

REQUEST FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division
Hall of Records Commission

Hall of Records
Commission

1. Requesting Agency **MONTGOMERY COUNTY
DEPARTMENT OF FINANCE**

2. Division or Bureau of Requesting Agency
Director's Office - Payroll Section

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. WITHHOLDING STATEMENT (IRS - W-2)

Size: 4" x 8"
Dates: 1951 - -
Quantity: 8 linear feet
Annual Accumulation: 10 linear inches
File Arrangement: By year, then alphabetically

This Federal Withholding Tax Form W-2 is prepared in quintuplicate by the County. The copies are distributed as follows: original (employee's copy) goes to the employee who attaches it to his Federal Income Tax Form for use of the Bureau of Internal Revenue; 1st copy (original employer's report) is retained in employer's file as the official record; 2nd copy (director's copy) is forwarded to the U. S. Director of Internal Revenue; 3rd copy (employee's copy) goes to the employee who attaches it to his State of Maryland Income Tax Return; 4th copy (employee's copy) goes to the employee and is retained by him. It has been found that the copy retained by the Department (1st copy) has been useful in answering inquiries for a period of five years.

RECOMMENDATION: RETAIN FOR FIVE YEARS (TWO YEARS IN OFFICE, THREE YEARS IN COUNTY RECORD CENTER); THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Albi K. Hanesley
Signature

Director of Finance
Title

October 30, 1961
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.

11/6/1961
Date
Minnie S. Radloff
Archivist

NOV 13 1961
Date
Ludwig Stulch
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(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.
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2. EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE (U.S. INTERNAL REVENUE SERVICE FORM W-4)

+ Size: 4" x 6" card
 Period: 1943 - -
 Quantity: 2 card file drawers (1 active, 1 inactive)
 File Arrangement: Alphabetical by name

This Federal form is completed and certified as to correctness by the employee making the withholding exemption claim. The card must be retained as long as the individual remains in the County service for the purpose of withholding income tax deductions. When a card is replaced by a new card changing the number of exemptions, the old card is attached and retained.

RECOMMENDATION: RETAIN IN ACTIVE FILE WHILE EMPLOYEE REMAINS IN COUNTY SERVICE; WHEN EMPLOYEE LEAVES COUNTY SERVICE, PLACE IN INACTIVE FILE AND RETAIN FOR THREE YEARS, THEN DESTROY.

3. PERSONNEL PAYROLL FOLDERS

Dates: 1952 - -
 Quantity: 14 file drawers
 Annual Accumulation: 1 file drawer
 File Arrangement: Alphabetical by name
 Audit: Annual outside audit; periodic internal audit

This file contains a folder for each County employee, which includes copies of Personnel Action Notification forms issued by the Personnel Office, leave without pay slips, and such other forms as are necessary to prepare the payroll. These forms are required for auditing purposes. This file does not include biographical information.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER EMPLOYEE LEAVES COUNTY SERVICE, OR UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, WHICHEVER IS LATER, AND THEN DESTROY.

4. PAYROLL TOTALS

Size: 8 1/2" x 14"
 Dates: 1958 - -
 Quantity: 6 linear inches
 Annual Accumulation: 2 linear inches
 File Arrangement: Chronological

This unnumbered form is prepared monthly and shows the total pay for each department for that month. The same information is retained by the Accounting Division in the permanent books of account.

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HALL OF RECORDS COMMISSION

APPROVED BY	
BOARD OF PUBLIC WORKS	
NOV 13 1961	
<i>Andrew Heuleck, Jr.</i>	
SECRETARY	

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(Continuation Sheet)

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This form is used for audit purposes and for reference only.

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

5. PAYROLL VOUCHERS

Size: 11" x 15"
 Dates: 1955 - -
 Quantity: 20 linear feet
 Annual Accumulation: 5 linear feet
 File Arrangement: By year, then by department and month

The unnumbered Payroll Voucher Form is prepared on IBM equipment for each pay period. There are nine entries per page, each listing the Department number, employee's number and name, tax class, retirement number and pay deductions. The voucher is approved and signed by the head of the operating department as authority to make the payment from County funds.

RECOMMENDATION: RETAIN FOR SIX YEARS (3 years in office and 3 years in County Record Center); then destroy.

6. PAYROLL REGISTER

Size: 11" x 14"
 Annual Accumulation: 1 linear foot
 File Arrangement: By check number

This is an IBM listing prepared in duplicate from the payroll cards. It gives the employee's name and number, the check number and gross amount, all deductions, and the net pay. It is prepared each pay period and is used to check against the Payroll Voucher totals. The original is sent to the Division of Revenue and Disbursement where it is used in balancing the monthly bank statements. This copy, which is the official copy and the subject of this item, is retained by the Payroll Section.

RECOMMENDATION: RETAIN TEN YEARS (3 years in office and 7 years in County Record Center); THEN DESTROY.

7. HOURLY TIME SHEETS

Dates: 1959 - -
 Quantity: 2½ file drawers
 Annual Accumulation: 1 file drawer
 File Arrangement: By payroll period

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These unnumbered forms are submitted daily by those County depart-

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ments having hourly employees listing the hours worked that day by each employee. They are summarized at the end of each pay period by the Payroll Section and the hours worked multiplied by the appropriate hourly wage to obtain the gross pay. The forms are then sent to IBM where deductions and net pay are computed and the checks prepared.

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

8. INSURANCE DEDUCTION AUTHORIZATIONS

Size: 3" x 5" cards
 Dates: 1943 - -
 Quantity: 1 card file drawer
 File Arrangement: Alphabetical

A new employee who desires to be covered by the County's Group Insurance Plan must sign this form authorizing the appropriate deduction to be made from his pay.

RECOMMENDATION: RETAIN FOR THREE YEARS OR WHILE INDIVIDUAL IS EMPLOYED BY THE COUNTY, WHICHEVER IS LATER; THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

NOV 13 1961
Andrew Stead, Jr.
SECRETARY