

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C 823

Page 1 of 3

Agency **Kent County** Division/Unit **Treasurer's Office**

Item No	Description	Retention
1	<p><b>Subject File</b>            Consisting of dog fund claims, correspondence, legislature, trailer park monthly reports, deposit memos, leave request forms, newspaper articles, invoices, tax sales, cash disbursements, check copies, etc.</p> <p>Office equipment inventory, budget information, child enforcement intra-state incentive payment forms</p>	Retain for 3 years, then destroy
2	<p><b>State Reports</b>            Various reports, consisting of correspondence, claims for refunds of real &amp; personal property taxes, assessment change report, homestead credits, agricultural transfer tax statement, state tax refund forms, etc.</p>	Retain for 5 years, then destroy
3	<p><b>Motor Vehicle File Forms</b>            Various motor vehicle forms relating to drivers license, duplicate permits, learners permit, application for title, manuals, correspondence, handwritten notes, bad checks returned, application for tag refund, motor carrier certification, gift certification</p>	Retain until updated or superseded, then destroy

Approved by Department, Agency, or Division Representative.

Date June 1, 1998

Signature Charles D. MacLeod

Type Name Charles D. MacLeod

Title County Administrator

Schedule Authorized by State Archivist.

Date JUN 4 1998

Signature Edward C. Papenfuss

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

Schedule No. *C823*

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Item No.	Description	Retention
4	<p><b>Redemption Certifications</b>            Redemption certifications, memos listing check amount, certification number, name of property owner, handwritten notes</p>	Retain for 3 years and until all audit requirements have been fulfilled, then destroy
5	<p><b>Cash disbursement ledgers</b>            Ledger books, consisting of cash disbursements, authorized bonds and redemptions, automobile taxes paid, voucher register, etc.</p>	Retain for 3 years and until all audit requirements have been fulfilled, then destroy
6	<p><b>Canceled Checks</b>            Canceled checks, bank statements, adding machine tapes, deposit slips</p>	Retain for 3 years and until all audit requirements have been fulfilled, then destroy
7	<p><b>Payroll Reports/Payroll Accounts</b>            Payroll Reports -            Payroll register, payroll validation (full detail) each binder contain multiples bi-weekly pay periods; includes logging file reports, procedures, check registers, payroll journals, etc., also includes:            Payroll Accounts -            Employee check register/payroll journal by bank - shows - employee name, number, cost center, hours, earnings, deductions, net pay, check number</p>	Retain for 3 years and until all audit requirements have been fulfilled, then destroy
8	<p><b>Real Estate Taxes computer printouts</b>            Computer listing of monthly interest/penalty calculations - account #, name, tax year, type, amount</p> <p>Miscellaneous - changes/corrections/tax load change, description (continued) payment transaction reports, new construction reports, batch posting (edit), payment transaction report, cash drawer report, audit trail reports, daily summaries, etc.</p>	Retain for 5 years and until all audit requirements have been fulfilled, then destroy

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

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Item No.	Description	Retention
9	<p><b>Real Estate tax receipts</b>            Receipts for real estate taxes paid, deposit slips from various banks, handwritten receipt books, receipts for deposits made - batched receipts for taxes paid, also includes:            Tax journal, tax rolls, 24 ledger books - lists property, bill and distribution number, county &amp; state assessment and tax amount, total tax and date paid</p>	Retain for 3 years and until all audit requirements have been fulfilled, then destroy
10	<p><b>Accounting records (computer printouts)</b>  <b>Government Financial system</b>            Printouts include receipts register, receipts index file, receipts data entry, account activity report, cash trial balance, trial balance, revenue guidelines, expenditure guidelines, audit detail, etc.</p>	Retain for 3 years and until all audit requirements have been fulfilled, then destroy
11	<p><b>Tax roll books</b>            Listing of tax rolls by district and year, property owners name, amount of tax assessed, address, map, grid, parcel, numbers</p>	Retain for 20 years, then destroy

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 1 Of       

1. DEPARTMENT/AGENCY

KEAT Co.

2. DIVISION Treasurer's office

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

subject file

5. EARLIEST YEAR / LATEST YEAR

1968 to 1998

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONSISTING OF: Dog Fund claims; Correspondence; LEGISLATIVE; TRAVEL PARK MONTHLY REPORTS; Deposit memo's. Leave Request Forms. Newspaper Articles; INVOICES. TAX SALES; CASH DISBURSEMENT; CHECK COPIES; ETC. (over)

7. RECORD SERIES FORMAT(S)

- Letter Size       Microfilm  
 Legal Size       Computer Tape  
 Bound Book       Floppy Disk  
 Audio Tape       Video Tape  
 Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (Specify) NONE

9. VOLUME

- File Drawer(s)  
 Microfilm Reel (s)  
 Computer Tape (s)  
 Other (Specify) \_\_\_\_\_

1  
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)  
 Microfilm Reel (s)  
 Computer Tape(s)  
 Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- Daily       Weekly       Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  
Number       Month(s)       Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes \_\_\_\_\_       No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes \_\_\_\_\_       No

16. AUDIT REQUIREMENTS

- None       State       Federal       Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly, and describe any hardware/software)

- Yes \_\_\_\_\_       No

18. RECOMMENDED RETENTION

RETAIN FOR 3YRS., THEN DESTROY.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR. 18, 1998

OFFICE EQUIPMENT INVENTORY; BUDGET  
INFORMATION; CHILD ENFORCEMENT  
INTRA-STATE INCENTIVE PAYMENT FORMS;

1. DEPARTMENT/AGENCY

Kent Co.

2. DIVISION

Treasurer's Office

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Subject File

5. EARLIEST YEAR / LATEST YEAR

1968 to 1998

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONSISTING OF: Dog Fund Claims; Correspondence; LEGISLATIVE; TRAILER PARK MONTHLY REPORTS; Deposit memo's - Leave Request Forms - Newspaper ARTICLES; INVOICES - TAX SALES; CASH DISBURSEMENT; CHECK COPIES; ETC. (over)

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) \_\_\_\_\_
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) None

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) \_\_\_\_\_

1  
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  
Number  Month(s)  Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes \_\_\_\_\_
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes \_\_\_\_\_
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly, and describe any hardware/software)

- Yes \_\_\_\_\_
- No

18. RECOMMENDED RETENTION

3 yrs

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR. 18, 1998

OFFICE EQUIPMENT INVENTORY; BUDGET  
INFORMATION; CHILD ENFORCEMENT  
INTRA-STATE INCENTIVE PAYMENT FORMS;

1. DEPARTMENT/AGENCY

Kent Co.

2. DIVISION TREASURER'S OFFICE

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

STATE Reports

5. EARLIEST YEAR / LATEST YEAR

1988 TO 1998

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

VARIOUS Reports, CONSISTING OF: CORRESPONDENCE, CLAIMS FOR REFUNDS OF REAL + PERSONAL PROPERTY TAXES; ASSESSMENT CHANGE Reports; HOMESTEAD CREDITS; AGRICULTURAL TRANSFER TAX STATEMENT; STATE TAX Refund Forms; ETC.

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) \_\_\_\_\_
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) NONE

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) \_\_\_\_\_

1

Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_
- Month(s)
- Year(s)

Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes \_\_\_\_\_
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes \_\_\_\_\_
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes \_\_\_\_\_
- No

18. RECOMMENDED RETENTION

RETAIN FOR 5 YRS., THEN DESTROY.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR. 19, 1998

1. DEPARTMENT/AGENCY

Kent Co.

2. DIVISION Treasurer's Office

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

STATE Reports

5. EARLIEST YEAR / LATEST YEAR

1988 TO 1998

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

VARIOUS Reports, consisting of: Correspondence, CLAIMS for Refunds of REAL + PERSONAL PROPERTY TAXES; Assessment CHANGE Reports; Homestead credits; (Agricultural Transfer TAX STATEMENT; <sup>5 yrs.</sup> STATE TAX Refund Forms; ETC.

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) \_\_\_\_\_
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) NONE

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) \_\_\_\_\_

1

Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_
- Month(s)
- Year(s)

Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes \_\_\_\_\_
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes \_\_\_\_\_
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes \_\_\_\_\_
- No

18. RECOMMENDED RETENTION

3 to 5 yrs

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR. 19, 1998

1. DEPARTMENT/AGENCY

*KENT Co.*

2. DIVISION

*Treasurer's OFF*

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Motor Vehicle File  
Forms*

5. EARLIEST YEAR / LATEST YEAR

\_\_\_\_\_ TO *CURRENT*

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*VARIOUS Motor Vehicle forms, relating to:  
DRIVERS LICENCE; Duplicate Permits;  
LEARNERS PERMIT; APPLICATION for TITLE;  
MANUALS; Correspondence; HAND WRITTEN  
NOTES; Bad checks Returned; ~~etc.~~ (over)*

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) \_\_\_\_\_
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) *subject*

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) \_\_\_\_\_

Number 1

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  Month(s)  Year(s)  
Number \_\_\_\_\_

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*Office*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes \_\_\_\_\_
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes \_\_\_\_\_
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes \_\_\_\_\_
- No

18. RECOMMENDED RETENTION *RETAIN UNTIL updated  
OR superseded, THEN DESTROY.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

*MAR. 19, 1998*

APPLICATION FOR TAG REFUND; MOTOR CARRIER  
CERTIFICATION; GIFT CERTIFICATION;

1. DEPARTMENT/AGENCY

*Kent Co.*

2. DIVISION

*Treasurer's Off*

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Motor Vehicle File  
Forms*

5. EARLIEST YEAR / LATEST YEAR

\_\_\_\_\_ TO *CURRENT*

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

*VARIOUS Motor Vehicle forms, relating to:  
DRIVERS Licence; Duplicate Permits;  
Learners Permit; Application for Title;  
MANUALS; Correspondence; HAND WRITTEN  
NOTES; Bad checks Returned; ~~etc.~~ (over)*

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) \_\_\_\_\_
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) *Subject*

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) \_\_\_\_\_

Number 1

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tapes (s)
- Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_
- Month(s)
- Year(s)

Number \_\_\_\_\_

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*Office*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes \_\_\_\_\_
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes \_\_\_\_\_
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes \_\_\_\_\_
- No

18. RECOMMENDED RETENTION

*RETAIN UNTIL updated  
OR superseded, THEN DESTROY.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

*MAR. 19, 1998*

APPLICATION FOR TAG REFUND; MOTOR CARRIER  
CERTIFICATION; GIFT CERTIFICATION;

1. DEPARTMENT/AGENCY  
KENT CO.

2. DIVISION Treasurer's Off.  
~~State Attorney~~

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE Redemption Certifications

5. EARLIEST YEAR / LATEST YEAR  
1977 TO 1987

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)  
Redemption Certifications; Memo's.  
Listing check Amount, Certification  
Number, Name of property owner,  
Hand written Notes,

7. RECORD SERIES FORMAT(S)  
 Letter Size       Microfilm  
 Legal Size       Computer Tape  
 Bound Book       Floppy Disk  
 Audio Tape       Video Tape  
 Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE  
 Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (Specify) \_\_\_\_\_

9. VOLUME  
 File Drawer(s)  
 Microfilm Reel (s)  
 Computer Tape (s)  
 Other (Specify) \_\_\_\_\_  
1/2  
Number

10. ANNUAL ACCUMULATION  
 File Drawer (s)  
 Microfilm Reel (s)  
 Computer Tapes(s)  
 Other (Specify) \_\_\_\_\_  
Number

11. FILE IS USED  
 Daily       Weekly       Monthly

12. FILE BECOMES INACTIVE AFTER  
\_\_\_\_\_  
Number       Month(s)       Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)  
office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)  
 Yes \_\_\_\_\_       No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))  
 Yes \_\_\_\_\_       No

16. AUDIT REQUIREMENTS  
 None       State       Federal       Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  
 Yes \_\_\_\_\_       No

18. RECOMMENDED RETENTION RETAIN FOR 3 YRS. AND  
UNTIL ALL AUDIT REQUIREMENTS  
HAVE BEEN FULFILLED THEN DESTROY

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE  
MAR. 19, 1998

1. DEPARTMENT/AGENCY

*KENT CO.*

2. DIVISION *Treasurer's Off.*  
~~State Attorney~~

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Redemption Certifications*

5. EARLIEST YEAR / LATEST YEAR

*1977 TO 1987*

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

*Redemption Certifications; Memo's.  
Listing check Amount, Certification  
Number, Name of Property Owner,  
Hand written Notes,*

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) \_\_\_\_\_
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) \_\_\_\_\_

*1/2*  
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tapes
- Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_
- Month(s)
- Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*Office*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes \_\_\_\_\_
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes \_\_\_\_\_
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes \_\_\_\_\_
- No

18. RECOMMENDED RETENTION

*3 years*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

*MAR. 19, 1998*

1. DEPARTMENT/AGENCY  
KENT Co

2. DIVISION Treasurer's office

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE CASH Disbursement Ledgers

5. EARLIEST YEAR / LATEST YEAR  
~~1957~~ TO 1964  
1957

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)  
Ledger Books, consisting of: CASH Disbursements; Authorized Bonds & Redemptions; Automobile Taxes Paid; Voucher Register; ETC.

7. RECORD SERIES FORMAT(S)  
 Letter Size       Microfilm  
 Legal Size       Computer Tape  
 Bound Book       Floppy Disk  
 Audio Tape       Video Tape  
 Other (Specify) VARIOUS SIZE Ledger Books

8. RECORD SERIES SEQUENCE  
 Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (Specify) VARIOUS

9. VOLUME  
 File Drawer(s)  
 Microfilm Reel (s)  
 Computer Tape (s)  
 Other (Specify) ADDITIONAL 5 cubic FEET  
10 books  
Number \_\_\_\_\_

10. ANNUAL ACCUMULATION  
 File Drawer (s)  
 Microfilm Reel (s)  
 Computer Tape(s)  
 Other (Specify) \_\_\_\_\_  
Number \_\_\_\_\_

11. FILE IS USED  
 Daily       Weekly       Monthly

12. FILE BECOMES INACTIVE AFTER  
\_\_\_\_\_       Month(s)       Year(s)  
Number \_\_\_\_\_

13. CURRENT LOCATION(S) (Bldg., Floor, Room)  
BASEMENT

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)  
 Yes \_\_\_\_\_       No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))  
 Yes \_\_\_\_\_       No

16. AUDIT REQUIREMENTS  
 None       State       Federal       Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  
 Yes \_\_\_\_\_       No

18. RECOMMENDED RETENTION RETAIN for 3yrs. And UNTIL AN Audit's Requirements have been fulfilled, then Destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE  
MAR. 18, 1998

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page <u>37</u> Of <u>    </u>	
1. DEPARTMENT/AGENCY <u>KENT CO.</u>		2. DIVISION <u>Treasurer's Office</u>		3. UNIT <u>    </u>	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORD SERIES TITLE <u>CANCELLED CHECKS</u>				5. EARLIEST YEAR / LATEST YEAR <del>1977</del> <u>1974</u> - <del>1986</del> <u>1991</u>	
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)					
<u>CANCELLED CHECKS, BANK STATEMENTS, ADDING MACHINE TAPES, DEPOSIT SLIPS</u>					
<u>(over)</u>					
7. RECORD SERIES FORMAT(S)		8. RECORD SERIES SEQUENCE		9. VOLUME	
<input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (Specify) <u>CHECKS</u>		<input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <u>DATE</u> <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ <u>BATCHED BY CHECK NUMBER.</u>		<input type="checkbox"/> File Drawer(s) <u>38</u> <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input checked="" type="checkbox"/> Other (Specify) <u>CHECK SIZE DRAWERS BOX</u> Number _____	
				10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number _____	
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg, Floor, Room) <u>ATTIC/BASEMENT</u>		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION <u>RETAIN FOR 3YRS. AND UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN FULFILLED, THEN DESTROY.</u>			
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE <u>FEB 25, 1992</u>	

BASEMENT,  
1 cubic foot  
1974-1975

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 39/40 Of \_\_\_\_\_

1. DEPARTMENT/AGENCY

KENT Co.

2. DIVISION

TREASURER'S OFFICE

3. UNIT

PAYROLL

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

PAYROLL Reports

5. EARLIEST YEAR / LATEST YEAR

1979 TO 1995

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

PAYROLL REGISTER, PAYROLL VALIDATION (FULL DETAIL)  
EACH BINDER CONTAINS MULTIPLE (B) - WEEKLY PAY  
PERIODS. INCLUDES: Logging File Reports;  
PROCEDURES; CHECK REGISTERS; PAYROLL JOURNALS;  
ETC.  
(over)

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) 11" x 14"

COMPUTER PRINTOUTS

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) BINDERS

38  
27  
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_
- Month(s)
- Year(s)

Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC/BASEMENT

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes \_\_\_\_\_
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes \_\_\_\_\_
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes \_\_\_\_\_
- No

18. RECOMMENDED RETENTION

RETAIN FOR 3 YRS AND  
UNTIL ALL AUDIT REQUIREMENTS  
HAVE BEEN FULFILLED, THEN DESTROY

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

FEB. 25, 1998

Basement

Payroll Journal - 1984-1985 / 1982-1983 / 1981-1982 / 1979-1980

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

KENT CO.

2. DIVISION TREASURER'S OFFICE

3. UNIT GOV'T. of Pg. #39

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

PAYROLL ACCOUNTS

5. EARLIEST YEAR / LATEST YEAR

\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Employee Check Register / PAYROLL ~~JOURNAL~~ JOURNAL BY BANK. SHOWS: Employee Name, Number, Cost Center, Hours, Earnings, Deductions, NET PAY, CHECK NUMBER

7. RECORD SERIES FORMAT(S)

- Letter Size       Microfilm
- Legal Size       Computer Tape
- Bound Book       Floppy Disk
- Audio Tape       Video Tape

Other (Specify) 11"X14" - COMPUTER PRINTOUTS

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- Daily       Weekly       Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  Month(s)       Year(s)  
Number \_\_\_\_\_

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes \_\_\_\_\_       No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes \_\_\_\_\_       No

16. AUDIT REQUIREMENTS

- None       State       Federal       Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes \_\_\_\_\_       No

18. RECOMMENDED RETENTION RETAIN FOR 3YRS. AND UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN FULFILLED THEN DESTROY.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

FEB. 23, 1998

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 41 Of \_\_\_\_\_

1. DEPARTMENT/AGENCY

KENT CO.

2. DIVISION

TREASURER'S OFFICE

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

REAL ESTATE TAXES  
COMPUTER PRINTOUTS.

5. EARLIEST YEAR / LATEST YEAR

1989 TO 1995

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

COMPUTER LISTING OF MONTHLY INTEREST/PENALTY  
CALCULATIONS. - ACCT. #, NAME, TAX YR., TYPE,  
AMOUNT.

MISCELLANEOUS - CHANGES/CORRECTIONS/TAX LOAD  
CHANGE over

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) 11" x 14"
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

COMPUTER PRINTOUTS

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) PRINTOUTS

50  
Number BINDERS

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  Month(s)  Year(s)  
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC/BASEMENT

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes \_\_\_\_\_
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes \_\_\_\_\_
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes \_\_\_\_\_
- No

18. RECOMMENDED RETENTION

RETAIN FOR 5 YRS AND  
UNTIL ALL AUDITS HAVE BEEN  
REQUIREMENTS HAVE BEEN FULLY  
THEY DESTROY.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

FEB. 23, 1998

DESCRIPTION (CONT.) PAYMENT TRANSACTION  
Reports; New Construction Reports;  
Batch Posting (Edit); PAYMENT TRANSACTION  
Report; CASH DRAWER Report; Audit  
TRAIL Reports; DAILY SUMMARIES, ETC.

BASEMENT

CASH TAX RECEIVABLES BY DATE - DEBITS ONLY.  
1992-1993

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 41 Of \_\_\_\_\_

1. DEPARTMENT/AGENCY

Kent Co.

2. DIVISION

Treasurer's Office

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

REAL ESTATE TAXES  
COMPUTER PRINTOUTS.

5. EARLIEST YEAR / LATEST YEAR

1989 TO 1995

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

COMPUTER LISTING OF MONTHLY INTEREST/PENALTY  
CALCULATIONS. - ACCT. #, NAME, TAX YR., TYPE,  
AMOUNT.

MISCELLANEOUS - CHANGES/CORRECTIONS/TAX LOAD  
CHANGE OVER

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

Other (Specify) 11" x 14"  
COMPUTER PRINTOUTS

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) PRINTOUTS  
50 Binders

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  Month(s)  Year(s)  
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Attic

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes \_\_\_\_\_
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes \_\_\_\_\_
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes \_\_\_\_\_
- No

18. RECOMMENDED RETENTION

5 YEARS

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Feb. 23, 1998

DESCRIPTION (CONT.) PAYMENT TRANSACTION  
Reports; New Construction Reports;  
Batch Posting (Edit); PAYMENT TRANSACTION  
Report; CASH DRAWER Report; Audit  
TRAIL Reports; DAILY SUMMARIES, ETC.

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Kent Co

2. DIVISION Treasurers

office

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

~~BANK Deposit slips~~  
Real Estate Tax Receipts

5. EARLIEST YEAR / LATEST YEAR

~~1973~~ TO 1982  
1973 -

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Receipts for Real Estate Taxes Paid, Deposit slips from various banks, Hand written Receipt Books, Receipts for deposits made - Batched receipts for taxes paid (over)

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) VARIOUS
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) NONE

9. VOLUME

- File Drawer(s)
  - Microfilm Reel (s)
  - Computer Tape (s)
  - Other (Specify) 2 cubic boxes
- 6  
63  
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify)

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- Number \_\_\_\_\_
- Month(s)
  - Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

off. ATTIC / BASEMENT

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes
- No

RETAIN For 3yrs And UNTIL All Audit Requirements Have been fulfilled then Destroy

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Feb. 25, 1978

BASEMENT

Real Estate Tax Receipts

1973-1982

11 ~~boxes~~ boxes - 20 cubic feet.

Ledger Books - Real Estate Tax Receipts, Adding Machine Tapes  
Approx 5 cubic feet.

Tax Journals; Tax Rolls 24 Ledger Books (Approx 22" x 11") Lists; Property, Bill + Dist. Number, County + State Assessment + Tax Amount, Total Tax and date Paid.  
~~1939-1970~~  
1939-70

Office

Tax Receipts - 2 cubic feet

1991-1998

1995-1998 - 4 cubic feet

<b>INSTRUCTIONS</b> -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) <i>A</i>		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <i>47</i> Of _____	
<b>1. DEPARTMENT/AGENCY</b> <i>KENT CO.</i>		<b>2. DIVISION</b> <i>TREASURER'S OFFICE</i>		<b>3. UNIT</b>	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
<b>4. RECORD SERIES TITLE</b> <i>Accounting Records (COMPUTER PRINTOUTS) (over)</i>				<b>5. EARLIEST YEAR / LATEST YEAR</b> <del>1987</del> TO <del>1997</del>	
<b>6. RECORD SERIES DESCRIPTION</b> ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) <i>PRINTOUTS include: Receipts Register; Receipts Index File; Receipts DATA ENTRY; Account Activity Report; CASH TRIAL BALANCE; TRAIL BALANCE; Revenue <del>Guidelines</del> Guidelines; Expenditure Guidelines; ETC. (over)</i>					
<b>7. RECORD SERIES FORMAT(S)</b> <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (Specify) <i>11"x14" Computer PRINTOUTS</i>		<b>8. RECORD SERIES SEQUENCE</b> <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (Specify) <i>VARIOUS</i>		<b>9. VOLUME</b> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input checked="" type="checkbox"/> Other (Specify) <i>BINDERS</i> <i>57</i> Number	
		<b>10. ANNUAL ACCUMULATION</b> <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number _____			
<b>11. FILE IS USED</b> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b> _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) <i>ATTIC / BASEMENT</i>		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b> <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b> <i>RETAIN FOR 3 YRS AND UNTIL ALL Audit Requirements Have been fulfilled, then Destroy.</i>			
<b>19. NAME AND TITLE OF PREPARER</b>		<b>20. TELEPHONE NUMBER</b>		<b>21. DATE</b> <i>Feb. 25, 1998</i>	

# 4. Government Financial System

## Basement

- Computer Printouts
- Account Activity Reports/1995
- VAlid Worksheets/WARRANTS by Vendor
- Disbursement Ledger
- General Ledger Reports/95
- MANUAL JOURNAL ENTRIES/95
- Edit & Load System JOURNAL ENTRIES/1995
- Year End Closing Report - Payroll
- Disbursement by DATA ENTRY
- Receipts JOURNAL/Disbursement JOURNAL 1993
- General Ledger Analysis - 1995-1996
- MANUAL Disbursement/Edit List/AUTHORIZATION 1993-1994
- WARRANT Register - 1993
- PAID Invoice Report by Vendor - 1994
- cycle Purge History File - 1995
- ~~1990 -~~
- Schedule of Bills - 1993/1997
- APPROPRIATION ACCOUNT MASTER LIST - 1983-1984/

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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*A*

1. DEPARTMENT/AGENCY

*KENT Co.*

2. DIVISION *TREASURER'S OFFICE*

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE *TAX ROLL BOOKS*

5. EARLIEST YEAR / LATEST YEAR

~~1982~~ TO *1990*  
~~1967~~

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*LISTING OF TAX ROLLS by DISTRICT AND YEAR, PROPERTY OWNERS NAME, AMOUNT OF TAX Assessed, Address, MAP, GRID, PARCEL Numbers.*

*(over)*

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

Other (Specify) *Peerless Top Lock Binders*

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) *BINDERS*

*5B*  
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  Month(s)  Year(s)  
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*Office/ATTIC/BASEMENT*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes \_\_\_\_\_
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes \_\_\_\_\_
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes \_\_\_\_\_
- No

18. RECOMMENDED RETENTION

*RETAIN FOR 20 YRS., THEN DESTROY.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

*FEB. 23, 1998*

Basement

~~1973~~ 1975-1981

80 ~~sq~~ Books

approx. 20 Cubic Feet

Office - 15 Books

1986-1998