALTIMORE COUNTY, MD.

RECORDS RETENTION SCHEDULE

FOR

NO.

C-282

DEPARTMENT CENTRAL GARAGE OFFICE OF CENTRAL SERVICES	RECORD OR FILE GASOLINE CHARGE TICKETS; GASOLINE CHARGE TABULATIONS	EFFECTIVE DATE 4-19-66
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DESCRIPTION

GASOLINE CHARGE TICKETS: July, 1964-date; est. accum., 8 cu. ft.; annual, 4 cu. ft. This is a file of IBM cards prepared (original only) each time gasoline, oil, or other minor vehicle supply items (not repairs) is dispensed from County pumps at various locations. The vehicle number and budget code are entered by charge-plate; the station code, pump number, and date are entered by charge-machine; the quantity of listed items dispensed is entered by the attendant; the back of the card is signed by the driver if his agency requires it. The cards are forwarded to machine accounting and returned with monthly tabulations listing information taken from the cards.

GASOLINE CHARGE TABULATIONS: July, 1964-date; est. accum., 4 cu. ft.; actual, 1 1/2 cu. ft. These are weekly and monthly tabulations of information from the charge tickets; copies are prepared for the dispensing location or agency, the using agency, and the Office of Finance. The tabulations are: a weekly and monthly accounting distribution; a monthly station statistical report; a monthly report of consumption and charges by vehicle.

APPRAISAL AND EVALUATION

GASOLINE CHARGE TICKETS: These are records of an internal transaction which are used to produce information for distributing costs and charges to various appropriations, for studies of vehicle operating costs, station activity and volume, and inventory control. Their only reference value, after tabulation, is in reconciling the monthly reports or in rare cases, errored, adjusted, or disputed charges. The Central Garage reports no reference after adjustments of monthly tabulations, which contain all pertinent information entered on the tickets. The ticket file is not deemed appropriate for preservation by the creating and receiving agency (BCC, 25A-3).

GASOLINE CHARGE TABULATIONS: These machine tabulations become the "journal" of the itemized transactions appearing on the cards; little reference is reported more than 90 days after issuance of the report; any continuing reference is for audit purposes.

The County Auditor advised that the records restrictions imposed by Sections 311 and 312 of the County Charter refer to the period of audit, which must be completed six months after the close of the preceding fiscal year. CPA auditors performing the biennial audit reported no reference to the detail tickets.

RETENTION PERIOD RECOMMENDATION: Providing that internal audit requirements have been met:	SEE STATE SCHEDULE
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Gasoline Charge Tickets: RETAIN UNTIL ISSUANCE OF THE COUNTY AUDITOR'S REPORT (i.e., six months after the end of the fiscal year in which the transaction occurred,) then destroy.

Gasoline Charge Tabulations: RETAIN FOR THREE YEARS, then destroy.

SPECIAL INSTRUCTIONS	DATE March 18, 1966	RECORDS MANAGEMENT OFFICER <i>Richard E. Maive</i>
	DATE 3/21/66	DEPARTMENT HEAD BALTIMORE COUNTY, MARYLAND <i>[Signature]</i> DIRECTOR CENTRAL SERVICES
	DATE March 21, 1966	COUNTY ADMINISTRATIVE OFFICER <i>[Signature]</i>

BALTIMORE COUNTY, MD.

RECORDS RETENTION SCHEDULE FOR

NO.

C-282

DEPARTMENT CENTRAL GARAGE OFFICE OF CENTRAL SERVICES	RECORD OR FILE VEHICLE REPAIR ORDERS; REPAIR ORDER TABULATIONS	EFFECTIVE DATE
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DESCRIPTION
VEHICLE REPAIR ORDERS: July, 1963-date; est. accum., 8 cu. ft.; annual, 3 cu. ft. This is a file of approximately letter-size forms requesting and authorizing repairs to County-owned vehicles to be made by Central Garage. The orders are similar in form to repair orders of commercial garages, specify the work to be done, show the work done, and the charges therefor. The forms serve the same purpose as the gasoline charge tickets, but are used to authorize and charge preventive maintenance services and major repairs which can be performed by County forces.

REPAIR ORDER TABULATIONS: July, 1963-date; est. accum. 3 cu. ft., annual, 1 cu. ft. These are IBM tabulations of repair work done to County vehicles for purposes of charging budget appropriations, analyzing repair costs, etc. Copies are furnished to those agencies which operate vehicles; the Central Garage gets those for the vehicles assigned to the Central Motor Pool.

APPRAISAL AND EVALUATION

These records have only a short-term operational and informational value, but should be kept for internal audit purposes. They are not deemed appropriate for preservation by the creating and receiving agency. (BCC, 25A-3).

RETENTION PERIOD RECOMMENDATION: Providing internal audit requirements have been met:	SEE STATE SCHEDULE
Vehicle Repair Orders: RETAIN UNTIL ISSUANCE OF THE COUNTY AUDITOR'S REPORT (i.e., <u>six months</u> after the end of the fiscal year in which the repairs were made), then destroy.	
Repair Order Tabulations: RETAIN FOR THREE YEARS, then destroy.	

SPECIAL INSTRUCTIONS	DATE <i>March 11, 1966</i>	RECORDS MANAGEMENT OFFICER <i>Richard E. Maine</i>
	DATE <i>3-21-66</i>	DEPARTMENT HEAD BALTIMORE COUNTY, MARYLAND <i>John P. ...</i> DIRECTOR CENTRAL SERVICES
	DATE <i>March 21, 1966</i>	COUNTY ADMINISTRATIVE OFFICER <i>[Signature]</i>