

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

Schedule No. C 825

Page 1 of 6

Agency **Kent County** Division/Unit **Budget and Accounting**

| Item No | Description | Retention |
|---------|---|--|
| 1 | Basement Office Correspondence Memo's, correspondence, survey data, bond reports, budget data, employee benefits, insurance certificates, 911 information, bank statements, handwritten notes, contracts and agreements, bidders list, facilities studies, grants, revenue information, financial statements, time sheets, request for journal entry forms, petty cash reports, per diem reports, payroll reports, health insurance reports, tax information, invoice copies, resolutions, check copies, etc. | Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material mandated by statute or that serves to document the origin, development, functions, and accomplishments of the agency. Transfer periodically to the Maryland State Archives. |
| 2 | Governmental financial systems Computer printouts consisting of - expenditure budget worksheet, schedule of budget workshops | Retain for 3 years and until all audit requirements have been fulfilled, then destroy. |
| 3 | Governmental financial systems Consists of - account activity, balance sheets, history change report, financial worksheets, etc. | Retain for 3 years and until all audit requirements have been fulfilled, then destroy. |
| 4 | Eren's Files Miscellaneous budget files Correspondence, budget hearing outlines, summaries of operating budget, estimate revenues, notes for budget hearings, department budget requests, etc. | Retain for 3 years and until all audit requirements have been fulfilled, 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)

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| Item No. | Description | Retention |
|----------|---|--|
| 5 | <p>Governmental financial systems Computer printouts - consisting of - schedule of bills, check register, account activity, disbursement journals (feature distributions benefit), disbursement edit listing, receipts journal, cash trial balance, balance sheet, expenditures guidelines</p> | Retain for 3 years and until all audit requirements have been fulfilled, then destroy. |
| 6 | <p>Telephone bills(paid) Telephone bills with detail records</p> | Retain for 3 years and until all audit requirements have been fulfilled, then destroy. |
| 7 | <p>Special payroll reports Consists of copies of checks issued, payroll checklist, handwritten work sheets, payroll register, copy of voided checks, etc.</p> | Retain for 3 years and until all audit requirements have been fulfilled, then destroy. |
| 8 | <p>Audits - year end reports Accountants report, financial statements and supplemental information, reports by year.</p> | Permanent - one copy of each years report, send to the Maryland State Archives. |
| 9 | <p>Audits - year end reports - work papers Work papers and correspondence - these records are maintained with the audit reports by year.</p> | Retain for 3 years and until all audit requirements have been fulfilled, then destroy. |
| 10 | <p>Paid Vouchers (Treasurer's copy) Copies of accounts payable checks with attached commissioners' payment form - includes notes, travel and expense forms, receipts, copies of invoices, billing, worksheets, etc.</p> | Retain for 5 years and until all audit requirements have been fulfilled, then destroy. |
| 11 | <p>Proposed Budget Bound books of proposed budget, book includes - budget data, estimated receipts, and expenditure requests, correspondence, etc.</p> | Retain for 3 years and until all audit requirements have been fulfilled, then destroy. |

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
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| Item No. | Description | Retention |
|----------|---|--|
| 12 | <p>Adopted budget Bound book of adopted budget, book includes - organization, estimated receipts, expenditure request, back-up data, construction fund, etc.</p> | Retain for 3 years and until all audit requirements have been fulfilled, then destroy. |
| 13 | <p>Financial Statements Copies of yearly financial statements prepared by an independent audit firm</p> | Retain permanent, transfer periodically to the Maryland State Archives. |
| 14 | <p>Financial reports - reference Various financial reports from other counties and the state of Maryland - <u>reference material</u></p> | Retain until updated or superseded, then destroy. |
| 15 | <p>Payroll registers Computer printouts of bi-weekly payroll information Includes but is not limited to the following: Payroll register Payroll check transmittal form (computer generated) Payroll reconciliation to general ledger Payroll journal interface Payroll worksheet, automatic pay</p> | Retain for 3 years and until all audit requirements have been fulfilled, then destroy. |
| 16 | <p>Payroll Check copies Copies of payroll checks issued, showing gross pay, deductions and net pay</p> | Retain for 3 years and until all audit requirements have been fulfilled, then destroy |
| 17 | <p>Payroll Payroll/employee data Computer printouts - showing employee name, ss#, hourly rate, hire date, date of birth, pay data, tax data and deductions</p> | Retain for 3 years and until all audit requirements have been fulfilled, then destroy. |

DEPARTMENT OF GENERAL SERVICES
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| Item No. | Description | Retention |
|----------|--|--|
| 18 | <p>Payroll Labor distribution (computer printouts) Bi-weekly printout showing labor distribution by general ledger number, lists - general ledger #, name, gross pay, total debits and total credits, includes but it not limited to the following: <ul style="list-style-type: none"> Labor and benefits distribution Disbursement edit list Disbursement processing Disbursement journal Disbursement authorization </p> | Retain for 3 years and until all audit requirements have been fulfilled, then destroy. |
| 19 | <p>Payroll Payroll validations Bi-weekly computer printouts listing employees by department, hours worked, earnings, withholdings, deductions and benefits, validation report.</p> | Retain for 3 years and until all audit requirements have been fulfilled, then destroy. |
| 20 | <p>Payroll Feature distribution deductions Computer printout listing - deduction, amount for, current, MTD, QTD, YTD, and FTD</p> | Retain for 3 years and until all audit requirements have been fulfilled, then destroy |
| 21 | <p>Payroll W-2 listing Computer printout, listing 1985 W-2's</p> | Same as item #20 |
| 22 | <p>Payroll Check Register Computer printout, listing - check #, amount, employee, employee # and check sequence.</p> | Same as item #20 |
| 23 | <p>Payroll Year end report payroll Computer printout listing - department, employee name, earnings, address</p> | Same as item #20 |

DEPARTMENT OF GENERAL SERVICES
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(Continuation Sheet)

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| Item No. | Description | Retention |
|----------|--|--|
| 24 | <p>Budget Books Department or program summary of budget estimates for fiscal year. Lists - program, description, performance units, budget requested and budget approved.</p> | Retain for 3 years and until all audit requirements have been fulfilled, then destroy. |
| 25 | <p>Miscellaneous accounting records Federal withholding information, state tax reports, state stars reports, levies, treasurers reports, MD retirement data, includes but is not limited to the following: General fund journal General fund journal (Master List) Revenue fund journal Check authorization and adjustments Revenue guidelines Revenue status & history report Monthly hospital inpatient reports Appropriation status & history report General fund account status & history report One line budget report Month end payroll journal Appropriation transaction journal Liquidation & expense journal</p> | Same as item #24 |
| 26 | <p>Accounting files by subject matter Correspondence, copies of checks from the state of Maryland audit reports, community work programs, revenue sharing travel policy, financial reports, land preservation and zoning reports.</p> | Refers to items #26-27 Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material mandated by statute or that serves to document the origin, development, functions, and accomplishments of the agency. Transfer periodically to the Maryland State Archives. |
| 27 | <p>Correspondence Miscellaneous correspondence to the County Commissioners from Maryland State agencies, county departments, and correspondence from associations and private citizens to various county departments</p> | |

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

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| Item No. | Description | Retention |
|----------|--|--|
| 28 | Cash receipts Numbered receipts with County Commissioners' revenue form, adding machine tapes, copy of check, invoices, correspondence | Retain for 5 years and until all audit requirements have been fulfilled, then destroy. |
| 29 | Estimated revenue reports Copies of estimated revenue reports signed by the President and Members of the Commissioners. | Retain for 3 years and after all audit requirements have been fulfilled, then destroy. |

1. DEPARTMENT/AGENCY

Kent Co.

2. DIVISION *Budget + Accounting*

3. UNIT *Basement Office*

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 *Correspondence*

5. EARLIEST YEAR / LATEST YEAR
1989 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)

Includes: Memo's, Correspondence, survey data, Reports, Bond Reports, Budget data, Employee Benefits, Insurance Certifications, 911 Information, Bank Statements, Hand written notes, CONTRACTS + AGREEMENTS; (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) _____

subject files

9. VOLUME

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

9 File drawers

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)

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

Basement/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

use General Retention Statement

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR. 18, 1990

Bidders List; FACILITIES STUDIES; GRANTS;
REVENUE INFORMATION; FINANCIAL STATEMENTS;
TIME SHEETS; REQUEST FOR JOURNAL ENTRY
FORMS; PETTY CASH REPORTS; PER-DIEM
REPORTS; PAYROLL REPORTS; ~~OTHER~~ HEALTH
INSURANCE REPORTS; TAX INFORMATION; ~~ETC.~~
INVOICE COPIES; RESOLUTIONS; CHECK COPIES;
ETC.

1. DEPARTMENT/AGENCY

KENT CO.

2. DIVISION *Budget & ACCOUNTING*

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

GOVERNMENTAL FINANCIAL SYSTEMS

5. EARLIEST YEAR / LATEST YEAR

1995 TO 1996

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 Printouts consisting of:- Expenditure Budget Worksheet; schedule of Budget Workshops

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *11" x 14"*
8 1/2 x 11"
- 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) *Box*

Number *1 cubic FOOT*

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 Requirements have been fulfilled, THEN DESTROY.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR 18 1998

B

1. DEPARTMENT/AGENCY

KENT CO.

2. DIVISION *Budget & Accounting*

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

GOVERNMENTAL FINANCIAL SYSTEM

5. EARLIEST YEAR / LATEST YEAR

1991 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)

CONSISTS OF: ACCOUNT ACTIVITY; BALANCE SHEETS; HISTORY CHANGE REPORT; FINANCIAL WORKSHEETS; ETC.

7. RECORD SERIES FORMAT(S)

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

Computer Printouts

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical

Other (Specify) *None*

9. VOLUME

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

1 Cubic Foot

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)

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 3 YRS. AND UNTIL ALL Audit Requirements have been fulfilled, Then Destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR 18, 1998

1. DEPARTMENT/AGENCY

Kent Co.

2. DIVISION Budget & Accounting

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

GOVERNMENTAL FINANCIAL System

5. EARLIEST YEAR / LATEST YEAR

1991 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)

CONSISTS OF: ACCOUNT ACTIVITY; BALANCE SHEETS; HISTORY CHANGE REPORT; FINANCIAL WORKSHEETS; ETC.

7. RECORD SERIES FORMAT(S)

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

Computer Printouts

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

1 cubic
Number FOOT

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)

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

MAR 18, 1998

Keep one set of Financial Statements & Account Activity

1. DEPARTMENT/AGENCY

KENT CO.

2. DIVISION *Budget + Accounting*

3. UNIT *EBERD'S Files*

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 *MISC. Budget Files*

5. EARLIEST YEAR / LATEST YEAR
1985 TO 1986

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

Correspondence; Budget Hearing Outlines; summaries of operating Budget - Estimated Revenues; Notes for Budget Hearings; DEPARTMENT Budget Requests; etc.

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) *Box*

1 Cubic Foot
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)

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 ALL AUDIT REQUIREMENTS HAVE BEEN FULFILLED THEN DESTROY.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

NOV. 19, 1988

1. DEPARTMENT/AGENCY

B Kent Co.

2. DIVISION Budget & Accounting

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

GOVERNMENTAL FINANCIAL SYSTEMS

5. EARLIEST YEAR / LATEST YEAR

1995 TO 1996

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 Printouts, consisting of: - Schedule of Bills; Check Register. Account Activity; Disbursement Journals. Feature Distributions Benefit. Disbursement Edit Listing; Receipts Journal; CASH TRIAL BALANCE; BALANCE SHEET; (over)

7. RECORD SERIES FORMAT(S)

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

Other (Specify) 14" x 11" PRINTOUTS.

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical

Other (Specify) VARIOUS

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

Number _____ Month(s) Year(s)

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 3 YRS. AND UNTIL ALL Audit requirements have been fulfilled, then Destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

MAR. 17, 1998

Expenditure Guidelines/1995

B

1. DEPARTMENT/AGENCY

Kent Co.

2. DIVISION Budget & Accounting.

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

Telephone Bills (PAID)

5. EARLIEST YEAR / LATEST YEAR

~~1993~~ TO ~~1994~~ 1996
1992 1997

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

Telephone Bills WITH DETAIL Records.

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) **BATCHED by MONTH.**

9. VOLUME

- File Drawer(s)
 - Microfilm Reel (s)
 - Computer Tape (s)
 - Other (Specify) **BOXES**
- 6 ~~3~~ CUBIC FEET

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 3 YRS. AND UNTIL ALL AUDIT 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)

B

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

Budget & Accounting

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

SPECIAL PAYROLL REPORTS

5. EARLIEST YEAR / LATEST YEAR

1993 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)

CONSISTS OF: COPIES OF CHECKS ISSUED - PAYROLL CHECKLIST - HAND WRITTEN WORK - SHEETS - PAYROLL REGISTER; COPY OF VOIDED CHECK; ETC.

7. RECORD SERIES FORMAT(S)

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

Other (Specify) 14" x 11" Computer Reports

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)

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 REQUIREMENT 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>1</u> Of <u> </u> | |
| 1. DEPARTMENT/AGENCY <i>KENT CO.</i> | | 2. DIVISION <i>Budget + Accounting</i> | | 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 <i>Audits - year end Reports.</i> | | | | 5. EARLIEST YEAR / LATEST YEAR <i>1900 to Current</i> | |
| 6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) | | | | | |
| <i>ACCOUNTANT'S Report, FINANCIAL STATEMENTS AND SUPPLEMENTAL INFORMATION. Reports by year</i> | | | | | |
| 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 checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____ | | <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ | | <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <i>1 1/2 cubic feet</i> Number | |
| | | | | 10. ANNUAL ACCUMULATION | |
| | | | | <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>Book</i> <i>1 Reports</i> Number | |
| 11. FILE IS USED | | 12. FILE BECOMES INACTIVE AFTER | | | |
| <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly | | _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) | | | |
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) | | | |
| <i>ATTIC</i> | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) | | 16. AUDIT REQUIREMENTS | | | |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent | | | |
| 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) | | 18. RECOMMENDED RETENTION | | | |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | <i>over</i> | | | |
| 19. NAME AND TITLE OF PREPARER | | 20. TELEPHONE NUMBER | | 21. DATE | |
| | | | | <i>Feb 15, 1998</i> | |

PERMANENT - one copy of each yrs. Report.
send 1 copy to THE Md. STATE ARCHIVES

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 2 Of _____

1. DEPARTMENT/AGENCY

Kent Co.

2. DIVISION

Budget Accounting

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

Audits - Year End Reports - Workpapers

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)

WORK PAPERS AND CORRESPONDENCE. THESE RECORDS ARE MAINTAINED WITH THE AUDIT REPORTS BY YEAR.

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) Boxes

2

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

~~USE GENERAL RETENTION SCHEDULE~~
OVER

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Feb. 17, 1997

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

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

A

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

AGENCY RECORDS INVENTORY

Page 3 Of

1. DEPARTMENT/AGENCY

Kent. Co.

2. DIVISION

Budget & Accounting

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

PAID VOUCHERS
~~(PAID VOUCHERS)~~ (Treasurer's copy)

5. EARLIEST YEAR / LATEST YEAR

1969 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)

Copies of Accounts Payable checks with attached Commissioner's Payment Form. Includes Notes, Travel and Expense Forms, Receipts, Copies of Invoices, Billing Worksheets; ETC. (over)

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) Approx 6" x 7"
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) FISCAL YR. by Voucher Number

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) BANKS 95 only in feet. file cab.

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

- Number _____
- Month(s)
- Year(s)

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 AUDIT REQUIREMENTS HAVE BEEN FULLFILLED, THEN DESTROY.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Feb. 17, 1998

PAID INVOICES - BASEMENT

FY 95

5 BANKERS BOXES - 10 CUBIC FEET

~~4~~ 4 BOX - ~~10~~ CUBIC FOOT - 1988-1989

FY 97 PAID INVOICES/VOUCHERS
10 CUBIC FEET

FY 96 PAID INVOICES/VOUCHERS
12 CUBIC FEET

BASEMENT OFFICE

PAID INVOICES FY 1998 / FY 1997 / FY 1996
8 FILE DRAWERS

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

A

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

copy

AGENCY RECORDS INVENTORY

Page 3 Of

1. DEPARTMENT/AGENCY

Kent. Co.

2. DIVISION

Budget & Accounting

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

PAID Vouchers
~~(PAID VOUCHERS)~~ (Treasurer's copy)

5. EARLIEST YEAR / LATEST YEAR

1969 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)

Copies of Accounts Payable checks WITH ATTACHED COMMISSIONER'S PAYMENT FORM. INCLUDES NOTES, TRAVEL AND EXPENSE FORMS, RECEIPTS, COPIES OF INVOICES, BILLING WORKSHEETS; ETC.

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) Approx. 6" x 7"
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) FISCAL YR. by Voucher Number

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) BANKS 95 cubic feet. file cab. Box +

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

- Number _____
- Month(s)
- Year(s)

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

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Feb. 17, 1998

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

A

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 *Budget & Accounting*

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 *Proposed Budget*

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)

BOUND BOOKS OF PROPOSED BUDGET. BOOK INCLUDES: BUDGET DATA, ESTIMATED RECEIPTS, AND EXPENDITURE REQUESTS; CORRESPONDENCE; ETC.

(over)

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) *FISCAL YR. BY DEPARTMENT.*

9. VOLUME

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

Number *2* *Cubic Feet*

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 AN AUDIT REQUIREMENTS ARE FULFILLED, THEN DESTROY.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Feb. 10, 1998

BASEMENT

DEPT. OR PROGRAM SUMMARY Budget
ESTIMATE - 1983-1984 + 1988-1987

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

HENT Co.

2. DIVISION Budget & ACCOUNTING

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

Adopted Budget

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)

Board Book of Adopted Budget.
Book includes: ORGANIZATION; ESTIMATED Receipts. Expenditure Request. BACK-UP-DATA; CONSTRUCTION Fund; ETC.

(over)

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) FISCAL YR.
By Department

9. VOLUME

- File Drawer(s)
 - Microfilm Reel (s)
 - Computer Tape (s)
 - Other (Specify) BOX
- Number Cubic Feet

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 ARE FULL FILLED, THEN DESTROY.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Feb. 18, 1998

BASEMENT

OFFICIAL Budget As sent To Dept. &
Agencies - 1988 / 1986-1987 / 1985-1986 /
1984-1985

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

A

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

AGENCY RECORDS INVENTORY

Page 8 Of

1. DEPARTMENT/AGENCY

HENT Co.

2. DIVISION Budget & ACCOUNTING

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 FINANCIAL STATEMENTS

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)

COPIES OF YEARLY FINANCIAL STATEMENTS PREPARED BY AN INDEPENDENT AUDIT FIRM.

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) _____

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)

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 PERMANENTLY, TRANSFER PERIODICALLY TO THE MD. STATE ARCHIVES.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Feb 10, 1998

| | | |
|--|--|----------------|
| 1. DEPARTMENT/AGENCY HENT CO | 2. DIVISION Budget & ACCOUNTING | 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 FINANCIAL Reports - Reference | 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)

VARIOUS FINANCIAL REPORTS FROM OTHER COUNTIES AND THE STATE OF MARYLAND.

Reference MATERIAL

| | | |
|---|---|---|
| 7. RECORD SERIES FORMAT(S) <input checked="" 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 type="checkbox"/> Other (Specify) <u>BOOKS</u> | 8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ | 9. VOLUME <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ _____ 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</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 checked="" 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>OVER</u> |
|---|---|

| | | |
|---------------------------------------|-----------------------------|---|
| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE NUMBER | 21. DATE <u>Feb. 17, 1987</u> |
|---------------------------------------|-----------------------------|---|

RETAIN UNTIL updated or superseded,
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 20 Of _____

1. DEPARTMENT/AGENCY

H&M Co

2. DIVISION *Budget & Accounting*

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 Registers / ~~Registers~~
~~Registers / Labor Distribution~~*

5. EARLIEST YEAR / LATEST YEAR

1990 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)

Computer Printouts of bi-weekly payroll information.

(over)

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *14x11*
- 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) _____

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/BREMER

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. 23, 1998

BASEMENT

PAYROLL REGISTER - 1990

PAYROLL CHECK TRANSMITTAL Form
[COMPUTER GENERATED] 1992

PAYROLL RECONCILIATION TO GENERAL
Ledger - 1992

PAYROLL JOURNAL INTERFACE - 1993/1983-1984

OFFICE

PAYROLL WORKSHEET; AUTOMATIC PAY;
3 cubic feet

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

A

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

HEPT CO

2. DIVISION Budget & Accounting

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

CHECK COPIES

5. EARLIEST YEAR / LATEST YEAR

1990 / 1991

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

COPIES OF PAYROLL CHECKS ISSUED, SHOWING GROSS PAY - DEDUCTIONS & NET PAY.

(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) _____

By Check Number

9. VOLUME

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

Number Cubic FT.

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)

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. 23, 1991

(include on list)

check Copies BASEMENT

Fy 96 - 7/1/95 - 12/31/95 1/2 cubic foot.

1992 - 1993 1 cubic foot

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 22 Of _____

1. DEPARTMENT/AGENCY

Kent Co

2. DIVISION Budget & Accounting

Accounting

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

DATA PAYROLL Employee
DATA

5. EARLIEST YEAR / LATEST YEAR

~~1989~~ TO 1992
1989

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 printouts showing Employee Name, SS# Hourly Rate, Hire Date, Date of Birth, Pay Data, Tax Data and Deductions

(over)

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) 4" x 14"
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

COMPUTER PRINTOUTS

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

Employee Number

9. VOLUME

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

3
Number Cubic Ft.

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)

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. 23, 1992

BASEMENT

Employee DATA (PAYROLL) 1992
1 cubic foot

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 23 Of _____

1. DEPARTMENT/AGENCY

KENT CO.

2. DIVISION Budget & Accounting

ACCOUNTING

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 LABOR DISTRIBUTION

COMPUTER PRINTOUTS

5. EARLIEST YEAR / LATEST YEAR

1990 TO 1997

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

BI-WEEKLY PRINTOUT SHOWING LABOR DISTRIBUTIONS BY GENERAL LEDGER NUMBER. LISTS: G/L #, NAME, GROSS PAY, ~~DEDUCTIONS~~ TOTAL DEBITS & TOTAL CREDITS.

(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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

G/L Number

9. VOLUME

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

10
Number CUBIC FEET

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

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

BASEMENT

- LABOR & BENEFITS DISTRIBUTION - 1987-1988/
1993/
- DISBURSEMENT EDIT LIST FY97
- DISBURSEMENT PROCESSING FY97 - 5 cubic
feet
- DISBURSEMENT JOURNAL FY97
- DISBURSEMENT AUTHORIZATION FY97

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 24 Of _____

1. DEPARTMENT/AGENCY

HEAT CO

2. DIVISION Budget & Accounting

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 VALIDATIONS

5. EARLIEST YEAR / LATEST YEAR

1990 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)

Bi-weekly Computer Printouts Listing Employees by Department Hours Worked, Earnings, WH's, Ded's and Benefits.
(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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

9. VOLUME

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

Number 2 Cubic Feet

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)

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 3YRS AND UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN FULLY FILLED, THEN DESTROY

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Feb. 23, 1998

BASMEET

Validation Report / 1992

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 25 Of _____

1. DEPARTMENT/AGENCY

Kent Co

2. DIVISION Budget & ACCOUNTING

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 Feature Distribution Deductions

5. EARLIEST YEAR / LATEST YEAR
1990 TO 1993

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 Printout Listing: Deduction Amount For: Current, MID, STD, YTD And FTD.

(over)

7. RECORD SERIES FORMAT(S)

- Letter Size Microfilm
- Legal Size Computer Tape
- Bound Book Floppy Disk
- Audio Tape Video Tape
- Other (Specify) 11x14"

Computer Printouts

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

By Deduction Group / Employee

9. VOLUME

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

3
Number Cubic Feet.

10. ANNUAL ACCUMULATION

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

Number ~~Cubic Feet.~~

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. 23, 1998

Basement

Feature Distribution Report - 1993

3 Cubic Feet. / 1992 / 1994

| | | | | | |
|--|--|--|--|--|--|
| 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>26</u> Of _____ | |
| 1. DEPARTMENT/AGENCY <u>HEAT CO</u> | | 2. DIVISION <u>Budget & Accounting</u> | | 3. UNIT <u>PAYROLL</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>W-2 Listing</u> | | | | 5. EARLIEST YEAR / LATEST YEAR <u>1985</u> 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) <u>Computer Printouts, Listing 1985 W-2's</u> | | | | | |
| 7. RECORD SERIES FORMAT(S) <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>11" x 14"</u> | | 8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ <u>S.S.#</u> | | 9. VOLUME <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (Specify) <u>Binder</u> <u>1/2#</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</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 FULLY FILLED, THEN DESTROY.</u> | | | |
| 19. NAME AND TITLE OF PREPARER | | 20. TELEPHONE NUMBER | | 21. DATE <u>Feb. 23, 1990</u> | |

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

A

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

AGENCY RECORDS INVENTORY

Page 27 Of _____

1. DEPARTMENT/AGENCY

KENT Co.

2. DIVISION

Budget & Accounting

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

Check Register

5. EARLIEST YEAR / LATEST YEAR

~~1977~~ TO ~~1997~~
1977 - 1997

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 Printout, Listing = Check #, Amount, Employee, Employee # + Check seq.

(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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

check number sequence.

9. VOLUME

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

Number 1 Cubic Foot.

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)

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 FULLY FILED, THEN DESTROY.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Feb. 23, 1998

BASEMENT

Check Register - 1977/1978-1979/1997/1994

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 28 Of _____

1. DEPARTMENT/AGENCY

KENT CO

2. DIVISION

Accounting + Budget

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

YEAR END REPORT
PAYROLL

5. EARLIEST YEAR / LATEST YEAR

1990 TO 1990

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 PRINTOUT LISTING; DEPARTMENT
EMPLOYEE NAME, EARNINGS, ADDRESS,
~~EARNINGS.~~

(over)

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) 11x14"
- 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) Binder
- Number Cubic Foot

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 FULLY MET THEN DESTROY.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Feb 23, 1998

BASEMENT

Year End Closing FY 1993/1994

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

A

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

AGENCY RECORDS INVENTORY

Page *31* Of _____

1. DEPARTMENT/AGENCY

KENT CO.

2. DIVISION

Budget & Accounting

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

Budget Books

5. EARLIEST YEAR / LATEST YEAR

1984 TO ~~1992~~ 1993

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

Dept. of program summary of Budget estimates for Fiscal Year. Lists = program description, performance units, Budget Requested + Budget Approved.

(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) _____

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) *Loose leaf binders*

25
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)

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 AN AUDIT REQUIREMENTS HAVE BEEN FULLY FILLED, THEN DESTROY.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Feb. 23, 1998

Basement

Computer generated Budget Workbooks,
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 32 Of _____

1. DEPARTMENT/AGENCY

KENT CO.

2. DIVISION Budget & Accounting

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 MISC. ACCOUNTING Records.

5. EARLIEST YEAR / LATEST YEAR
1977 TO ~~1982~~ 1986

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

Federal Withholding Information, STATE TAX Reports, STATE STARs Reports, Levies, Treasurers Reports, and RETIREMENT DATA

(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) MISC.

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)

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 FULLY FILLED, THEN DESTROY

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Feb. 23, 1998

BASEMENT

- General Fund Journal - 1982-1983/1981-1982
- " " 1983-1984 MASTER LIST - 1982-1983
- Revenue Fund Journal - 1981-1982/1982-1983
- 1983-1984
- Checks Authorization + Adjustments - 1982-1983
- 1983/1984
- Revenue Guidelines/1995
- Revenue Status & History Report - 1980-1981
- 1983-1984
- Monthly Hospital Inpatient Reports - 1969/
- 1970/1971/1972
- Appropriation Status & History Report -
- 1979-1980/1982-1983/1981/1983-1984/1986/1985
- G/F Account Status & History Report - 1980-1981
- 1983-1984/1985
- One Line Budget Report - 1981-1982/1979-1980
- Month End Payroll Journal 1982-1983/1983-1984
- Appropriation Transaction Journal - 1982-1983
- 1983-1984
- Liquidation & Expense Journal 1983-1984

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

AP

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

AGENCY RECORDS INVENTORY

Page 33 Of _____

1. DEPARTMENT/AGENCY

KENT CO.

2. DIVISION *Budget & Accounting*

Accounting

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

*ACCOUNTING FILES
By SUBJECT MATTER*

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)

CORRESPONDENCE, COPIES OF CHECKS FROM THE STATE OF MD., AUDIT REPORTS, COMMUNITY WORK PROGRAMS REVENUE SHARING, TRAVEL POLICY, FINANCIAL REPORTS, LAND PRESERVATION AND ZONING REPORTS.

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) _____

2
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

USE GENERAL RETENTION STATEMENT.

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)

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DEPARTMENT OF GENERAL SERVICES
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7275 WATERLOO ROAD
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Kent Co.

2. DIVISION ~~COMMISSIONERS~~

Office Budget & Accounting

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 Correspondence

5. EARLIEST YEAR / LATEST YEAR

1985 TO 1987
1984

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

MISC. CORRESPONDENCE TO THE CO. COMMISSIONERS FROM MD. STATE AGENCIES, COUNTY DEPTS. AND CORRESPONDENCE FROM ASSOCIATIONS AND PRIVATE CITIZENS TO VARIOUS CO. DEPTS.

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) BOX

Number Cubic Foot.

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)

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

USE GENERAL RETENTION STATEMENT.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Feb. 25, 1998

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

A

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 *Budget & ACCOUNTING*

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 RECEIPTS.

5. EARLIEST YEAR / LATEST YEAR

1982 TO 1996

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

Numbered Receipts with CO. COMMISSIONERS Revenue Form, Adding Machine Tapes, Copy of Check, Invoices, Correspondence

(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) *DATE*

9. VOLUME

17
3
Number *Cubic Feet*

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

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 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 AUDIT REQUIREMENTS HAVE BEEN FULFILLED, THEN DESTROY.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Feb. 25, 1998

Basement

CASH Receipts

1989 - ~~1994~~ ~~1995~~ 1996

10 ~~3~~ cubic feet

Basement Office

CASH Receipts FY 1998 / 1991-1997 (1 File
↓
1 File
DRAWER)

Office

CASH Receipts / FY 1998 / 1994
2 Cubic Feet
5 Cubic Feet

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

A

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 *Budget & ACCOUNTING.*

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 RECEIPTS.*

5. EARLIEST YEAR / LATEST YEAR

1982 TO 1996

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

Numbered Receipts with CO. Commissioners Revenue Form, Adding Machine Tapes, Copy of Check, Invoices, Correspondence

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) *DATE*

9. VOLUME

- File Drawer(s)
 - Microfilm Reel (s)
 - Computer Tape (s)
 - Other (Specify) *Boxes*
- Number *5* *Cubic Feet*

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 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

| | | | | | |
|---|--|--|--|--|--|
| 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>7</u> Of _____ | |
| 1. DEPARTMENT/AGENCY <i>Kent Co.</i> | | 2. DIVISION <i>Budget & Accounting</i> | | 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 <i>ESTIMATED Revenue Reports.</i> | | | | 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) | | | | | |
| <i>Copies of Estimated Revenue Reports signed by the President and Members of the Commissioners.</i> | | | | | |
| 7. RECORD SERIES FORMAT(S) | | 8. RECORD SERIES SEQUENCE | | 9. VOLUME | |
| <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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 type="checkbox"/> Other (Specify) _____ | | <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) <i>Fiscal Year</i> | | <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ _____ 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) <i>ATTIC</i> | | 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 <i>3yrs and after all audit requirements have been met - then destroy</i> | | | |
| 19. NAME AND TITLE OF PREPARER | | 20. TELEPHONE NUMBER | | 21. DATE <i>Feb. 15, 1998</i> | |

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

A

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

Budget & Accounting

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

ESTIMATED Revenue Reports.

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)

Copies of Estimated Revenue Reports signed by the President and Members of the Commissioners.

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) *Fiscal Year*

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

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Feb. 15, 1998