

(Cards made)

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

SCHEDULE
NO. **C 295**

PAGE
NO. **1 OF 2**

1. Requesting Agency

BALTIMORE COUNTY

2. Division or Bureau of Requesting Agency

OFFICE OF FINANCE

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.
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1. **VOUCHERS**

DATES: 1956 to present
QUANTITY: Estimated 50 cu. ft.
ANNUAL ACCUMULATION: Estimated 6 cu. ft. and increasing
FILE ARRANGEMENT: Alphabetical
AUDIT: County audit

The voucher contains the check number, date, purchase order no., fund against which charge is made, amount of money paid, the name and address to whom paid, the name of the bank on which drawn. The explanatory stub on the bottom (which is not perforated) contains the check number, the date of the invoice, invoice number, gross amount, net amount, account number and explanatory notes.

Attached to the voucher prior to payment, are receiving slips, invoices and any other data which justified and confirmed the payment. The purchase order number appears on each voucher so that reference may be made to the officially filed purchase order for additional information and documentation. The form of the voucher is similar to the form of the check issued. They carry identical numbers.

RECOMMENDATION: RETAIN FOR 10 YEARS, OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

HALL OF RECORDS COMMISSION
APPROVED

Approved for Baltimore County:

Thomas D. Burnett
Director of Finance

James
County Administrator

7. Agency, Division or Bureau Representative

Thomas D. Burnett
Signature

Records Management Officer
Title

December 2, 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.

JAN 30 1967

Date

Maria S. Pichoff

Archivist

FEB 8 1967

Date

Andrew Hedrick
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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2. **CANCELLED CHECKS**

DATES: 1961 on to present

QUANTITY: Estimated 18 cu. ft.

ANNUAL ACCUMULATION: Estimated at 5 cu. ft. and increasing

FILE ARRANGEMENT: By account then numerically by check number under the account

AUDIT: Continuing internal audit

These are the checks drawn on several banks which were issued by by the Office of Finance and returned to the ~~Office of Finance~~ *County Auditor* after having been cancelled by the banks when the money was paid to the payee. As delayed checks come in they are audited and sent to the Record Center where they are properly filed. The County has deposited funds to cover all checks drawn.

A separate file of the auditor's copy of the original check is maintained and filed numerically after being separated into accounts. This file is a cross-reference against the original checks issued.

The cancelled checks are sent to the Record Center directly from the auditor's office after audit. The audit is a continuing process as the cancelled checks are returned from the banks. Although the normal retention period for cancelled checks is three years, it is felt that the checks have administrative value for five years.

RECOMMENDATION: RETAIN FOR FIVE (5) YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

(Balto. Co. - Finance - 12/66)

JAS