

RECORDS RETENTION AND DISPOSAL SCHEDULE

BALTIMORE COUNTY
General Accounting

Office of Finance

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p>Employees' Expense and Mileage Report</p> <p>This is an 8 1/2 x 11 mileage report on which is listed the actual mileage by days, odometer reading from start to finish, total miles and places visited. Lists the account number to be charged; employees name; total miles times mileage rate; and the approving authority. The expense report list the employees name or person rendering the service; type of expense or services rendered; the amount to be paid; the account number to be charged and the approving authority.</p> <p>File Arrangement: Alphabetical</p>	<p>Retain for ten years, then Destroy.</p>
2.	<p>Closed Purchase Orders</p> <p>The standard Purchase Order form is initiated in the Office of Central Services and is used by all County Departments, is serially numbered and has the following copies: White (original), green, pink, yellow and goldenrod.</p> <p>Two types of Purchase Orders are written. The first are those covering short term, housekeeping kinds of materials and services, which are completed during the fiscal year. The second are contract-agreement-lease type which may be active for a long period of time or which may require special treatment because of their content. The pink copy would be considered the copy of record since it stays in the Office of Finance until the invoice is paid and is then attached to the voucher where it remains for ten years in accordance with the retention schedule for vouchers.</p> <p>There are two types of contract-agreement-lease type Purchase Orders, one is the blanket type where there is no set amount to be spent and the other has a dollar amount limit. On the reverse side of the Purchase Order, a record of the number or payments made</p>	<p>Retain for ten years after last payment, Then Destroy.</p>

Schedule approved by Department, Agency or Division Representative

Walter P. Richardson
Signature

DIRECTOR OF FINANCE
Title

9/2/76
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

10-15-76
Date

Edward G. ...
Archivist

Date

Secretary

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(CONTINUATION SHEET)

Item No.	Description	Retention
	<p>against the Purchase Order is kept. When the Purchase Order is complete, a close out notice is received from Central Services which is the authority to close out the Purchase Order.</p> <p>File Arrangement: Numerically and Alphabetically.</p>	