

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

SCHEDULE
NO. **C 330**

PAGE
NO. 1

1. Requesting Agency: **St. Mary's County**
2. Division or Bureau of Requesting Agency: **Board of County Commissioners**

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	<p>GENERAL ACCOUNTING RECORDS</p> <p>Size: Varied Quantity: 25 cu. ft. File Arrangement: Chronological Audit: State</p> <p>This record series includes all standard State accounting forms, as well as general accounting records which are supporting data to the permanently retained General Ledgers or other books of final entry.</p> <p>These records have value only for the three-year statutory limitation or, if subject to audit, for three years or until audited, whichever is later. All or some of the following records are found in each agency:-</p> <p style="text-align: center;">COMPTROLLER OF THE TREASURY</p> <p><u>Form No.</u></p> <table border="0"> <tr><td>E-1-S</td><td>Memorandum of Adjustment</td></tr> <tr><td>E-1 & E-1/2</td><td>Distribution of Charges</td></tr> <tr><td>DD-1</td><td>Transmittal</td></tr> <tr><td>GAO-1 & GAO-1B</td><td>Certificate of Deposit and Bank Deposit Slip</td></tr> <tr><td>GAO-B15</td><td>Monthly Report of State Funds Collected and Deposited</td></tr> <tr><td></td><td>Distribution of Unexpended & Obligated Balances</td></tr> <tr><td></td><td>Monthly Statement of Balances</td></tr> <tr><td></td><td>*Transmittals (General Schedule G-5, Item 3)</td></tr> <tr><td></td><td>*Warrants, Paying & Receiving (General Schedules G-3 and G-4, Item 3)</td></tr> </table> <p>*State Treasurer's copies of Transmittals and Warrants are either permanently retained or microfilmed and the film retained permanently.</p> <p style="text-align: center;">PURCHASING BUREAU (DEPARTMENT OF BUDGET & PROCUREMENT)</p> <table border="0"> <tr><td>1-A</td><td>Requisition for Supplies (also Agency Inter-office Requisitions)</td></tr> <tr><td>47-A</td><td>Purchase Order</td></tr> <tr><td>100-16</td><td>Out-of-Schedule Requisition for Supplies</td></tr> </table> <p style="text-align: right;">(continued)</p>	E-1-S	Memorandum of Adjustment	E-1 & E-1/2	Distribution of Charges	DD-1	Transmittal	GAO-1 & GAO-1B	Certificate of Deposit and Bank Deposit Slip	GAO-B15	Monthly Report of State Funds Collected and Deposited		Distribution of Unexpended & Obligated Balances		Monthly Statement of Balances		*Transmittals (General Schedule G-5, Item 3)		*Warrants, Paying & Receiving (General Schedules G-3 and G-4, Item 3)	1-A	Requisition for Supplies (also Agency Inter-office Requisitions)	47-A	Purchase Order	100-16	Out-of-Schedule Requisition for Supplies	
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7. Agency, Division or Bureau Representative
Paul R. Raley Administrative Assistant Feb 10, 1970
Signature Title Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.
March 12, 1976
Date Archivist

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.
3/17/70
Date Richard Schubert
Secretary

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.
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1 (cont.)	<p style="text-align: center;">PURCHASING BUREAU (cont.)</p> <p><u>Form No.</u></p> <p>39-A & 40-A Stores Requisition CF-2 & CF-3 Copy of Contract Awarded 27-A " " " " 100-24 Actual Emergency & Repairs Report 26-A Notice of Award of Contract 51 Report of Partial Delivery 52 Credit Memorandum</p> <p style="text-align: center;">BUDGET BUREAU (DEPARTMENT OF BUDGET & PROCUREMENT)</p> <p>BB-1 (revised, formerly BB-1 & BB-2) Budget Schedule Amendment BP Inv. R101 Report of Fixed Assets BP Inv. R102 Report of Materials & Supplies BP Inv. 31-6 Materials and Supplies Physical Inventory BP 1-11 Budget Estimates BB-40 Request for Position Action</p> <p style="text-align: center;">GENERAL ACCOUNTING RECORDS</p> <p>Paid Bonds Paid Bills and Invoices Receipt Copies and Stubs, License copies Bank Books, Statements, and Deposit Receipts Cancelled Checks, Check Copies & Check Stubs Reconciliation and Trial Balance Sheets Budget Papers and Work Sheets Requisitions and Purchase Orders, Vouchers and Voucher copies Delivery Orders and Receipts Receiving Reports Daily and Monthly Time Sheets Gas Withdrawal Tickets and Mileage Reports</p> <p>P-1 Stock Record Card P-3 Memorandum Receipt & Property Condemnation Report P-7 Delivery Order & Receipt Periodic Financial Reports to Local and State Agencies Withholding Tax Forms and Statements (Local, State and Federal)</p> <p style="text-align: center;">PAYROLL ACCOUNTING</p> <p>Payroll & Check Register (formerly Payroll Journal), [General Schedule G-2, Item 1-d]* Payroll Exceptions Time Report (formerly Payroll Exceptions, Additions & Deductions), [Gen. Sched. G-2, Item 2-b]* Payroll Warrants, [Gen. Sched. G-3, Item 3]* Payroll Transmittals, [Gen. Sched. G-5, Item 3]*</p> <p>*State Treasurer's copies of the Payroll records are the master copies and are either permanently retained or microfilmed and the film retained permanently.</p> <p>Tab cards (punched cards) used for intermediate accounting purposes, and all printed and mimeographed material are considered nonrecord within the meaning of the statute governing nonrecord material (Annotated Code of Maryland, 1957 edition as amended, Art. 41, Sec. 179), and may be de- stroyed as soon as no longer needed by the office and their retention is not necessary to maintain an audit trail.</p> <p>RECOMMENDATION: RETAIN ALL EXCEPT NONRECORD MATERIAL FOR THREE YEARS OR (IF SUBJECT TO AUDIT) UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p>	
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