

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

1. Requesting Agency MONTGOMERY COUNTY	2. Division or Bureau of Requesting Agency DEPARTMENT OF LIQUOR CONTROL
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3. Authorization Requested (Check only one of the squares below).

<input type="checkbox"/> A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.	<input checked="" type="checkbox"/> 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.	<input type="checkbox"/> C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.
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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. MINUTES OF THE LIQUOR CONTROL BOARD

Size: 12" x 16" x 2"
Dates: 1933-1951
Quantity: 3 volumes

The Minutes of the proceedings of the Liquor Control Board are concerned with administrative regulations and orders relating to the operation of the County Dispensary System and issuance of all alcoholic beverage licenses in Montgomery County. These Minutes have been maintained in the office of the Department of Liquor Control. In 1951, a Department of Liquor Control was established for the purpose of supervising the operation of the County Dispensary System, and a three member Board of Liquor License Commissioners, appointed by the County Council, was established to authorize the issuance and revocation of licenses. Minutes of this Board are currently maintained in the Department of Licenses and Inspections.

RECOMMENDATION: RETAIN PERMANENTLY.

2. ANNUAL REPORTS TO THE COUNTY COUNCIL AND TO THE STATE COMPTROLLER

Size: letter size
Dates: 1947 - -
Quantity: 1 file drawer
File Arrangement: Chronological

An Annual Report is made to the County Council on April 30 containing a full and complete statement of all business transactions

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7. Agency, Division or Bureau Representative

<i>James F. Erwin</i> Signature	<i>Director</i> Title	<i>8/7/61</i> Date
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Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.	Disposal Authorized as Indicated in Col. 6 by Board of Public Works.
<i>8/17/61</i> Date	<i>Morris S. Radloff</i> Archivist
<i>8/15/1961</i> Date	<i>Andrew Strickland Jr.</i> Secretary

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for the prior year (Annotated Code of Maryland, 1957 Edition, Art. 2-B, Section 164).

RECOMMENDATION: RETAIN PERMANENTLY.

3. MONTHLY BEER AND LIQUOR REPORTS

Size: legal size
Dates: 1946 - -
Quantity: 1 file drawer
Audit: Biannual State audit, annual outside audit, and periodic internal audits

This file is composed of copies of the monthly reports made to the Alcoholic Beverage Division, under the Comptroller of the Treasury, regarding transactions of the Department of Liquor Control. The forms are:

Form Nos.

- 18 A.B. - Excise tax return for distilled spirits and wine
- 19 A.B. - License transactions
- 34 A.B. - Summary - Monthly report of distillers, rectifiers, wineries, wine bottlers, and wholesalers
- 34-2 A.B. - Finished products acquisition
- 34-3 A.B. - Finished products, disposition
- 34-4 A.B. - Daily deliveries in gallons
- 37- A.B. - Monthly beer report
- 34-5 A.B. - Recapitulation of deliveries in gallons to retailers
- 34-6 A.B. - Wholesalers monthly analysis of quantity of distilled spirits imported and/or received
- 37-1 A.B. - Monthly sales of tax paid beer delivered to Federal reservations for consumption thereon

RECOMMENDATION: RETAIN PERMANENTLY.

4. GENERAL LEDGERS

Size: 11" x 14" x 2" (varies)
Dates: 1943 - -
Quantity: 11 volumes

The General Ledgers show monthly entries by count under the sub divisions:

- Capital
- Assets
- Liabilities
- Liquor Division operating accounts

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<p>APPROVED BY</p> <p>SECRETARY OF PUBLIC WORKS</p> <p>AUG 15 1961</p> <p><i>Andrew Steubek, Jr.</i></p> <p>SECRETARY</p>

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**Income
Expenses
Beer - Income
Expenses**

RECOMMENDATION: RETAIN PERMANENTLY.

5. SUBSIDIARY LEDGER

**Size: 11" x 13" x 2"
Dates: 1950 - -
Quantity: 2 volumes
File Arrangement: Chronological**

The subsidiary ledger is the basis for preparing the general ledger and carries receipts and expenditures in detail as follows:

- Administrative expenditures
- Warehouse and deliveries
- Rent
- Office Supplies
- Lights.
- Heat and water
- Store supplies
- Telephone
- Advertising
- Audit, license and professional services
- Cars and trucks
- Uniforms
- Miscellaneous Expenses
- Insurance
- Repairs and maintenance
- Breakage
- Janitors' supplies
- Cash, short or over
- Miscellaneous income
 - Cigarette vendors
 - State stamps
 - Public telephone

RECOMMENDATION: RETAIN PERMANENTLY

6. COMBINATION RECORD

**Size: 12" x 18" x 2"
Dates: 1934 - -
Quantity: 10 volumes
Audit: Biannual State audit, annual outside audit, and periodic internal audits**

The Combination Record lists disbursements by year, month, and day, giving the check number, name of the payee and amount, the account

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chargeable and the amount. This record covers principally payments for liquor sales and deliveries, which money is deposited with the Department of Finance. Totals are carried forward and for each fiscal year there is prepared one folder for beer and one for liquor.

RECOMMENDATION: RETAIN PERMANENTLY.

7. ACCOUNTS RECEIVABLE

Size: 11" x 13" x 2"
Dates: 1934 - -
Quantity: 14 volumes

This record of cash receipts has been entitled Sales Accounts and Accounts Receivable Journal and the Cash Receipts Journal and has been known as the Accounts Receivable since 1947. This journal gives accounts receivable by date, with one page to each account, showing payment with totals carried forward: escrow accounts; claims demandable; beer debits, credits, balances; liquor debits, credits, balances.

RECOMMENDATION: RETAIN PERMANENTLY.

8. BANK REGISTER

Size: 11" x 14" x 3"
Dates: 1938-39, 1948-49 (2 volumes)
Quantity: 2 volumes
File Arrangement: Chronological
Disposable Amount: 2 cubic feet
Annual Accumulation: Discontinued

The Bank Register has not been maintained consistently and since the Division of Finance has taken care of deposits since 1951, this record has been discontinued. The old records show deposits by year, month, and day, the name of the bank, the deposit slip number, and the amounts.

RECOMMENDATION: DESTROY ACCUMULATION.

9. VOUCHER REGISTER

Size: 12" x 18" x 1"
Dates: 1934, 1944-1949
Quantity: 2 volumes
File Arrangement: Chronological
Annual Accumulation: Discontinued
Disposable Amount, 2 cubic feet

The Voucher Register is arranged by year, month, and day, giving the voucher number, the name of the payee and check number, the

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amount, and the account charged and the general ledger entries with totals carried forward.

RECOMMENDATION: DESTROY ACCUMULATION.

10. VOUCHERS, PAID BILLS, AND INVOICES

Size: letter size
 Dates: 1951 - -
 Quantity: 8 file drawers and 20 transfiles
 File Arrangement: Chronological and by name of vendors
 Audit: Biannual State audit, annual outside audit, and periodic internal audits
 Disposable Amount: 50 cubic feet

Vouchers, paid bills, and invoices are filed separately for beer and liquor, including the delivery ticket, the stamp record, the invoice and freight bill, the bill of lading and the purchase order.

RECOMMENDATION: RETAIN FOR 10YEARS OR UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, WHICHEVER IS LATER, AND THEN DESTROY.

11. VENDORS' FILE

Size: Legal size
 Dates: 1933 - -
 Quantity: 3 file drawers, 10 transfiles
 File Arrangement: Arranged by name of vendor
 Index: Vendors card index

This record series contains one or more folders for each vendor, including yellow purchase order copy, showing the name of the vendor, the address and date, the purchase order number, the quantity and brand, shipping instructions, date of receipt; and correspondence filed in a separate folder for each vendor.

RECOMMENDATION: RETAIN FOR THREEYEARS AFTER THE DATE OF THE LATEST PAPER FILED IN EACH FOLDER AND THEN DESTROY.

12. VENDORS' CARD INDEX

Size: 3" x 5" cards
 Dates: 1933 - -
 Quantity: 2 card file drawers
 File Arrangement: Alphabetical by name of vendor

This index to the vendors' file gives the names and addresses of distillers and agents, date of order, order number, and date of receipt of shipment.

RECOMMENDATION: RETAIN PERMANENTLY.

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13. STATE STAMP RECORD

Size: 9" x 12" x 2"
Dates: 1957 - -
Quantity: 1 volume

This is a record of Maryland Liquor stamps sent to distillers for the purpose of marking liquor purchased for resale by the Department of Liquor Control giving dates on which stamps were forwarded and names of the distillers, the cost of the stamps, as a debit to the distillers, the date of receipt of the shipment from the distillers, the receiving number, and the amount allowed to the distiller or shipper for stamps returned on the bottles.

RECOMMENDATION: RETAIN PERMANENTLY.

14. PURCHASE RECORDS

Size: 16" x 22"
Dates: 1945 - -
Quantity: 3 volumes
File Arrangement: Chronological

This is a record of purchases giving the year, month, and day, the name of the vendor, the voucher and invoice numbers, the amount paid (showing the net and inventory prices), special allowances and claims, discounts, the amount paid under state tax and the cost of the freight.

RECOMMENDATION: RETAIN PERMANENTLY.

15. PERPETUAL LIQUOR INVENTORY CARDS

Size: 5" x 9" Remington Rand cards
Dates: 1955 - -
Quantity: 3 card file drawers and 1 Remington Rand Visible Card file
File Arrangement: By code number

The perpetual liquor inventory card shows purchases on one side and deliveries on the other and is prepared from the daily sales reports and the warehouse receiving tickets, giving the code number, the name of the liquor, the date of delivery or receipt from or to the warehouse and the delivery or receipt ticket number. At the end of each month the warehouse makes a physical inventory of the contents, which inventory must agree with the perpetual inventory card.

RECOMMENDATION: RETAIN WHILE CURRENT, OR UNTIL REPLACED, AND THEN DESTROY.

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16. PERPETUAL BEER INVENTORY CARDS

Size: 5" x 8" cards
Quantity: 1 card file drawer
Dates: 1955 - - -
File Arrangement: By name of product

The beer inventory cards give the name of the product, the date of receipt and the quantity received, the date of withdrawal, and balances on hand.

RECOMMENDATION: RETAIN WHILE CURRENT AND THEN FOR THREE YEARS THEREAFTER, AND THEN DESTROY.

17. BREAKAGE RECORD

Size: 12" x 1 1/2" x 2"
Dates: 1943 - - -
Quantity: 2 volumes
File Arrangement: Chronological

The breakage record shows breakage, leakage, spoilage, and the order number by year, month, and day, giving the name of the vendor, the code number for the type of claim, and the amount of credit allowed by the vendor with totals carried forward.

RECOMMENDATION: RETAIN PERMANENTLY.

18. MONTHLY SUMMARY OF SALES BY BRANDS AND PRICES

Size: 1 1/2" x 18" x 3"
Dates: 1948 - - -
Quantity: 2 volumes
File Arrangement: Chronological

This record is a listing by brands and by price ranges for the purpose of preparing special sales and price reports.

RECOMMENDATION: RETAIN PERMANENTLY.

19. PERSONNEL PAY RECORD

Size: 18" x 18" x 1/4"
Dates: 1941-1958
Quantity: 3 volumes
Annual Accumulation: Discontinued

The Personnel Pay Record or Payroll Summary was prepared for each pay period giving the name of the employee, earnings, and deductions, the net pay and check number with totals carried forward. This record was discontinued in 1957 when payroll for the Department of

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of Liquor Control was transferred to the Finance Division.

RECOMMENDATION: RETAIN PERMANENTLY.

20. PERSONNEL FILE

Size: Legal size
Dates: 1933 - -
Quantity: 3 file drawers
File Arrangement: Alphabetical by name

The Personnel folders contain some or all of the following papers:

- Application for Employment
- Interview sheets
- Resignations
- Memoranda related to employees
- Change in status sheets
- Personnel actions, recommendations and specifications
- Overtime work records
- Health examination reports

Prior to December 31, 1958 when the payroll was prepared by the Department of Liquor Control, the file also includes pay roll information sheets.

RECOMMENDATION: RETAIN PERMANENTLY.

21. ADMINISTRATIVE ACCOUNTING RECORDS

Size: Varies
Quantity: 5 file drawers, 30 transfiles, and 1,785 cartons
Dates: 1932 - -
Disposable Amount: 3,675 cubic feet
Audit: Biannual State audit, annual outside audit, and periodic internal audits

The administrative accounting records are composed of the following:

- Bank deposit slips and bank books
- Canceled checks
- Cash register tapes
- Daily cash slips
- Daily and monthly expense and purchase reports
- Daily sales and stock reports
- Drivers' daily delivery tickets and summary sheets (posted to daily sales reports)
- Receiving tickets
- Monthly inventories (posted to inventory cards)
- Budget work papers

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Club orders
Beer vouchers
Time books

A. RECOMMENDATION: RETAIN CANCELED CHECKS FOR 10 YEARS AND THEN DESTROY.

B. RECOMMENDATION: RETAIN ALL OTHER RECORDS UNTIL AUDIT REQUIREMENTS HAVE BEEN MET OR FOR THREE YEARS, WHICHEVER IS LATER, AND THEN DESTROY.

22. GENERAL CORRESPONDENCE

Size: Legal size
Dates: 1933 - -
Quantity: 7 file drawers
File Arrangement: By subject

This file is divided into three main sections--County, Internal, and Dispensaries, with the following subdivisions.

County:

- County Attorney
- County Manager
- County Council
- Finance
- Health
- Transportation and Services
- Personnel
- Public Works
- Purchasing

Internal:

- Administrative office
- Alcoholic tax
- Automotive equipment
- Bad checks
- Beer price list
- Beer information
- Bids and specifications
- Civil Defense
- Enforcement - liquor laws and regulations
- Federal tax regulations
- Freight and Hauling
- History of Dispensaries
- Imports by individuals
- Insurance
- Inventories
- Legislation

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Internal, continued:

- Maintenance and Custodial services
- Notices to licensees
- Notices to personnel
- Office equipment
- Permissions (to send vehicles out of county)
- Police reports
- Profit summaries
- Proposed new locations
- Regular price changes
- Retail Dealers - liquor laws and regulations
- Retirement File
- Safety Program
- Social Security
- Telephones

Dispensaries:

- Annual statistical reports
- Breakage reports
- Correspondence
- Memoranda
- Personnel time sheets (prior to 1959)

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

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