CHARLES COUNTY GOVERNMENT
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. G-834

Agency
CHARLES COUNTY GOVERNMENT

Division/Unit
FISCAL SERVICES

Item No.	Description	Retention
1	GENERAL CORRESPONDENCE Subject arrangement of original incoming letters, outgoing letters, memorandum, and any and all correspondence of the department or it's division.	Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the department or it's divisions. Transfer periodically to the MD State Archives.
2	TIME AND ATTENDANCE Files may contain some or all of the following: leave requests, comptime request, weekly timesheets, etc.	Retain for 3 years, then destroy.
3	EMPLOYEE PERSONNEL RECORDS Files may contain some or all of the following: evaluations, awards, training, written correspondence, etc.	Retain for 3 years after termination, then destroy.
4	FISCAL YEAR BUDGETS Budget expenditure files for department/division, tracking of expenses, invoices, purchase orders, check requests, budget transfer requests, etc.	Retain for 3 years, then destroy.

Schedule Approved by Department, Agency, or Division Representative
Date 6/15/98
Signature Eugene T. Lauer
Typed Name Eugene T. Lauer
Title County Administrator

Schedule Authorized by State Archivist
Date JUN 2 2 1998
Signature Edward C. Papenfuse

CHARLES COUNTY GOVERNMENT
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. C-834

Agency
CHARLES COUNTY GOVERNMENT

Division/Unit
FISCAL SERVICES

Item No.	Description	Retention
5	PRODUCTIVITY MEASUREMENTS Annual and cumulative records of statistics used to document productivity measurement as part of the annual budgeting process.	Retain for 3 years, then destroy.

CHARLES COUNTY GOVERNMENT
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. C-834

Agency
NTY GOVERNMENT

Division/Unit
FISCAL SERVICES

Item No.	Description	Retention
	ACCOUNTING DIVISION	
1	EMPLOYEE FILES - PAYROLL May include voluntary and involuntary withholding authorizations such as W-9 forms, levies and garnishments, health benefits, State taxes, voluntary savings bonds, deferred compensation, etc. Also may include wages, position, and direct deposit information.	Retain for 3 years after employee termination date, then destroy.
2	CHECK REQUESTS FOR PAYROLL RELATED DEDUCTIONS AND EXPENSES Includes Check Request Forms, worksheets and any additional information needed for backup.	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
3	PAYROLL PROCESSING REPORTS May include: Hours Entry Edit Lists Deduction Registers and Reports Direct Deposit Listing Payroll EEO Reports Payroll Pay Detail by Employee Payroll Pay Detail by Account Check Registers Payroll Registers Workers Compensation Worksheets Other reports generated by payroll processing	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
4	EMPLOYEE W-2s Employer's copy of annual W-2s	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

CHARLES COUNTY GOVERNMENT
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. C-834

Agency: CHARLES COUNTY GOVERNMENT
Division/Unit: FISCAL SERVICES

Item No.	Description	Retention
	ACCOUNTING DIVISION (contd)	
5	EMPLOYER FEDERAL AND STATE REPORTS Includes Federal Forms 941, 940, Census Reports, State withholding reconciliations, etc. May be monthly, quarterly, or annual reports.	Retain for 5 years and until all audit requirements have been fulfilled, then destroy.
6	PAYROLL BANK STATEMENTS, CANCELED CHECKS, AND RECONCILIATIONS	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
7	EMPLOYEE FISCAL YEAR ANNUAL LEAVE REPORTS Includes employee's leave reports as of fiscal year end and worksheets to cost out annual accrual for financial statements.	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
8	JOURNAL ENTRIES Includes edit reports, posting reports and backup documentation. May be generated by AS400 Modules such as Payroll, Accounts Payable, Inventory, Fixed Assets, Procurement, Revenue Accounting, Taxes, Utilities, etc.. Also may be generated manually by accounting division.	Retain for 5 years and until all audit requirements have been fulfilled, then destroy.
9	ACCOUNTS PAYABLE VENDOR FILES Includes paid invoices, packing slips, check requests, receipts, and miscellaneous vendor correspondence and information.	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

Agency: CHARLES COUNTY GOVERNMENT

Division/Unit: FISCAL SERVICES

Item No.	Description	Retention
	ACCOUNTING DIVISION (contd)	
10	BANK STATEMENTS, CANCELED CHECKS, AND RECONCILIATIONS May include information on imprest bank accounts, general accounts payable bank accounts, escrow accounts, savings accounts, or investment accounts.	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
11	GENERAL LEDGER ACCOUNT RECONCILIATIONS Includes accumulative transaction reports, account balance reports, worksheets(paper or LOTUS), and any additional relevant information.	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
12	FORMS 1099 AND RELATED REPORTS County copies of Forms 1099-Misc, 1099-R, 1099-INT, and 1099-S which are sent to the IRS annually. Also includes printouts of 1099 vendor transactions for the year with summary totals and backup copy of transmittal tape.	Retain for 3 years, and until all audit requirements have been fulfilled, then destroy.
13	FORMS W-9, REQUEST FOR TAXPAYER IDENTIFICATION NUMBER Forms completed and returned to County by Vendors verifying taxpayer name, address and ID Number. Used to maintain Vendor Master Files and to determine 1099 status.	Retain for 3 years after last transaction with vendor, then destroy.
14	REGISTER TAPES FROM GOLF COURSE Cash register tapes of all transactions at Pro Shop and Concession Stand at White Plains Golf Course.	Retain for 3 years, and until all audit requirements have been fulfilled, then destroy.

CHARLES COUNTY GOVERNMENT
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. C-834

Agency: CHARLES COUNTY GOVERNMENT
Division/Unit: FISCAL SERVICES

Item No.	Description	Retention
	ACCOUNTING DIVISION (contd)	
15	TREASURER'S REPORTS Daily reports and supplemental information on transactions processed through the Treasurer's Office. May include Cashier's Reports(edits and postings), check remittances, transmittal forms, copies of permits, Utilities and Accounts Receivable Billing remittances, Jury Slips, etc.	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
16	DAILY CASH TRANSMITTAL REPORTS Daily reports of transactions of the White Plains Golf Course. Daily Bank Deposit slip and register tapes are attached. Used to create journal entry.	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
17	LANDFILL TICKETS AND REPORTS Includes individual transaction tickets(receipts), daily cash report/transmittals, and daily transaction reports.	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
18	ACCOUNTS PAYABLE REPORTS Generated by Accounts Payable processing including: Summary Check Registers Detail Check Registers Batch Edit Lists Post Vendor Check Report Handcut and Void Check Reports and backup	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

CHARLES COUNTY GOVERNMENT
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. C-834

Agency: CHARLES COUNTY GOVERNMENT
Division/Unit: FISCAL SERVICES

Item No.	Description	Retention
	ACCOUNTING DIVISION (contd)	
19	UTILITIES BILLING REPORTS Generated by Utilities Billing processing and may include: Consumption Proof Reports Billing, Adjustments, Finals or Penalties Registers Recalculated Bills edits and reports Account Aging Reports New Account Listing Account Balance Reports Payment Registers	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
20	VARIOUS UTILITIES ACCOUNT INFORMATION May include work orders, request for final readings, address changes, meter changes, meter test results, tenant authorization forms, deferred payment plans, payment extension requests, general correspondence with customers, manual meter readings, etc.	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
21	ACCOUNTS RECEIVABLE BILLING REPORTS AND BACKUP INFORMATION Reports generated by the Accounts Receivable Billing process along with source documents as backup for transactions. May include: edit listings, copies of invoices, deferred connection agreements, worksheets, adjustments, customer aging reports, payment update reports, etc.	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

CHARLES COUNTY GOVERNMENT
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. C-834

Agency
CHARLES COUNTY GOVERNMENT

Division/Unit
FISCAL SERVICES

Item No.	Description	Retention
	ACCOUNTING DIVISION (contd)	
22	GENERAL LEDGER AND YEAR END REPORTS Reports generated by the general ledger accounting system including Trial Balance, General Ledger(detail and summary), audit reports, year end closing reports, financial statements, subsidiary account year end listings, etc.	Permanent. Transfer periodically to MD State Archives.
23	AUDITED FINANCIAL STATEMENTS AND REPORTS Annual Audited Financial Statements, Single Audit and Management Letter prepared by outside auditors.	Permanent. Transfer periodically to MD State Archives.
24	UNIFORM FINANCIAL REPORT (UFR) Report prepared annually and submitted to state.	Retain for 5 years and until all audit requirements have been fulfilled, then destroy.
25	FIXED ASSET REPORTS AND RECORDS Reports generated by Fixed Asset Reporting system, including edit lists, posting reports, asset lists, depreciation reports, disposal reports, queries, etc. Also included are Forms or other documentation for new assets, disposal of assets, and transfers.	Retain for 5 years and until all audit requirements have been fulfilled, then destroy.

CHARLES COUNTY GOVERNMENT
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. C-834

Agency: CHARLES COUNTY GOVERNMENT
Division/Unit: FISCAL SERVICES

Item No.	Description	Retention
	PURCHASING DIVISION	
1	PURCHASE ORDERS/REQUISITIONS Purchase Orders, Requisitions and update, posting reports.	Retain for 7 years and until all audit requirements have been fulfilled, then destroy.
2	BIDS/CONTRACTS Records of all formal bid solicitations including advertisements, specifications, special provisions, general conditions, contracts, bonds, insurance certifications, general correspondence relating to bid.	Retain for 7 years and until all audit requirements have been fulfilled, then destroy.
3	STOREROOM RECEIPTS AND INVENTORY REPORTS Receipts for issued items, received goods reports, daily update reports. Also inventory on hand reports.	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

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 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ____ OF ____
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit Payroll

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 Terminated Employee Files	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.

Files for each employee terminated

7. Record Series Format(s)	8. Record Series Sequence	9. Volume	10. Annual Accumulation
☒ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify) ____	☒ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ☐ Other (specify) ____	6 Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)	1/4 Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)

11. File is Used ☐ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After Audit Req's are met ____ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Payroll Office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☑ Yes ☐ No Personnel
15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☑ State ☑ Federal ☑ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☑ No	18. Recommended Retention RETAIN FOR 3 yrs AFTER TERMINATION, THEN DESTROY.

19. Name and Title of Preparer	20. Telephone Number	21. Date

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ____ OF ____
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit Payroll

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	5. Earliest Year/Latest Year
Payroll Check Requests, non-current	'94 to '96

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Copies of payroll check requests typically consist of check request form and an additional worksheets or backup. The check requests are for the various deductions an employee and/or the employer are responsible to pay to outside sources.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume	10. Annual Accumulation
☒ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify)	☐ Alphabetical ☐ Numerical ☒ Chronological ☐ Geographical ☐ Other (specify)	6 Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)	2 Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)

11. File is Used ? ☐ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After FY ends ____ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Payroll Office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☒ Yes ☐ No Accounting A/P files
15. Access Restrictions ☑ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☑ State ☑ Federal ☑ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☐ No	18. Recommended Retention RETAIN for 3yrs And UNTIL All Audit Requirement Have been Fulfilled, Then Destroy.

19. Name and Title of Preparer	20. Telephone Number	21. Date

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ____ OF ____

1. Department/Agency	2. Division	3. Unit
Fiscal Services	Accounting	Payroll

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	5. Earliest Year/Latest Year
Payroll Reports, non-current	94 to 96

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Hours Entry Edit Listing
Deduction by Deduction Reports
Deduction Registers
Direct Deposit Listing
Payroll EEO Reports,
Payroll Pay Detail - Employee
Payroll Pay Detail - Account
Check Registers
Payroll Registers
Workers Comp. Worksheets

7. Record Series Format(s)		8. Record Series Sequence	9. Volume	10. Annual Accumulation
☒ Letter Size	☐ Microfilm	☐ Alphabetical	☒ File Drawer(s)	☒ File Drawer(s)
☐ Legal Size	☐ Computer Tape	☐ Numerical	☐ Microfilm Reel(s)	☐ Microfilm Reel(s)
☐ Bound Book	☐ Floppy Disk	☒ Chronological	☐ Computer Tape(s)	☐ Computer Tape(s)
☐ Audio Tape	☐ Video Tape	☐ Geographical	____ Number	____ Number
☐ Other (specify) ____		☐ Other (specify) ____	☐ Other (specify)	☐ Other (specify)

11. File is Used	12. File Becomes Inactive After FY ends or after audit req's are met.
☐ Daily ☐ Weekly ☐ Monthly	____ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Payroll Office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☑ No
15. Access Restrictions ☑ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☑ State ☑ Federal ☑ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☑ No	18. Recommended Retention

19. Name and Title of Preparer	20. Telephone Number	21. Date

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 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ___ OF ___
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit Payroll

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	5. Earliest Year/Latest Year
Payroll W-2's	82 to 96

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Employer's copies of W-2's information sent to IRS and employees. Includes any adjustments or error corrections.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☐ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☒ Other (specify) _____	☐ Alphabetical ☐ Numerical ☒ Chronological ☐ Geographical ☐ Other (specify) _____	2 Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)
		10. Annual Accumulation ½ Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)

11. File is Used ☐ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After _____ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Payroll Office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☑ Yes ☐ No IRS
15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☑ State ☑ Federal ☑ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☑ No	18. Recommended Retention

19. Name and Title of Preparer	20. Telephone Number	21. Date

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ____ OF ____
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit Payroll

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	5. Earliest Year/Latest Year
Payroll Bank Statement Reconciliations	FY 87 to present

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Files for bank rec's include bank statements, o/s check listings, backup for misc. adj's or errors, and reconciliation form.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☒ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify)	☐ Alphabetical ☐ Numerical ☒ Chronological ☐ Geographical ☐ Other (specify)	1 Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) **10. Annual Accumulation** 1/4 Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)

11. File is Used prior month usually used in working on current month. ☐ Daily ☐ Weekly ☒ Monthly	12. File Becomes Inactive After FY ends or Audit Req's are met. ____ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Payroll Office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☒ No
15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☑ State ☑ Federal ☑ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☑ No	18. Recommended Retention

19. Name and Title of Preparer	20. Telephone Number	21. Date

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ___ OF ___
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit Payroll

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	5. Earliest Year/Latest Year
Payroll Canceled Checks	91 to present

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Canceled Checks for payroll bank account grouped numerically for each month.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☐ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify)	☐ Alphabetical ☒ Numerical by each month ☐ Chronological ☐ Geographical ☐ Other (specify)	☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) Number
		10. Annual Accumulation ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) Number

11. File is Used	12. File Becomes Inactive After
☐ Daily ☐ Weekly ☒ Monthly	Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Payroll Storage Room	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☑ No
15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☑ State ☑ Federal ☑ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☑ No	18. Recommended Retention

19. Name and Title of Preparer	20. Telephone Number	21. Date

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ____ OF ____
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit Payroll

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	5. Earliest Year/Latest Year
Annual Leave Accruals	FY88 to current

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Working papers for annual leave accruals for fiscal year-ends.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume	10. Annual Accumulation
☐ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify)	☐ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ☐ Other (specify)	1 Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)	1/4 Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)

11. File is Used ☐ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After ____ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Payroll Office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☑ No
15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☑ State ☑ Federal ☑ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☑ No	18. Recommended Retention

19. Name and Title of Preparer	20. Telephone Number	21. Date

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ____ OF ____
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit Payroll

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	5. Earliest Year/Latest Year
Payroll Journal Entries	94 to 96

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Report generated by as400 system which gives detail + summary information for bi-weekly payroll. Detail shows specific G/L accounts. and figures charged.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☒ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify)	☐ Alphabetical ☐ Numerical ☒ Chronological ☐ Geographical ☐ Other (specify)	1/2 Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) **10. Annual Accumulation** 1/2 Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)

11. File is Used	12. File Becomes Inactive After Audit Req.'s are met
? ☐ Daily ☐ Weekly ☐ Monthly	____ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Payroll Office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☑ No
15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☑ State ☑ Federal ☑ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☑ No	18. Recommended Retention

19. Name and Title of Preparer	20. Telephone Number	21. Date

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ____ OF ____
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit —

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	5. Earliest Year/Latest Year
Journal Entries, in office	5/18/94 to present

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Consists of posting reports, edit reports, and each written or drafted journal entry with sufficient backup that was submitted for their approval.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume	10. Annual Accumulation
☑ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify) _____	☐ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ☒ Other (specify) * see below	5 Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)	2 Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)

11. File is Used	12. File Becomes Inactive After
☑ Daily ☐ Weekly ☐ Monthly	____ Number ☐ Month(s) ? ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) County Building, Accounting - in office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☑ No
15. Access Restrictions ☐ Yes ☑ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☑ State ☑ Federal ☑ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☑ Yes ☐ No * AS400 system numbers each journal entry in sequence (i.e. 970001 and up for FY97) but allows diff. dates	18. Recommended Retention RETAIN FOR 3 YRS AND UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN FULFILLED, THEN DESTROY.

19. Name and Title of Preparer	20. Telephone Number	21. Date

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ____ OF ____
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit —

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	5. Earliest Year/Latest Year
Journal Entries, boxed	FY90 to 8/18/94

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Consists of posting reports, edit reports, and each written or drafted journal entry with sufficient backup that was submitted for their approval.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume	10. Annual Accumulation
☑ Letter Size ☐ Legal Size ☐ Bound Book ☐ Audio Tape ☐ Other (specify) ☐ Microfilm ☐ Computer Tape ☐ Floppy Disk ☐ Video Tape	☐ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ☒ Other (specify) * see below	5 Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☒ Other (specify) Bankers Boxes	____ Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)

11. File is Used	12. File Becomes Inactive After
☑ Daily ☐ Weekly ☐ Monthly	____ Number ☐ Month(s) ? ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) County Building, Storage area behind stage	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☑ No
15. Access Restrictions ☐ Yes ☑ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☑ State ☑ Federal ☑ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☑ Yes ☐ No * AS400 system numbers each journal entry in sequence (i.e. 970001 and up for FY97) but allows diff. dates	18. Recommended Retention ?

19. Name and Title of Preparer	20. Telephone Number	21. Date

DGS 550-4 (Rev. 1/93)

OK

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 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ___ OF ___
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit —

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	5. Earliest Year/Latest Year
Accounts Payable Vendor Files, current FY	FY97 to FY97

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

A/P Vendor Files typically contain the paid invoices, packing slips, shipping documents, store receipts, etc. Also can be found any correspondence, address changes and notes. The purpose of keeping such A/P Vendor Files is to have a record of payments for goods and services received by the County. There are used to track spending and various audit tests.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume	10. Annual Accumulation
☑ Letter Size ☐ Microfilm ☑ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify)	☐ Alphabetical ☑ Numerical ☐ Chronological ☐ Geographical ☐ Other (specify)	8 Number ☑ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) Other (specify)	8-9 Number ☑ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) Other (specify)

11. File is Used Anywhere from 1-5 daily if not more. ☑ Daily ☐ Weekly Monthly	12. File Becomes Inactive After - Fiscal Year ends ___ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) County Building, Accounting - in office	14. Is Record Series Duplicated Elsewhere? not fully, others may have copies to complete other files + requirements (If yes, specify agency or office) ☐ Yes ☑ No
15. Access Restrictions ☐ Yes ☑ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☑ State ☑ Federal ☑ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☑ No	18. Recommended Retention Retain for three years or until all audit requirements have been completed, whichever is longer, then destroy.

19. Name and Title of Preparer	20. Telephone Number	21. Date

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ____ OF ____
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit —

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	5. Earliest Year/Latest Year
Accounts Payable Vendor Files, prior fiscal year	FY96 to FY96

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

A/P Vendor Files typically contain the paid invoices, packing slips, shipping documents, store receipts, etc. Also can be found any correspondence, address changes and notes. The purpose of keeping such A/P Vendor Files is to have a record of payments for goods and services received by the County. There are used to track spending and various audit tests.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume	10. Annual Accumulation
☑ Letter Size ☑ Legal Size ☐ Bound Book ☐ Audio Tape ☐ Other (specify) ____ ☐ Microfilm ☐ Computer Tape ☐ Floppy Disk ☐ Video Tape	☐ Alphabetical ☑ Numerical ☐ Chronological ☐ Geographical ☐ Other (specify) ____	6 Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☒ Other (specify) 6 Bankers Boxes	14 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☒ Other (specify) Bankers Boxes

11. File is Used	12. File Becomes Inactive After - Fiscal Year ends
☐ Daily ☑ Weekly Monthly Anywhere from 2-3 times a week	____ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) County Building, Accounting - in office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☑ No not fully, others may have copies to complete other files + requirements
15. Access Restrictions ☐ Yes ☑ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☑ State ☑ Federal ☑ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☑ No	18. Recommended Retention Retain for three years or until all audit requirements have been completed, whichever is longer, then destroy.

19. Name and Title of Preparer	20. Telephone Number	21. Date

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 1 OF 1
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit —

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	5. Earliest Year/Latest Year
Accounts Payable Vendor Files, non-current	FY90 to FY95

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

A/P Vendor Files typically contain the paid invoices, packing slips, shipping documents, store receipts, etc. Also can be found any correspondence, address changes and notes. The purpose of keeping such A/P Vendor Files is to have a record of payments for goods and services received by the County. There are used to track spending and various audit tests.

7. Record Series Format(s)		8. Record Series Sequence	9. Volume	10. Annual Accumulation
☑ Letter Size	☐ Microfilm	☐ Alphabetical	69 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify) Bankers Boxes	14 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify) Bankers Boxes
☑ Legal Size	☐ Computer Tape	☑ Numerical		
☐ Bound Book	☐ Floppy Disk	☐ Chronological		
☐ Audio Tape	☐ Video Tape	☐ Geographical		
☐ Other (specify)		☐ Other (specify)		

11. File is Used	12. File Becomes Inactive After
Anywhere from 0-5, depending on time of year ☐ Daily ☐ Weekly ☑ Monthly	- Fiscal Year ends Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) County Building, Storage Area behind stage	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☑ No not fully, others may have copies to complete other files + requirements
15. Access Restrictions ☐ Yes ☑ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☑ State ☑ Federal ☑ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☑ No	18. Recommended Retention Retain for three years or until all audit requirements have been completed, whichever is longer, then destroy.

19. Name and Title of Preparer	20. Telephone Number	21. Date

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ___ OF ___
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit -

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	5. Earliest Year/Latest Year
Canceled Checks, ~~current FY~~	July '96 to present

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Canceled Checks for A/P check runs performed each week. Does not include any type of remittance copy or stubs.

7. Record Series Format(s)

- ☐ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☒ Other (specify) Canceled Check

8. Record Series Sequence

- ☐ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ☒ Other (specify) Checks in numerical order by the month cleared bank and seperated by our copy of various debit memos

9. Volume

6 Number

- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☐ Other (specify)

10. Annual Accumulation

6 Number

- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☐ Other (specify)

11. File is Used Anywhere from 1 up to 5 times a month.
☐ Daily ☐ Weekly ☒ Monthly

12. File Becomes Inactive After - Fiscal Year ends or Audit work, whichever is longer
___ Number ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
County Building, Accounting - in office

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☒ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None ☒ State ☒ Federal ☒ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes ☒ No

18. Recommended Retention
Retain for three years, then destroy

19. Name and Title of Preparer	20. Telephone Number	21. Date

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ____ OF ____
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit -

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	5. Earliest Year/Latest Year
Canceled Checks, ~~non-current~~	July '91 to June '96

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Canceled Checks for A/P check runs performed each week. Does not include any type of remittance copy or stubs.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☐ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☒ Other (specify) Canceled Checks	☐ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ☒ Other (specify) Checks in numerical order by the month cleared bank and seperated by our copy of various debit memos	15 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☒ Other (specify) Bankers Boxes
		10. Annual Accumulation 6 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)

11. File is Used - Infrequently ☐ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After Fiscal Year ends ____ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) County Building, Storage Area behind stage	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☑ No
15. Access Restrictions ☐ Yes ☑ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☑ State ☑ Federal ☑ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☑ No	18. Recommended Retention Retain for three years, then destroy

19. Name and Title of Preparer	20. Telephone Number	21. Date

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ____ OF ____
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit —

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	5. Earliest Year/Latest Year
Bank statements, account(s), + fund(s) reconciliations	FY90 to present

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☒ Letter Size folders ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify) _____	☐ Alphabetical ☐ Numerical ☒ Chronological ☐ Geographical ☐ Other (specify) _____	☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) _____ Number ☐ Other (specify) Bankers Boxes
		10. Annual Accumulation ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) _____ Number ☐ Other (specify) Bankers Boxes

11. File is Used	12. File Becomes Inactive After - FY ends
☒ Daily ☐ Weekly ☐ Monthly especially w/ General Fund information	_____ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) County Building, Storage Area behind stage + in office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☒ No
15. Access Restrictions ☐ Yes ☒ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☑ State ☑ Federal ☑ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☒ No	18. Recommended Retention RETAIN FOR 3 YRS AND UNTIL ALL AUDIT Requirements Have been Fulfilled, THEN DESTROY.

19. Name and Title of Preparer	20. Telephone Number	21. Date

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ____ OF ____
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit —

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	5. Earliest Year/Latest Year
White Plains Golf Course Daily Register Receipts	FY93 to 3/31/97

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Register receipts of Pro Shop and Concessions at W.P.G.C.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☐ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☒ Other (specify) each register tapes	☐ Alphabetical ☐ Numerical ☒ Chronological ☐ Geographical ☐ Other (specify)	9 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☒ Other (specify) Bankers Boxes
		10. Annual Accumulation 3 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☒ Other (specify) Bankers Boxes

11. File is Used once or twice a year if that	12. File Becomes Inactive After FY ends
☐ Daily ☐ Weekly ☐ Monthly	____ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) County Building, Storage area behind stage	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☒ No
15. Access Restrictions ☐ Yes ☒ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☒ State ☒ Federal ☒ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☒ No	18. Recommended Retention 3 YRS Retain until audit requirements are met, then destroy.

19. Name and Title of Preparer	20. Telephone Number	21. Date

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ____ OF ____
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit —

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	5. Earliest Year/Latest Year
Treasurer's Reports, current FY	FY97 to FY97

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

The Treasurer's Report is the daily activity of work processed through the cashiers in the Treasurer's Office. The daily report is a combination of cashier's reports (edit lists + postings) and correspondence. The correspondence is typically found in the form of check remittances, photocopies, transmittal forms, office permit copies, and any other related backup.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☑ Letter Size ☐ Microfilm ☑ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify)	☐ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ☑ Other (specify) Typically consists of total collection calculation, followed by cashier's reports and then various correspondence	* Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) Stored on top of 5+ file cabinets
		10. Annual Accumulation 4 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) Approximately 8 Bankers Boxes

11. File is Used	12. File Becomes Inactive After
☑ Daily ☐ Weekly ☐ Monthly	____ Number ☐ Month(s) ☐ Year(s) Fiscal Year ends or Audit work, whichever is longer
13. Current Location(s) (Bldg., Floor, Room) County Building, Accounting - in office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☑ No
15. Access Restrictions ☐ Yes ☑ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☑ State ☑ Federal ☑ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☑ No	18. Recommended Retention

19. Name and Title of Preparer	20. Telephone Number	21. Date

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ____ OF ____
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit —

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	5. Earliest Year/Latest Year
Treasurer's Reports, non-current	FY90 to FY96

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

The Treasurer's Report is the daily activity of work processed through the cashiers in the Treasurer's Office. The daily report is a combination of cashier's reports (edit lists + postings) and correspondence. The correspondence is typically found in the form of check remittances, photocopies, transmittal forms, office permit copies, and any other related backup.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume	10. Annual Accumulation
☑ Letter Size ☐ Microfilm ☑ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify)	☐ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ☑ Other (specify) Typically consists of total collection calculation, followed by cashier's reports and then various correspondence	35 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☒ Other (specify) Bankers Boxes	8 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)

11. File is Used	12. File Becomes Inactive After
Anywhere from 0 up to 5 or more depending ☐ Daily ☐ Weekly ☑ Monthly	____ Number ☐ Month(s) ☐ Year(s) Fiscal Year ends or Audit work, whichever is longer
13. Current Location(s) (Bldg., Floor, Room) County Building, Storage area behind stage	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☑ No
15. Access Restrictions ☐ Yes ☑ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☑ State ☑ Federal ☑ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☑ No	18. Recommended Retention

19. Name and Title of Preparer	20. Telephone Number	21. Date

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ___ OF ___
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit —

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	5. Earliest Year/Latest Year
Jury Slips, current FY	FY97 to FY97

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Jury Slips are the portion of the Jury Vouchers stamped + validated by the Bank returned to the County. The T.O. cashiers receive them check for accuracy between vouchers & total amts, + place JE sheet on top w/ date and breakdown between grand + petit jury.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☐ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☒ Other (specify) ~~approximately~~ half a letter size page	☐ Alphabetical ☐ Numerical ☒ Chronological ☐ Geographical ☐ Other (specify)	☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) 1 Number
		10. Annual Accumulation ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) 1 Number

11. File is Used once recorded + GF is reconciled, never a need to go back into file.	12. File Becomes Inactive After Fiscal Year ends
☐ Daily ☐ Weekly ☐ Monthly	___ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) County Building, Accounting - in office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☒ No
15. Access Restrictions ☐ Yes ☒ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☒ State ☒ Federal ☒ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☒ No	18. Recommended Retention Retain for 1 year or until all audit requirements are met, whichever is longer, then destroy.

19. Name and Title of Preparer	20. Telephone Number	21. Date

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ___ OF ___
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit —

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	5. Earliest Year/Latest Year
Jury Slips, non-current	FY90 to FY96

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Jury Slips are the portion of the Jury Vouchers stamped + validated by the Bank returned to the County. The T.O. cashiers receive them, check for accuracy between vouchers + debit memo's, + place JE sheet on top w/ date and breakdown between grand + petit jury.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☐ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☒ Other (specify) ~~approximately~~ half a letter size page	☐ Alphabetical ☐ Numerical ☒ Chronological ☐ Geographical ☐ Other (specify) _____	3* Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☒ Other (specify) * Bankers Box
		10. Annual Accumulation 1 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☒ Other (specify) Bankers Box

11. File is Used once recorded + GF is reconciled, never a need to go back into file. ☐ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After Fiscal Year ends ___ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) County Building, Storage area behind stage	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☒ No
15. Access Restrictions ☐ Yes ☒ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☒ State ☒ Federal ☒ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☒ No	18. Recommended Retention Retain for 1 year or until all audit requirements are met, whichever is longer, then destroy.

19. Name and Title of Preparer	20. Telephone Number	21. Date

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ____ OF ____
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit —

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	5. Earliest Year/Latest Year
W.P.G.C. Daily Transmittals, non current	FY95 to FY96

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Record of W.P.G.C. daily activity. Attached to each day is a summary from the Pro Shop + Concession registers, any notes or explanations, the deposit ticket copy, and any copies for donations. The transmittal form is a breakdown of the various items to ease in journal entry processing

7. Record Series Format(s)	8. Record Series Sequence	9. Volume	10. Annual Accumulation
☐ Letter Size ☐ Microfilm ☑ Legal Size Files ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify)	☐ Alphabetical ☐ Numerical ☑ Chronological ☐ Geographical ☐ Other (specify)	4 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☒ Other (specify) Legal accordion files	2 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)

11. File is Used	12. File Becomes Inactive After Fiscal Year ends
☐ Daily ☑ Weekly ☐ Monthly	____ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) County Building, Storage Area behind stage	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☑ No
15. Access Restrictions ☐ Yes ☑ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☑ State ☑ Federal ☑ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☑ No	18. Recommended Retention Retain for 3 yrs, then destroy.

19. Name and Title of Preparer	20. Telephone Number	21. Date

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ____ OF ____
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit —

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	5. Earliest Year/Latest Year
W.P.G.C. Daily Transmittals, current	FY97 to FY97

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Record of W.P.G.C. daily activity. Attached to each day is a summary from the Pro Shop + Concession registers, any notes or explanations, the deposit ticket copy, and any copies for donations. The transmittal form is a breakdown of the various items to ease in journal entry processing

7. Record Series Format(s)	8. Record Series Sequence	9. Volume	10. Annual Accumulation
☐ Letter Size ☐ Microfilm ☑ Legal Size Files ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify)	☐ Alphabetical ☐ Numerical ☑ Chronological ☐ Geographical ☐ Other (specify)	2 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☒ Other (specify) Legal accordion files	2 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)

11. File is Used	12. File Becomes Inactive After Fiscal Year ends
☐ Daily ☑ Weekly ☐ Monthly	____ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) County Building, Accounting - in office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☑ No
15. Access Restrictions ☐ Yes ☑ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☑ State ☑ Federal ☑ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☑ No	18. Recommended Retention Retain for 3 yrs, then destroy.

19. Name and Title of Preparer	20. Telephone Number	21. Date

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ____ OF ____
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit —

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	5. Earliest Year/Latest Year
Landfill Cash Tickets	5/16/95 to current

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

County copy of landfill's cash tickets. Tickets reflect gross, tare, + net weight of vehicle passing over scale as well as type of material and price owed. Also, included are "0 money due invoices run at the end of each month.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☐ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☒ Other (specify) tickets packed in boxes	☐ Alphabetical ☐ Numerical ☒ Chronological ☐ Geographical ☐ Other (specify)	5 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)
		10. Annual Accumulation 2 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)

11. File is Used 2-3 times a month	12. File Becomes Inactive After FY ends
☐ Daily ☐ Weekly ☒ Monthly	____ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) County Building, Storage area behind stage	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☒ No
15. Access Restrictions ☐ Yes ☒ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☒ State ☒ Federal ☒ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☒ No	18. Recommended Retention Retain for three years or until all audit requirements are met, whichever is longer, then destroy.

19. Name and Title of Preparer	20. Telephone Number	21. Date

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ____ OF ____
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit —

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	5. Earliest Year/Latest Year
Landfill Cash + Credit Sales Reports	5/16/95 to present

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Daily cash + credit sales reports that list ticket #, driver, material, weights, and price. Attached to cash reports are transmittals validated by T.O. with breakdown of keycode amounts. File also includes deleted ticket listing as well as deleted and changed tickets.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume	10. Annual Accumulation
☐ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☒ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify) _____	☐ Alphabetical ☐ Numerical ☒ Chronological ☐ Geographical ☐ Other (specify) _____	5 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)	2 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)

11. File is Used	12. File Becomes Inactive After FY ends
☒ Daily ☐ Weekly ☐ Monthly	____ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) County Building, Storage Area behind stage	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☒ No
15. Access Restrictions ☐ Yes ☒ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☒ State ☒ Federal ☒ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☒ No	18. Recommended Retention Retain for 3 years or until audit requirements are met, whichever is longer, then destroy.

19. Name and Title of Preparer	20. Telephone Number	21. Date

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ____ OF ____
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit —

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	5. Earliest Year/Latest Year
Accounts Payable Reports, current FY	FY97 to FY97

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

(1) Summary Check Registers - listing of check runs w/ check #, payee, date, and $ amount.
(2) Detail Check Registers - listing of check runs w/ check #, payee, date, invoices, invoice amounts, check amount.
(3) Post Vendor Checks - same as detail check registers.
(4) Handcut and Void Checks File - update reconciled checks, check register reports for each handcut + void check along w/ some notes in regards to reason.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume	10. Annual Accumulation
☐ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☑ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify)	☐ Alphabetical ☐ Numerical ☒ Chronological ☐ Geographical ☐ Other (specify)	5 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☒ Other (specify) Bound Books	6 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☒ Other (specify) Bound Books

11. File is Used ☐ Daily ☑ Weekly ☐ Monthly A few times a week	12. File Becomes Inactive After Fiscal Year Ends ____ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) County Building, Accounting - in office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☑ No
15. Access Restrictions ☐ Yes ☑ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☑ State ☑ Federal ☑ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☑ No	18. Recommended Retention Retain for three years, then destroy

19. Name and Title of Preparer	20. Telephone Number	21. Date

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ____ OF ____
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit —

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	5. Earliest Year/Latest Year
Accounts Payable Reports, non current	FY94 to FY96

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

(1) Summary Check Registers - listing of check runs w/ check #, payee, date, and amount.
(2) Detail Check Registers - listing of check runs w/ check #, payee, date, invoices, invoice amounts, check amount.
(3) Post Vendor Checks - same as detail check registers.
(4) Handout and Void Checks File - update reconciled checks, check register reports for each handout + void check along w/ some notes in regards to reason.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume	10. Annual Accumulation
☐ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☑ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify)	☐ Alphabetical ☐ Numerical ☒ Chronological ☐ Geographical ☐ Other (specify)	3 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☒ Other (specify) Bankers Boxes	1 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☒ Other (specify) Bankers Boxes

11. File is Used Not often ☐ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After Fiscal Year Ends ____ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) County Building, Storage Area behind stage	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☑ No
15. Access Restrictions ☐ Yes ☑ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☑ State ☑ Federal ☑ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☑ No	18. Recommended Retention Retain for three years, then destroy

19. Name and Title of Preparer	20. Telephone Number	21. Date

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ____ OF ____
1. Department/Agency Treas.	2. Division	3. Unit

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	5. Earliest Year/Latest Year
A/P Cancelled checks / BK Stmts	7/87 to 6/91

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☐ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☒ Other (specify) checks	☐ Alphabetical ☒ Numerical ☒ Chronological ☐ Geographical ☐ Other (specify)	small ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) 20 Number
		10. Annual Accumulation ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) ____ Number none

11. File is Used	12. File Becomes Inactive After
☐ Daily ☐ Weekly ☐ Monthly none	____ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) T.O. cabinet in front	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☒ No
15. Access Restrictions ☐ Yes ☒ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☒ No	18. Recommended Retention Acctg?

19. Name and Title of Preparer	20. Telephone Number	21. Date
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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ____ OF ____
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit —

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	5. Earliest Year/Latest Year
Water + Sewer Billing Reports	FY95 to FY96

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

—

7. Record Series Format(s)	8. Record Series Sequence	9. Volume	10. Annual Accumulation
☒ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify)	☐ Alphabetical ☐ Numerical ☒ Chronological ☐ Geographical ☐ Other (specify)	3 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☒ Other (specify) Bankers Boxes	1-2 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☒ Other (specify) Bankers Boxes

11. File is Used	12. File Becomes Inactive After FY ends
☐ Daily ☐ Weekly ☒ Monthly	____ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) County Building, Storage Area behind stage	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☒ No
15. Access Restrictions ☐ Yes ☒ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☑ State ☑ Federal ☑ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☐ No	18. Recommended Retention RETAIN for 3 yrs AND UNTIL All Audit Requirements Have been Fulfilled, Then Destroy.

19. Name and Title of Preparer	20. Telephone Number	21. Date

DGS 550-4 (Rev. 1/93)

OK

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 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ____ OF ____

1. Department/Agency	2. Division	3. Unit
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.

4. Record Series Title: Tax Information & Ledgers (Billing) HERN?

5. Earliest Year/Latest Year: ____ to ____ see # 6

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose and nature of the series.)

Tax Records

Real Estate Taxes 1966-79 & 82-93
Corp Taxes 89-92
BPP Taxes 84-85 & 89-92
~~Public Utility 89-92~~
Cty Bonds 80-81
Fixed Assets 80-81
~~Check Register~~ 74-79
~~Voided Checks~~ 74-79

~~Section 8 77-79~~
Revenue Ledger 74-81
Budget Ledger 74-81
General Ledger 75-81
Anticipated Rev. 77-79
Special Rev. 80-81

Acct'g Records

RECEIVED
MAY 9 1997
COUNTY COMMISSIONERS
OF CHARLES COUNTY MARYLAND
LA PLATA, MARYLAND

7. Record Series Format(s)

- ☐ Letter Size
- ☑ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☐ Other (specify)

8. Record Series Sequence

- ☐ Alphabetical
- ☐ Numerical
- ☑ Chr
- ☐ Geo
- ☐ Other

9. Volume: 4 (2/9/98)

- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☒ Other (specify) Bound books microfiche conta

Jackie - FYI - Here are some records on microfiche in our office. Adair

ulation
- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☒ Other (specify) not yet in microfilm
- ☐ Year(s)

11. File is Used: ☐ Daily ☐ Weekly ☐ Monthly When Needed

13. Current Location(s) (Bldg., Floor, Room): T.O. Storeroom

15. Access Restrictions: ☐ Yes ☑ No
(If Yes, cite Law(s) & Regulation(s))

☐ None ☐ State ☐ Federal ☑ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

☐ Yes ☑ No

18. Recommended Retention: OVER ~~Permanent~~

19. Name and Title of Preparer	20. Telephone Number	21. Date

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ___ OF ___

1. Department/Agency	2. Division	3. Unit
Fiscal Services	Accounting	Utilities

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	5. Earliest Year/Latest Year
Utilities Billing Transaction	1991 to Present

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Consumption Proof reports - amount of water usage for a quarter
Billing Register - Amount billed to customer
Penalty Register - Amount added to water bill if not paid in 30 days
Adjustment Register - any changes on a customers utility account
Recalculate Register - any changes on a customers utility account
Payment Registers - Amount collected by the Treasurer's office daily

7. Record Series Format(s)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (specify) _____

8. Record Series Sequence

- [ ] Alphabetical
- [ ] Numerical
- [x] Chronological
- [ ] Geographical
- [ ] Other (specify) _____

9. Volume

30 Number

- [x] File Drawer(s)
- [ ] Microfilm Reel(s)
- [ ] Computer Tape(s)
- [x] Other (specify) Boxes

10. Annual Accumulation

10 Number

- [ ] File Drawer(s)
- [ ] Microfilm Reel(s)
- [ ] Computer Tape(s)
- [x] Other (specify) Boxes

11. File is Used
- [x] Daily
- [ ] Weekly
- [ ] Monthly

12. File Becomes Inactive After
6 Number
- [x] Month(s)
- [ ] Year(s)

13. Current Location(s) (Bldg., Floor, Room)
Utility Billing Storeroom

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
- [ ] Yes
- [x] No

15. Access Restrictions
- [ ] Yes
- [x] No

(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
- [ ] None
- [x] State
- [ ] Federal
- [x] Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
- [ ] Yes
- [x] No

18. Recommended Retention
~~One year plus current~~
~~Dispose of 6 month after audit~~
RETAIN FOR 3 YRS AND UNTIL AUDITED THEN DESTROY

19. Name and Title of Preparer	20. Telephone Number	21. Date
Audrey Livers Billing Manager	301-645-0588	6-5-97

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ____ OF ____
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit Utilities

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	5. Earliest Year/Latest Year
Account Balances	91 to pres.

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Accounts Ballance Reports - monthly - Balance on each account at the end of each month
Accounts Receivable Aging Reports "
Account Balance Report - year end "

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☑ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify)	☐ Alphabetical ☐ Numerical ☑ Chronological ☐ Geographical ☐ Other (specify)	4 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify) Boxes
		10. Annual Accumulation 4 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify) Boxes

11. File is Used ☑ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After 6 Number ☑ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Utility Billing Storeroom	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☑ No
15. Access Restrictions ☐ Yes ☑ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☑ State ☐ Federal ☑ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☑ No	18. Recommended Retention OVER 1. ~~dispose of 6 month after audit~~ 2. year end - ~~keep indefinitely~~ PERMANENT.

19. Name and Title of Preparer	20. Telephone Number	21. Date
Audrey Livers Billing Manager	301-645-0588	6-5-97

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ___ OF ___
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit Utilities

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	5. Earliest Year/Latest Year
Accounts Receivable Transaction	91 to pres

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Accounts Receivable Payments - amount collected by the Treasurer's Office daily.

Invoice Edit Listings - amounts billed to customer

Holding Tank Tickets -

Landfill Tickets

7. Record Series Format(s)	8. Record Series Sequence	9. Volume	10. Annual Accumulation
☑ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify)	☐ Alphabetical ☐ Numerical ☑ Chronological ☐ Geographical ☐ Other (specify)	10 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify) Boxes	5 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify) Boxes

11. File is Used	12. File Becomes Inactive After
☑ Daily ☐ Weekly ☐ Monthly	6 Number ☑ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)
Utility Billing Storeroom	☐ Yes ☑ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements
☐ Yes ☑ No	☐ None ☑ State ☐ Federal ☑ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software	18. Recommended Retention
☐ Yes ☑ No	RETAIN FOR 3 YRS AND UNTIL ALL AUDITS REQUIREMENT HAVE BEEN FULFILLED, THEN DESTROY.

19. Name and Title of Preparer	20. Telephone Number	21. Date
Audrey Livers Billing Manager	301-645-0538	6-5-97

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ____ OF ____
1. Department/Agency Fiscal Services	2. Division Accounting	3. Unit Utilities

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	5. Earliest Year/Latest Year
Work Orders	91 to Pres.

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Finals - Change of individuals to a property.
Check meter - Why the meter isn't functioning properly
Meter Changeout - New meters have been replaced with old meter.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume	10. Annual Accumulation
☑ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify)	☐ Alphabetical ☐ Numerical ☑ Chronological ☐ Geographical ☐ Other (specify)	10 Number ☑ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify) Boxes	5 Number ☑ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify) Boxes

11. File is Used	12. File Becomes Inactive After
☑ Daily ☐ Weekly ☐ Monthly	6 Number ☑ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Utility Billing Storeroom	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☑ No
15. Access Restrictions ☐ Yes ☑ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☑ State ☐ Federal ☑ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☑ No	18. Recommended Retention RETAIN FOR 2 YRS ~~One year~~ ~~plus current, Plus one year~~ THEN Destroy

19. Name and Title of Preparer	20. Telephone Number	21. Date
Audrey Livers Billing Manager	301-645-0588	6-5-97

DGS 550-4 (Rev. 1/93)

OK

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 7278 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 1 OF 5
1. Department/Agency FISCAL SERVICES	2. Division PURCHASING	3. Unit

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	5. Earliest Year/Latest Year
PURCHASE ORDERS/REQUISITIONS	FY 90 to FY 94

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

PURCHASE ORDERS/REQUISITIONS

7. Record Series Format(s)	8. Record Series Sequence	9. Volume	10. Annual Accumulation
☒ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify)	☒ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ☐ Other (specify)	23 Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)	3 Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)

11. File is Used	12. File Becomes Inactive After
☐ Daily ☐ Weekly ☒ Monthly	7 Number ☐ Month(s) ☒ Year(s)
13. Current Location(s) (Bldg., Floor, Room) CHARLES COUNTY GOVERNMENT BUILDING PURCHASING OFFICE REAR OF CENTRAL STOREROOM	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☒ No
15. Access Restrictions ☐ Yes ☒ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☒ State ☐ Federal ☐ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☒ No	18. Recommended Retention RETAIN 7 YEARS, THEN DESTROY
19. Name and Title of Preparer THOMAS E. KELLEY CHIEF OF PURCHASING	20. Telephone Number (301) 645-0656
21. Date 7/9/97	

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 850-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7276 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 2 OF 5
1. Department/Agency FISCAL SERVICES	2. Division PURCHASING	3. Unit

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	5. Earliest Year/Latest Year
PURCHASE ORDERS/REQUISITIONS	FY 95 to FY 98

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

PURCHASE ORDERS/REQUISITIONS

Same As Pg 1.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☒ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify)	☒ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ☐ Other (specify)	☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) 6 Number
		10. Annual Accumulation ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) 3 Number

11. File is Used	12. File Becomes Inactive After
☒ Daily ☐ Weekly ☐ Monthly	7 Number ☐ Month(s) ☒ Year(s)
13. Current Location(s) (Bldg., Floor, Room) CHARLES COUNTY GOVERNMENT BUILDING PURCHASING OFFICE - ROOM B-129	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☒ No
15. Access Restrictions ☐ Yes ☒ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☒ State ☐ Federal ☐ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☒ No	18. Recommended Retention 7 YEARS

19. Name and Title of Preparer	20. Telephone Number	21. Date
THOMAS E. KELLEY CHIEF OF PURCHASING	(301) 645-0656	7/9/97

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 3 OF 5
1. Department/Agency FISCAL SERVICES	2. Division PURCHASING	3. Unit

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	5. Earliest Year/Latest Year
BIDS/CONTRACTS	FY 76 to FY 89

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

RECORDS OF ALL FORMAL BID SOLICITATIONS INCLUDING ADVERTISEMENT, SPECIFICATIONS, SPECIAL PROVISIONS, GENERAL CONDITIONS, CONTR , BONDS, INSURANCE CERTIFICATES, GENERAL CORRESPONDENCE, ETC.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume	10. Annual Accumulation
☐ Letter Size ☐ Microfilm ☒ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify)	☐ Alphabetical ☒ Numerical ☐ Chronological ☐ Geographical ☐ Other (specify)	15 Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)	1 Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)

11. File is Used	12. File Becomes Inactive After
☐ Daily ☐ Weekly ☒ Monthly	7 Number ☐ Month(s) ☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)
CHARLES COUNTY GOVERNMENT BUILDING PURCHASING OFFICE REAR OF CENTRAL STOREROOM	☐ Yes ☒ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements
☐ Yes ☒ No	☐ None ☒ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software	18. Recommended Retention
☒ Yes ☐ No WRITTEN LOG BOOK	RETAIN ~~MINIMUM~~ 7 YEARS, THEN DESTROY

19. Name and Title of Preparer	20. Telephone Number	21. Date
THOMAS E. KELLEY CHIEF OF PURCHASING	(301) 645-0656	7/9/97

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 4 OF 5
1. Department/Agency FISCAL SERVICES	2. Division PURCHASING	3. Unit

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	5. Earliest Year/Latest Year
BIDS/CONTRACTS	FY 90 to FY 98

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

RECORDS OF ALL FORMAL BID SOLICITATIONS, INCLUDING ADVERTISEMENT, SPECIFICATIONS, SPECIAL PROVISIONS, GENERAL CONDITIONS, CONTRACT, BONDS, INSURANCE CERTIFICATES, SPECIAL CORRESPONDENCE, ETC.

SAME AS #93

7. Record Series Format(s)	8. Record Series Sequence	9. Volume	10. Annual Accumulation
☐ Letter Size ☐ Microfilm ☒ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify)	☐ Alphabetical ☒ Numerical ☐ Chronological ☐ Geographical ☐ Other (specify)	10 Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)	1 Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)

11. File is Used	12. File Becomes Inactive After
☒ Daily ☐ Weekly ☐ Monthly	7 Number ☐ Month(s) ☒ Year(s)
13. Current Location(s) (Bldg., Floor, Room) CHARLES COUNTY GOVERNMENT BUILDING PURCHASING OFFICE ROOM B-129	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☒ No
15. Access Restrictions ☐ Yes ☒ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☒ State ☐ Federal ☐ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☒ Yes ☐ No WRITTEN LOG BOOK	18. Recommended Retention MINIMUM 7 YEARS

19. Name and Title of Preparer	20. Telephone Number	21. Date
THOMAS E. KELLEY CHIEF OF PURCHASING	(301) 645-0656	7/11/97

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 5 OF 5
1. Department/Agency FISCAL SERVICES	2. Division PURCHASING	3. Unit

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	5. Earliest Year/Latest Year
STOREROOM RECEIPTS	FY 91 to FY 97

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

STOREROOM SALES RECEIPTS

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☐ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☒ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify)	☐ Alphabetical ☒ Numerical ☐ Chronological ☐ Geographical ☐ Other (specify)	☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) 1 Number
		10. Annual Accumulation ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) 1/10 Number

11. File is Used	12. File Becomes Inactive After
☐ Daily ☐ Weekly ☒ Monthly	7 Number ☐ Month(s) ☒ Year(s)
13. Current Location(s) (Bldg., Floor, Room) CHARLES COUNTY GOVERNMENT BUILDING PURCHASING OFFICE REAR OF CENTRAL STOREROOM	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☒ No
15. Access Restrictions ☐ Yes ☒ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☒ State ☐ Federal ☐ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☒ No	18. Recommended Retention RETAIN 7 YEARS, THEN DESTROY.

19. Name and Title of Preparer	20. Telephone Number	21. Date
THOMAS E. KELLEY CHIEF OF PURCHASING	(301) 645-0656	7/11/97

DGS 550-4 (Rev. 1/93)