



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-570

PAGE NO.

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Baltimore County Office of Finance

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<p>This schedule supersedes schedule C295.</p> <p><u>Vouchers</u></p> <p>The voucher shows 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.</p> <p>Attached to the voucher prior to payment, are receiving slips, invoices and any other data which justified and confirmed the payment.</p>	<p>Retain for 2 fiscal years in paper form, then microfilm. Retain microfilm for 13 fiscal years, then destroy. Destroy paper after microfilm is reviewed and accepted.</p> <p>Retain vouchers prior to fiscal year 1986 for 15 fiscal years in paper form, then destroy.</p>
2.	<p><u>Cancelled Checks</u></p> <p>These are the checks drawn on several banks which were issued by the Office of Finance and returned to the County Auditor after having been cancelled by the banks when the money was paid to the payee. The audit is a continuing process as the cancelled checks are returned from the banks.</p> <p>This item includes payroll, retirement and disbursement checks, as well as all accompanying statements.</p>	<p>Retain for 2 fiscal years in paper form, then microfilm. Retain microfilm for 13 fiscal years, then destroy. Destroy paper after microfilm reviewed and accepted.</p> <p>These records are subject to county, state and federal audits because of various grants.</p>

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

10-21-86
DATE

Derald A. Turek
SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

10/23/86
DATE

B. M. ...
SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

10/21/86
DATE

Frank J. Smith
SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

12/18/86
DATE

Edward ...
SIGNATURE