



RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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.

Item No.

1 (cont.)

meaning of the statute governing nonrecord material (Annotated Code of Maryland, 1957 Edition, as amended, Art. 41, Sec. 179) and may be destroyed as soon as no longer needed by the office.

All of the following records and record series (Items 5 - 20) are disposable under RECOMMENDATION A:

5. Bank books, statements, and deposit slips.
6. Cancelled checks, check copies, and check stubs.
7. Reconciliation and trial balance sheets.
8. Budget records, papers, and work sheets.
9. Requisitions and purchase orders.
10. Delivery orders and receipts, receiving reports.
11. Paid bills, vouchers and invoices, with attached papers.
12. Paid tax bills and paid delinquent tax lists.
13. Receipt books and receipt copies, including tax receipt copies.
14. Monthly, quarterly, and annual financial reports to local and State agencies.
15. Daily, weekly, and monthly time sheets; gasoline withdrawal tickets and mileage reports.
16. Pay and Receiving Warrants and Transmittals.
17. Payroll exceptions.
18. Assessment Lists are prepared from the County Assessment Records for use as Tax Collection Books which are closed out at the end of the tax year. A delinquent tax list is prepared for uncollected taxes (Item 11).
19. Withholding forms and statements (local, State, and Federal).
20. Paid Bonds and Coupons.

RECOMMENDATION: A. RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

B. RETAIN PERMANENTLY.

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(Continuation Sheet)

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.
✓ 2	<p>GENERAL FILES</p> <p>Quantity: Dates: File Arrangement: Chronological or by subject</p> <p>The General Files are composed of general correspondence and papers, reports, studies, surveys, and memoranda, relating to the internal and external activities and administration of the office.</p> <p>Printed and mimeographed material, and <u>extra copies</u> of records of which one copy is retained according to the recommendation below, are considered "NONRECORD" within the meaning of the statute governing nonrecord material (Ann. Code of Maryland, 1957 Edition as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.</p> <p>Material having continuing legal or administrative value, beyond the three-year limitation, to the operation of the office should be retained until such value ceases.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	