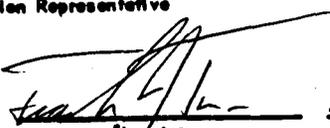
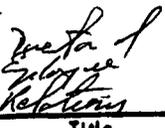


DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

Montgomery Community college		College Archives
AGENCY		DIVISION
Item No.	Description	Retention
	The following are Amendments to be applied to Schedule No. C-557:	
12-8	Continuing Education Financial Records - Deposit sheets, cash receipts, accounting records, and related financial records documenting the receipt of tuition and fees for non-credit courses offered through the Continuing Education Office.	Three years. One year, office. Two years, College Archives. Then destroy.
12-9	Credit Program Financial Records - registration source documents and related financial records documenting the receipt of tuition and fees for credit courses offered through the Continuing Education Office.	Three years. One year, office. Two years, College Archives. Then destroy.

Schedule Approved by Department, Agency, or Division Representative

12/15/88  
Date Signature Title

Schedule Authorized by

2/27/89 
Date State Archivist

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

Montgomery Community College		College Archives
AGENCY		DIVISION
Item No.	Description	Retention
	The following are Amendments to be applied to Schedule No. C-557:	
14-12	Bank Statements - monthly statements received from the bank with worksheets.	Three years, or until audited. One year in the office. Two years in the College Archives. Then destroy.
14-14	Cash Receipts - Finance Office copies of cash receipts issued throughout the College	Then destroy.
14-15	Auxiliary Enterprises Financial Records - Copies of periodic inventories, reports, and statements of revenue and disbursements.	Then destroy.
14-18	Multi-Purpose Forms - original entry of accounting transactions, with bakup material.	Then destroy.
14-19	Stop Payment Request -daily record of requests for stop payment of checks issued by the College.	Then destroy.
14-20	Returned Check Log, daily entries of checks returned to the Finance Office.	Then destroy.
14-22	Record of Expenditures - chronological record of all College cash expenditures.	Then destroy.
14-25	Student Payment Records - computer printouts which document student tuition payments.	Then destroy.
15-2	Financial Cards - record of tuition and fees paid by students each semester.	Then destroy.
15-3	Cash Receipts - copies of cash receipts issued for monies received in the Campus Cashiers' offices.	Then destroy.

Schedule Approved by Department,
Agency, or Division Representative

12/15/88
Date
Frank J. Tusa
Signature

Director of Employee Relations
Title

Schedule Authorized by

2/27/89
Date
Edward J. ...
State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. C-557-A-1

PAGE
NO. 3 of 4

Item No.	Description	Retention
15-4	Cash Register Detail Tapes - detail tapes from cash registers in Campus Cashiers' offices.	Three years or until audited. One year, office. Two years, College Archives. Then destroy.
15-5	Deposit Books - records of deposits made by the Campus Cashiers to the College bank account.	Then destroy.
15-6	Cash Register Receipts - summary of tuition and fees received through the Admissions Offices, with cash receipt recording monies deposited in the College's bank account.	Then destroy.
15-7	Cash Register Reports - copies of cash register reports and tapes that may accompany deposits made by auxiliary enterprises. The reports are used to verify deposits.	Then destroy.
15-8	Financial Assistance Invoices (Special Billings) - Copies of special billings sent to those organizations that pay all or part of the tuition/fees of students.	Then destroy.
15-9	Unpaid Parking Tickets - unpaid parking tickets issued on the campuses.	Then destroy.
15-10	Student Billing Transaction Logs - daily log of student payments with corresponding cash summary sheets with receipts in folders.	Then destroy.
15-11	Student Billing Batch Total Listing - a computer printout record of student payment transactions.	Then destroy.

DEPARTMENT OF GENERAL SERVICES
Records Management Division

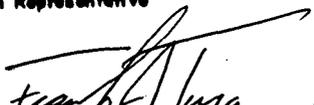
SCHEDULE
NO. C-557-A-1

PAGE
NO. 4 of 4

RECORDS RETENTION AND DISPOSAL SCHEDULE

Montgomery Community College		College Archives
AGENCY		DIVISION
Item No.	Description	Retention
27-2	<p>The following are Amendments to be applied to Schedule No. C-557:</p> <p>Auxiliary Enterprises Financial Records - cash reports, cash register detail tapes, and other financial records documenting the financial operations of the various auxiliary enterprises under the supervision of the Director of Auxiliary Services.</p>	<p>Three years or until audited. One year, office. Two years, College Archives. Then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

12/15/88
Date

Signature
Director of
Employee
Relations
Title

Schedule Authorized by

2/27/89
Date

State Archivist

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 <u>1</u> OF <u>3</u>	
1. DEPARTMENT/AGENCY Montgomery Community College		2. DIVISION Employee Relations		3. UNIT College Archives	
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 Office of the Director of Finance				5. EARLIEST YEAR/LATEST YEAR <u>1966</u> TO <u>1987</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Finance Office records that provide documentation for financial transaction related to administrative and student activities conducted by Montgomery College. Records include: monthly bank statements, cash receipts, cashier/Finance office copies, inventories, revenue statements for auxiliary servies, accounting transactions, check payment records, computer printouts which relate to student payments, daily cash register tapes/receipts, deposit books, and financial cards from the cashiers' offices.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input checked="" type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>computer printouts in binders</u>		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input checked="" type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) <u>820 cu. NUMBER</u>	
		10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input checked="" type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) <u>227 cu.ft. NUMBER</u>			
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) <u>NUMBER</u>		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Humanities Building, basement, 08			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Campus Cashiers; Continuing Ed., Auxiliary Services		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Catalog cards filed by record series and subgroup			18. RECOMMENDED RETENTION three years		
19. NAME AND TITLE OF PREPARER Joan F. Van der Slice Archives Coordinator		20. TELEPHONE NUMBER 301-279-5281		21. DATE 12/9/1988	

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 <u>1</u> OF <u>1</u>
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
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 Auxiliary Services Financial Records		5. EARLIEST YEAR/LATEST YEAR 1969 TO 1986
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Financial records which document the activities of the Auxiliary Services unit of Montgomery College such as the camps bookstores, candy shops, theater activities, bowling alley. Records include: cash reports, cash register detail tapes, receipts for theater tickets.		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>Receipts - 3 x 5</u>	8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)	9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) <u>15</u> NUMBER 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) <u>30</u> NUMBER
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>2</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Montgomery College, Rockville Humanities, basement, 08		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Finance Office
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))		16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input checked="" type="checkbox"/> INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input type="checkbox"/> NO Catalog card organized by record group and subgroup		18. RECOMMENDED RETENTION Three years
19. NAME AND TITLE OF PREPARER Joan F. Van der Slice Archives Coordinator	20. TELEPHONE NUMBER 301-279-5281	21. DATE 12/9/1988