

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

SCHEDULE NO. C-79

Hall of Records Commission

PAGE NO. 1

1. Requesting Agency

2. Division or Bureau of Requesting Agency

CAROLINE COUNTY

TREASURER

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.

1. CASH RECEIPTS BOOK (CASH JOURNAL)

Size: 14" x 18" x 4"
Dates: 1945 - -
Quantity: 5 volumes (3 cubic feet)
File Arrangement: Chronological by year and day
Annual Accumulation: Less than 1/4 cubic foot
Audit: Annual outside audit and State audit

The Cash Receipts Book is posted daily and is a final book of entry for all cash received by the Treasurer. Receipts are recorded in two categories: "Cash Receipts" and "County Commissioners." Under "Cash Receipts" the source of the receipt is not recorded except in cases of payments made on back taxes. The district from which payment is received is listed with the amount paid. The proportionate amount of interest and corporation taxes for the State and County, and the proportionate amounts of taxes for the State and district are shown in separate columns. Entries for receipts from the Board of County Commissioners show the dates and the sources of the collections by the County Commissioners, and the amounts paid to the Treasurer.

RECOMMENDATION: RETAIN PERMANENTLY

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Signature

Title

Date

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

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

Date

Archivist

Date

Secretary

5/22/57

Mona S. Radell

4/16/57

4.
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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.

2. DISBURSEMENTS JOURNAL

Size: 12" x 16" x 1"
Dates: 1945 - -
Quantity: 3 volumes (less than 1/2 cubic foot)
File Arrangement: Chronological
Annual Accumulation: Less than 1/4 cubic foot
Audit: Annual outside audit and State audit

The Disbursements Journal is posted daily and is a final book of entry for all payments made out of county funds as authorized by the Board of County Commissioners, listing date, name of payee, district, warrant number, and amount. The warrant numbers correspond with the Treasurer's check numbers. Voucher (warrant) covers are stamped "paid" and dated, and are returned to the Board of County Commissioners with the original bill for filing. The original warrant is filed in the Treasurer's Voucher File.

RECOMMENDATION: RETAIN PERMANENTLY.

3. ROADS BOARD LEDGER

Size: 8" x 14" x 2"
Dates: July, 1956 - -
Quantity: 1 volume (less than 1/4 cubic foot)
File Arrangement: Chronological by district and date of payment
Annual Accumulation: Less than 1/4 cubic foot
Audit: Annual outside audit

The Roads Board Ledger records the Treasurer's check number, date of payment, the Roads Board Manager's voucher number, the name of the payee, the amount paid, the work or supplies furnished, and the balance expendable in the account. This information is not available in other accounting records of the Treasurer's office but is posted in the Disbursements Ledger of the Board of County Commissioners. Canceled checks and copies of deposit slips are found with the "Canceled Checks and Banking Records." (Item 4, Schedule No. C-80).

RECOMMENDATION: RETAIN PERMANENTLY.

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HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

Hall of Records
Commission

4.	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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4. DITCH FUND LEDGER

Dates: 1946 - -

Quantity: 1 volume

File Arrangement: By name of Ditch and chronological

Audit: Annual outside audit

This is a final book of entry for the special Ditch Fund Account showing disbursements and receipts under each ditch. Entries are by name of person or account, showing amount paid or received. This information does not appear in any other record of the Treasurer's office.

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