

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

Hall of Records
Commission

1. Requesting Agency: BALTIMORE COUNTY
2. Division or Bureau of Requesting Agency: OFFICE OF FINANCE, General Accounting

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. RECIPIENT CARD FILE (1944-present; 21 cu. ft.; ann. accum. 1 1/2')
This is a file of machine accounting cards, approx. 8 1/4" x 10 3/8" which is a cumulative record of amounts paid out by vendor or payee. The file is arranged by fund, and then alphabetically by payee. Entries are made on the cards in the same operation as the checks are prepared, and the cards are balanced with the cash disbursements of the various funds. The information in this file duplicates, with fewer details, information available in the voucher file, but gives a cumulative total at any time. The file is used by the County Auditor to prepare a detailed statement listing recipients of more than \$300 each year, excluding payroll, pension, refund, and employee expense, pursuant to Council Bill #118, 1959. A pre-charter requirement provided for publication of a similar list. The statement is issued in time for verifying or investigating any details which may appear on the recipient cards, and is the source of an annual total payment by vendor or payee.

RECOMMENDATION: Providing that State and Charter audit requirements have been fulfilled:

RETAIN FOR THREE YEARS, then destroy.

2. PAYROLL DETAIL RECORDS (1955-present) est. 20 cu. ft.; ann., 6 cu.ft.

Payroll Journals: Clasp fastened IBM tabulations and signed payrolls. These volumes comprise an attendance record, earnings and deductions, and cumulative totals to date. This is the official of three payroll copies.

Insurance Listings: This is the employer's copy of Federal Form

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

Robert E. M... .. Signature *Records Management Division* 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 *Morris S. Oudoff* Archivist

4-19-66 Date *[Signature]* Secretary

RL EST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. C 285
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NO. 2

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.

941a and OAR-5s, etc., and tabulations, forms, lists of employees and amounts transmitted for FICA and Workman's Compensation taxes, and unemployment taxes where applicable.

IBM Cards for Payroll run: Non-record materials used to produce payroll journals and payroll runs.

Overtime reports: Overtime payments are tabulated and listed on an IBM run; this is the official copy of three which are made; all have administrative value of short duration.

RECOMMENDATION: Provided that State and Charter audits have been completed:

Payroll Journals: RETAIN FOR FOUR YEARS AND SIX MONTHS after Insurance Listings: the end of the calendar quarter in which the payments were made;

IBM Payroll Cards: DISPOSE OF AFTER TABULATIONS ARE RUN and proofed, or as soon thereafter as they have no continuing value.

Overtime Reports: RETAIN FOR THREE YEARS after the period in which the payments were made.

3. PUBLIC WORKS AND METROPOLITAN DISTRICT TIME SHEETS (1955-present) Accum., 18 cu. ft.; ann. accum., est. 3 cu. ft.

These are 8 1/2" x 11" forms prepared by the Department of Public Works and its various Metropolitan District divisions of distributed works time costs to various job orders and programs in bi-weekly periods. The forms are not used for payroll purposes.

RECOMMENDATION: Providing all audit requirements have been completed:

RETAIN FOR THREE YEARS, then destroy.

4. COPIES OF MAGISTRATES' REPORTS (1959-pres.) accumulation, est. 11 cu. ft.; ann. accum., 2 cu. ft.

Report of cases Tried: this is a file of unnumbered state forms, duplicates of reports submitted semi-monthly to the Department of Motor Vehicles by the trial magistrates. The report lists ticket numbers, name and address of offenders, sections of Code violated, state fines and costs, local fines and costs, state roads fines and costs, jail cases paid or committed, appeal cases paid, number of cases reported, amount remitted, and signature of magistrate.

Copy of Traffic Cases Reported to the Commissioner of Motor Vehicles: This is a County form, unnumbered, which itemizes the local fines and costs above, to which is attached a Fund Transmittal and Receipt copy noting deposits received from the Chief Clerk.

The file is used for verifying transmittals and making adjustments with the DMV and recovering the County's reimbursement for cases heard by magistrates, and for County audit.

RECOMMENDATION: RETAIN FOR THREE YEARS, then destroy

BALTIMORE
COUNTY, MD.

RECORDS RETENTION SCHEDULE
FOR

NO.

C-285

DEPARTMENT

Office of Finance, Disbursements

RECORD OR FILE

Recipient Card File

EFFECTIVE DATE

4-19-66

DESCRIPTION

The cards are 8 1/2" x 10 1/2" accounting machine card stock; 1944-present: 21 cu. ft. Annual accumulation: est. 1 1/2 cu. ft.

The file is a cumulative record of amounts paid out, by vendor or payee. The file is arranged by fund and then alphabetically by payee. Entries are made on the cards in the same operation as the checks are prepared.

The recipient cards are balanced with the cash disbursements of the various funds.

APPRAISAL AND EVALUATION

CURRENT FILE: The information in this file duplicates, with fewer details, information available in the voucher file, but provides a cumulative total from a single reference at any time. The frequency of reference for operating purposes was not determined.

IMMEDIATE PAST FILE: This file is used by the County Auditor to prepare a detailed statement listing persons and organizations receiving more than \$300 each year, excluding payroll, pension, refund, and employee expense. The statement is prepared pursuant to Council Bill #118, 1959; a pre-Charter requirement provided for a similar report to be published. This statement is issued in time for verifying or investigating any details which may appear on the recipient cards, and is a source of an annual total payment by vendor or payee.

PREVIOUS FILE: No reference during the past 15 months to cards more than 3 years old; no future reference anticipated.

RETENTION PERIOD

SEE STATE SCHEDULE

RECOMMENDATION: Provided that State and Charter audit requirements have been fulfilled:

RETAIN FOR THREE YEARS, then destroy.

SPECIAL INSTRUCTIONS

DATE

11/23/65

RECORDS MANAGEMENT OFFICER

Richard E. Mann

DATE

3/17/66

DEPARTMENT HEAD

Walter R. ...

DATE

3/17/66

COUNTY ADMINISTRATIVE OFFICER

J. ...

BALTIMORE
COUNTY, MD.

RECORDS RETENTION SCHEDULE

FOR

NO.

C-285

DEPARTMENT Office of Finance, Payroll	RECORD OR FILE Payroll Journals (1949-present) and Related records.	EFFECTIVE DATE
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DESCRIPTION

- Payroll Journals, 1955-present: clasp fastened IBM tabulations and signed payrolls; approx. 11" x 16" x 3", est. 20 cu. ft.; ann. acc. 6 cu. ft. These volumes comprise an attendance record, earnings and deductions, and cumulative totals to date. This is the official copy of three payroll copies.
- Insurance Listings: Employer copy of Federal Form 941a and Oar-5s, etc.; These are tabulations, forms, lists of employees and amounts transmitted for FICA and Workman's Compensation taxes, unemployment taxes where applicable.
- IBM Cards for Payroll Run: non-record materials used to produce payroll journals.
- Overtime Reports: Overtime payments are tabulated and listed on an IBM run; this is the official copy of three.

APPRAISAL AND EVALUATION

Federal requirements for employer's records of wages, etc., under Internal Revenue Code and Social Security Regulations: 4 years from date of tax payment or tax due date; Department of Labor: 2 years. Annual earnings records are available since 1949 and will be scheduled separately. State requirement for Workman's and Unemployment tax remittances and records: 4 yrs.

- Payroll Journals: No continuing value after Federal requirements are met; earnings records contain all information of longer-term value. (Payroll journals prior to 1949 will be scheduled with obsolete records later.)
- Insurance Listings: No continuing value after Federal and State requirements are met.
- IBM Cards (Payroll): of questionable continuing value after payroll and listings are run; errors can be detected from printed journal; the ability to locate key-punching errors will not correct the payroll.
- Overtime Report: administrative value of short duration.

RETENTION PERIOD

RECOMMENDATION: Provided that State and County Audit Requirements have been fulfilled:

SEE STATE SCHEDULE

- Payroll Journals: RETAIN FOR FOUR YEARS AND SIX MONTHS after the end of the calendar quarter in which the payments were made.
- Insurance Listings: SAME AS PAYROLL JOURNALS.
- IBM Payroll Cards: DISPOSE OF AFTER TABULATIONS ARE RUN, or as soon thereafter as they have no continuing value.
- Overtime Reports: RETAIN FOR THREE YEARS after the period in which the payments were made.

SPECIAL INSTRUCTIONS

DATE 11/23/65	RECORDS MANAGEMENT OFFICER <i>Richard E. Plaine</i>
DATE 3/4/66	DEPARTMENT HEAD <i>Walter B. ...</i>
DATE 3/17/66	COUNTY ADMINISTRATIVE OFFICER <i>[Signature]</i>

BALTIMORE
COUNTY, MD.

RECORDS RETENTION SCHEDULE
FOR

NO.

C-285

MENT OFFICE OF FINANCE
COST ACCOUNTING

RECORD OR FILE TIME SHEETS: PUBLIC
WORKS AND METRO.; COST DIST.

EFFECTIVE DATE

DESCRIPTION

1955-pres.; 8 1/2" x 11" forms; est. acc. 15 cu. ft.; ann. acc. 3 cu. ft.

These are forms prepared to distribute work time and costs to various job orders and programs in bi-weekly periods. The forms are not used for payroll purposes.

APPRAISAL AND EVALUATION

No reference to those stored (1955-61) during past 18 months and no foreseeable reference or operating use.

RETENTION PERIOD

SEE STATE SCHEDULE

RECOMMENDATION: Providing all audit requirements have been fulfilled:

RETAIN FOR THREE YEARS, then destroy.

SPECIAL INSTRUCTIONS

DATE	RECORDS MANAGEMENT OFFICER
11/23/65	<i>Richard E. Prain</i>
DATE	DEPARTMENT HEAD
3/1/66	<i>Walter D. [unclear]</i>
DATE	COUNTY ADMINISTRATIVE OFFICER
3/17/66	<i>[Signature]</i>

BALTIMORE
COUNTY, MD.

RECORDS RETENTION SCHEDULE
FOR

NO.

C-285

DEPARTMENT

Office of Finance

RECORD OR FILE

Copies of Magistrate's Reports
(1959-pres.)

EFFECTIVE DATE

DESCRIPTION

REPORT OF CASES TRIED: This is a copy of a state form (?) unnumbered, 10" x 18" (various sizes in previous years); 9 cu. ft.; est. annual acc., 2 cu. ft. This is a duplicate of a report submitted semi-monthly to the Department of Motor Vehicles by the trial magistrates. The report lists ticket numbers, name and address of offender, sections of code violated, state fines and costs, local fines and costs, state roads fines and costs, jail cases paid or committed, appeal cases paid, number of cases reported, amount remitted, and signature of magistrate. The copy is used to reconcile remittances to the County and to reconcile the receipt by the County of its share of fees due from the State.

COPY OF TRAFFIC CASES REPORTED TO THE COMMISSIONER OF MOTOR VEHICLES: This is a county form, unnumbered, which itemizes the local fines and costs above, to which is attached a Fund Transmittal and Receipt copy noting deposits received from the Chief Clerk.

APPRAISAL AND EVALUATION

REPORT OF CASES TRIED: As a duplicate of a report made to and maintained by the State Commissioner of Motor Vehicles, this form has no retention requirement beyond operational use and audit convenience. Reference experience for reconciliations and adjustments with the State is a maximum of three years.

COPY OF TRAFFIC CASES REPORTED: Stored records have had no reference use during the past 18 months; copies of transmittal and receipt forms attached are of no continuing value after audit (County) and probably should be removed before storage; the original of the transmittal should be available, or a copy, in the Chief Clerk's Office for the minimum three year retention period.

RETENTION PERIOD

SEE STATE SCHEDULE

RECOMMENDED: Providing that required audits have been completed:

REPORT OF CASES TRIED: RETAIN THREE YEARS, then destroy.

COPY OF TRAFFIC CASES REPORTED: RETAIN THREE YEARS, then destroy. (Suggest removal of transmittal and receipt copies before storage, if other copies or original are available.)

SPECIAL INSTRUCTIONS

DATE

11/23/65

RECORDS MANAGEMENT OFFICER

Richard E. Mair

DATE

3/4/66

DEPARTMENT HEAD

Walter P. [unclear]

DATE

3/17/68

COUNTY ADMINISTRATIVE OFFICER

[Signature]