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Schedule No	2	826

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Agency	Agency Division/Unit			
	Treasurer's Office			
ltem No.	Description		Retention	
01	GENERAL CORRESPONDENCE Subject arrangement of original in of outgoing letters, memoranda, s directives, policies and other mat administration of the agency.	ncoming letters, copies studies, reports,	Screen annually and destroy that material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development, and accomplish- ment of the agency. Transfer periodically to the Maryland State Archives.	
02	UNOFFICIAL PERSONNEL FILES Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands, and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.		Retain for three (3) years after termination, then destroy.	
03	LEAVE AND TIME SHEETS This file contains office copies of employees' daily, weekly, monthly, and annual leave records including leave and comptime requests, timesheets, etc.		Retain for three (3) years, then destroy.	
04	BUDGET RECORDS Annual Budget submissions. Monthly budget printouts and workpapers.		Retain for three (3) years, then destroy.	
05	BANK DEPOSIT LOG AND DEPOSIT SLIPS Binder that may contain date, cashier name and code, amount of deposit, and disbursement log for invest- ments. Deposit slips are bank validated.		Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.	
Agency Date Signatu Typed I	le Approved by Department, , or Division Representative (15/25) me <u>mu</u> <u>Mu</u> Name Eugene T. Lauer punty Administrator	Schedule Authorized Date <u>JUN 2 2</u> Signature Juva	-	

RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

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(Continuation Sheet)

Division/Unit

Agency Treasurer's Office

reasurer's Office			
ltem No.	Description	Retention	
06	ELECTRONIC STOP PAYMENTS Copy of computer generated stop payment of check which may contain the check number, date issued, payee, amount of check, stop pay acknowledgment, reason for stop payment, and date of stop payment.	Retain for one (1) year after fiscal year, then destroy.	

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Item No. 07

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Agency	ency Division/Unit			
Treasur	Treasurer's Office			
Item No.	Description	Retention		
,	COPIES OF HANDCUT CHECKS May also contain backup documents (i.e., copies of check requests, copies of stop payments and memo to re-issue check, etc.)	Retain for two (2) years after fiscal year, then destroy.		
3	WIRE TRANSFERS AND ACH TRANSFERS May contain copies of memos instructing monies to be transferred either by wire or ACH. ACH transfers may also contain copies of computer generated reports indi- cating amount of transfer, transferee, receiving bank account information, effective date of transfer, and sending bank account information.	Retain for two (2) years after fiscal year, then destroy.		
)	INVESTMENT INFORMATION May contain copies of investment purchase sheets, individual investor's files, and security trust monthly reports.	Retain for two (2) years after fiscal year, then destroy.		
)	COLLATERAL REPORTS AND PLEDGES May contain information regarding securities pledged, Statements of Pledged Activity, and authorizations to deposit and withdraw securities for collateral.	Retain for three (3) years after fiscal year, then destroy.		
I	BANK STATEMENTS May contain copies of General Fund reconciliation, Bank analysis statements indicating monthly fees charged, and Portfolio valuation statements including accumulated transactions.	Retain for two (2) years after fiscal year, then destroy.		
2	CHECK LOG Ledger book which may contain dates of check runs, starting and stopping check numbers, and date and check numbers for all voided and handcut checks.	Retain for one (1) year after fiscal year, then destroy.		
3	RETURNED CHECK LOG May contain actual returned checks for property taxes or Motor Vehicle tags, copies of letter sent to payer, date check was returned, name of payer, amount of check, date notice was sent to payer, date restitution was made, initials of employee sending letter to payer.	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.		

Schedule No. C-BAG

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(Continuation Sheet)

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Agency Division/Unit			
Treasurer's Office			
Item No.	Description	Retention	
14	NIGHT DEPOSITORY LOG Contains information regarding items deposited into Night Depository including name, account number, payment type and amount of payment.	Retain for one (1) year after fiscal year, then destroy.	
15	ACCOUNTS PAY. & SECTION 8 CHECK REGISTER May contain summary listing of checks paid each week (includes check number, date, vendor number, name and check amount.	Retain for one (1) year after fiscal year, then destroy.	
16	MVA ACTIVITY REPORTS May contain summaries of tags sold, owners' names, title number, tag number, fees collected, vehicle class, registrations voided, etc. from daily MVA activity.	Retain for two (2) years after fiscal year, then destroy	
17	DAILY MVA TAG RENEWAL LEDGER Ledger includes number of tags sold, state and county fees collected, and daily totals for each cashier.	Retain for one (1) year after fiscal year, then destroy.	
18	UTILITY BILLS & ACCOUNTS RECEIVABLE PAID Contains paid Utility and Accounts Receivable billing receipts and may include customer name, address, account number, invoice number, amount billed, amount and date paid, and cashier validation.	Retain for three (3) years after fiscal year and until all audit requirements have been fulfilled, then destroy.	
19	CASHIER PRINTER TAPES Printer tape of cashiers' transactions including cashier code, date, type of transaction, receipt number, document and check validation.	Retain for six (6) months, then destroy.	
20	A/P & SECTION 8 CHECK SIGN-OUT CARDS Log of checks released to individuals which may contain date of check run, name on check, amount of check, signature of recipient, initials of person releasing check.	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.	
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(Continuation Sheet)

Agency	Agency Division/Unit Treasurer's Office		
Treasurer's Office			
Item No.	Description	Retention	
21	PROPERTY TAX ROLLS State Dept of Assess. & Taxation Control totals, computer printouts of property owners, account number and assessment information used for original billing for any particular tax type and tax year. Also includes Homeowner Tax Credit tax rolls.	Retain for three (3) years after fiscal year, then destroy.	
22	TAX BILLING RECORDS Tax billing records may contain amount of taxes billed for the year, type of taxes billed (county, state, special, charges, etc) and date and amount of payments. Billing record information is transferred to microfiche periodically.	Retain for fifty (50) years after fiscal year and until all audit requirements have been fulfilled, then destroy.	
23	PERSONAL PROPERTY AND PUBLIC UTILITY TAX WRITE OFFS Copy of each taxpayers tax inquiry screen, query reports on amount of taxes owed, accounts receivable reports on all unpaid balances prior to write-off, and copy of write-off report sent to State of MD Comptroller's Office.	Retain for twenty-five (25) years after fiscal year and until all audit requirements have been fulfilled, then destroy.	
24	TAX PROPERTY MAINTENANCE FILES Contains information regarding changes to properties such as address changes, property transfers (changes in ownership), set-up sheets to create new accounts, additions/abatements to assessment notices, certifications for personal property billings including public utilities, corporations and business personal property, and Homestead Credit adjustments.	Address changes-retain for two (2) years after fiscal year, then destroy. All other, retain for five (5) year then destroy.	
25	LIEN INFORMATION Information concerning liens filed on corporations, businesses, public utilities including copies of notices, liens filed, returned mail and correspondence. Also includes Lien Releases containing release of lien forms, check requests to release liens, copy from Courthouse that lien was released including cashier's receipt.	Retain for three (3) years after liens are released and audit requirements have been fulfilled then destroy.	

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(Continuation Sheet)

Division/U	nit
er's Office	
Description	Retention
MASS PAYMENT/BILLING INFORMATION Files may contain queries, memos, correspondence, Lotus spreadsheets, layout instructions, list of accounts, manual billings, computer printouts, listing of accounts paid through Mass Payment program billing tape.	Retain for three (3) years after fiscal year, then destroy.
SPECIAL ASSESSMENT INFORMATION Files may contain any information relating to special assessments including notice of liens, assessment information, copy of ordinance, owners of record, plats, agreements, release of liens, receipts from certified correspondence, printout of lotus spreadsheets, copy of transfer, tax bills, accumulative transaction listing, amortization, assessment rolls, journal entries and edit listings, check requests for refunds, transmittal forms, copies of checks, general correspondence	Retain for five (5) years after fiscal year assessment is paid in full and until all audit requirements have been fulfilled, then destroy.
AUDITORS' BALANCING REPORTS Assessable base-assessments billed and adjusted. Accounts Receivable-taxes billed and adjusted. Tax Refunds-held and released refund edit lists, refund check register, updated refunds report. Real Estate Bought at Tax Sale-all tax sale property purchased by County Commissioners. Unpaid Tax Listing-all outstanding taxes as of June 30	Retain for two (2) years after fiscal year and until all audit requirements have been fulfilled, then destroy.
RETURNED MAIL Tax bills and notices returned as undeliverable.	Retain for three (3) years, then destroy.
TAX SALE FILES Purchaser's Tax Sale Files-check requests, paid tax receipts, correspondence, court petitions, letters of satisfaction. Tax Sale Auction-unpaid tax listing, newspaper ad, incorporated town list, bid list, faxed deletions. Tax Sale Redemptions, Tax Sale Foreclosures, Tax Sale Books.	Auction & Redemptions-retain for five (5) years and until all audit requirements have been fulfilled, then destroy. Tax Sale Books and Foreclosures-retain for 25 years and until all audit requirements have been fulfilled, then destroy.
	Per's Office Description MASS PAYMENT/BILLING INFORMATION Files may contain queries, memos, correspondence, Lotus spreadsheets, layout instructions, list of accounts paid through Mass Payment program billing tape. SPECIAL ASSESSMENT INFORMATION Files may contain any information relating to special assessments including notice of liens, assessment information, copy of ordinance, owners of record, plats, agreements, release of liens, receipts from certified correspondence, printout of lotus spreadsheets, copy of transfer, tax bills, accumulative transaction listing, amortization, assessment rolls, journal entries and edit listings, check requests for refunds, transmittal forms, copies of checks, general correspondence AUDITORS' BALANCING REPORTS Assessable base-assessments billed and adjusted. Accounts Receivable-taxes billed and adjusted. Accounts Receivable taxes billed and adjusted. Accounts Receivable taxes billed and adjusted. Accounts Receivable taxes billed and adjusted. Assessable base-assessments billed and adjusted. Accounts Receivable taxes as of June 30 RETURNED MAIL Tax bills and notices returned as undeliverable. <tr< td=""></tr<>

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Agency	Division/U	nit
Treasure	er's Office	
Item No.	Description	Retention
31	HOMEOWNER TAX CREDIT FILES AND RECAPTURES Homeowner tax credit certificates, listing of homeowners with certificates paying semiannually, recaptured homeowners tax credit information and tax credit recapture release forms, check requests to State for recaptured tax credits.	Retain for two (2) years after fiscal year, then destroy.
	STATE TAX RECEIVABLE MONTHLY REPORTS Copies of reports which include homeowner's tax credits, agricultural transfers, copies of E-17 request for state tax refund, copies of additions/deductions to assessable base, check request for State taxes, copy of check, state G/L transaction reports, tax receivable summary, Report of Collectors of State Tax.	Retain for five (5) years after fiscal year or until all audit requirements have been fulfilled, then destroy.
	INCORPORATED TOWNS TAX RECEIVABLE MONTHLY REPORTS Monthly report of collections including check request for town taxes, copy of check, municipal payment/ adjustment report, G/L transaction report, Report of Collections.	Retain for five (5) years after fiscal year or until all audit requirements have been fulfilled, then destroy. audit requirements have been fulfilled, then destroy.
	HELD TAX REFUNDS AND PAID PROPERTY TAX REFUNDS Held Tax Refunds-pending property tax refunds including correspondence and backup documentation. Paid property tax refunds on corporation taxes, personal property taxes, real property taxes and public utility taxes. The file may contain the name of payee, address amount of refund, check number, reason for the refund, and any correspondence or back up documentation for the refunds.	
	PAYMENT ALLOCATION UPDATES Cashier updates and queries of tax payments, payment edit listing, payment update and allocation, recalcs and adjustments on tax accounts, interest updates, accounts flagged for returned checks and utilities.	Retain for five (5) years after fiscal year and until all audit requirements have been fulfilled, then destroy.

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Division/Unit

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(Continuation Sheet)

Agency Treasurer's Office

11.	Description	Retention
ltem No.	Description	Retention
36	BALANCE OVER TAX SALE Correspondence, check requests, assessment notices, settlement sheet, deeds decree, lotus spreadsheets, copies of driver's licenses, affidavits, memos, death certificates, chart of heirs, last will and testaments, petition for letters' testamentary, estate inventory, appraisals of real estate, list of interested persons (Register of Wills), tax bills, certified receipts, balance over tax sale receipt, newspaper printout and Courthouse listing, certificate of sale, old correspondence, receipts from certified letters.	Retain for five (5) years after fiscal year of disbursement, then destroy.
37	BANKRUPTCY DEAD FILES Closed bankruptcy cases-forms, bankruptcy notices, correspondence containing bankruptcy proceedings and dismissals/discharges of debtors.	Retain for two (2) years after fiscal year in which case was discharged/dismissed, then destroy.
38	FRONT FOOT SPECIAL ASSESSMENT CHANGES Forms authorizing increases or decreases to special assessments for current or prior years on the tax rolls.	Retain for five (5) years after fiscal year, then destroy.
39	PAID TAX RECEIPTS Record of taxes paid with validation by cashiers.	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION Instructions - Type or Print a separate form for each 7275 WATERLOO ROAD new or revised record series, forward with Record P.O. BOX 275 Retention Schedule (DGS 550-1) PAGE OF JESSUP, MARYLAND 20794 3. Unit . Department/Agency 2. Division Treasurer's Office Charles County Government DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 9/21/94 to Present 4. Record Series Title Files Correspondence and Carrespondence Lo 6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series. Correspondence reference number, customer's name, correspondence subject, date, and initials of person sending correspondence out. Copies of general carries pondence. 8. Record Series Sequence 9. Volume 7. Record Series Format(s) File Drawer(s) Microfilm Reel(: Alphabetical Letter Size □ Microfilm Computer Tape(s) Other (specify) Number C Legal Size Computer Tape Numerical Looseleaf Binder Chronological Bound Book Floppy Disk 10. Annual Accumulation D Audio Tape 🛛 Video Tape Geographical □ File Drawer(s) Less than ☐ Microfilm Reel(: Other (specify) l Binder Other (specify) Computer Tape(s) D Other (specify) Number 12. File Becomes Inactive After 11. File is Used Year(s) Daily Month(s) U Weekly □ Monthly Number 14. Is Record Series Duplicated Elsewhere? 13. Current Location(s) (Bldg., Floor, Room) (If yes, specify agency or office) No Actual correspondence i Treasurer's Office. - table in front office Yes filed in cabinet in bac office. 15. Access Restrictions 対 No 16. Audit Requirements C Yes (If Yes, cita Law(s) & Regulation(s) D Federal D Independent M None 🛛 State 18. Recommended Retention 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software Use Feveral File 🛛 🔤 Yes ₽ No ELENTIS 19. Name and Title of Preparer 20. Telephone Number 21 Date 645-0709 (x709) April 29, 1997 Betty J. Windsor, Head Cashier GS 350-4 (Rev. 1/93)

AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION structions - Type or Print a separate form for each 7275 WATERLOO ROAD ew or revised record series, forward with Record P.O. BOX 275 Retention Schedule (DGS 550-1) PAGE ____ OF ____ JESSUP, MARYLAND 20794 3. Unit 2. Division I. Department/Agency Treas. DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 4. Record Series Title Correspondence 1995 9/4-12/94 6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series. 8. Record Series Sequence 9. Volume 7. Record Series Format(s) File Drawer(s) D Microfilm Reel(s Letter Size □ Microfilm Alphabetical 1+ Computer Tape(s) Number Other (specify), Legal Size : Computer Tape Numerical Storage bax + 1 according D Bound Book Chronological Floppy Disk 刻 10. Annual Accumulation D Audio Tape Geographical D Video Tape □ File Drawer(s) □ Microfilm Reel(s) Other (specify) Other (specify) Computer Tape(s) Other (specify) Number 7, NON 11. File is Used 12. File Becomes Inactive After Year(s) D Month(s) D Daily Weekly Mónthly Number None 14. Is Record Series Duplicated Elsewhere? 13. Current Location(s) (Bldg., Floor, Room) (If yes, specify agency or office) T.O. Storeroon No Ves 15. Access Restrictions ₩)No 16. Audit Requirements C Yes (If Yes, cite Law(s) & Regulation(s) V None Independent □ State C Federal 18. Recommended Retention 17. Is an Index System Used? (If yes, explain/briefly and describe any hadware/software USE GENERAL Rile ReTENTION □ Yes 🗗 No 21. Date 19. Name and Title of Preparer 20. Telephone Number focking DGS 550-4 (Rev. 1/93)

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Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	RECORDS 7275	T OF GENERAL SERVI MANAGEMENT DIVISIO WATERLOO ROAD P.O. BOX 275		AGE		ORDS INVENTORY
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DEFINITION - RECORD SERIES - A group of related rec	ords normally filed ar	nd used as a unit for refe	erence as v	well as ret	ention and c	lisposition purposes.
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Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275	
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I. Department/Agency	2. Division	3. Unit
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DEFINITION - RECORD SERIES - A group of related reco	ords normally filed and used as a unit for reference a	
4. Record Series Title		5. Earliest Year/Latest Year to 1997
Employees leave records		
6. Record Series Description (Briefly describe the types of	informationn/documents/forms found in the series. In	nclude the purpose or function of the ser
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🗆 Bound Book 🔹 Floppy Disk		
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AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION Instructions - Type or Print a separate form for each 7275 WATERLOO ROAD new or revised record series, forward with Record P.O. BOX 275 Retention Schedule (DGS 550-1) PAGE OF JESSUP, MARYLAND 20794 3. Unit 2. Division 1. Department/Agency Treasurer's Office Charles County Government DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 4. Record Series Title Bank Deposit Log and Depart Slips 8/94 to Prosent 6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series. Binder that contains date, cashier name and code, amount of deposit. Each cashier inputs this information daily for each deposit. Older files may also contain disbursement top 9. Volume 8. Record Series Sequence 7. Record Series Format(s) File Drawer(s) Microfilm Ree: Alphabetical 🗶 Letter Size D Microfilm Computer Tape(Other (specify) Numerical Legal Size Computer Tape Binder Bound Book Ю Chronological C Floppy Disk 10. Annual Accumulation D Audio Tape U Video Tape Geographical Less Han D File Drawer(s) Microfilm Reel 1 Binder D Computer Tape(Dither (specify) Kinder Other (specify) Other (specify) Number 12. File Becomes Inactive After 11. File is Used □ Year(s) 989 **-** 19 □ Month(s) Daily Weekly D Monthly Number tilled where. 14. Is Record Series Duplicated Elsewhere? 13. Current Location(s) (Bldg., Floor, Room) (If yes, specify agency or office) Fiscal 52 LVICES Treas. Office - table in casheer section D No Ka Yes ۶Į 16. Audit Requirements 15. Access Restrictions δίNo I Yes (If Yes. cite Law(s) & Regulation(s) □ State □ Federal □ Independent Mone 18. Recommended Retention REPHON 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software λίΝο C Yes 21. Date 19. Name and Title of Preparer 20. Telephone Number Betty J. Windsor, Head Cashier 645-0709 (x709) April 30, 1997 DGS 550-4 (Rev. 1/93)

AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION structions - Type or Print a separate form for each 7275 WATERLOO ROAD ew or revised record series, forward with Record P.O. BOX 275 Retention Schedule (DGS 550-1) PAGE ____ OF JESSUP, MARYLAND 20794 3. Unit I. Department/Agency 2. Division TARAX DEFINITION - RECORD 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 départ Leg Ceneral Fund Casin Balance Lesper 5. Earliest Year/Latest Year 8/94 . to ___ 6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series Manual Lidger The Action & Sisbussements 9. Volume 7. Record Series Format(s) 8. Record Series Sequence File Drawer(s) Microfilm Reel(s Alphabetical Letter Size □ Microfilm Computer Tape(s) □ Other (specify) Numerical C Legal Size Computer Tape Bound Book D Floppy Disk ¥/ Chronological 10. Annual Accumulation D Audio Tape Geographical U Video Tape □ File Drawer(s) □ Microfilm Reel(s Cther (specify) Other (specify) Computer Tape(s) Number Other (specify) ... None 11. File is Used 12. File Becomes Inactive After □ Month(s) Year(s) Daily C Weekly □ Monthly Number none 14. Is Record Series Duplicated Elsewhere? 13. Current Location(s) (Éldg., Floor, Room) (If yes, specify agency or office) r.o. storeroom Yes No 16. Audit Requirements 15. Access Restrictions Yes (If Yes, cite Law(s) & Regulation(s) Independent D None State E Federal 18. Recommended Retention 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software · affer 6 No Yes 19. Name and Title of Preparer 21. Date 20. Telephone Number DGS 550-4 (Rev. 1/93)

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Jiew or revised record series, forward with Record	· ·	WATERLOO ROAD P.O. BOX 275		
Retention Schedule (DGS 550-1)		P.O. BOX 275 P, MARYLAND 20794	PAGE	OF
I. Department/Agency	2. Division	•••••	3. Unit	
Charles County Government	Treasur	er's Office		
DEFINITION - RECORD SERIES - A group of related reco	ords normally filed an	d used as a unit for reference as	well as retention a	nd disposition purpose
			5. Earliest Year/	Latest Year
Night Depository Log			1/2 <u>/97</u> to_	<u>rre</u> senc
6. Record Series Description (Briefly describe the types of	f informationn/docume	ints/forms found in the series. Inc	ude the purpose of	or function of the serie
Itemized lists of name, account deposited in Night Depository.	number, paym	ent type and amount	of payment	of all items
deposited in Night Depository. Night Depository is located on o	Daily accoun	ting of all night de	posit activ	ity.
entrance to building.			aujacent w	ATT CO ALLIU
	and a start of the second			
			· · · · · · · · · · · · · · · · · · ·	
7. Record Series Format(s)	8. Record Series S	Sequence	9. Volume	File Drawer
∰Letter Size □ Microfilm		al	1.	i 🗆 Microfilm Re
Legal Size Computer Tape			Number	Computer Tap
Bound Book Floppy Disk	KIX Chronologi		9.5" x 11"	expanding f
		المحمد المحم	10. Annual Accu	
D Audio Tape	Geographic Geographic			□ File Drawen
□ Other (specify)	D Other (spe	cify)	<u> </u>	Computer Tap
*			Number 6''x 9''e	nvelope
			0 X 9 e	TOPO
11 Filo is llead		12 File Recomes Inactive After		
11. File is Used IX Daily □ Weekdy	☐ Monthly	12. File Becomes Inactive After		XX Year(s)
		12. File Becomes Inactive After	r Ionth(s)	
CX Daily 🗆 Weekty		12. File Becomes Inactive After Number 14. Is Record Series Duplicated	r Ionth(s) d Elsewhere?	
IX Daily □ Weekdy 13. Current Location(s) (Bldg., Floor, Room) Treasurer's Office (on computer)		12. File Becomes Inactive After Number 14. Is Record Series Duplicater (If yes, specify agency or other than the second series of the second series of the second secon	r Ionth(s) d Elsewhere? office)	
IX Daily IX Weekdy 13. Current Location(s) (Bldg., Floor, Room)		12. File Becomes Inactive After Number 14. Is Record Series Duplicated	r Ionth(s) d Elsewhere? office)	
 IX Daily □ Weekly 13. Current Location(s) (Blog., Floor, Room) Treasurer's Office (on computer at Head Cashier's desk) 15. Access Restrictions □ Yes p No 		12. File Becomes Inactive After Number 14. Is Record Series Duplicater (If yes, specify agency or other than the second series of the second series of the second secon	r Ionth(s) d Elsewhere? office) o	
IX Daily □ Weekdy 13. Current Location(s) (Bldg., Floor, Room) Treasurer's Office (on computer at Head Cashier's desk)		12. File Becomes Inactive After Number 14. Is Record Series Duplicater (If yes, specify agency or Yes ⊠X N	r Ionth(s) d Elsewhere? office) o	XX Year(s) □ independent
 IX Daily □ Weekly 13. Current Location(s) (Blog., Floor, Room) Treasurer's Office (on computer at Head Cashier's desk) 15. Access Restrictions □ Yes p No 		12. File Becomes Inactive After 1 □ Number 14. Is Record Series Duplicater (If yes, specify agency or C □ Yes 0 Yes 16. Audit Requirements □ None □ State	r Ionth(s) d Elsewhere? office) o	XX Year(s) □ Independent
 IX Daily □ Weekdy 13. Current Location(s) (Bldg., Floor, Room) Treasurer's Office (on computer at Head Cashier's desk) 15. Access Restrictions □ Yes p No (If Yes. cite Law(s) & Regulation(s) 17. Is an Index System Used? (If yes, explain briefly and 	□ Monthly desk shelf	12. File Becomes Inactive After 1 □ Number 14. Is Record Series Duplicater (If yes, specify agency or C □ Yes 0 Yes 16. Audit Requirements □ None □ State	r Ionth(s) d Elsewhere? office) o	XX Year(s) □ Independent
 IX Daily □ Weekdy 13. Current Location(s) (Bldg., Floor, Room) Treasurer's Office (on computer at Head Cashier's desk) 15. Access Restrictions □ Yes p No (If Yes, cite Law(s) & Regulation(s) 17. Is an Index System Used? (If yes, explain briefly and any hadware/software 	□ Monthly desk shelf	12. File Becomes Inactive After 1 □ Number 14. Is Record Series Duplicater (If yes, specify agency or C □ Yes 0 Yes 16. Audit Requirements □ None □ State	r Ionth(s) d Elsewhere? office) o	XX Year(s) □ Independent
 IX Daily □ Weekdy 13. Current Location(s) (Bldg., Floor, Room) Treasurer's Office (on computer at Head Cashier's desk) 15. Access Restrictions □ Yes p No (If Yes, cite Law(s) & Regulation(s) 17. Is an Index System Used? (If yes, explain briefly and any hadware/software 	□ Monthly desk shelf	12. File Becomes Inactive After 1 □ Number 14. Is Record Series Duplicater (If yes, specify agency or C □ Yes 0 Yes 16. Audit Requirements □ None □ State	r Ionth(s) d Elsewhere? office) o	XX Year(s) □ Independent
 IX Daily □ Weekdy 13. Current Location(s) (Bldg., Floor, Room) Treasurer's Office (on computer at Head Cashier's desk) 15. Access Restrictions □ Yes p No (If Yes. cite Law(s) & Regulation(s) 17. Is an Index System Used? (If yes, explain briefly and 	□ Monthly desk shelf	12. File Becomes Inactive After 1 □ Number 14. Is Record Series Duplicater (If yes, specify agency or C □ Yes 0 Yes 16. Audit Requirements □ None □ State	r Ionth(s) d Elsewhere? office) o	XX Year(s)
 IX Daily □ Weekdy 13. Current Location(s) (Bldg., Floor, Room) Treasurer's Office (on computer at Head Cashier's desk) 15. Access Restrictions □ Yes p No (If Yes, cite Law(s) & Regulation(s) 17. Is an Index System Used? (If yes, explain briefly and any hadware/software 	□ Monthly desk shelf	12. File Becomes Inactive After 1 □ Number 14. Is Record Series Duplicated (If yes, specify agency or □ Yes ⊠X N 16. Audit Requirements	r Ionth(s) d Elsewhere? office) o	XX Year(s)
 IX Daily □ Weekdy 13. Current Location(s) (Bldg., Floor, Room) Treasurer's Office (on computer at Head Cashier's desk) 15. Access Restrictions □ Yes P No (If Yes, cite Law(s) & Regulation(s) 17. Is an Index System Used? (If yes, explain briefly and any hadware/software □ Yes No 	□ Monthly desk shelf	12. File Becomes Inactive After 1 □ Number 14. Is Record Series Duplicates (If yes, specify agency or I □ 14. Is Record Series Duplicates (If yes, specify agency or I □ 15. Audit Requirements □ None □ None □ State 18. Recommended Retention If year Auguth 1 year	r Ionth(s) d Elsewhere? office) o	XX Year(s) □ Independent
 IX Daily □ Weekdy 13. Current Location(s) (Bldg., Floor, Room) Treasurer's Office (on computer at Head Cashier's desk) 15. Access Restrictions □ Yes IN No (If Yes, cite Law(s) & Regulation(s) 17. Is an Index System Used? (If yes, explain briefly and any hadware/software □ Yes IN No 	☐ Monthly desk shelf i describe Telephone Number	12. File Becomes Inactive After 1 □ Number 14. Is Record Series Duplicated (If yes, specify agency or 0 □ Yes □ Yes □ Yes □ Yes □ Yes □ None □ State 18. Recommended Retention ↓↓ ↓↓ ↓ <td>Ionth(s) d Elsewhere? office) o Federal</td> <td>IK Year(s) Independent Then ESTROY.</td>	Ionth(s) d Elsewhere? office) o Federal	IK Year(s) Independent Then ESTROY.
 IX Daily □ Weekdy 13. Current Location(s) (Bldg., Floor, Room) Treasurer's Office (on computer at Head Cashier's desk) 15. Access Restrictions □ Yes IN No (If Yes, cite Law(s) & Regulation(s) 17. Is an Index System Used? (If yes, explain briefly and any hadware/software □ Yes IN No I Yes IN	☐ Monthly desk shelf i describe Telephone Number	12. File Becomes Inactive After 1 □ Number 14. Is Record Series Duplicated (If yes, specify agency or 0 □ Yes □ Yes □ Yes □ Yes □ Yes □ None □ State 18. Recommended Retention ↓↓ ↓↓ ↓ <td>Aonth(s) d Elsewhere? office) o Federal Federal J Date</td> <td>IK Year(s)</td>	Aonth(s) d Elsewhere? office) o Federal Federal J Date	IK Year(s)
IX Daily □ Weekdy 13. Current Location(s) (Bldg., Floor, Room) Treasurer's Office (on computer at Head Cashier's desk) 15. Access Restrictions □ Yes 15. Access Restrictions □ Yes (If Yes. cite Law(s) & Regulation(s) 17. Is an Index System Used? (If yes, explain briefly and any hadware/software □ Yes No Yes No Yes No Yes 20.	☐ Monthly desk shelf i describe Telephone Number	12. File Becomes Inactive After 1 □ Number 14. Is Record Series Duplicated (If yes, specify agency or 0 □ Yes □ Yes □ Yes □ Yes □ Yes □ None □ State 18. Recommended Retention ↓↓ ↓↓ ↓ <td>Aonth(s) d Elsewhere? office) o Federal Federal J Date</td> <td>IK Year(s)</td>	Aonth(s) d Elsewhere? office) o Federal Federal J Date	IK Year(s)

Structions - Type or Print a separate form for each New or revised record series, forward with Record Retention Schedule (DGS 550-1)	RECORDS 7275	T OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275	AGENCY RECORDS INVENTORY
		P, MARYLAND 20794	PAGE OF
• I. Department/Agency	2. Division		3. Unit
Charles County Government	Treasurer	's Office	
DEFINITION - RECORD SERIES - A group of related re	cords normally filed an	nd used as a unit for reference a	
4. Record Series Title Night Depository Log	· · · ·		5. Earliest Year/Latest, Year 1994 to 1996
6. Record Series Description (Briefly describe the types of Itemized lists of name, account deposited in Night Depository.	number, payme	nt type and amount	of payment of all items
7. Record Series Format(s)	8. Record Series S		9. Volume
🕅 Letter Size 🛛 Microfilm		-	☐ File Drawer(s) 2 ☐ Microfilm Ree
Legal Size Computer Tape			Number, B, Other (specify)
Bound Book Floppy Disk	XX Chronologi		Storage boyes) 10. Annual Accumulation
Audio Tape Video Tape Other (specify)	Geographic		Image: File Drawer(s)Image: Image: Im
11. File is Used Le Daily ⊡ Weekdy	ess than XX Monthly	12. File Becomes Inactive Af Number	
13. Current Location(s) (Bldg., Floor, Room) Treasurer's Office (inside stor containing UT bills paid in stor		14. Is Record Series Duplicat (If yes, specify agency o □ Yes KIX	r office)
15. Access Restrictions		16. Audit Requirements	
 17. Is an Index System Used? (If yes, explain briefly an any hadware/software Yes No 	nd describe		RETAIN For Level years THEN DESTROY.
	Telephone Number	21.	Date

n bara sama saya manan kanya sa kara sa ta na na mananan na kara na mananan kara sa mata kanya mananan na manan

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	RECORDS 7275	T OF GENERAL SERVICE MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 P. MARYLAND 20794	S AGENCY RECORDS INVENTORY
· · · · · · · · · · · · · · · · · · ·			3. Unit
I, Department/Agency	2. Division Treasurer'	c Office	5. Of at
Charles County Government	Ireasurer	s office	
DEFINITION - RECORD SERIES - A group of related rec	ords normally filed an	nd used as a unit for referen	nce as well as retention and disposition purposes.
4. Record Series Title Accounts Payable Check Registers	8		5. Earliest Year/Latest Year 1/ <u>3/97</u> to <u>Pre</u> sent
6. Record Series Description (Briefly describe the types o Chick's Summary listing of accounts paid and name, and check amount).			
			ς
7. Record Series Format(s)	8. Record Series S	Бөдиелсе	9. Volume
🖉 Letter Size 🛛 Microfilm	Alphabetical Numerical		☐ File Drawer(s) ☐ Microfilm Reel(s
A G Legal Size G Computer Tape			L Computer Tape(s) Number □ Cther (specify)
Bound Book G Fioppy Disk			9.5" x 11" expanding file
· · · · · · · · · · · · · · · · · · ·	Chronological		10. Annual Accumulation
🗆 Aucio Tape 🔲 Video Tape			☐ File Drawer(s) ☐ Microfilm Reel(s
Cther (specify)	C Other (spec	crty)	L Computer Tape(s) Number □ Other (specify)
			9.5" x ll" expanding file
11. File is Used Daily Xweekly	Monthly	12. File Becomes Inactiv	re Aftar □ Month(s)
13. Current Location(s) (Bldg., Floor, Room) Treasurer's Office (on computer d	esk shelf	14. Is Record Series Du (If yes, specify ager gr Yes D	•
at Head Cashier's desk)		· · · ·	
15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	tate 🗆 Federal 🛛 Independent
17. Is an Index System Used? (If yes, explain briefly and any hadware/software	t dəscribə	18. Recommended Rete RETAIN F	5A
🗆 Yes 🗖 No		i year	Destroy.
19. Name and Title of Preparer 20.	Telephone Number		21. Date
Setty J. Windsor, Head Cashier	645-0709 (x)	709)	April 29, 1997

<u>structions</u> - Type or Print a separate form for each lew or revised record series, forward with Record Retention Schedule (DGS 550-1)	RECORDS 7275	T OF GENERAL SERVICES MANAGEMENT DIVISION WATERLCO ROAD P.O. BOX 275 P, MARYLAND 20794	
I, Department/Agency	2. Division		3. Unit
Charles County Government		r's Office	
DEFINITION - RECORD SERIES - A group of related reco	ords normally filed an	id used as a unit for referenc	
4. Record Series Title Accounts Payable Check Registers	5		5. Earliest Year/Latest Year / 0/5///94 to <u>/2/9</u> 7/96
6. Record Series Description (Briefly describe the types of	informationn/docume	ents/forms found in the series	. Include the purpose or function of the serie
Summary listing of accounts paid and name, and check amount).	l each week (includes check nu	umber and date, vendor numb
			· · ·
	·		
7. Record Series Format(s)	8. Record Series S	Sequence	9. Volume
🗴 Letter Size 🛛 Microfilm	Alphabetical Numerical XX Chronological Geographical		□ File Drawer □ Microfilm Ri
🗆 Legal Size 🛛 Computer Tape			Number □ Computer Tap
Bound Book G Floppy Disk			9.5 x 11 " x 4 p. file.
🗆 Audio Tape 🛛 Video Tape			10. Annual Accumulation
Other (specify)	□ Other (spec	≓fγ) 	☐ Microfilm Re 1 ☐ Computer Tap Number XX Other (specif 9.5" X 11" expanding fi
11. File is Used Daily Deekly		12. File Becomes Inactive	After Month(s) X Year(s)
13. Current Location(s) (Bidg., Floor, Room)		14. Is Record Series Dupl	
Treasurer's Office - on shelf in	a back office	(If yes, specify agenc Ⅻ Yes □	y or office) No Accounting Office
15. Access Restrictions			
(If Yes, cite Law(s) & Regulation(s)		. 🗆 None 🗔 Sta	te 🗆 Federal 🗆 Independent
17. Is an Index System Used? (If yes, explain briefly and any hadware/software	describe	18. Recommended Retent	
		I UR AF	Fer FY, Thank
			Fer FY, Then Destroy
			DEST DY
	· 1		
19. Name and Title of Preparer 20. 7	Telephone Number		21. Date April 22, 1997

Instructions - Type or Print new or revised record serie Retention Schedule (DGS 5	s, forward with Record	RECORDS 7275	T OF GENERAL SERVICES MANAGEMENT DIVISION WATERLCO ROAD P.O. BOX 275 P, MARYLAND 20794	PAGE OF
I, Department/Agency	<u> </u>	2. Division		3. Unit
Charles County	y Government		s's Office	
DEFINITION - RECORD S	ERIES - A group of relate	ed records normally filed ar	nd used as a unit for referen	ce as well as retention and disposition purposes.
4. Record Series Title Section 8 Chec	ck Registers			5. Earliest Year/Latest Year 1/ <u>31/96</u> to <u>Pre</u> sent
Summary listin				is. Include the purpose or function of the series.
7. Record Series Format(s)		S. Record Series S	Secuence	9. Volume
				☐ File Drawer(s) ☐ Microfilm Reel(s
4	∃ Microfilm	🗆 Alphabetic	a)	Computer Tape(s
🖸 Legal Size 🛛 🖸	Computer Tape			Number 🗆 Other (specity) 9.5" x 11" expanding file
	: Fioppy Disk : Video Tape	Geographi	cal	10. Annual Accumulation Less than Less than Computer Tape(s Number 9.5" x 11" expanding file
11. File is Used Daily	X Weekly		12. File Becomes Inactiv Number	e After D Month(s)
13. Current Location(s) Treasurer's Of at Head Cashie	(Bldg., Floor, Room) Efice (on compu er's desk)	ter desk shelf	14. Is Record Series Dur (If yes, specify agen X Yes E	cy or offica)
15. Access Restrictions		15. Audit Requirements		
			🗆 None 🖾 Si	tate 🗆 Federal 🗆 Independent
(If Yes. cite Law(s) & i 17. Is an Index System Us. any hadware/software	Regulation(s) ed? (If yes, explain brief	y and describe		
(If Yes. cite Law(s) & i	Regulation(s) ed? (If yes, explain brief	y and describe		
(If Yes. cite Law(s) & i 17. Is an Index System Us. any hadware/software	Regulation(s) ed? (If yes, explain brief I' No	y and describe 20. Telephone Number		ate Federal Independent ntion RETIAIN FOR 1 /1 Y, Then Destroy 21. Date

		T OF GENERAL SERVICES	AGENCY RECORDS INVENT
iew or revised record series, forward with Record Retention Schedule (DGS 550-1)	7275	MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 P, MARYLAND 20794	PAGE OF
▼ I, Department/Agency	2. Division		3. Unit
Charles County Government	Treasure	r's Office	
DEFINITION - RECORD SERIES - A group of related rec	ords normally filed an	nd used as a unit for reference a	s well as retention and disposition pur
4. Record Series Title Section 8 Check Registers			5. Earliest Year/Latest Year 16/27/94 to <u>12/</u> 27/95
6. Record Series Description (Briefly describe the types of	f informationn/docume	ents/forms found in the series. I	nclude the purpose or function of the s
Summary listing of accounts paid and name, and check amount).	each month	(includes check num	ber and date, vendor nu
·	<u></u>		
7. Record Series Format(s)	8. Record Series S	Sequence	9. Volume
X🖸 Letter Size 🛛 Microfilm		ai	Microfilm
🗆 Ləgal Sizə 🛛 🗆 Computer Tapə	Numerical KIX Chronological		Number De Other (sp
Bound Book I Floppy Disk			9.5 × 11 expenden
🗅 Audio Tape 🛛 Video Tape	🗆 Geographic		10. Annual Accumulation
Cther (specify)	□ Other (spectrum) 	äfy) 	1 □ Microfilm 1 □ Computer Number XX Other (sp 9.5" X 11"
11. File is Used □ Daily □ Weekly	XX Monthly	12. File Becomes Inactive Af	tər Month(s) XX Yəar(s)
13. Current Location(s) (Bldg., Flocr, Room)		14. Is Record Series Duplica	
Treasurer's Office - on shelf in	back office	(If yes, specify agency o XOI Yes □	roffice) No Accounting Office
15. Access Restrictions		16. Audit Requirements	· · · ·
17. Is an Index System Used? (If yes, explain briefly and any hadware/software	describe	18. Recommended Retention	RETAIN For I
🖸 Yes 🗖 No		AFTER FY,	THEN destory
19. Name and Title of Preparer 20.	Telephone Number	21.	Date
		4	

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Instructions - Type or Print a separate form for each new or revised record series, forward with Record	RECORDS	IT OF GENERAL SERVICE MANAGEMENT DIVISION WATERLCO ROAD	S AGENCY RECORDS INVENTORY
Retention Schedule (DGS 550-1)	P.O. BOX 275		PAGE OF
		P. MARYLAND 20794	3. Unit
P /, D epartment/Agency	2. Division	r's Office	5. Unit
Charles County Government	Ireasure	r's Uffice	
DEFINITION - RECORD SERIES - A group of related reco	ords normally filed a	nd used as a unit for referen	ice as well as retention and disposition purposes.
4. Record Series Title		all them	5. Earliest Year/Latest Year <u>.////c_to_Pre</u> sent
MVA Activity Reports + Dally	Fog Alenterto	el det jul (i	
6. Record Series Description (Briefly describe the types of	informationn/docum	ents/forms found in the serie	es. Include the purpose or function of the series.
Daily activity reports. summarie collected, vehicle class, registr Used to reconcile registration re Vehicle Administration. Keta instructos # Top said f	ations voide enewal forms	ed, for daily MVA and fees collect	acivity in Treasurer's Office ed for and sent to Motor
7. Record Series Format(s)	8. Record Series	Sequence	9. Volume
🗆 Letter Size 🛛 Microfilm	🗆 Alphabetic	al	☐ File Drawer(s) ☐ Microfilm Reel(s
🗆 Legal Size 🛛 Computer Tape	Numerical		□ Computer Tape(s) Number □ Other (specify)
Bound Book G Floppy Disk	Chronolog	ical	(12 x 15 x 8 + 12 x 15 x
🛛 Audio Tape 🗆 Video Tape	r □ Geographi	cal	10. Annual Accumulation
Cther (specify) Computer printouts (1-2" x 15" expanding file)	Cther (spe	cify) 	$\begin{array}{c c} & \square & \text{Microfilm Reel(s)} \\ \hline & \square & \text{Computer Tape(s)} \\ \hline & \text{Number} & \square & \text{Other (specify)} \\ \hline & \hline$
11. File is Used A Daily □ Weekly	Monthly	12. File Becomes Inactiv	re Atter A Month(s) □ Year(s)
13. Current Location(s) (Bidg., Floor, Room)		14. Is Record Series Du	
Treasurer's Office - in cabinet u printer in front office.	Treasurer's Office - in cabinet under MVA printer in front office.		ncy or office) I No Motor Vehicle Administr tion, Glen Burnie, MD
15. Access Restrictions		16. Audit Requirements	
(ii 195. Gib Law(s) a Regulation(s)		🗆 None 🗆 S	tate 🗆 Federal 🔲 independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software		18. Recommended Retention RETAIN For 34	
🗆 Yes 🗆 No		Six months AFTEr FY, THEN	
		Kotel Pr	Blent Destory
19. Name and Title of Preparer 20. 1	Telephone Number		21. Date
Betty J. Windsor, Head Cashier	645-0709 (:	x709)	April 29, 1997
DGS 550-4 (Rev. 1/93)			

structions - Type or Print a separate form for each	RECORDS	T OF GENERAL SERVICES MANAGEMENT DIVISION WATERLCO ROAD	AGENCY RECORDS INVEN
Retention Schedule (DGS 550-1)		P.O. BOX 275 P, MARYLAND 20794	PAGE OF
I, Department/Agency	2. Division		3. Unit
Charles County Government	Treasu	rer's Office	
DEFINITION - RECORD SERIES - A group of related rec	ords normally filed ar	nd used as a unit for reference a	as well as retention and disposition pur
4. Record Series Title MVA Activity Reports			5. Earliest Year/Latest Year 5-1-920 /3/95 -
6. Record Series Description (Briefly describe the types of Daily activity reports. Summaries collected, vehicle class, registra Used to reconcile registration ren Administration.	of tags sol tions voided newal forms a	d, owners' names, f , for daily MVA act and fees collected b	title no., tag no., fee tivity in Treasurer's C for and sent to Motor V
Do not have reports for 10/31/			·
7. Record Series Format(s)	8. Record Series	· ·	9. Volume File Dra // D Microfilm
	Alphabetical Numerical X Chronological Geographical		Number A Cther (sp
Legal Size Computer Tape Bound Book Fioppy Disk			12" × 15" × 5" +1/e
Audio Tape Video Tape			10. Annual Accumulation
XØ Other (specify) Computer printouts 	Cther (spe		$\frac{1}{12 \times 15 \times 10^{-4} \text{File Dia}}$
11. File is Used ☐ Daily □ Weekly	☐ Monthly />= 1€55	12. File Becomes Inactive A 6 Number	tter Month(s) □ Year(s)
13. Current Location(s) (Bidg., Floor, Room) Treasurer's Office		14. Is Record Series Duplica (If yes, specify agency o X첩 Yes ロ	
 15. Access Restrictions Yes No (If Yes, cite Law(s) & Regulation(s) 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software Yes No 		16. Audit Requirements	🗆 Federal 🗆 Independer
		18. Recommended Retention Six months	
🗆 Yes 🛄 No			rs alberty
19. Name and Title of Preparer 20. 7	Telephone Number	21.	Date

DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY structions - Type or Print a separate form for each RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD ew or revised record series, forward with Record P.O. BOX 275 Retention Schedule (DGS 550-1) PAGE OF JESSUP, MARYLAND 20794 3. Unit 2. Division I. Department/Agency rear, DEFINITION - RECORD 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 MVA 5. Earliest Year/Latest Year, 1/95-12/9 6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series. Printacts 9. Volume 8. Record Series Sequence 7. Record Series Format(s) File Drawer(s) Microfilm Reel(s) Letter Size Alphabetical Microfilm Computer Tape(s) Number Other (specify) Legal Size Numerical Computer Tape Bound Book Chronological □ Floppy Disk 10. Annual Accumulation D Audio Tape Video Tape Geographical File Drawer(s) Microfilm Reel(s) Other (specify) Other (specify) Computer Tape(s) Number □ Other (specify) Nor 11. File is Used 12. File Becomes Inactive After Daily U Weekly Monthly Month(s) Year(s) Number 14. Is Record Series Duplicated Elsewhere? (Bldg., Floor, Room) 13. Current Location(s) (If yes, specify agency or office) storeroom state MUA □ No Yes H No 15. Access Restrictions 16. Audit Requirements □ Yes (If Yes. cite Law(s) & Regulation(s) Independent None State D Federal 18. Recommended Retention 17. Is an index System Used? (If yes, explain briefly and describe RETAIN FOR any hadware/software 2 yrs ofter F=Y, THEN □ Yes DESTROY 19. Name and Title of Preparer 21 Date 20. Telephone Number Hocking DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	RECORDS 7275	IT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 P, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE OF
✓ I. Department/Agency Charles County Government	2. Division	er's Office	3. Unit
DEFINITION - RECORD SERIES - A group of related re	cords normally filed a	nd used as a unit for reference as	s well as retention and disposition purposes.
4. Record Series Title Daily MVA Tag Renewal Ledger			5. Earliest Year/Latest Year 3/19/92 to <u>Pre</u> sent
6. Record Series Description (Briefly describe the types of Daily ledgercincludes number of for each cashier. This ledger i MVA in connection with tag renew	tags sold, M Is used to pre	IA fees, state and c pare the weekly che	ounty fees, and daily tota ck request for money sent
7. Record Series Format(s)	8. Record Series S	•	9. Volume File Drawer(s) Microfilm Reel(5 Computer Tape(s)
□ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk	Numerical Numerical Chronologi	ical	S Computer Tape(s Number S Other (specify) Tablets
□ Audio Tape □ Other (specify)	Geographic Cther (spe		10. Annual Accumulation File Drawer(s) Microfilm Reel(<u>1</u> Computer Tape(s Number Conter (specify)
	<u></u>	n	Tablet
11. File is Used A Daily □ Weekly	Monthly	12. File Becomes Inactive Aft <u>1</u> Number	er Month(s) Xear(s)
13. Current Location(s) (Bldg., Floor, Room) Treasurer's Office ~ in MVA prin in front office.	iter cabinet	14. Is Record Series Duplicate (If yes, specify agency or □ Yes ↓	
15. Access Restrictions	?	16. Audit Requirements	🗆 Federal 🗅 Independent
17. Is an Index System Used? (If yes, explain briefly and any hadware/software Yes	d describe	be used	RefAIN For 15 end separate ledger tablet for each year, with reter rious year only.
		There	Destroy_
19. Name and Title of Preparer 20. Betty J. Windsor, Head Cashier	Telephone Number 645-0709		Date April 29, 1997
L DGS 550-4 (Hev. 1/93)			

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Instructions - Type or Print a separate form for each	RECORDS	T OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD	AGENCY RECORDS INVENTORY	
new or revised record series, forward with Record Retention Schedule (DGS 550-1)		P.O. BOX 275 P. MARYLAND 20794	PAGE OF	
I. Department/Agency	2. Division		3. Unit	
Charles County Government	Treasurer	s Office		
DEFINITION - RECORD SERIES - A group of related	records normally filed ar	nd used as a unit for reference	as well as retention and disposition purposes.	
4. Record Series Title Utility Bills Paid/Accounts	Receivable Paic	1	5. Earliest Year/Latest Year / <u>///</u> to_ <u>Pir</u> esent	
6. Record Series Description (Briefly describe the type Utility bill document - incl late payment amount, and amo Accounts Receivable - includ	udes customers unt paid. V a_{U}	name, address, aco	count number, amount billed,	
amount of payment, type of a				
7. Record Series Format(s)	 Record Series Sequence 		9. Volume	
□ Latter Siza □ Microfilm	🗆 Alphabetic	al	☐ Microfilm Reel ☐ Computer Tape(:	
🗆 Legal Size 🛛 Computer Tape	Numerical Chrenological Geographical		Number . Other (specify)	
🗆 Bound Book 🛛 Floppy Disk			(Transferred from File drew to Bankers boxes)	
🛙 Audio Tape 🔤 Video Tape			10. Annual Accumulation	
Cther (specify) Top portion of bil	1 🗆 Other (spe 	city)	5 I Microfilm Reel Computer Tape(Number S Other (specify) Ballkers Backers	
11. File is Used Daily 🖸 Weekly	Monthly	12. File Becomes Inactive	After Month(s)	
13. Current Location(s) (Eldg. Floor, Room) Treasurer's Office - file ca back office.	binet in	14. Is Record Series Duplic (If yes, specify agency □ Yes		
15. Access Restrictions		15. Audit Requirements		
17. Is an Index System Used? (If yes, explain briefly any hadware/software Yes INo	and describe	18. Recommended Retention ANU UNTIL One year Ro been Fulfile	METAIN FOR 34RS MIL HUDIT EquirencesTS has ed Then Destroy,	
	1			
19. Name and Title of Preparer	20. Telephone Number 21. I		1. Date	

structions - Type or Print a separate form for each	DEPARTMENT OF GENERAL SERVICE RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTO
/www.or.revised.record.series, forward with Record Retention Schedule (DGS 550-1)		5 WATERLOO ROAD P.O. BOX 275 JP, MARYLAND 20794	PAGE OF
I. Department/Agency	2. Division	· ·	3. Unit
Charles County Government	Treasu	rer's Office	
DEFINITION - RECORD SERIES - A group of related rec	ords normally filed a	and used as a unit for reference	as well as retention and disposition purpo
4. Record Series Title Utility Bills Paid/Accounts Rece	ivable Paid		5. Earliest Year/Latest/Year
6. Record Series Description (Briefly describe the types of	informationn/docum	entscorms found in the series.	Include the purpose or function of the ser
Utility bill document including late payment amount, and amount returned with payment for postin	paid. (Usua g to account	ally top potion of 1 t.) <i>Vali sta size</i>	bill sent to customer,
Accounts Receivable - includes co amount of payment, type of accourt			
7. Record Series Format(s)	8. Record Series	Sequence	9. Volume
Letter Size Microfilm	Aiphabetic	- cal	☐ File Drawe
C Legal Size Computer Tape	□ Numerical		Number Other (spec
Bound Book G Floppy Disk			Bankers Boxes
🛙 Audio Tape 🛛 Video Tape	Geographi	ical	10. Annual Accumulation
XXOther (specify) Top portion of bill (3.5" X 8.5")	Cther (spe	ecify)	3 ☐ Microfilm F ☐ Computer Ta Number ★ Cther (spec
11. File is Used □ Daily □ Weekly	Less than Monthly	12. File Becomes Inactive A	
13. Current Location(s) (Bldg., Floor, Room) Treasurer's Office - Store room	<u></u>	14. Is Record Series Duplica (If yes, specify agency o □ Yes	
15. Access Restrictions Yes No (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	Federal Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software		18. Recommended Retention	1
🖸 Yes 🗖 No	🗆 Yes 🗆 No		
	Telephone Number	21	. Date
19. Name and Title of Preparer 20. 1	releptione (vulner -		pril 28, 1997

Instructions - Type or Print a separate form for each new or revised record series, forward with Record	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
Retention Schedule (DGS 550-1)	P.O. BOX 275 JESSUP, MARYLAND 20794	PAGE OF
I, Department/Agency	2. Division	3. Unit
Charles County Government	Treasurer's Office	
DEFINITION - RECORD SERIES - A group of related rec	I ords normally filed and used as a unit for reference as	weil as retention and disposition purposes.
4. Record Series Title Cashier printey tapes		5. Earliest Year/Latest Year 19/01/2 to <u>Present</u>
6. Record Series Description (Briefly describe the types of	informationn/documents/forms found in the series. In	dude the purpose or function of the series.
Printer tape of cashiers' transac receipt number, document validati a carbon copy of the original, wh printer at each cashier station p period of six months.	on, check validation, and custo tich produces the receipt given	mer receipt. This tape is to the customer. Each
7. Record Series Format(s)	8. Record Series Sequence	9. Volume
🗆 Letter Size 🗆 Microfilm		☐ File Drawer(s) ☐ Microfilm Reel
Legal Size Computer Tape		//) ℓ □ Computer Tape(Number ↓ Cther (specify)
		Rolls (HPPY
Bound Book Ficppy Disk	M Chronological	10, Annual Accumulation
□ Audio Tape □ Video Tape . Cther (specify) Size of calculator tape.	Geographical Other (specify)	Image: Second system Image: Second system Image: Second
11. File is Used	☐ Monthly Number	n Aonth(s) 🖸 Year(s)
13. Current Location(s) (Sldg., Floor, Room) Under each cashier station at fro counter.	ont office (If yes, specify agency or Yes Yes Y	
15. Access Restrictions	16. Audit Requirements	Federal Independent
17. Is an Index System Used? (If yes, explain briefly and any hadware/software	describe 18. Recommended Retention	
☐ Yes ☐ No	6 months, Th	en Destroy
	Felephone Number 21.	Date
· · · · · · · · · · · · · · · · · · ·	645-0709 (x709) At	pril 29, 1997

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Instructions - Type or Print a separate form for each new or revised record series, forward with Record	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	
Retention Schedule (DGS 550-1)	P.O. BOX 275 JESSUP, MARYLAND 20794	PAGE OF
I, Department/Agency	2. Division	3. Unit
Charles County Government	Treasurer's Office	
DEFINITION - RECORD SERIES - A group of related rec	normally filed and used as a unit for reference	ce as well as retention and disposition purposes.
4. Record Series Title Check Sign-out Cards		5. Earliest Year/Latest Year <u>4/2%/54</u> to <u>4/2.5/</u> 97
 Record Series Description (Briefly describe the types of Date of check run, name on check, person releasing check. 		
7. Record Series Format(s)	8. Record Series Sequence	9. Volume
🗆 Letter Size 🛛 Microfilm	C Alphapetical	☐ File Drawer(s) ☐ Microfilm Reel
🖌 Lagal Siza 🛛 🗆 Computer Tape		Number , Ø Other (specify)
Bound Book G Floppy Disk		File Folder
		10. Annual Accumulation
□ Other (specify)	Cther (specify)	□ File Drawer(s) □ Microfilm Reel □ Computer Tape(s Number 10 Other (specify) □ Chile Folder
11. File is Used Daily C Weekly	Monthly Number) Atter □ Month(s) □ Yəar(s)
13. Current Location(s) (Bidg. Floor, Room) Locked cabinet in vault in Treasu	14. Is Record Series Dup (If yes, specify agenc urer's Office. □ Yes	
15. Access Restrictions	16. Audit Requirements □ None □ Sta	ate 🗆 Federal 🗆 Independent
 17. Is an index System Used? (If yes, explain briefly and any hadware/software) Yes No 	cescribe 18. Recommended Reten AND UNTIL	tion RETAINFER 3/13 HIL Hadit
	Regnireme Fulfiled T	ents have been her Destory.
	əlephone Number	21. Date

Instructions Type or print a	AGENCY RECORDS INVENTORY			
separate form for each new or revised record series.			Page of	
			······································	
1. Department/Agency 2. Division Treasurer's Office			3. Unit/Program	
Treasurer's Office		:		
DEFINITION: Record Series: a group of related records in	normally filed and used	d as a unit for reference		
4. Record Series Title Property Tax Rolls and Tax Billing Records			5. Earliest Year / Latest Year to	
			· · · · · · · · · · · · · · · · · · ·	
6. Record Series Description (Briefly describe the types of information/documents/	forms found in the ser	ies. Include the purpo	se or function of the series.)	
Property tax rolls: Computer printouts of property owners also contain amount of taxes billed for t and date and amount of payments. Bill	he year, type of t	axes billed (cour	ty, state, special, charges, etc)	
7. Record Series Format(s)	8. Record Serie	es Sequence	9. Volume	
		·	Number	
Letter Size Microfilm	Alphabe	etical	File Drawer(s)	
Legal Size Computer Tape	Numerie	cal	Computer Tape(s)	
Bound Book Floppy Disk	Chrono	logical	Other (specify)	
		-	10. Annual	
Audio Tape Video Tape	Geogra	phical	Accumulation Number	
Other (specify)	Other ((specify)	File Drawer(s)	
			Microfilm Reel(s) Computer Tape(s)	
	<u></u>	······	Other (specify)	
11. File is used:		12. File become		
Daily Weekly Monthly		Month(s)Year(s)		
13. Current Location(s) (Building, Flo xx xx	14. Is record series duplicated elsewhere? Yes X x No			
xx 15. Access Restrictions	x 16. Audit Requirements None			
Yes X No (If yes, cite law(s) and re				
x x		State Federal Independent County		
17. Is an index system used? Yes X No		18. Recommended retention Tax Rolls-retain for 3 years after FY, then destroy.		
(If yes, explain briefly and describe any hardware/so	Tax Rolling Records-retain for 50 years after FY, then destroy.			
x				
19. Name and Title of Preparer20. Telephone NumberAdair M. Hocking301-645-0712		er	21. Date 2/9/98	
Title: Deputy Treasurer				

AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION structions - Type or Print a separate form for each 7275 WATERLOO ROAD lew or revised record series, forward with Record Retention Schedule (DGS 550-1) P.O. BOX 275 PAGE _ JESSUP, MARYLAND 20794 OF 2. Division 3. Unit 1. Department/Agency Fras. DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. YEVIN 5. Earliest Year/Latest Year 4. Record Series Title lat Information Fedgers 6 روق Ħ 6. Record Series Description (Briefly describe the types of informationin/documents/forms found in the series f Section 8 77-79 Real Estate Tayles 1966 -79 4 82-93 Corp Taxes 89-92 levenue Padque 74-81 BPP Takes 84-85 7 89-92 Public Utilidy 89-92 Burlot Redge 74-81 Denoral Bedge 75-81 1997 Croby Bonas 80.81 Archy Records Orticipated Ru. 77-79 Special Rev. 80-8 Fined Assets 80-81 80-81 Check Register 74-79 COUNTY COMMISSIONERS **OF CHARLES COUNTY MARYLAND** 74.79 Vaided Checks LA PLATA: MARYLAND 9. Volume 7. Record Series Format(s) 8. Record Series Sequence File Drawer(s) Microfilm Microfilm Real(: Alphabetical C Letter Size 4 Computer Tape(s. I Cther (specify) 🛛 Legal Size 🕠 Numerical Number Computer Tace Bound Dooks 8X13 Microfiche con E Bound Book C Floppy Disk Chrenological 10. Annual Accumulation Geographical 🗆 Video Tape File Drawer(s) Microfilm Reel(s) Cther (specify) Other (specify) Computer Tape(s) ☑ Other (specify) Number Same and the second 93 was the lost wai + micro fam 11. File is Used 12. File Becomes Inactive After 🗆 🗆 Daily 🦌 🗌 Weekly □ Year(s) Month(s) □ Monthly Number When Reeder 14. Is Record Series Duplicated Elsewhere? 13. Current Location(s) (Eldg., Floor, Room) (If yes, specify agency or office) No . Yes Stake & Dom 16. Audit Requirements 15 Access Restrictions 🛛 Yes TV No (If Yes. cite Law(s) & Regulation(s) D None □ State □ Federal ⊡-Independent este este su cara 17. Is an Index System Used? (If yes, explain briefly and describe 18. Recommended Retention any hadware/software No No Yes 21. Date 19. Name and Title of Preparer 20. Telephone Number . DGS 550-4 (Hev. 1/93) 27

TAX Rolls-fermancent, TRANSFER Periodicipily To The Met. STATE Archives.



Accounting Records - RETAIN For 34RS. And UNTIL All Andit Requirements have been fulfilled, Then Destroy

AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION structions - Type or Print a separate form for each 7275 WATERLOO ROAD ew or revised record series, forward with Record Retention Schedule (DGS 550-1) P.O. BOX 275 PAGE ____ CF JESSUP, MARYLAND 20794 3. Unit 1. Department/Agency 2. Division YNeas, DEFINITION - RECORD SERIES .'A group of related records normally filed and used as a unit for reference as well, as retention and disposition purposes. icropicke Tax Billing Records /5. Earliest Year/Latest Year 4. Record Saries Title 1950 1965 4 Tax Condo - (Bindus 1979 - 1982 6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series. Binders w/ tau billing information Tax Rolls 7. Record Series Format(s) 8. Record Series Sequence 9. Volume File Drawer(s) Q Latter Size Microfilm Reei(s Microfilm Alphabetical 137 Computer Tape(s) Cther (specify) C Legal Size Number Computer Tape 'n. Numerical Binders Bound Bock C Floppy Disk Chrenological 10. Annual Accumulation D Audio Tape U Video Tape Gaographical File Drawer(s) □ Microfilm Reel(s) Other (specify) Other (specify) Computer Tape(s) District D Cther (specify) Number Shelves ., · · . 11. File is Used 12. File Becomes Inactive After Galif 🗖 Daily 😳 🖾 🗆 Weekly .
Monthly D Month(s) □ Year(s) Number "li)her 14. Is Record Series Duplicated Elsewhere? 13. Current Location(s) (Eldg., Floor, Room) '(If yes, specify agency or office) □ Yes I No O. Cory. room 15. Access Restrictions 16. Audit Requirements Yes O/No (If Yes, cite Law(s) & Regulation(s) 🗆 Nòne E Independent : 🛛 State E Federal --17. Is an Index System Used? (If yes, explain briefly and describe 18. Recommended Retention any hadware/software Permanent, TRANSFE D Yes D No 21. Date 19. Name and Title of Preparer 20. Telephone Number DGS 550-4 (Hev. 1/93)

DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION structions - Type or Print a separate form for each 7275 WATERLOO ROAD ew or revised record series, forward with Record Retention Schedule (DGS 550-1) P.O. BOX 275 PAGE OF JESSUP, MARYLAND 20794 2. Division 3. Unit I, Department/Agency In Theas. DEFINITION - RECORD 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 HBCC or HBCS Homeowners Homestead Tax rou, Home-owners Cudit Tax Roll-, Tax rou real property, BPP tax roll. Coup tax roll, Public, willity, mass update to Assist rou. cudit entry report, 5. Earliest Year/Latest Year _ to _ 6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series. e attached tax Rolls 7: Record Series Format(s) 8. Record Series Sequence 9. Volume File Drawer(s) D Latter Size □ Microfilm đ Alphabetical Microfilm Reel(s) Computer Tape(s) D Legal Size C Computer Tape Numerical Other (specify) Number \leq sinder Bound Book □ Floppy Disk Chronological 10. Annual Accumulation D Audio Tape U Video Tape Geographical File Drawer(s) □ Microfilm Reel(s) □ Other (specify) Other (specify) Computer Tape(s) Other (specify) Number ••• 11. File is Used 12. File Becomes Inactive After Daily Ø Monthly □ Month(s) Year(s) □ Weekly Number . - . . . 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) đ No Yes file cakine Τ.Ο. 15. Access Restrictions 🗆 🗆 Yes RE No 16. Audit Requirements and the second secon (If Yes, cite Law(s) & Regulation(s) D Federal Independent State □ None 17. Is an index System Used? (If yes, explain briefly and describe 18. Recommended Retention any hadware/software RETAIN? U Yes Z No 19. Name and Title of Preparer 20, Telephone Number 21. Date DGS 550-4 (Rev. 1/93)

Supplemental Tax Billing 96-97 Special Assessments 95/96 96/97 91192-FF 89190 FF 92193.FF 90/91 FF 92 half yr FF 92 half yr FF 93/94 Mass Billing 95/96 94/95 94/95 Serviced

Pacyment State Report + HB Credits а3 New Property لى مەرىپىيە مەرىپىيە Full year Totals 96-97-95196 94/95 93/94 92/93 TakRoll Dist.6/ August April 96/97 96/97 94/95 95/96 93/94 93/93 January renaria di su com 96/97 Depart 1 2 October - , . . . ، در این ۲۰۰۰ - ۲۰۰۰ میشوند. ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ میشوند. ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ میشوند. . Circuit Bleaker Tax Credits Public Utility Certification 95.96 96-97 95.96 -96-97 1 az.93 94:95 Bisiness orcerations Cutifications Risonal ocitio a 95-96 94/9 96-97 SPIGP MARK 93194 92/93 93194 01/0 c likes 82-85 Marual 21. Ina States and the of Press of а н. . •

AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES structions - Type or Print a separate form for each RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD ew or revised record series, forward with Record Retention Schedule (DGS 550-1) P.O. BOX 275 PAGE ____ OF JESSUP, MARYLAND 20794 3. Unit 1. Department/Agency 2. Division 0 A A 1 DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latast Year 1984 to 1985 4. Record Series Title Permanent 6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series. Computer Drintout 7. Record Series Format(s) 9. Volume 8. Record Series Sequence: File Drawer(s) D Microfilm Reel(s Lattar Siza M Alchabetical G Microfilm Computer Tape(s) Numerical 🗆 Legal Size Cther (specify) Computer Tape Number Bound Bock C Floppy Disk Chronological 10. Annual Accumulation D Aucio Tape 🛛 Video Tape Geographical File Drawer(s) Microfilm Reel(s Cther (specify) Other (specify) Computer Tape(s) Number Other (specify) 11. File is Used 12. File Becomes Inactive Alter 🛛 Weekly Daily □ Month(s) Year(s) Monthly Number 13. Current Location(s) (Elda., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) Storace No No 🗆 Yes 15. Access Restrictions 16. Audit Requirements 🗆 Yes 🗆 No (If Yes. cite Law(s) & Regulation(s) Independent D None □ State □ Federal 17. Is an Index System Used? (If yes, explain briefly and describe 18. Recommended Retention any hadware/software RETAINT 5 yr ofter FY, There I Yes I No -DESTY 19. Name and Title of Preparer 20. Telephone Number 21. Date DGS 550-4 (Rev. 1/93)

AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION tructions - Type or Print a separate form for each 7275 WATERLOO ROAD lew or revised record series, forward with Record P.O. BOX 275 Retention Schedule (DGS 550-1) PAGE ____ OF JESSUP, MARYLAND 20794 3. Unit I, Department/Agency 2. Division IGNUNDA DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. Series Title TAX Kall Corperations 5. Earliest Year/Latast Year 4. Record Series Title 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 plurations 9. Volume 7. Record Series Format(s) 8. Record Series Sequence File Drawer(s) Microfilm Reel(s C Alphabetical C Latter Size 🖸 Microfilm Computer Tape(s) Cther (specify) Number 🗆 Legal Size Computer Tape Numerical Bound Bock C Floppy Disk Chronological 10. Annual Accumulation D Audio Tapa Geographical 🗆 Video Tape File Drawer(s) □ Microfilm Reel(s) Cther (specify) Cther (specify) Computer Tape(s) Cther (specify) Number 11. File is Used 12. File Becomes Inactive After Monthly □ Month(s) Year(s) 🗆 Daily 🗆 Weekly Number 14. Is Record Series Duplicated Elsewhere? 13. Current Location(s) (Eldg., Floor, Room) (If yes, specify agency/or office) of Ouldurg 🛛 Yes **₽**∕ No 16. Audit Requirements 15. Access Restrictions 🗆 Yes D No (If Yes. cite Law(s) & Regulation(s) Independent D None 🛛 State D Federal 18. Recommended Retention 17. Is an Index System Used? (If yes, explain briefly and describe RETAIN + any hadware/software DI U Yes VI No 5 yr after FY, Then Destroy. 19. Name and Title of Preparer 21. Date 20. Telephone Number -DGS 300-4 (Hev. 1/93)

· AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES structions - Type or Print a separate form for each RECORDS MANAGEMENT DIVISION lew or revised record series, forward with Record 7275 WATERLOO ROAD Retention Schedule (DGS 550-1) P.O. BOX 275 PAGE ____ OF _ JESSUP, MARYLAND 20794 3. Unit I, Department/Agency 2 Division 1 ASULAS DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year Latest Year Solution 23 to 84 Accts Delet 4. Record Saries Title LOSS unurical 11 Mills 810.87 Assessme ن المنظر 6. Record Senes Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series. Computer printouts Accts deleted Assessment holls 7. Record Series Format(s) 9. Volume 8. Record Series Sequence File Drawer(s) E Alchabetical Microfilm Reel(s C Latter Size G Microfilm Computer Tape(s) Numerical 🗆 Legal Size Cther (specify) Computer Tape 015 2 Bound Bock Fioppy Disk Chrenelogical 10. Annual Accumulation D Audio Tape Geographical 🗆 Video Tape File Drawer(s) □ Microfilm Reel(s Cther (specify) Cther (specify) Computer Tape(s) Cther (specify) Number 11. File is Used 12. File Becomes Inactive After □ Month(s) Year(s) Daily 🗆 Weekly Monthly Number 13. Current Location(s) (Eldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency of office) Yes 2 No 🗆 Yes 15. Access Restrictions 16. Audit Requirements □ No (If Yes. cite Law(s) & Regulation(s) None 🛛 State Federal 17. Is an Index System Used? (If yes, explain briefly and describe 18. Recommended Retention any hadware/software yr ofter 1 Ves No 19. Name and Title of Preparer 20. Telephone Number -21. Date DGS 550-4 (Hev. 1/93)

AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES structions - Type or Print a separate form for each RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD lew or revised record series, forward with Record Retention Schedule (DGS 550-1) P.O. ECX 275 PAGE ____ CF JESSUP, MARYLAND 20794 I. Decarment/Agency 2. Civision 3. Unit larurer DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. Home owner Tax Curli-5. Earliest Year/Latast Year 4. Record Saries Title MB Crede papats -Howening 6. Record Series Description (Enerly describe the types of informations/documents/forms found in the series. Include the purpose or function of (onputer printouts Tax Kak 7. Record Series Format(s) 8. Record Series Sequence 9. Volume File Drawer(s) . 🖸 Microfilm Reeli C Latter Size Alphabetical G Microfilm E Computer Tape(: 🗆 Lagal Siza Number Z Cther (specify) E Computer Tape O Numerical 01 Evend Sock G Floppy Disk Chronological 10. Annual Accumulation El Audio Tape 🗆 Video Tape Geographical File Drawer(s) □ Microfilm Reel(Cther (specify) Other (specify) Computer Tape(s . — Number Cther (specify) 1 and a 11. File is Used 12. File Becomes Inactive After Daily 🗆 Weekly Year(s) Monthly □ Month(s) Number 11 13. Current Location(s) (Eldg., Ficor, Room) 14. Is Record Series Dublicated Elsewhere? (If yes, specify agancy/or office) 🗆 Yəs R No 15. Access Restrictions 16. Audit Requirements C Yes D No (If Yes. cite Law(s) & Regulation(s) □ Independent C None 🖸 Stata 🖬 Federal 18. Recommended Retention ReTIAIN 17. Is an index System Used? (If yes, explain briefly and describe any hadware/software C Yes 19. Name and Title of Preparer 21. Date 20. Telephone Number 143 300-4 (May. 1/93)

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AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION Instructions - Type or Print a separate form for each 7275 WATERLOO ROAD new or revised record series, forward with Record Retention Schedule (DGS 550-1) P.O. BOX 275 PAGE OF JESSUP, MARYLAND 20794 3. Unit 2. Division . Department/Agency Theas. DEFINITION - RECORD 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 assessable base accounter receivable, the refund 5. Earliest Year/Latest Year reporte, real estate braught at top sale, unperd top arting 1992 to 1996 Auditors Repts 7. Record Series Format(s) 8. Record Series Sequence 9. Volume File Drawer(s) Letter Size □ Microfilm Reel(s) Alphabetical Microfilm Computer Tape(s) Number Other (specify) D'Legal Size Computer Tape Numerical C Bound Book C Floppy Disk Chronological 10. Annual Accumulation D Audio Tape Geographical Video Tape File Drawer(s) Microfilm Reel(s) C Other (specify) Other (specify) Computer Tape(s) Number Other (specify) 11. File is Used 12. File Becomes Inactive After D Month(s) Year(s) 🛛 Daily D Weekly I Monthly Number 13. Current Location(s) (Blda., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) T.O. storeroom C Yes E No 16. Audit Requirements 15. Access Restrictions I Yes (If Yes, cite Law(s) & Regulation(s) E Independent D None State Federal 18. Recommended Retention RETAIN FOR 17. Is an Index System Used? (If yes, explain briefly and describe 2 yrs after FY mind Andi. Ements have bee any hadware/software C Yes . 21. Date 19. Name and Title of Preparer 20. Telephone Number DGS 550-4 (Rev. 1/93)

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AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES Instructions - Type or Print a separate form for each RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD new or revised record series, forward with Record P.O. BOX 275 Retention Schedule (DGS 550-1) PAGE OF JESSUP, MARYLAND 20794 2. Division 3. Unit I, Department/Agency theas. DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 4. Record Series Title Cat Sale dead siles 6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series. Come consequented of lack property sold at the sale Chi file Contain foldere of lack property sold at the sale artificate Che folder contain a copy of the final the bull, they sale artificate any cont order of frictorine copy of chick request for sudemption and other rulated correspondence 8. Record Series Sequence 9. Volume 7. Record Series Format(s) File Drawer(s) Microfilm Reel(s) Alphabetical D Letter Size Microfilm ð Computer Tape(s)-Number Legal Size Computer Tape Numerical Other (specify) o hat y show Bound Book □ Floppy Disk Chronological 10. Annual Accumulation Audio Tape □ Video Tape Geographical File Drawer(s) Microfilm Reel(s) □ Other (specify) Other (specify) Computer Tape(s) □ Other (specify) Number File is Used 12. File Becomes Inactive After 🗆 🛛 Weeklv Month(s) 🖉 🗆 Daily Monthly Year(s) Number 14. Is Record Series Duplicated Elsewhere? 13. Current Location(s) (Bidg., Floor, Room) (If yes, specify agency or office) . { Yes No No No 15. Access Restrictions □ Yes 16. Audit Requirements (If Yes, cite Law(s) & Regulation(s) Independent □ State Federal None 17. Is an Index System Used? (If yes, explain briefly and describe 18. Recommended Retention Predemed 5 yrs 2 Foreclose - permanent -2 Foreclose - permanent -2 Foreclose - permanent -2 Foreclose - permanent -2 Foreclose - permanent any hadware/software No Yes 20. Telephone Number 19. Name and Title of Preparer 21. Date DGS 550-4 (Rev. 1/93)

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DGS 550-4 (Rev. 1/93)			

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STATE REPORT OF COLLECTIONS/TAXES RECEIVABLE REPORT

DESCRIPTION

15. This is a file of duplicate copies of state forms (*) which include monthly general ledger files, check requests, copies of the remittance check and accompanying work papers. The original is submitted monthly to the Comptroller of the Treasury. The report details monthly collections of state taxes transmitted & details taxes receivable.

(*)Stars Report. #Cot/Gad 170 CB Credit Report. #HTC-103 Agric. Farm & Wooded Claim for Refund of Real & Personal Property Tax Report. #E-17 or OC-020 Additions/Abatements Report. #030, 031, 033, E12

RETENTION

Retain for five (5) years after the end of the fiscal year it represents, or until all audit requirements have been fulfilled, then destroy.

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Son are	(CONTINUATION SHEET)	FRE NO.
EM D.	DESCRIPTION	4 of 16 RETENTION
Folder	s of all property sold are retained	destroy.
and fi	iled together.	Retain sale folders (deeded properties) permanently.
	MENT CHANGES NOTICE	Retain all tax sale folders prior to 1944 permanently.
The or Appeal which increa currer offici	MENT CHANGES NOTICE Figinal of the notice is sent from the Tax Court of Assessments Office directs the Collector's office to use or decrease an assessment for the at or prior years. This is the al authorization to make retroactive tions on the tax rolls.	Retain for five (5) years after the change is made or until all audit requirements have been fulfilled, then destroy.
The Co of tax card a instal Collec taxpay paid, with t itemiz totals	STALLMENT ACCOUNTS Sounty permits the installment payment les in advance of the tax due date. A and duplicate are made for each lment account; the original is the stor's ledger card; the copy is the er receipt. When the account is the two copies are stapled together he notice of payment. The cards are sed accounts payable which support the reported on financial statements and ed in control ledgers.	Retain for three (3 years after the end of the fiscal year in which the tax was paid or until all audit requirements have been fulfilled then destroy.
RECEIV This i Formsé submit Treasu of Sta taxes warran acknow Taxes which receiv a. copy	summarizes collections and ables; it is prepared in pencil, and is forwarded to the Office of e. Both groups are fastened by The file also contains work	Retain for five (5) years after the end of the fiscal year it represents, or until all audit requirements have been fulfilled, then destroy. Y JD:Adt # Cot/Soc 170, id Orad : Apr. # HTC - 103, Apr c. Farm a Don and on Word For Day Ham For 25 a. is Consist F.F. to rep. tE-Hor Of nature / Atalemain rpt. # 030:021/023/E12 are former BuddtHoms/Abatements rpt. 00014.545

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AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION Instructions - Type or Print a separate form for each 7275 WATERLOO ROAD new or revised record series, forward with Record Retention Schedule (DGS 550-1) P.O. BOX 275 PAGE OF JESSUP, MARYLAND 20794 3. Unit I, Department/Agency 2. Division Treas. DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 4. Record Series Title W <u>36 10 90</u> F 85 95 Hgric Transfer Tax 6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series. Dric Fain - ch request, mikly upt & collections, G/L Trans upt, transfer tou cap sheet, transfer day state. P- Credit for land used as sogic whether for form or wooded. Agric Wooded - same as alway 9. Volume 7. Record Series Format(s) 8. Record Series Sequence File Drawer(s) Microfilm Reel(s) B Letter Size □ Microfilm Alphabetical Kox Computer Tape(s) Number D Other (specify) Legal Size Computer Tape Numerical Bound Book C Floppy Disk Chronological Q 10. Annual Accumulation D Audio Tape Video Tape Geographical □ File Drawer(s) Microfilm Reel(s) Other (specify) Other (specify) bou Computer Tape(s) G Other (specify) Number 11. File is Used 12. File Becomes Inactive After Month(s) D Monthly Year(s) Daily . □ Weekly Number When Mad 14. Is Record Series Duplicated Elsewhere? 13. Current Location(s) (Blog., Floor, Room) (If yes, specify agency or office) Yes No No Assessor's alla 16. Audit Requirements 15. Access Restrictions Yes D-No (If Yes, cite Law(s) & Regulation(s) G independent □ State Federal D None . . . 18. Recommended Retention 17. Is an Index System Used? (If yes, explain briefly and describe ETAINTON any hadware/software byr after FY Then DY No 🛛 Yes 21. Date 19. Name and Title of Preparer 20. Telephone Number DGS 550-4 (Rev. 1/93) 1.....

AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION Instructions - Type or Print a separate form for each 7275 WATERLOO ROAD new or revised record series, forward with Record P.O. BOX 275 Retention Schedule (DGS 550-1) PAGE OF JESSUP, MARYLAND 20794 3. Unit I. Department/Agency 2. Division Thoas. DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 4. Record Series Title Stars 85 to 89 Stard Rpt. & Agric Tax . . . Sopie 81 .82 6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series. Stars upt, copies of upts which in clude: homeowner have credites, Aquic trans tou-form at weeded, copies of E 17's, copies of additions / deductions to the assessable have of taxable prop. P Copie & Dack up upts sent to the state detailing collections, refunds etc. Agicultural Transfer Tay - check request, mthus upt & cellections, 6/L transaction upt, transfer tax cap sheet trans. tax stint. P Gredit for land used as agric. whether for form or wonded. 9. Volume 8. Record Series Sequence 7. Record Series Format(s) File Drawer(s) Microfilm Reel(s) Alphabetical E Letter Size Microfilm 1 box Computer Tape(s) Number Other (specify) Cegal Size Numerical Computer Tape Bound Book N Chronological Floppy Disk 10. Annual Accumulation D Audio Tape D Video Tape Geographical File Drawer(s) Microfilm Reel(s) C Other (specify) 1 box Π. Other (specify) Computer Tape(s) 🛛 Other (specify) Number 1 12. File Becomes Inactive After 11. File is Used Year(s) Daily U Weekly C Monthly Month(s) Number 14. Is Record Series Duplicated Elsewhere? 13. Current Location(s) (Bldg., Floor, Room) (If yes, specify agency or office) 🖬 👘 No Ves Comptroller of the Treasur 16. Audit Requirements 15. Access Restrictions C-No Yes (If Yes, cite Law(s) & Regulation(s) □ State □ Federal □ Independent D None 18. Recommended Retention 17. Is an Index System Used? (If yes, explain briefly and describe RETAIN FOR any hadware/software 5 yr after FY, Then Destroy Yes O No 21. Date 19. Name and Title of Preparer 20. Telephone Number GS 550-4 (Rev. 1/93) ت المحمد مرتب

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AGENCY RECCRDS INVENTORY DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION fructions - Type or Print a separate form for each 7275 WATERLOO ROAD ew or revised record series, forward with Record P.O. BOX 275 Retention Schedule (DGS 550-1) PAGE OF JESSUP, MARYLAND 20794 3. Unit 2. Division I. Department/Agency nead. DEFINITION - RECORD SERIES - A group of related records normally filed and used/as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year Incorporate Town Taxes State Tax Rot 4. Record Series Title See the HB. Credits 6. Record Series Description (Eriefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series Town Rot - Cl request, copy of check, upt of collections municipal Pay/Ady upt, GIL trans upt 96 , copy of check -, 61, mans upts, that reservable - 5 ammany 93-9449597 State Tax Rpt - CK request Homes tead credit p credit based on these asom t <u>a6 90</u> 9. Volume 8. Record Sarias Sequence 7. Record Series Format(s) S File Drawer(s) 🛛 Microfilm Reel C Letter Size □ Microfilm \ Alphabetical Computer Tape(Cther (specify) Number Numerical 🗆 Legal Size Computer Tape Bound Bock C Floppy Disk Chronological 10. Annual Accumulation D Audio Tape U Video Tace Geographical S File Drawer(s) □ Microfilm Reel Cther (specify) Cther (specify) Computer Tape(: Cther (specify) Number 12. File Becomes Inactive After 11. File is Used Year(s) Daily and the second □ Month(s) Monthly 🛛 Weekly Number 14. Is Record Series Duplicated Elsewhere? 13. Current Location(s) (Bldg., Floor, Room) (If yes, specify agency or office) O No 🛛 Yes 16. \Audit Requirements 15. Access Restrictions · · 🛛 Yes D No (If Yes. cite Law(s) & Regulation(s) I Independent 🛛 State 🔲 Federal 18. Recommended Retention 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software Yes 19. Name and Title of Preparer 21. Date 20. Telephone Number -DGS 550-4 (Rev. 1/93)

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AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION Instructions - Type or Print a separate form for each new or revised record series, forward with Record 7275 WATERLOO ROAD Retention Schedule (DGS 550-1) P.O. BOX 275 PAGE ____ OF __ JESSUP, MARYLAND 20794 3. Unit . Department/Agency 2. Division Theas. DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 4, Record Series Title 1987 to 1985 Jaid' Property Car Refunde 6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series. O and property Tay requested on conposition tays general property tan Ment property tool & public titlety, "he file costern the name of pages, address amont, chick members of the reason for the refunct, the fill address amont, chick members of the reason for the refunct. Corms, correspondence) 7. Record Series Format(s) 8. Record Series Sequence 9. Volume File Drawer(s) D Microfilm Reel(s) A Letter Size Alphabetical □ Microfilm Computer Tape(s) C Legal Size Number Computer Tape Numerical 5 AOXES Bound Book C Floppy Disk Chronological 10. Annual Accumulation D Audio Tape C Video Tape Geographical □ File Drawer(s) Microfilm Reel(s) □ Other (specify) Other (specify) Computer Tape(s) Other (specify) Number Ba Ican Than 11. File is Used 12. File Becomes Inactive After Year(s) Monthly Month(s) D Daily □ Weekly Number 13. Current Location(s) 14. Is Record Series Duplicated Elsewhere? (Bidg., Floor, Room) (If yes, specify agency or office) T.O. - Storeroom Yes No No No No 15. Access Restrictions 16. Audit Requirements Yes (If Yes, cite Law(s) & Regulation(s) Federal E Independent □ None T State 17. Is an Index System Used? (If yes, explain briefly and describe 18. Recommended Retention RETAIN FOR SYND, often FY refund any hadware/software Yes Then Destroy 19. Name and Title of Preparer 20. Telephone Number 21. Date DGS 550-4 (Rev. 1/93)

AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION tructions - Type or Print a separate form for each 7275 WATERLOO ROAD ew or revised record series, forward with Record P.O. BOX 275 Retention Schedule (DGS 550-1) PAGE_ OF JESSUP, MARYLAND 20794 3. Unit 2. Division . Department/Agency Theas. DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes 5. Earliest Year/Latest Year <u>/ 495 to / 91</u>7 4. Record Series Title Caid Connecting Car alfunde 6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series. Caid roperty the refund in corporation the gerenal what the name of real groperty take & gublic utilitie. The file contains the name of paisee, address, amount, chick number of the reason for the reports, the file also contain any letters or back up documentation for the refunder, Eum contesondence 9. Volume 8, Record Series Sequence 7. Record Series Format(s) File Drawer(s) Letter Size Microfilm Reel Alphabetical □ Microfilm Computer Tape(s Number Cther (specify) E Legal Size Numerical Computer Tape Bound Book □ Floppy Disk Chronological 10, Annual Accumulation Geographical Audio Tape U Video Tape File Drawer(s) □ Microfilm Reel(Other (specify) Other (specify) Computer Tape(s Cther (specify) Number 12. File Becomes Inactive Alter 11. File is Used Year(s) Daily Syn Month(s) Monthly U Weekly Number Hears, office - back of office 14. Is Record Series Duplicated Elsewhere? 13. Current Location(s) (If yes, specify agency or office) D No Yes P No 15. Access Restrictions 16. Audit Requirements . 🗖 Yas (If Yes, cite Law(s) & Regulation(s) P Independent D State E Federal None 18. Recommended Retention 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software BETAIN FE Yes No 5 yri, after Fy in which refunded, 21. Date 19. Name and Title of Preparer 20. Telephone Number DGS 550-4 (Rev. 1/93)

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