

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

1. Requesting Agency **BALTIMORE COUNTY**
OFFICE OF FINANCE

2. Division or Bureau of Requesting Agency
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.
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1 CASH RECEIPTS TRANSMITTAL LETTERS

 Dates: 1948 to present
 Size: Legal Size Folders
 Quantity: 9 cu. ft.
 Annual Accumulation: Estimated 1 cu. ft.
 File Arrangement: Numerical by Account Number
 Audit: Preaudit daily by General Accounting Division

This item contains the daily cash receipt informational memos, that are attached to each check describing the nature of the receipt and who the sender is.

RECOMMENDATION: RETAIN FOR FIVE YEARS, THEN DESTROY.

2 BUDGET REQUESTS

 Dates: 1948 to 1954
 Size: Legal Size Folders
 Quantity: 3 cu. ft.
 Annual Accumulation: Less than 1 cu. ft.
 File Arrangement: Numerical by Agencies Code

Approved for Baltimore County:

(Signed) Walter R. Richardson
Director, Office of Finance

County Administrative Officer

7. Agency, Division or Bureau Representative

Frank R. Thornton
Signature

Records Management Officer
Title

January 3, 1973
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

2/27/73
Date

Mervin E. Russell
Archivist

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

March 7, 1973
Date

Richard W. Schuchert
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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3	<p>Audit: Preaudited by Budget Office</p> <p>This item contains prior years budget requests of all departments showing previous years appropriations, requested appropriation and approved appropriations. Each department is shown separately.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS, THEN DESTROY.</p> <p><u>PETTY CASH VOUCHER REQUEST</u></p> <p>Dates: 1965 to present Size: Legal Size Folders Quantity: 1 cu. ft. Annual Accumulation: Less than 1 cu. ft. File Arrangement: Numerical Audit: Preaudit daily by General Accounting Division</p> <p>The petty cash voucher request is a form 8 1/2" x 11" used to provide reimbursements for small amounts due which would not be transacted through purchase orders. The voucher is presented to the County Cashier for payment and a copy is retained in the office.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS, THEN DESTROY.</p>	
4	<p><u>BALTIMORE COUNTY AUDITS</u></p> <p>Dates: 1914 to present Size: Letter Size Binders Quantity: 6 cu. ft. Annual Accumulation: Less than 1 cu. ft. File Arrangement: By year Audit: N/A</p> <p>This item contains examinations of the various funds of Baltimore County, consisting of the General Fund, Special Funds, Capital Improvement Fund, Metropolitan District Fund and other Funds and includes balance sheets and related statements of revenues and expenses and fund equities. Also included is the Board of Education, Community Colleges Trustees, and Library Trustees. The audits are made by independent certified public accountants.</p>	

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(Continuation Sheet)

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5	<p>RECOMMENDATION: RETAIN PERMANENTLY.</p> <p><u>GENERAL AND SPECIAL FUNDS-OPERATING BUDGET STATEMENTS</u></p> <p>Dates: 1961 to present Size: Legal Size Folders Quantity: 2 cu. ft. Annual Accumulation: Less than 1 cu. ft. File Arrangement: By Month Audit: Preaudit by General Accounting Division</p> <p>This is a two part statement, made up monthly for all funds. The first is a 13" x 8 1/2" size report showing revenues of all funds in the following manner:</p> <p>Current Month Collections (Preceding & Current Year). Accumulated to Date (Preceding & Current Year). Estimated Current Year Revenue % Collected to Date (Preceding to Actual & Current to Estimated).</p> <p>The second report is 11" x 8 1/2" in size showing the departmental monthly budget expenditures in the following manner:</p> <p>Current Month (Preceding & Current Year). Accumulated to Date (Preceding & Current Year). Budget Appropriation Allotted. % of Budget Charged. Balance Unencumbered.</p> <p>RECOMMENDATION: RETAIN FOR TEN YEARS, THEN DESTROY.</p>	
6	<p><u>STATE FISCAL RESEARCH BUREAU REPORT</u></p> <p>Dates: 1950 to present Size: Legal Size Folders Quantity: 1 cu. ft. Annual Accumulation: Less than 1 cu. ft. File Arrangement: By Year Audit: Preaudit made by General Accounting Division</p> <p>This is a report compiled on forms supplied by the State Department of Fiscal Services of all Funds and includes various statements and related schedules.</p> <p>RECOMMENDATION: RETAIN FOR TEN YEARS, THEN DESTROY.</p>	

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7	<p><u>JOURNAL ENTRY VOUCHERS</u></p> <p>Dates: 1955 to present Size: 9" x 11 1/2" Binders Quantity: 12 cu. ft. Annual Accumulation: Estimated 1 cu. ft. File Arrangement: By month and year Audit: Preaudit daily by General Accounting Division</p> <p>Records of original entry which are supporting data to the permanently retained General Ledgers or other books of final entry.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	