

RECORDS RETENTION AND DISPOSAL SCHEDULE

Office of Finance- Baltimore County

Revenue Division

AGENCY

DIVISION

Item No.	Description	Retention
1	<p align="center"><u>CENTRAL BILLING JOURNALS</u></p> <p><u>CASH ANALYSIS REPORT</u></p> <p>DESCRIPTION: A cumulative record of cash receipts by fund, account number and invoice number, for the month. Report lists the invoice number, date invoice originated, date paid, and fund credited. Journal consists of one (1) to two (2) books per year and is in calendar month sequence.</p> <p><u>File Arrangement</u>: Numerically by funds and invoice number</p>	<p>Destroy five (5) years after the end of the fiscal year in which the collection was made.</p>
2	<p><u>TRANSACTION ANALYSIS REPORT</u></p> <p>DESCRIPTION: A cumulative record of all transactions that have been updated in the Central Billing file. Journal consists of one (1) to two (2) books per year and is in calendar month sequence.</p> <p><u>File Arrangement</u>: Numerically by funds and invoice number</p>	<p>Destroy five (5) years after the end of the fiscal year in which the work was dated.</p>
<p>APPROVAL FOR BALTIMORE COUNTY:</p> <p><i>Frank B. Thornton</i> RECORDS MANAGEMENT OFFICER 3-29-79</p>		

Schedule approved by Department, Agency or Division Representative

Donald J. Mullins Revenue Supervisor 3/28/79
Signature Title Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date Archivist Date Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. C-496

PAGE
NO. 2 of 2

CENTRAL BILLING JOURNALS (Cont'd)
Description

Retention

3 DELINQUENT REPORT

DESCRIPTION: Report listing all the delinquent invoices in the Central Billing file (excludes Health Dept. and rental invoices). Additions for the month are reflected in a separate section by invoice billing date. Journal consists of three (3) to four (4) books per year and is in calendar month sequence.

File Arrangement: Numerically by fund and invoice number.

Destroy five (5) years after the end of the fiscal year in which the work was dated.

4 DELINQUENT ACTIVITY ANALYSIS

DESCRIPTION: Report listing all the delinquent invoices in the Central Billing file (including Health Dept. and rental invoices), categorized by Department and by date originated. Journal consists of three (3) to four (4) books per year and is in calendar month sequence.

File Arrangement: Numerically by fund and invoice number.

Destroy five (5) years after the end of the fiscal year in which the work was dated.

5 ACCOUNTS RECEIVABLE STATUS REPORT

DESCRIPTION: Alphabetical listing of all the accounts and activity which occurred during the month in the Central Billing file. Journal consists of three (3) to four (4) books per year and is in calendar month sequence.

File Arrangement: Alphabetical by account name and fund.

Destroy five (5) years after the end of the fiscal year in which the work was dated.