

BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE
NO. **C-483-A**

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RECORDS RETENTION AND DISPOSAL SCHEDULE

BALTIMORE COUNTY CIRCUIT COURT

SUPPORT & CUSTODY

AGENCY

DIVISION

Item No.	Description	Retention
<p>THIS SCHEDULE REPRESENTS AN AMENDMENT TO RETENTION SCHEDULE C-483</p>		
<p><u>FINANCIAL ACTIVITY FILES</u></p>		
1.	<p><u>CASH RECEIPT JOURNAL:</u> Cash Adjustments and non-Cash Credits Size: 11x15 data processing printouts File Arrangement: Numerically by payor's case number and date of receipt Frequency: Daily</p> <p>Accounting of payor's payments and all cash adjustments for active cases, including non-cash payments, voids, manuals, suspense releases. Also includes payee balance reports.</p>	Retain for three (3) years from date of origin, then destroy.
2.	<p><u>LEDGER FILE</u> Size: 11x15 data processing printouts File Arrangement: Alphabetical by payor Frequency: Monthly 2 books</p> <p>File shows the detailed status of each active case, as of the last day of the month, as seen on the terminal.</p>	Retain for five (5) years from date of origin, then destroy.

Schedule Approved by
Records Management Officer

Schedule Approved by
County Administrative Officer

4/12/83
Date

Thomas Shroy
Signature

4/18/83
Date

[Signature]
Signature

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

4-13-83
Date

W. J. P. [Signature]
Director
Title

Date

State Archivist

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3.	<p><u>END OF YEAR LEDGER FILE</u> Size: 11x15 data processing printout File Arrangement: Alphabetical by payor Frequency: Annually 2 books</p> <p>Accumulation of all open and closed cases, which shows the status at the end of the calendar year.</p>	<p>Retain for five (5) years from date of origin, then destroy.</p>
4.	<p><u>END OF YEAR REPORT OF CLOSED CASES</u> Size: 11x15 data processing printouts File Arrangement: Alphabetical by payor Frequency: Annually</p> <p>This report printed the last day of the calendar year contains a record of every case that was closed in that year. After this report is printed, all information on the system will be deleted, thus this is the only record of when a case was closed.</p>	<p>Retain for five (5) years from date of origin, then destroy.</p>
5.	<p><u>LEDGER ACTIVITY CONTROL BOOK</u> Size: 11x15 data processing printouts File Arrangement: Chronological Frequency: Varies-by cycle</p> <p>This report contains updated totals of financial activity on a day to day basis, summarizes financial activity for various cycles (wkly., bi-wkly., monthly, bi-monthly and fixed) and includes the back-up payee balance report.</p>	<p>Retain for three (3) years from date of origin, then destroy.</p>
6.	<p><u>CHECK REGISTER</u> Size: 11x15 data processing printouts File Arrangement: Chronological-numerically by case number Frequency: Daily</p> <p>Daily record of checks issued, for active cases showing the check number, amount, case number, payee's name and last date a check was issued. Also includes the net disbursement total for that day.</p>	<p>Retain for three (3) years from the date of origin, then destroy.</p>

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7.	<p><u>SUSPENSE ACCOUNT</u> Size: 11x15 data processing printout File Arrangement: Chronological-date entered into system Frequency: Daily</p> <p>This report includes a listing of all payments made by check, money order or cash which cannot be identified and applied to a specific account number or name. They include payments that should go to other subdivisions or states and also payments for accounts not yet set up in the system. These payments are held in the suspense account until identified. The report shows the date they went in and the date released.</p>	<p>Retain for three (3) years from date of origin, then destroy.</p>
8.	<p><u>PAYOR STATUS REPORT</u> Size: 11x15 data processing printout File Arrangement: Chronological-Alphabetical by payor's name Frequency: Daily</p> <p>Daily record showing the status of every active account. This report provides a back-up when the system is down.</p>	<p>Retain for three (3) years from date of origin, then destroy.</p>
9A	<p><u>DEPOSIT CONTROL REPORT: EDITS</u> Size: 11x15 data processing printout File Arrangement: Chronological-as they enter the system Frequency: Daily</p> <p>This report records every check, money order, cash payment and all cash adjustments in the exact order that the transaction was key-punched.</p>	<p>Retain for three (3) years from date of origin, then destroy.</p>
9B	<p><u>DEPOSIT CONTROL REPORTS: RE-EDITS</u> Size: 11x15 data processing printout File Arrangement: Chronological Frequency: Daily</p> <p>This report is a duplicate of Item 9A except the payments and cash adjustments are listed in the following order, cash payments, checks, numerically by check number, and the adjustments.</p>	<p>Retain for three (3) years from date of origin, then destroy</p>

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Item No.	Description	Retention
10.	<p><u>CANCELLED CHECKS AND CHECK RECONCILIATION STATEMENTS</u> Size: Checks 3$\frac{1}{2}$x8$\frac{1}{2}$ Reconciliation 11x15 data processing printout File Arrangement: Chronological-numerically by check number Frequency: Bi-monthly</p> <p>These checks have been issued by the Support Division for payment to clients and are returned to the County Auditors Office, for audit, by the bank after clearing. Also included is the Reconciliation Statement which shows a monthly accounting of all checks issued, whether they are still outstanding or if they have cleared the bank. The county auditor forwards the checks and Reconciliation Statement, to the Support Division after audit while retaining a copy of the Reconciliation Statement for their records.</p>	<p>Retain for three(3) years from month of reconciliation, then destroy.</p>
11.	<p><u>PAYEE BALANCE REPORT</u> Size: 11x15 data processing printouts File Arrangement: Chronological-Alphabetical by payee name Frequency: Monthly</p> <p>This report is issued the last day of each month and lists by payee all active cases, where money is being held in the payee's balance.</p>	<p>Retain for three(3) years from date of origin, then destroy.</p>
12.	<p><u>TRIP, TROP AND TRAP REPORTS</u> Size: 11x15 data processing printouts File Arrangement: Each report is listed by Social Security Number and alphabetically Frequency: Various</p> <p>These files represent lists of payors who have had their State and Federal Tax Refunds intercepted. The money intercepted by these programs is forwarded to the Support Division and in turn is transferred to the State Social Services Department.</p>	<p>Retain for five(5) years after receipt of reports, then destroy.</p>

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12.	<p><u>TRIP, TROP AND TRAP REPORTS (continued)</u> Trip - represents state intercepted funds-welfare related Trop - represents federal intercepted funds-welfare related Trap - represents non-welfare related intercepts Copies of these reports are maintained by the State Comptrollers Office and the Federal IRS.</p>	
13.	<p><u>MULTIPLE WAGE LIENS</u> Size: 8½x14 File Arrangement: Alphabetically by company Chronologically Frequency: Weekly and monthly Listing sent in by companies (Beth. Steel, Esskay, etc.) showing deductions in employees payroll earnings, for support payment. These lists are received along with a check for the total deduction for all employees.</p> <p><u>FILE MAINTENANCE</u> Size: 11x15 data processing printouts File Arrangement: Numerically by case number Frequency: Daily Report shows new cases entered into system as well as, changes to active cases, such as name, address, and payment changes. This report is a record of all transactions key-punched daily.</p>	<p>Retain for three(3) years from date received, then destroy.</p> <p>Retain for three(3) years from date of origin, then destroy.</p>
15.	<p><u>KEY-PUNCH ADJUSTMENTS</u> Size: 8½x11 File Arrangement: Chronological Frequency: Monthly This file contains photocopies of all cash adjustments which are entered on the system via the key entry process. They include form documenting voids, suspense, posting errors, non cash credits, bad checks, manual checks, and released checks. The original is filed in the individual's case folder.</p>	<p>Retain for three(3) years from month of origin, then destroy.</p>
	<p><u>MANUAL CHECK COPIES</u> Size: 8½x11 File Arrangement: Chronological Frequency: Monthly (This item continued on next page)</p>	<p>Retain for three(3) years from month of origin, then destroy.</p>

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16.	<p><u>MANUAL CHECK COPIES</u>(continued) This file contains photocopies of all checks issued manually and the manual check form. The form explains why the check was requested and gives authorization for issuance. The original is filed in the individual's case folder.</p>	
17.	<p><u>SERVICE CHARGE ACCOUNT</u> (Miscellaneous Cash Receipts) Size: 6x4 File Arrangement: Chronological Frequency: Monthly</p> <p>These Office of Finance Forms are presented along with a check to the Office of Finance, when depositing the Support Division's service charge for processing support payment. The original is kept by the Office of Finance with the carbon copy being validated and returned to the Support Division.</p>	<p>Retain for three(3) years from month of origin, then destroy.</p>
18.	<p><u>VOID CHECKS</u> Size: 3x8 1/2 File Arrangement: Chronological-monthly Frequency: Daily</p> <p>This file contains voided checks because of incorrect amount, name or address, returned by post office, stop payment, etc.</p>	<p>Retain for three(3) years from month of origin, then destroy.</p>
19.	<p><u>DEPOSIT SLIPS</u> Size: 3"x10" File Arrangement: Chronological-monthly Frequency: Daily</p> <p>This document accompanies cash and checks deposited in bank. The original is retained by bank, after the bank validates a copy it is returned to Support Division.</p>	<p>Retain for three(3) years from month of origin, then destroy.</p>
20.	<p><u>CASH RECEIPTS-Yellow Copy</u> Size: 8 1/2x3 File Arrangement: Chronological-monthly Frequency: Daily</p> <p>This document is completed when payor presents cash for payment on account. Original is given to payor and yellow copy retained by Support Division. Filed individually as transaction takes place.</p>	<p>Retain for three(3) years from month of origin, then destroy.</p>

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Item No.	Description	Retention
21.	<p><u>AFDC (Aid for dependent children) Case Balance Release</u></p> <p>Size: 11x15 data processing printouts</p> <p>File Arrangement: Alphabetical by payee</p> <p>Frequency: Monthly</p> <p>This report is generated the last working date of each month. It shows the itemized list by payee of amounts paid to other counties in Maryland and the total amount of the check forwarded to other Maryland Counties. Other copies are maintained in Department of Social Services and Office of Finance.</p>	<p>Retain for three(3) years from date of origin, then destroy.</p>
22.	<p><u>Audit Discrepancy Report</u></p> <p>Size: 11x15 data processing printout</p> <p>File Arrangement: Alphabetical by payor</p> <p>Frequency: Monthly</p> <p>This report contains a listing of accounts that have a bookkeeping error with the discrepancy underlined.</p> <p>Note: Data processing reports, that have a monthly or annual frequency output, should be processed on COM (computer output microfiche)</p>	<p>Retain for three(3) years from date of origin, then destroy.</p>