

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

Cecil County Maryland

Treasurer's Office

AGENCY

DIVISION

Item No.	Description	Retention
1	<u>General Accounting Records</u> Additions & Insolvencies (Certificates from Supervisor of Assessments) Newspaper Advertising Listings - Tax Sale Accounts Receivable Journal Entry Edit List (Computer Printout) Audit Materials & Reports Bank Cash Receipt Journal Bank Collections Bank Deposit Slips Bank Statements Bond Coupons Budget Materials (Departmental Proposals Submitted to Treasurer's Office) Cash Books Cash Disbursement Books Cash Receipts - Journals, Journal Entries, Monthly Summaries & Registers Department of Public Works - Water & Sewer Charges Insurance Records - Blue Cross & Blue Shield Invoice Summary - Department of Public Works (Computer Printouts)	Retain until audit, then microfilm and destroy paper. Microfilm to be maintained in Treasurer's Office for a 10 year period.

Schedule Approved by Department, Agency, or Division Representative

LEWIS R. JACKSON, JR., TREASURER

6-19-91

[Signature]

TREASURER

Date

Signature

Title

Schedule Authorized by

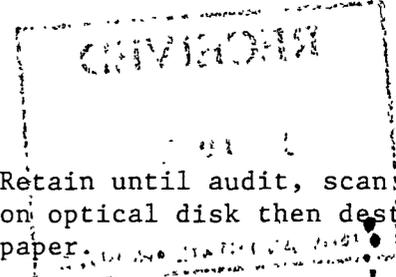
DEC 19 1991 *Edward C. Papenauer*

Date

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
	<u>General Accounting Records Continued</u>	
	Journal Entries	
	Liquor License Applications	
	Lock Box Name Order List	
	Miscellaneous Receipts	
	Monthly Closeouts & Closeout Reports	
	Mortgage Company Listings	
	Motor Vehicle - Auto Assessments & Taxes	
	Parking Tickets	
	Payroll Work Files	
	Purchase Order Edit List (Computer Printout)	
	Purchase Order Register	
	Miscellaneous Reports to County Commissioners	
	Housing Agency Vouchers & Bank Statements	
	Tax Bills (Business Corporations Only)	
	Tax Credit Certificates	
	Tax Collection Accounts - Town Collections & Posting Notices	
	Tax Sale Files - Detail	
	Tax & Sanitary Collections	
	Work Sheets - Accounting Work Papers	
	Cancelled Checks	
	Payroll Checks - Files, Reconcilement, Registers, Sheets, & Summaries	Retain until audit, scan on optical disk then destroy paper.
	Vendor Files - Paid Invoices	Disk to be maintained in Treasurer's Office for a 10 year period



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO. C-675

PAGE NO. 3 of 3

Item No.	Description	Retention
	<p><u>Special Accounting Records</u></p> <p>Assessment & Tax Books</p> <p>General Ledger Books</p> <p>Special Investigation Materials - County Commissioners</p> <p>Tax Levy Books</p>	<p>PERMANENT</p> <p>Microfilm and destroy paper. Retain in Treasurer Office for 10 year period.</p> <p>For eventual transfer to Archives</p>

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY
Cecil County

2. DIVISION

3. UNIT
Treasurer's Office

DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
General Accounting Records

5. EARLIEST YEAR/LATEST YEAR
1960 TO 1991

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

See Attachment

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- 5 FILE DRAWER(S)
364 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 5 FILE DRAWER(S)
43 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Room 117 1st Floor County Office Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO B & B Records

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES NO

18. RECOMMENDED RETENTION
Microfilm- Retain until audit then destroy paper
Retain microfilm for 10 years.
Optical Disk - Scan, retain until audit then destroy paper. Retain disk for 10 years.

19. NAME AND TITLE OF PREPARER
Patricia Weible, Supv Acct Clerk

20. TELEPHONE NUMBER
(301) 398-0200 Ext 162

21. DATE
6/20/91

General Accounting Records

Additions & Insolvencies (Certificates from Supervisor of Assessments)

Newspaper Advertising Listings - Tax Sale

Accounts Receivable Journal Entry Edit List (Computer Printout)

Audit Materials & Reports

Bank Cash Receipt Journal

Bank Collections

Bank Deposit Slips

Bank Statements

Bond Coupons

Budget Materials (Departmental Proposals Submitted to Treasurer's Office)

Cash Books

Cash Disbursement Books

Cash Receipts - Journals, Journal Entries, Monthly Summaries & Registers

Department of Public Works - Water & Sewer Charges

Insurance Records - Blue Cross & Blue Shield

Invoice Summary - Department of Public Works (Computer Printouts)

Special Accounting Records

Assessment & Tax Books

General Ledger Books

Special Investigation Materials - County Commissioners

Tax Levy Books

General Accounting Records Continued

Journal Entries

Liquor License Applications

Lock Box Name Order List

Miscellaneous Receipts

Monthly Closeouts & Closeout Reports

Mortgage Company Listings

Motor Vehicle - Auto Assessments & Taxes

Parking Tickets

Payroll Work Files

Purchase Order Edit List (Computer Printout)

Purchase Order Register

Miscellaneous Reports to County Commissioners

Housing Agency Vouchers & Bank Statements

Tax Bills (Business Corporations Only)

Tax Credit Certificates

Tax Collection Accounts - Town Collections & Posting Notices

Tax Sale Files - Detail

Tax & Sanitary Collections

Work Sheets - Accounting Work Papers

Cancelled Checks

Payroll Checks - Files, Reconciliation, Register, Sheets, & Summaries

Vendor Files - Paid Invoices

