

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

SCHEDULE NO. **C-231**

Hall of Records Commission

PAGE NO. **1.**

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

2. Division or Bureau of Requesting Agency
Audit 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.
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1. VOUCHER FILE

Dates: 1956 - -
Quantity: 22 file drawers in office, 168 cu. ft. in Record Center
Annual Accumulation: 19 file drawers
File Arrangement: Chronological and then by department

The procedure for issuance of Purchase Orders is outlined in the Record Schedule of the Purchasing Office (Schedule C-203, Item 6). The yellow copy of the Purchase Order is returned to the requesting department and retained until the goods or services are received. At that time, the department signs the yellow copy and forwards it for association with the change order notices, partial delivery reports, correspondence, invoice, audit, and check copy. The yellow copy of the Purchase Order is the official copy for record purposes.

RECOMMENDATION: RETAIN TEN YEARS (TWO YEARS IN OFFICE AND EIGHT YEARS IN THE COUNTY RECORD CENTER); THEN DESTROY.

2. AUDIT REPORT FILE

Dates: 1956 - -
Quantity: 3 file drawers
Annual Accumulation: 1 file drawer
File Arrangement: By department audited and then monthly

These records are working papers and final copy of monthly audit

**APPROVED
HALL OF RECORDS COMMISSION**

7. Agency, Division or Bureau Representative

Alex X. Hamersley
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

Morris S. Duda
Archivist

NOV 13 1961
Date

Andrew H. Hudech
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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reports for these County departments and offices subject to regular audit.

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

3. AUDIT WORK PAPERS

Dates: 1956 - -
Quantity: 5 file drawers
Annual Accumulation: 1 file drawer
File Arrangement: By subject

Contained in these files are the working papers on various special audit projects undertaken by the Internal Audit Staff of the County. Material having continuing legal or administrative value should be retained until such value ceases to exist.

RECOMMENDATION: RETAIN FIVE YEARS; THEN DESTROY.

4. DAILY TAX RECEIPTS REGISTER

Dates: 1960 - -
Quantity: 1 file drawer
Annual Accumulation: 1/2 file drawer
File Arrangement: Chronological
Audit: Periodic internal audit; annual external audit

The IBM Section makes a daily listing of all taxes paid from the receipted tax bill. The listing is prepared in duplicate and is broken down by type of tax (personal, corporate, or real property). It also indicates the state and County division and gives the total tax due. The Division of Revenue and Disbursements receives the official record copy of this report which it uses to post the Tax Collection Dockets (See Schedule C-209, Item 18). The internal audit staff uses the other copy to prepare a recapitulation of the Register for the State. The recommendation below applies to both copies.

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

<p>APPROVED BY</p> <p>SECRETARY</p> <p>NOV 13 1961</p> <p><i>Andrew Steubek, Jr.</i></p>
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5. GAS AND STOCK WITHDRAWAL TICKETS

Dates: 1956 - -
Size: 4" x 6"
Annual Accumulation: 3 file drawers
File Arrangement: Chronological
Audit: Periodic internal audit; annual external audit

These are receipts which are prepared in duplicate at the time an

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(Continuation Sheet)

SCHEDULE NO. **C-231**

PAGE NO. **3.**

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an employee makes a withdrawal of stock, gas or oil from one of the several dispensing points maintained by the Department of Public Works. The yellow copy of the receipt is retained by the Department of Public Works, and is used to post equipment records. It is then valueless and is considered non-record within the meaning of the statute governing non-record material (Annotated Code of Maryland, 1957 Edition, Art. 41, Section 179), See Schedule C-220, Item 2. The white (official) copy is sent to the Department of Finance for use by both the internal and external auditors.

RECOMMENDATION: RETAIN THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER; THEN DESTROY. (REFINE TO RECORD CENTER AFTER EXTERNAL AUDIT).

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
NOV 13 1961
Andrew H. ... Jr.
SECRETARY