

RECORDS RETENTION AND DISPOSAL SCHEDULE

BALTIMORE COUNTY, MARYLAND

OFFICE OF FINANCE

GENERAL ACCOUNTING

AGENCY

DIVISION

Item No.	Description	Retention
1	<p>FINANCIAL SYSTEM REPORTS</p> <p>File Maintenance - (new report)</p> <p>This report shows the detail of any input to Master Files with regard to setting up accounts, paragraphs, headings, titles, etc.</p> <p>It also is used to input transactions or current transactions that do not properly update in the Financial System.</p>	<p>Retain for 3 years - then destroy</p>

Frank B. Thierstein *Records Management Division*
Schedule approved by Department, Agency or Division Representative

[Signature]
Signature

[Initials]

Deputy Director of Finance
Title

4/2/80
Date

Schedule Authorized by Hall of Records Commission

~~Disposal Authorized by Board of Public Works~~

Date

Archivist

~~Date~~

~~Secretary~~