

REQUEST FOR RECORDS RETENTION SCHEDULE

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

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

2. Division or Bureau of Requesting Agency
Division of Accounts

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.
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1. RECEIPTS AND DISBURSEMENTS LEDGERS

Dates: 1891 - -
Quantity: 41 volumes, 38 cubic feet
Audit: Annual external audit; periodic internal audit

Two 11" x 12" ledger cards (unnumbered form) are prepared by machine tabulation daily, one for receipts and one for disbursements. The information posted indicates the budget account involved, the amount, from whom received or to whom paid, the purpose, voucher number, check number and department. This is a final entry and permanent book of account. The cards are maintained in post-binders. The annual rate of accumulation is approximately 1/2 cubic feet. This series also includes the Appropriations Ledgers, Suburban District Ledgers, the Roads and Bridge Fund Ledgers, and the Controls Ledgers as subsidiary records to the Receipts and Disbursements Ledgers.

RECOMMENDATION: RETAIN ALL LEDGERS PERMANENTLY.

2. CASH RECEIPT TABULATION

Dates: 1925, 1939 - -
Quantity: 20 volumes, 3 bundles
Audit: Annual external audit; periodic internal audit

A cash receipt tabulation form (11" x 17"), unnumbered, is prepared daily from the yellow copy of the cash receipt received from the Division of Revenue and Disbursements. (Schedule C-209, Item 11). The tabulation lists the receipt number, from whom the money was

**APPROVED
HALL OF RECORDS COMMISSION**

7. Agency, Division or Bureau Representative

<i>Walter X Hancock</i>	Director of Finance	November 1, 1961
Signature	Title	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	<i>Morris S. Radloff</i>	NOV 13 1961	<i>Richard W. Haddock</i>
Date	Archivist	Date	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.

received, purpose and amount. The information in this record is also contained in the Receipts and Disbursements Ledger (Item 1 of this schedule); however, the arrangement of the information in the cash receipt tabulation is such as to provide easier reference.

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

3. CASH RECEIPT VOUCHER

Dates: 1939 - -
Quantity: 14 cubic feet
File Arrangement: Chronological
Audit: Annual external audit; periodic internal audit

This 4" x 7 1/2" unnumbered form is prepared in triplicate by the Division of Revenue and Disbursements; the original goes to the payor, one copy (blue) is retained by the originating division (see Schedule C-209)(Item 11) and one copy (yellow) is sent to this office. This item is concerned only with the copy filed in the Division of Accounts. This is a receipt for money other than taxes and includes fees received from the Trial Magistrate, Clerk of Court, Sheriff, Inspection and Licenses, Engineering Department, Police Department, etc. It shows from whom the money was received, amount, purpose, and account number. This office uses the receipt (yellow copy) for posting to revenue accounts. The receipts are necessary for audit purposes after which there is little or no use for them.

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

4. PURCHASE ORDER (GREEN COPY)

Dates: 1959 - -
Quantity: 4 file drawers
Annual Accumulation: 2 file drawers
File Arrangement: By Purchase Order number

This is the Finance Department copy of the four-part Purchase Order form (see Purchasing Office Schedule C-203, Item 6). It is used first to encumber the appropriate budgetary account and then for reference. It is considered non-record within the meaning of the statute governing non-record material (Art. 41, Section 179, Annotated Code of Maryland, 1957 Edition) and when it no longer has administrative value to the office, it may be destroyed.

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PUBLIC WORKS
NOV 13 1961
Andrew Steubert, Jr.
SECRETARY

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5. PAID BILL FILE

Dates: 1960 - -
Quantity: 1 file drawer
Annual Accumulation: 1/3 file drawer
File Arrangement: Chronological

These are subsidiary financial records of bills rendered and payments received for various services rendered by County forces. This includes use of the County dump by refuse collectors, diseased trees removed from private property by the County, and action taken under the Weed Ordinance and other ordinances. The Division of Accounts prepares the bills upon notice from the proper County Department, receives the remittance, notes payment on the Division's copy of the bill (the subject of this recommendation), makes a notation on an index kept of these bills, and assures that the transaction is entered in the appropriate ledger.

RECOMMENDATION: RETAIN UNTIL ACCOUNTING RECORDS ARE CLOSED AT END OF FISCAL YEAR, THEN DESTROY AS NON-RECORD UNDER AUTHORITY OF THE STATUTE GOVERNING NON-RECORD MATERIAL (ANNOTATED CODE OF MARYLAND, 1957 EDITION, ARTICLE 41, SEC. 179).

6. VOUCHER REGISTER

Dates: 1939 - -
Quantity: 15 volumes
File Arrangement: Chronological
Audit: Annual external audit; periodic internal audit

This unnumbered voucher register (14" x 17") is prepared daily in duplicate. The duplicate is the check register filed in the office of Revenue and Disbursement (see Schedule C-209, Item 7). The voucher register indicates the bank from which the funds are withdrawn, the total drawn on each bank daily, the voucher number, amount, to whom paid, purpose, check number and budget account number. This is a final entry and permanent book of account. The Voucher Register does not include payroll which is found in the Payroll Register (Schedule , Item 6)

RECOMMENDATION: RETAIN PERMANENTLY.

7. TRANSFER CARD

Dates: 1958 - -
Size: 5" x 11"
File Arrangement: By district, subdivision, and alphabetical

The information on this form pertains to the transfer of real property from one person to another and is taken from the deeds recorded

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in the Courthouse. The form is prepared in triplicate by the Transfer Office and contains for both, the grantor and grantee, the name, the account, tax class, district, subdivision, liber and folio numbers, the size and the assessment. The original, which is the subject of this recommendation, is sent to IBM for changing the property cards and is then filed. One copy is sent to the Washington Suburban Sanitary Commission. The other copy is used to change the Assignment Docket and Property Card and then is either sent to the Silver Spring or Bethesda Suburban Office for possible reference by interested taxpayers.

RECOMMENDATION: RETAIN FOR THREE YEARS (LAST TWO YEARS IN RECORD CENTER); THEN DESTROY.

8. ESCROW FILE

Dates: 1957 - -
Quantity: 1 file drawer
Annual Accumulation: 1 linear foot
File Arrangement: Alphabetical

Escrows are prepared in an original and three copies. The original is given to the contractor or other party as a receipt for his cash bond. A copy is retained by the Insurance Officer, another by the Department of Public Works (which is the official copy used as the basis for making a refund). The third copy is retained by the Division of Accounts only so long as it has administrative value. It is considered non-record within the meaning of the statute governing non-record material (Annotated Code of Maryland, 1957 Edition, Article 41, Sec. 179) and may be destroyed as soon as it ceases to have value to the operation of the office.

* See Schedule 223. item 1

9. GENERAL CORRESPONDENCE

Dates: 1948 - -
Quantity: 18 cubic feet

This file consists of correspondence (generally 8 1/2" x 11") with Clerks of Courts, individuals, State agencies; and also contains memorandums, reports, and resolutions of the County Council concerning the functions of the Division.

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