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

Schedule No. C \$70

Page 1

Agency		
Wash	ington	County

Division/Unit Finance

Washin	gton County	Fir	nance
Item No	Description	· · · · · · · · · · · · · · · · · · ·	Retention
1	Ledger cards: general ledger information, appropriative revenue, shows account, number, code, date, P.O. #, number, description, transactions, totals to date		Permanent. Transfer periodically to the MD State Archives
2	Public improvement bonds: correspondence, applicat proceeds, description of bonds, notice of sale, consencertificate of assessed value, tax compliance certificate capital budget report, results of competitive sale, capital budget report, results of competitive sale, capital provement programs 1996-2001	its, tion,	Retain for twenty (20) years, then destroy. Prior to destruction, review for extended retention requirements
3	Debt schedules: invoices, bond payable statements, a machine tapes, work papers, bond discount statement tickets, correspondence, tax forms, principal advice s transactions statement	ts, deposit	Retain for twenty (20) years, then destroy. Prior to destruction, review for extended retention requirements
4	Transportation bond information -contains but not limited to: memos, sinking fund requirement and debt service payments, bond book entries, participation agreements, revised participation agreements, loan proceeds cert., request for reimbursement		Retain for twenty (20) years, then destroy. Prior to destruction, review for extended retention requirements
5	Certificates of deposit, bond projects: statement of receipts of interest income, credit advice, confirmation, work papers		Retain for twenty (20) years, then destroy. Prior to destruction, review for extended retention requirement
	Year end work papers - support; capital projects, golf course, general fixed assets, transportation and airport, utility funds, general funds, general file, agency fund, special revenue funds, deferred comp., transaction summary		Retain for three (3) years and until all audit requirements have been met, then destroy.
Approved	by Department, Agency or Division Representative	Schedule A	Authorized by State Archivist
Date	June 21, 1999	Date	JUL 2 0 1999
Signatura	T 1 B.W	Jaco	St. 10 Part

Date	June 21, 1999
Signature	Til Billion
Signature	
Type Name	JoniiL. Bittner
Title	County Clerk

Signature Strand C. Seperfur

## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

#### RECORDS RETENTION AND DISPOSAL SCHEDULE

(CONTINUATION SHEET)

Schedule	No	B	TO
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Item No	Description	Retention
7	Tax information: tax returns consisting of FICA, state retirement, state withholding, county retirement, federal withholding, computer generated printouts, adding machine tapes, deposits, returns, forms, attachments, correspondence	Retain for three (3) years and until all audit requirements have been met, then destroy.
8	Federal W-2's: file copies, computer listings	Retain for three (3) years and until all audit requirements have been met, then destroy.
9	Vouchers: voucher forms listing: invoice/purchase orders, voucher number, p.o. number, vendor number, N/A, invoice number, date, pay date, total, description, fund/type, dept., object, p.o. register, voucher register, check register, voided check register, voucher schedule	Retain for three (3) years and until all audit requirements have been met, then destroy.
10	Budget reports - computer generated: balance sheets, budget report, revenue report, budget transfer request, work papers, approved operating budget, long range strategic operating summary, personnel reclassification request, capitol outlay request	Retain for three (3) years and until all audit requirements have been met, then destroy.
11	Budget reports - computer generated: balance sheets, budget report, revenue report, general journals, expenditure report, revenue transaction reports, expenditure reports, budget transfer requests	Retain for three (3) years and until all audit requirements have been met, then destroy.
12	Budget reports (year end): work papers, approved operating budget long range strategic operating summary	Retain for three (3) years and until all audit requirements have been met, then destroy
13	Time cards: computer generated  Time cards - Washington County commissioners: computer generated, missing time card list by week, various computer printouts, adjustment list, car use, defer annuity, supplemental deduction edit. Time cards - transportation county road	Retain for three (3) years and until all audit requirements have been met, then destroy.
14	Payroll reports -contains but not limited to: pre-check register, attendance sheets, check register, payroll analysis, overhead report, proof register, payroll audit log, year-to-date report	Retain for three (3) years and until all audit requirements have been met, then destroy.

### DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

#### RECORDS RETENTION AND DISPOSAL SCHEDULE

(CONTINUATION SHEET)

Schedule No.	C870
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Item No	Description	Retention
15	Weekly payroll registers: computer generated - check register, direct deposit register, year-to-date, labor distribution, retirement deductions, adds and changes to master file, leave status, proof and deductions, time transaction edit list	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
16	Payroll reports - computer generated: pre-check register, year-to-date report, check register, payroll analysis, payroll overhead reports, labor register, control header audit report, payroll audit log, payroll proof register, all deductions report	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
17	Payroll attendance sheets: computer generated employee attendance exception listings, leave available, wages, vacation hours, sick hours, personnel	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
18	Payroll change files -contains but not limited to: correspondence, adjustment file maintenance, payroll information sheet, withholding certification	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
19	Payroll deductions: computer generated weekly retirement reports, annuity bonds, union dues, united fund, FICA, state withholding, leins, credit union, health insurance deductions, proof and deduction reports	Retain for three (3) years and until all audit requirements have been met, then destroy.
20	Payroll checks (cancelled) and computer generated cancelled check list	Retain for three (3) years and until all audit requirements have been met, then destroy.
21	Personnel terminations -contains but not limited to: withholding certificates, notification of personnel action, resignation memo, copies of payroll checks, employer's first report of injury, insurance claims, retirement forms, benefit payments, drug and medicine records	Retain for three (3) years and until all audit requirements have been met, then destroy.
22	Telephone bills -contains but not limited to: itemized call detail report, payment and adjustment report, payment voucher, monthly invoice, activity report	Retain for three (3) years and until all audit requirements have been met, then destroy.
23	Uniform finance reports -contains but not limited to: transmittal and verification documents, review, annual financial report, shows revenue by general fund, capital projects, enterprise, schedule of fees	Retain for three (3) years and until all audit requirements have been met, then destroy.

#### DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

#### RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. CTTO

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Item No	Description	Retention
24	Conventions and visitors bureau CPA reports -contains but not limited to: tax filing instructions, tax returns, personal property returns, financial information, minutes of convention bureau board of directors, grant data	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. Transfer periodically to the Maryland Archives.
25	Washington County regional airport: billing master file, computer generated listings showing account, N&A, description, rent amount, budget code, req. #, contact, payment journal, copy of invoice and check received, rental car concession report, adding machine tapes	Retain for three (3) years and until all audit requirements have been met, then destroy.
26	Roads billing: billing for gasoline, fuel tax, payments are received from airports, golf course, board of education, court house library, SPCA, Boonsboro, HeadStart, housing, etc., payable to commissioners	Retain for three (3) years and until all audit requirements have been met, then destroy.
27	Grants -contains but not limited to: auditors report, audit agreements, health and life premiums, expenditure account history, invoices, store room requisitions, expenditure transaction reports, budget transactions, check copies, reimbursement claims, budget balance report	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
28	Washington County workers compensation fund checks (cancelled)	Retain for three (3) years and until all audit requirements have been met, then destroy.
29	Workers compensation account closed - bank reconciliation: bank reconciliation statements: commissioners receipts for W.C. premiums, worker's compensation payroll analysis for roads dept.	Retain for five (5) years, then destroy.
30	Warrant request: treasurer's report warrant, ACH transfer lists, warrant number, fund, date, pay to, amount, dept, object and sub object	Retain for three (3) years and until all audit requirements have been met, then destroy.

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

(CONTINUATION SHEET)

Schedule	No.
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Item No.	Description	Retention
31	General ledger -contains but not limited to: journal entries, G/L postings and updates, registers, appropriation journals, encumbrance journals, G/L detail list, current disbursement journal, check registers, revenue transaction list, 13 <sup>th</sup> month prior year expenditures	Retain for three (3) years and until all audit requirements have been met, then destroy.
32	Warrants and journal entries: journal entry forms, shows: fund name, journal voucher number, date, account name, number, debit, credit, back up data, labor distribution, warrant request, treasurer, memos	Retain for three (3) years and until all audit requirements have been met, then destroy
33	General ledger transaction report: computer generated, lists: account, date, reference, vendor number and name, description, debit, credit, year to date transactions, general ledger update, check register, revenue transaction report, expenditures, 13 <sup>th</sup> month prior year	Retain for three (3) years and until all audit requirements have been met, then destroy
34	Payroll account bank reconciliation: computer generated listings - check number, date, outstanding check number, amount, bank statement, work papers, check copies, outstanding check listing	Retain for three (3) years and until all audit requirements have been met, then destroy
35	Poll workers check registers: computer generated listings: district, name, gross amount, net amount, check number, date, social security number	Retain for three (3) years and runtil all audit requirements have been met, then destroy.
36	General ledger trial balance (budget reports) - computer generated listing: account code, title, debit, credit, balance, date	Retain for three (3) years and until all audit requirements have been met, then destroy.
37	Warrants disbursements journal - computer generated listing: warrant number, received from, date, account code, amount, debit, credit	Retain for three (3) years and until all audit requirements have been met, then destroy.
38	Cancelled checks: general disbursement checks (cancelled), list of check number, amount, trace number	Retain for three (3) years and until all audit requirements have been met, then destroy.
39	General fund treasurer's reports: cash statements, adding machine receipts	Retain for three (3) years and until all audit requirements have been met, then destroy.

#### DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. C870

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Item	Dogovintion	Dodor-4:
No.	Description	Retention
40	Audit controlled forms (yellow): record of monies paid to the county commissioners, listing: department, received from, address, paid by (check and cash), description, amount	Retain for three (3) years and until all audit requirements have been met, then destroy.
41	Accounting receipts: pink/yellow account receipt forms, remittance advice, copy of voucher, copy of check stub	Retain for three (3) years and until all audit requirements have been met, then destroy.
42	Stock room billing: computer generated listings, containing: stock room usage bill, requisition forms, adding machine tapes	Retain for three (3) years and until all audit requirements have been met, then destroy.
43	Washington County public golf courses: Black Rock - Washington County public pro shop sales, invoices, payroll reports, time cards, restaurant sales	Retain for three (3) years and until all audit requirements have been met, then destroy.
44	Financial reports/audits (year end): reports created by CPA firm	Permanent. Transfer periodically to the MD State Archives
45	County owned rental properties -contains but not limited to: invoices for rents paid, lease agreements, correspondence, accounting receipt forms, rental spreadsheets	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. Transfer periodically to the Maryland Archives.
46	Misc. subject files pertaining to civil defense, oil spills, planning department, 1099s, mosquito control, rent, memo, fire companies, parks and recreation; consists of correspondence, invoices, oil spill call out sheets, 1096 forms, tax returns, 1099	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. Transfer periodically to the Maryland Archives.

# DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. CBTO

7

	(CONTINUATION SHEET)	Page 7 of 7
Item No.	Description	Retention
47	Gasoline revenue files: remittance advice from the state of MD, pink receipt copy, correspondence, check copies	Retain for three (3) years and until all audit requirements have been met, then destroy.
48	Transportation revenue sharing - highway (state of MD): remittance advice, correspondence, pink account receipts	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. Transfer periodically to the Maryland Archives.
49	Interest on repo's -contains but not limited to: yellow receipts, tickets, confirmation notice, treasury notes, investment pool, depository accounts, interest sheets	Retain for three (3) years and until all audit requirements have been met, then destroy.
50	Fixed assets: computer generated listing, consisting of: dep - all asst - asset AC/asset ID, fixed asset master file maintenance, adding machine tapes, control monitor, computer equipment inventory, monthly inventory update forms	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page <u>13.</u> 01
1. DEPARTMENT/AGENCY	2. DIVISION FINANCE	3. UNIT
WASH, CO.		
DEFINITION - Records Series - A group of related record		s well as retention and disposition purposes.
DISCONTINUED	Cords	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	^ *	the second of th
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□ Letter Size □ Microfilm	Alphabetical	□ Microfilm Reel (s) □ Computer Face (s)
□ Legal Size □ Computer Tace	G Chronical	35 Other (Specify) DISCS
□ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape	☐ Chronolog:cal ☐ Geographical	10. ANNUAL ACCUMULATION
er Cither (Specify) 8/2 × 12"	Other (Specify)	□ File Drawer (s) □ Microfilm Reel (s)
	FUND	Computer Tape(s)     Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	CI	Month(s)   Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
BASEMENT-UNITI8+19	Yes	B NO
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
∪ Yes □ No	□ None □ State □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION PERM	ANENT. TRANSFE
distribe any hardware/software)  2 'es	To THE Md. SI	THE ARCHIVES.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	. Page Of
1. DEPARTMENT/AGENCY	Z. DIVISION	3. UNIT
VASH, CO	TUHNCE	
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE Public MPT	OVENIENT	5. EARLIEST YEAR / LATETEST YEAR
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6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)
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□ Daily □ Weekly □ Monthly		
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
U Yes D No	□ None □ State □ Fo	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and densible any hardware/software)	18. RECOMMENDED RETENTION RETAIN	Prior To destruction led RETENTION
:	PENEW FOR EXERS	led RETENTION
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER REGUITEMENTS	21. DATE

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INSTRUCTIONS - TYPE ON PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	Page Or
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
WasH. Co.	FINALLE	
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE DELT SCH	red wes	5. EARLIEST YEAR / LATETEST YEAR
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
e Leter Size   Microfilm	□ Alphabeticai →	□ File Drawer(s) □ Microfilm Reel (s)
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□ Bound Book □ Floppy Disk	□ Chronolog:cal	Number CH, FT
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	□ Yes	D No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
t' Yes D No	□ None □ State □ Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and distance any hardware/software)	18. RECOMMENDED RETENTION	
© 'es © No		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	Page 23 Of
	P.O. BOX 275 - JESSUP MARYLAND 20794	rage
1. DEPARTMENT/AGENCY	2. DIVISION FINANCE	3. UNIT
DEFINITION - Records Series - A group of related records	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE TRANSPOR	TATION BOND	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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as granders		Number
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13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
BASEMENT-UNIT 13	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
t: Yes □ No	□ None □ State □ Federal □ Independent	
17. IS AH INDEX SYSTEM USED? (If yes, explain briefly and distance any hardware/software)	18. RECOMMENDED RETENTION	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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checks. Invoices- Newspaper ARTICLES; Notification of Bood RATINGS; Resolutions To Authorize To Issue & Sell. Schedule of Responsibilities-Senate Bills - Application of Bond Proceeds - BALANCE Sheets

<u>INSTRUCTIONS</u> TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.C. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)		Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
NASH, CD-	FINANCE.	·
DEFINITION - Records Series - A group of related recor	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series;
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	<del></del>	Ι
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME  Drawer(s)
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	D None D State D	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	·
□ Yes □ No	:	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		AGENCY RECORDS INVENTORY
	P.C. BOX 275 - JESSUP, MARYLAND 20784	Page Of
1. DEPARTMENTIAGENCY	2. OMISION	3. UNIT
DEFINITION PRODUCE Society Assessed assessed assessed	1 PNPAUCE.	with a second second discount of the second
DEFINITION - Records Series - A group of related records.  4. RECORD SERIES TITLE 1800 - FADA	Work Papers	5. EARLIEST YEAR / LATETEST YEAR
4. RECORD SERIES TITLE YEARS END	WIN FAME	1996 TO CHITERT
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series;
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
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13. CURRENT LOCATION(5) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E7 (If yes, specify agency or office)
ALMIN BLIG - Did Floor	O Yes	C No
15. ACCESS RESTRICTIONS (If yes, cite.law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
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19. NAME AND TITLE OF PREPARER	Fulfilled, then destroy.	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
	7275 WATERLOO ROAD PO BOX 275 JESSUP MARYLAND 20794	Page <b>39</b> Of
1. DEPARTMENT/AGENCY	2. DIVISION FINDNCE	3. UNIT
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disnosition purposes
		5. EARLIEST YEAR / LATETEST YEAR
4. RECORD SERIES TITLE TOX /NFOR	METIDIO	1992 to
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)
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ATTACHMENTS;C	or respondence	over
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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□ Bound Book □ Floppy Disk	Chronological	Number
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	Number
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13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E? (If yes, specify agency or office)
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15. ACCESS RESTRICTIONS (II yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
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17. IS AN INDEX SYSTEM USED? (If yes, explain priefly and describe any hardware/software)	18. RECOMMENDED RETENTION RETINAL AND UNITS LIGHT ALL	For THree (3) YEARS dit Regurement Filled, THEN
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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Child Support + Liens. Admissions + Amusement Tax: Income Trax; Real Brate. TAX, TAX Rebate.

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 5. OI
1. DEPARTMENT/AGENCY WASH, CO	2. DIVISION FINANCE	3. UNIT
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	s well as retention and disposition purposes.
4. RECORD SERIES TITLE FELCHAL W.	25	5. EARLIEST YEAR / LATETEST YEAR  1970 TO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of Wo35 File Copi Wo35 Compute	es = ,	the purpose or function of the Series)
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME  □ File Drawer(s)
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) RECORDS MANAGEMEN 7275 WATERLOO R	RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
	PO BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
WASH, Co.	FINANCE	
DEFINITION - Records Series - A group of related recor	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE Vouchers		5. EARLIEST YEAR / LATETEST YEAR
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of		the purpose or function of the Series:
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
•	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Or
1. DEPARTMENT/AGENCY WASH-Co-	2. DIVISION FINANCE	3. UNIT
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	Page 20 01
*	P.O. BOX 275 - JESSUP, MARYLAND 20794	Fage Of Ci
1. DEPARTMENTIAGENCY	2. DIVISION FINANCE	3. UNIT
WHSH. CO.	<u> </u>	
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE Voucher S	schedules	5. EARLIEST YEAR / LATETEST YEAR  1993 TO
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	. <b>f</b>	, , , , , , , , , , , , , , , , , , ,
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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BASEMENT - UNIT 15	□ Yes	□ No
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY		
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	Page Or		
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT		
WASH. Co.	FINANCE			
DEFINITION - Records Series - A group of related reco	rds normally filed and used 25 2 unit for reference 25	well as retention and disposition purposes.		
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR		
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6. RECORD SERIES DESCRIPTION ( Briefly describe the types of				
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	evenue Report	- Budget		
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME		
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arCiter (Specify) // X / 4	Other (Specify)	Microfilm Ree! (s)     Computer Tape(s)		
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER			
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13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?	? (If yes, specify agency or office)		
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17. IS AN INDEX SYSTEM USED? (If yes, exciain criefly and demande any hardware/software)	18. RECOMMENDED RETENTION REPAIRS	orthree(3) years		
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19. NAME AND TITLE OF PREPARER		21. DATE		

REVENUE REPORTS; CAPITAL Pratects SUMMARY I BUNGET CUT #; YEARLY TAX RELATE REPORT.

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLANO 20794	Page Of
1. DEPARTMENT/AGENCY WHSH, CO.	2. DIVISION FINANCE	3. UNIT
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE BUSGET RE	ports	5. EARLIEST YEAR / LATETEST YEAR  1983 TO 1984
Expenditure.	ATEd-BALANCE.	Sheets - Budget NERAL JOURNALE THE TRANSACTION
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size     Microfilm	Alphabetical	File Drawer(s)     Microfilm Reel (s)
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11. FILE IS USED  Daily	12. FILE BECOMES INACTIVE AFTER  Number	Month(s) 🗆 Year(s)
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	· · · · · · · · · · · · · · · · · · ·
ປ Yes □ No	□ None □ State □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and demonde any hardware/software)	18. RECOMMENDED RETENTION	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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<del></del>	I A SEPARATE FORM FOR EACH NEW DRWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page 34 OI
1. DEPARIMENTIAGENCY WASH	Co.	2. DIVISION FINANCE	3. UNIT
DEFINITION - Recon	ds Series - A group of related recor	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE  Yes	Budget B	Reports	5. EARLIEST YEAR / LATETEST YEAR
<i>n</i>		information/documents/forms found in the Series Included Apply 12 Opera	<b>a</b> /
7. RECORD SERIES FORMA	.T(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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O Audio Tape	□ Video Tace	Geographical	□ File Orawer (s)
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17. IS AH INDEX SYSTEM I	USED7 (If yes, exciain orielly and software)	18. RECOMMENDED RETENTION	
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19. NAME AND TITLE OF P	REPARER	20. TELEPHONE NUMBER	21. DATE
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY
		PageOf
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT
WASH. CO.	FINANCE	
DEFINITION - Records Series - A group of related reco	ords normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE TIME CAI	7/.5	5. EARLIEST YEAR / LATETEST YEAR
1,1,110 01,11		1989 to Curtent
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	/	the purpose or function of the Series)
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
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17. IS AN INDEX SYSTEM USED? (If yes, exciain criefly and describe any hardware/software)	18. RECOMMENDED RETENTION RETAIN  AND LUNTIL WILL MU	for THREE (3) Years dit Requirements illed, then
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED REGORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page OI
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
WASHINGTON CO.	BugetFTNANCE	
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE TIME CATAL	3	5. EARLIEST YEAR / LATETEST YEAR
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6. RECORD SERIES DESCRIPTION ( Briefly describe the types of		
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13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
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	16. AUDIT REQUIREMENTS	
U Yes □ No	□ None □ State □ Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and denance any hardware/software)	18. RECOMMENDED RETENTION	
∵ 'es □ No		
19. NAME AND THILE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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	NT A SEPARATE FORM FOR EACH NEW DRWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	Page 2 . OI
1. DEPARTMENT/AGENCY	O.	2. DIVISION TRANSPORTATION	3. UNIT
DEFINITION - Recor	ds Series - A group of related reco	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE	TIME CARd	<b>ジ</b>	5. EARLIEST YEAR / LATETEST YEAR
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7. RECORD SERIES FORMA	.T(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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13. CURRENT LOCATION(S) BIASCINCEN WILLIAMS		14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
15. ACCESS RESTRICTIONS	5 (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
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19. NAME AND TITLE OF P	REPARER	20. TELEPHONE NUMBER	21. DATE
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	Page OI
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT
WASH, CO.	FINANCE	
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	s well as retention and disposition purposes.
4. RECORD SERIES TITLE PHYROII K	efor 15	5. EARLIEST YEAR / LATETEST YEAR  1990 CUTTENT
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	Standard Inches	the curness or function of the Saries
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er Citzer (Specify)	Other (Specify)	<ul><li>Microfilm Ree! (s)</li><li>Computer Tabe(s)</li></ul>
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13. CURRENT LOCATION(S) (Bldg., Floor, Room) HIMIN Bldg-BASEMGOT	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
and Floor-11) // war cort	U Yes	□ No .
15. ACCESS RESTRICTIONS (If yes. cite law(s) 2 regulation(s)	16. AUDIT REQUIREMENTS	
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REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY WASH. CD.	2. DIVISION	3. UNIT COUNTY COMMISSIDNERS
DEFINITION - Records Series - A group of related recor	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE WEEKLY &	PAYIOH	5. EARLIEST YEAR / LATETEST YEAR  TO 1990
6. RECORD SERIES DESCRIPTION (Briefly describe the types of COMPUTER GENERAL)		<b>^</b>
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U Yes □ No	□ None □ State □ F.	egeral .   Independent
17. IS AH INDEX SYSTEM USED? (If yes, explain oriefly and dentable any hardware/software)	18. RECOMMENDED RETENTION	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1),	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 10. Of
1. DEPARTMENTIAGENCY WASH' CO.	2. DIVISION FINANCE	3. UNIT
DEFINITION - Records Series - A group of related recor	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE PHYRON Rep	ports	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIÉS DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series Include	e the purpose or function of the Series)
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	e7 (If yes, specify agency or office)
BASCMENT UNITI)	□ Yes	D No
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to Yes D No	□ None □ State □ F	egerał 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page_3 . OI
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT COUPTY
WASH-CO.	FINANCE	COMMISSIONOS
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE PAYION ATT	endonce sheets	5. EARLIEST YEAR / LATETEST YEAR 6/96 TO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of COMPUTER GENERALES)  EXCEPTION LISTS  LISTS VAC. HAS S	· · · · · · · · · · · · · · · · · · ·	Tendance gillwages)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and drombe any hardware/software)	18. RECOMMENDED RETENTION	
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		AGENCY RECORDS INVENTORY
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1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
WASH. Co.	FINANCE.	PAYroll
DEFINITION - Records Series - A group of related recor	de normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
PAYroll CHANGE Fr.	les	070
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	e the purpose or function of the Series)
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e Letter Size O Microfilm	-a Alphabetical	Microfilm Rest (s)     Computer Tape (s)
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY WHSH CO	2. DIVISION FINANCE	3. UNIT
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE PAYRON DE	ductions	5. EARLIEST YEAR / LATETEST YEAR
REPORTS - ANNU	HEALTH INS. I	RETITEMENT WION DUES- O.H. LEINS.
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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17. IS All INDEX SYSTEM USED? (If yes, explain briefly and dimension any hardware/software)	18. RECOMMENDED RETENTION REVOICE AND UNTIL AND AUG. have been Fulfi	porthree (3) years it Regulrements Hed, Then
19. NAME AND TITLE OF PREPARER	DESTITE Y	21. DATE

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REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY WASH, Co.	2. DIVISION FINANCE	3. UNIT
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE PAYSON CH	recks (cancelled)	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of CANCELLEL PAY)  GENERATED CAN		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
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15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
t: Yes □ No	□ None □ Slate □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and denote any hardware/software)  17. 'es	18. RECOMMENDED RETEIN RETEIN AND UNITLE PHI AND HEREN FULFI, DESTYPY.	oforthree (3) years dit Reguirements Hed, Then
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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NSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY WASH CO,	2. DIVISION FINANCE	3. UNIT COMMISSIDNERS
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE PETSONNEL	L TEVMINATIONS	5. EARLIEST YEAR / LATETEST YEAR
Checks Em	NOTIFICATION O	TO: WITHHORNY OF PETSONNEL Copies of PARON
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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Citizer (Specify)	□ Other (Specify)	☐ File Drawer (s) ☐ Microfilm Ree! (s) ☐ Computer Tabe(s) ☐ Other (Specify)
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
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13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
BASEMENT-UNIT-6	□ Yes	□ No ·
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes D No	□ None □ State □ F	ederal   Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and denoted any hardware/software)  17. 'es	18. RECOMMENDED RETENTION ACTUAL YEARS AFTER TE	erMINITION,
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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INSTRUCTIONS - TYPE OR PE REVISED RECORD SERIES SCHEDULE (DGS 550-1)	RINT A SEPARATE FORM FOR EACH NEW FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	4. Co	2. DIVISION FINANCE	3. UNIT
DEFINITION - Rec		rds normally filed and used as a unit for reference as	s well as retention and disposition purposes.
4. RECORD SERIES TITLE	Telephone	Biffs	5. EARLIEST YEAR / LATETEST YEAR  1993 TO
CONTAIN	S, but is N L Report; Pi	information/documents/forms found in the Series Included  FOT LIMITED TO SE  PYMENT - HAJUSTI  EN MONTHLY W	TIEMIZED CAN
7. RECORD SERIES FORM	IAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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D Daily C	□ Weekly □ Monthly	Number a	Month(s)
13. CURRENT LOCATION( BASEMENT LINAFIDER		14. IS RECORD SERIES DUPLICATED ELSEWHERE	E? (If yes, specify agency or office)
15. ACCESS RESTRICTION	NS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
c: Yes	, □ No	□ None □ State □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM denoted any hardware	USED? (If yes, explain oriefly and /software)	18. RECOMMENDED RETENTION RETAIN AND UNITED AND ALL	
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19. NAME AND TITLE OF	PREPARER	20. TELEPHONE NUMBER	21. DATE
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MSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	Page 13 OI
1) DEPARTMENT/AGENCY	2. DIVISION FINANCE	3. UNIT
DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE UNIFORM F (FISCAL REPORTS TO	INANCE REPORTS	5. EARLIEST YEAR / LATETEST YEAR  9 1911/10
6. RECORD SERIES DESCRIPTION (Briefly describe the types of CONTAINS, GUT IS  + VEVICATION DOC  FINANCIAL REP	information/documents/forms found in the Series Include  NOT LIMITED TO  CHIMEROTE REVIEW  DET	TRANSMITTAL
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Geter Size	Alphabetical     Numerical	☐ File Drawer(s) ☐ Microfilm Reel (s) ☐ Computer Tace (s) ☐ Other (Specify)
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13. CURRENT LOCATION(S) (Bidg., Floor, Room) BHSEMENT-UNIT 12	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes. specify agency or office)  □ Yes □ No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)  C Yes	16. AUDIT REQUIREMENTS  □ None □ State □ Federal □ Independent	
17. IS AH INDEX SYSTEM USED? (If yes, explain priefly and detailed any hardware/software)	18. RECOMMENDED RETENTION	
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19. NAME AND TITLE OF PREPARER	Fulfilled, then destroy.	

REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP MARYLAND 20794	PageOr
1. DEPARTMENT/AGENCY WASH CO.	2. DIVISION FINHANCE	3. UNIT
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE CONVENTION BUTEBLI	DNS+VISITORS (OVER)	5. EARLIEST YEAR / LATETEST YEAR  1996 TO
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
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13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
BREMENT-UNIT 13		□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	Page 26 01
1. DEPARTMENTIAGENCY	2. DIVISION FINANCE	3. UNIT
WASH, CO.		
DEFINITION - Records Series - A group of related reco	ords normally filed and used as a unit for reference as	s well as retention and disposition purposes.
4. RECORD SERIES TITLE WASHINGTO	OD CO. ACGIONAL	5. EARLIEST YEAR / LATETEST YEAR
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6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series Include	e the purpose or function of the Series)
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□ Bound Book □ Floppy Disk	□ Chronolog:cal	Number CV FT
☐ Audio Tape ☐ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
	Other (Specify)	□ File Drawer (s) □ Microfilm Reel (s)
© Other (Specify)		Computer Tabe(s)     Other (Specify)
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		Month(s)   Year(s)
Daily Weekly Monthly	Number	Month(s)   Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
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15. ACCESS RESTRICTIONS (If yes. cile law(s) & regulation(s)	16. AUDIT REQUIREMENTS	,
U Yes D No	□ None □ State ′ □ F	ederal   Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 JESSUP MARYLAND 20794	Page 27 Of
1. DEPARTMENTIAGENCY WASH - CO,	2. DIVISION FINANCE	3. UNIT
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference a	s well as retention and disposition purposes.
4. RECORD SERIES TITLE ROADS BI	Hing	5. EARLIEST YEAR / LATETEST YEAR
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7. RECORD SEBLES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	Page 28 OI
1. DEPARTMENT/AGENCY WASH Cor	2. DIVISION FINANCE	3. UNIT
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of CONTRADS BHOFS REPORT + LIFE PREMIU)  INVOICES- STORE  EXPENDITURE TO TRANSZCTIONS-  Claims: Budger	ome of The for T. AndiT Agre MS. Expendit e Koom Regul ANSECTION RE CHECK COPIES.	Howing: ements - Heelth Thre Acct. History SITIONS - PORTS - Budget Reimbursement
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□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
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□ Daily □ Weekly □ Monthly	Number	Month(s)   Year(s)
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY  Page 32 Of
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page SE Or
1. DEPARTMENTIAGENCY WASH, Co.	2. DIVISION FINANCE	3. UNIT
DEFINITION - Records Series - A group of related recor	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE WASHINGTON COMPENSATION	Co. Workers Fund CHECKS	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of		e the purpose or function of the Series)
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY	
CHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP MARYLAND 20794	Page <u>31.</u> Or	
. DEPARTMENT/AGENCY	2. DIVISION FINANCE	3. UNIT	
WASH, Co.			
DEFINITION - Records Series - A group of related rec	ords normally filed and used 23 2 unit for reference 20	s well as retention and disposition purposes.	
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	NT A SEPARATE FORM FOR EACH NEW ORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page 32 Or
1. DEPARTMENT/AGENCY  WHSH	. Co.	2. DIVISION FINANCE	3. UNIT
DEFINITION - Reco	rds Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE	WARRANT RE	guest	5. EARLIEST YEAR / LATETEST YEAR
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7. RECORD SERIES FORM	AT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (OGS 550-1)	7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	PageOI
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1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT
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DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	<u> </u>
4. RECORD SERIES TITLE	1 - 1-	5. EARLIEST YEAR / LATETEST YEAR  1987 TO CHITTENST
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13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)	
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY	
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 18 01	
1. DEPARTMENT/AGENCY WASH. Co.	2. DIVISION FINANCE	3. UNIT	
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE WATTANTS ENTITIES	5 and Journal (over)	5. EARLIEST YEAR / LATETEST YEAR  1999 1999	
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of		i .	
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17. IS AN INDEX SYSTEM USED? (If yes, explain oriefly and operation any hardware/software)	18. RECOMMENDED RETENTION		
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	

INSUTANCE CLAIM FORMS, PREMINIM DUE
INVOICES. AUTOMATIC TRANSFERS.

GENERAL FUND, WORKERS COMPENSATION.

BLACK ROCK GOLF COURSE.

ACCT. HISTORY-Correspondence.

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REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 21. Of
1. DEPARTMENTIAGENCY WASH. Co.	2. DIVISION FINANCE	3. UNIT
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE THENEFOLD.	Ledger N Report	5. EARLIEST YEAR / LATETEST YEAR TO
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series Include	e the ourpose or function of the Series)
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7. RECORD SEBJES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	•
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13. CURRENT LOCATION(S) (Bldg., Floor, Room)  BASEMENT-UNIT 15  (OVER)  16	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E? (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes: cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes	□ None □ State □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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P.D. Register, Modified P.D. Register, Tople Journal Entry Register, P.D. Modified Journal; Detailed CASH Receipts Journal

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page 3.5 Of		
1. DEPARTMENT/AGENCY WASH, Co.	2. DIVISION FINANCE	3. UNIT		
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.		
4. RECORD SERIES TITLE PAYTON AC.		5. EARLIEST YEAR / LATETEST YEAR  1997  TO		
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of		the purpose or function of the Series)		
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME		
Letter Size    Microfilm	□ Alphaceticat	File Drawer(s)     Microfilm Reel (s)		
☐ Legal Size ☐ Computer Face	Numerical	Computer Tace (s:     Other (Specify)		
Bound Book	□ Chronolog:cal	Number		
O Audio Tape O Video Tape	□ Geographical	10. ANNUAL ACCUMULATION  □ File Orawer (\$)		
a Other (Specify)	Clher (Specify)	☐ Microfilm Ree! (s) ☐ Computer Tabe(s)		
	DATE	Other (Specify)		
	2.11	Number		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER			
Daily				
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)			
	□ Yes	□ No		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS			
C Yes O No		egeral G Independent		
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and dentitible any hardware/software)	18. RECOMMENDED RETENTION RETAIN AND UNIT L MILL AND HAVE BEEN FULFIT	forthree (2) Years		
□ 'es □ No '	have been Fulfi.	Hed, then		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE		
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NSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page 36 OI
DEPARTMENTIAGENCY WASH, CO2	2. DIVISION FINANCE	3. UNIT
DEFINITION - Records Series - A group of related reco	ords normally filed and used as a unit for reference a	s well as retention and disposition purposes.
4. RECORD SERIES TITLE POIL WORK REGISTER	ers check	5. EARLIEST YEAR / LATETEST YEARTO
Computer gene NAME, Gross DATE, Soc. Se		•
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
D. Letter Size     D. Microfilm	O Alphabetical	O File Drawer(s) O Microfilm Reel (s) O Computer Tace (s)
□ Legal Size □ Computer Face □ Bound Book □ Floppy Disk	□ Chronolog:cal	Number CK Fir
Audio Tape     Video Tace     Specify)	☐ Geographical ☐ Other (Specify)	10. ANNUAL ACCUMULATION  □ File Drawer (s)  □ Microfilm Reel (s)
	DATE	O Computer Tabe(s) Other (Specify) Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	Number
□ Daily □ Weekly □ Monthly	Number O	Month(s)
3. CURRENT LOCATION(S) (Bidg., Floor, Room)  BND Floor File Moony	14. IS RECORD SERIES DUPLICATED ELSEWHER	RE7 (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes	□ None □ State □	Federal D Independent
	18. RECOMMENDED RETENTION RETAIL	Nforthree (3) yes
17. IS AN INDEX SYSTEM USED? (If yes, exciain criefly and dentitible any hardware/software)  12. 'es	have been Filt	usit keguirement Filled, their
dentable any hardware/software)	18. RECOMMENDED RETENTION RETAIN AND UNOTIL AND AND HAVE GEEN FULLY DESTROYS	isit keguirement Filled, then

REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page 3 7 OI
1. DEPARTMENT/AGENCY WASH. Co.	2. DIVISION FINHACE	J. UNIT
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE GENERAL LA	edger Trial	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found to the Series - Include	the outdose or function of the Series)
Computer general Title, Debit, Cro (General Fund, I Solid Whose, A) Long Term Deb	TEL LISTING - 1 ESIT, BALANCE, WARET & SEWER,	Acct. Codes DATE CAPITAL Provects
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
. @ Letter Size @ Microfilm	Alphabetical	File Drawer(s)     Microfilm Reel (s)
O Legal Size O Computer Tabe	© Numerical	Computer Tace (s)     Ciner (Specify)
☐ Bound Book ☐ Floppy Disk	<ul> <li>Chronolog:cal</li> </ul>	Number
□ Audo Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION  © File Drawer (5)
Loose Leaf Binders	□ Clher (Spec:iv)	O Microfilm Ree! (s) Computer Tabe(s) Other (Specify) Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
a Daily a Weekly a Monthly	Number	Month(s)   Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)  2Nd Floor Fileshy	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E? (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
t: Yes © No	□ None □ State □ F	Federal D Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and dentative any hardware/soitware)	18. RECOMMENDED RETENTION	
:: fes G No	Retain for three (3) Years and all Audit Requirements have l	
19. NAME AND TITLE OF PREPARER	Fulfilled, then destroy.	
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<u>STRUCTIONS</u> TYPE OR PRIN' EVISED RECORD SERIES FO CHEDULE (DGS 550-1)	RWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page 38 01
DEPARTMENTIAGENCY	† O,	2. DIVISION FINANCE	3. UNIT
DEFINITION - Record	is Series - A group of related reco	rds normally filed and used as a unit for reference :	as well as retendon and disposition purposes.
RECORD SERIES TITLE	WARRANTS JOURNAL	DISLUTSEMENTE	5. EARLIEST YEAR / LATETEST YEARTO
RECORD SERIES DESCRI	PTION (Briefly describe the types of Er general typed From T, Credit.	information/documents/forms found in the Series Included LAKSINGS ( Date, Hoot	ce the purpose or function of the Series?  WESTANT ND  Code, AMOUNT,
RECORD SERIES FORMA	T(S)	8. RECORD SERIES SEQUENCE	9. VOLUME  O File Orawer(s)
O Letter Size	□ Microfilm	C Alphabeticat	Microfilm Reel (s)   Computer Face (s)
O Legal Size	☐ Computer Table	Numerical	Other (Specify)
© Bound Book	□ Floppy Disk	☐ Chronoleg:cal	Number Cillo FT.
□ Audio Tape	□ Video Tace	□ Geographical	10. ANNUAL ACCUMULATION
a Other (Specify)	2F Binders	Wastant DD	File Drawer (s)  Microfilm Reel (s)  Computer Tape(s)  Other (Specify)  Number
FILE IS USED		12. FILE BECOMES INACTIVE AFTER	
O Daily O	Weekly a Monthly	Number	Month(s)
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·		Number	
CURRENT LOCATION(S)		Number  14. IS RECORD SERIES DUPLICATED ELSEWHER	RE? (If yes, specify agency or office)
CURRENT LOCATION(S)	(Bldg., Floor, Room)  S (If yes. cite law(s) & regulation(s)	Number  14. IS RECORD SERIES DUPLICATED ELSEWHER  Ves  16. AUDIT REQUIREMENTS	RE? (If yes, specify agency or office)
CURRENT LOCATION(S)  OF POOP  ACCESS RESTRICTIONS  C Yes	(Bldg., Floor, Room)  S (If yes. cite law(s) & regulation(s)  No  ISED7 (If yes. exciain criefly and oftware)	Number  14. IS RECORD SERIES DUPLICATED ELSEWHER  16. AUDIT REQUIREMENTS  18. RECOMMENDED RETENTION ACT AIR  18. RECOMMEN	RE? (If yes, specify agency or office)  No  Federal Independent  No  No  No  No  No  No  No  No  No  N
CURRENT LOCATION(S)  ACCESS RESTRICTIONS  Wes  IS AN INDEX SYSTEM Understood any hardware/s	(Bldg., Floor, Room)  S (If yes. cite law(s) & regulation(s)  No  USED7 (If yes. exciain criefly and oftware)	Number  14. IS RECORD SERIES DUPLICATED ELSEWHER  Yes  16. AUDIT REQUIREMENTS  None  State	RE? (If yes, specify agency or office)  No  Federal Independent  No  No  No  No  No  No  No  No  No  N

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW- REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	Page Or
1. DEPARTMENTIAGENCY CO.	2. DIVISION FINANCE	3. UNIT
DEFINITION - Records Series - A group of related recor	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE CHRCElled	l checks	5. EARLIEST YEAR / LATETEST YEAR  1993 10
6. RECORD SERIES DESCRIPTION (Briefly describe the types of GENETEL DISEMILIST CHECK		K-(cancelled)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME  □ File Orawer(s)
□ Letter Size □ Microfilm	Alphabeticat	□ Microfilm Reel (s) □ Computer Tace (s:
□ Legal Size □ Computer Tace	Tumerical	Other (Specify)
□ Bound Book □ Floppy Disk	☐ Chronolog:cal	Number
a Other (Specify) CHECKS	Geographical Golher (Specify)  CHECK NO.	10. ANNUAL ACCUMULATION  File Drawer (s)  Microfilm Ree! (s)  Computer Tabe(s)  Other (Specify)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily Deekly Denthly	CI M	Month(s) U Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)  BRSCMENT-TopoF  UNITS-7-10 OVEN	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
∪ Yes □ No	□ None □ State □ F	ederał 🗆 Independent
17. IS AH INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION RETRING AND UNTIL AH AUDIT HAVE been Ful Filled	Requirements
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	PageOI
1. DEPARTMENTIAGENCY WASH, CO.	2. DIVISION FINANCE	3. UNIT
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
A. RECORD SERIES TITLE FENCY TO	•	5. EARLIEST YEAR / LATETEST YEAR  1943 10
CASH STATEMEN		, .
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	T	
RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME  □ File Orawer(s)
Letter Size	Alphabetical     Numerical	□ Microfilm Reel (s) □ Computer Tace (s: □ Other (Specify)
•	_	
□ Bound Book □ Floppy Disk	□ Chronolog:cal	Number
O Audio Tape     O Video Tape      Other (Specify)	Geographical     Other (Specify)	10. ANNUAL ACCUMULATION  □ File Drawer (\$)  □ Microfilm Ree! (\$)
	STATEMENT NO.	Computer Tape(s)     Other (Specify)     Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily Weekly Monthly		Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)  BASCMENT - UNIT 15-	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)  L: Yes	16. AUDIT REQUIREMENTS  O None O State O F	ederał 🗆 Independent
C :es	a None a State a 7	ederar 5 morpendem
7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
: 'es	Retain for three (3) Years all Audit Requirements ha	
9. NAME AND TITLE OF PREPARER	20. Fulfilled, then destroy.	
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DD466B 8660B8 66B164 6000000 00000 0000000 0000000	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
Schedule (pds 330-1)	7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	Page <u>23</u> OI
1. DEPARTMENT/AGENCY	2. DIVISION FINANCE	3. UNIT
WASH. Co.		
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE AUDIT CO	NTrol Forms	5. EARLIEST YEAR / LATETEST YEAR
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 Mon Commissione Address . + Description	iles PZID To Ters, LISTING - a 21d by (check- 0; AMOUNT	THE COUNTY DEPT- Rec'd OF; - CZSH)-
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
□ Letter Size □ Microfilm	□ Alphabelicai	File Drawer(s)     Microfilm Reel (s)
□ tegal Size □ Computer Tabe	Numerical	☐ Computer Tace (s: ☐ Other (Specify)
Bound Book     Floppy Disk	☐ Chronolog:cal	Number
a Citer (Specify) 23/23/5	Geographical  Other (Specrity)	10. ANNUAL ACCUMULATION
A STATE OF THE STA		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily	Number	Aonth(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)  BASE MENT-UNIT;  BUD FLOOR FILE ROOM	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	•
C Yes	□ None □ State □ F	ederal   Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and denotice any hardware/software)  12. 'es   13. No.	18. RECOMMENDED RETENTION RETAINO AND UNIT - MIL MINDI	forthree(3) years Theyurements
:: 'es G No	inve been fulfilled,	Then Destroy.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP MARYLAND 20794	Page 2 OI
1. DEPARTMENT/AGENCY WASH CO.	2. DIVISION FINANCE	3. UNIT
DEFINITION - Records Series - A group of related record	is normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE ACCOUNTING	g Receipts	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of in PINKS/ Yellow Acct CONTZIN: Record Copy of Vouch	· Receipt form Re	MITTANN Advice:
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size	Alphabeticai	□ File Drawer(s) □ Microfilm Reel (s)
□ Legal Size □ Computer Table	a Numerical	☐ Computer Face (s: ☐ Other (Specify)
Bound Book	☐ Chronolog:cal	Number
Other (Specify) 2/3 × 5	Geographical  Cither (Specify)	10. ANNUAL ACCUMULATION  ☐ File Drawer (\$)  ☐ Microfilm Reel (\$)  ☐ Computer Tabe(\$)  ☐ Other (Specify)
	CONTICE AT	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	•
□ Daily □ Weekly □ Monthly	Number O	Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room), BASEMENT, HOLT 17 BRIL Floor FILE KNOW	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E? (If yes, specify agency or office) □ No
15. ACCESS RESTRICTIONS (If yes. cite law(s) 3 regulation(s)	16. AUDIT REQUIREMENTS	
∪ 'es □ No	□ None □ State □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and gentuche any hardware/software)	18. RECOMMENDED RETENTION	
:7 'es	Retain for three (3) Years all Audit Requirements ha	and until ve been
19. NAME AND TITLE OF PREPARER	Fulfilled, then destroy.	<del></del>

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MSIRUCIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 25 Of
1. DEPARTMENTIAGENCY WASH. CO.	2. DIVISION FINANCE	3. UNIT
DEFINITION - Records Series - A group of related recor	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
	DM BILLING	5. EARLIEST YEAR / LATETEST YEAR  1995 TO 1999
6. RECORD SERIES DESCRIPTION (Briefly describe the types of COMPUTER GENERAL STOCK ROOM USE ALLING MACHIN	Ted LISTINGS C 29e Bill - Regul	TONTSINING - WISTIDN FORMS
7. RECORD SERIES FORMAT(S)  Description   De	8. RECORD SERIES SEQUENCE  Alphabelicai  Numerical	9. VOLUME  □ File Drawer(s) □ Microfilm Reel (s) □ Computer Tace (s) □ Other (Specify)
🗆 Bound Book 🗆 Floppy Disk	□ Chronolog:cal	Number
□ Audio Tape □ Video Tape □ Other (Specify)	☐ Cther (Specify)	10. ANNUAL ACCUMULATION    File Drawer (s)   Microfilm Ree! (s)   Computer Tabe(s)   Other (Spec:fy)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Darily □ Weekly □ Monthly		Month(s) D Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)  BHSCMCNT - ISNIT I  BNJ Floor F-Je Soom  15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	14. IS RECORD SERIES DUPLICATED ELSEWHERE  Yes  16. AUDIT REQUIREMENTS	? (If yes, specify agency or office)
U 'es	□ None □ State □ F	egeral   Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain oriefly and deposite any hardware/software)  17. IS AN INDEX SYSTEM USED? (If yes, explain oriefly and deposite any hardware/software)	18. RECOMMENDED RETENTION  Retain for three (3) Years ar all Audit Requirements have	nd until
19. NAME AND TITLE OF PREPARER  OGS 550-4 (Pagsed 1/93)	Fulfilled, then destroy.	

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP MARYLAND 20794	Page Or
1. DEPARTMENT/AGENCY WASH. CO.	2. DIVISION FINANCE	3. UNIT
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE WASHINGTE Public FOLF		5. EARLIEST YEAR / LATETEST YEAR
	PASHINGTON Co. P.	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Clotter Size	Alphabelical     Numerical	□ File Orawer(s) □ Microfilm Reel (s) □ Computer Tace (s: □ Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronolog:cal	Number
Other (Specify)      Other (Specify)	☐ Geographical ☐ Other (Specify)	10. ANNUAL ACCUMULATION  File Drawer (\$)  Microfilm Reel (\$)  Computer Tape(\$)  Other (Specify)
		Number
11. FILE IS USED  Daily	12. FILE BECOMES INACTIVE AFTER  Number	Month(s)   Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)  BASCMENT-UNIT/6	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes. cite law(s) 3 regulation(s)  15. ACCESS RESTRICTIONS (If yes. cite law(s) 3 regulation(s)	16. AUDIT REQUIREMENTS  None State F	ederal 🗅 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain oriefly and detable any hardware/software)	18. RECOMMENDED RETENTION	
: 'es	Retain for three (3) Years and all Audit Requirements have	
19. NAME AND TITLE OF PREPARER	Fulfilled, then destroy.	

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MSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED PECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	PO BOX 275 - JESSUP MARYLAND 20794	Page \$3 . 01
1. DEPARTMENTIAGENCY	2. DIVISION FINANCES	3. UNIT
DEFINITION - Records Series - A group of related record	rde normally filed and used as a unit for reference as	well as retention and disposition purposes
		5. EARLIEST YEAR / LATETEST YEAR
4. RECORD SERIES TITLE FINANCIAL, (YESTENS)	report symmes	1977 GUTENT
Year End Report	E Created by	CPA FIRM.
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
© Letter Size   □ Microfilm	Alphabeticar	□ File Drawer(s) □ Microfilm Reel (s)
□ Legal Size □ Computer Table	G Numerical	Computer Face (s: Broks
Bound Book     Floppy Disk	☐ Chronolog:cal	Number CUALCET
☐ Audio Tape ☐ Video Tape	☐ Geographicai	10. ANNUAL ACCUMULATION
Citer (Specify)	Cther (Specify)	□ File Drawer (s) □ Microfilm Reel (s)
Bound Books		Computer Tabe(s)     Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Darily	Number	Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Boom) 2 Not Floor File Rooms OFFICE	14. IS RECORD SERIES DUPLICATED ELSEWHERI	E? (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
r; Yes a No	□ None □ State □ f	Federal   Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and distrible any hardware/software)  12. (es	18. RECOMMENDED RETENTION PERM. Periodically To T.	WENT. TRANSFER
	דויוטוויו כא,	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 WATERLOO ROAD  PO. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  Page
	T	
1. DEPARTMENT/AGENCY WHS:H. Co	FINANCE	3. UNIT
DEFINITION - Records Series - A group of related reco	ords normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE CO. DWNE PROPERTYS	d Restal	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Prielly describe the types of CONSISTS, BUT KE) RENTS PAID LE HOCKETS ACCOUNTING RECE SPORTS	information/documents/forms found in the Series. Includes  I SKITE ID: 11  236 PARTE MEN	Vroices For
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size   Microfilm	Alphaceticai	File Drawer(s)  Microfilm Reel (s)
□ Legal Size □ Computer Face	G Numerical	Computer Tace (s)  Other (Specify)
□ Ecund Book □ Floppy Disk	□ Chronolog:cal	Number CW. FOOT
☐ Audio Tape ☐ Video Tape	Geographical  Other (Specify)  Whate of Lenton  Property	10. ANNUAL ACCUMULATION    File Drawer (s)   Microfilm Ree! (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) ALMIN, BLD, BLD, TOO	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)  □ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) 8 regulation(s)	16. AUDIT REQUIREMENTS	
C Yes O No		egerai 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain criefly and controls any hardware/software)  :: 'es	18. RECOMMENDED RETENTION  USE FENERAL	File Retention
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.G. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT
WASH, Co.	FINANCE.	
DEFINITION - Records Series - A group of related recer	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE MISC. SUR	stect Files	5. EARLIEST YEAR I LATETEST YEAR
		1906 to CUTTENT
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
Pertariogny To: Ci	vil Defense; t	DIL Spills;
PLANNING DEPT	10995 MOSE	VITO CODITOLS
RENT; Memo; F	Tre Compan	les - Parks L
RECRETTION. CO	105,515 af (	orres panda se
INVOKES, OIL =	DIL/Callouts	heets with
FORMS TAX Re	TUNS-1099-	1100,0,70,0
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Deller Size Delicrofilm	Alphabetical	G File Drawer(s)  G Microfilm Real (s)
🗆 Computer Tape	- Numerical	O Computer Tape (5) Other (Specify)
🖰 Bound Book 🖂 Floppy Disk	Chronological	Number Cler F7-
ta Audio Tape ta Video Tape	□ Geographica!	10. ANNUAL ACCUMULATION
O Other (Specify)	D Other (Spacify)	□ File Drawer (s) □ Microfilm Ree! (s)
	DATE	Computer Tape(s)      Other (Specify)
	DAJE	Number
M SUF IS USED	AS PHE SPONES	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	Number	Month(s) 🗅 Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERI	E7 (If yes, specify agency or office)
ASMIN, BISG 2Nd Floor	U Yes	c No
15. ACCESS RESTRICTIONS (If yes, cite low(s) & regulation(s)	16. AUDIT REQUIREMENTS	
D Yes D No	□ None □ Starte □ F	ederal 🗆 Independent
IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	1 0
U Yes U No	Use General	FILEKETENTION
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.C. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY	
		Page Of	
1. DEPARTMENT/AGENCY	2. DIVISION 1	3. UNIT	
WASH, CO.	FRANCE.	·	
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE GASOLINO	Revenue Files	5. EARLIEST YEAR   LATETEST YEAR  1976 TO CHIPENT	
		17 10 10 CO (PO)	
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Sarres)	
LEMITTANCE PAVISE PINK BECEIPT CO	From THE STAT	eg Mdj	
PINK BECEIPT CO	Py COrrespond	exce,	
CHECK COPIES;			
2/100/2007//			
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7. REGORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
eller Size - Microfilm	D Alphabetical	G File Drawer(s)  D Microfilm Reel (s)  C Computer Tape (s)	
O Legal Size	6 Numerical	Other (Specify)	
☐ Bound Book ☐ Floppy Disk	© Chronological	Number CW. FT:	
ti Audio Tape ti Video Tape	□ Geographical	10. ANNUAL ACCUMULATION  D File Drawe: (3)	
Other (Specify)	Other (Specify)	© Microfilm Reel (s) © Computer Tape(s)	
·	DHE	Other (Specify)	
	,	Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
Daily	Number	Month(s) C Year(s)	
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
Admin Bldg-2Nd Floor	O Yes	c No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
D Yes D No	: None to State to I	Federal D Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION		
□ Yes □ No	Retain for three (3) Years and until all Audit Requirements have been		
19. NAME AND TITLE OF PREPARER	Fulfilled, then destroy.		

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.G. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY			
		Page Of			
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT			
WHATE CO.	FIVENCE.				
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORD SERIES TITLE IRANSPORTE,	monherence.	5. EARLIEST YEAR I LATETEST YEAR			
SHARING-Highway	y (STATEOF Md)	198/10			
6. REGORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)  REMITTANCE PROVINCES CONTROPPIONALINE OF PINK  ACCT. RECEIPTS-					
7. REGORD SERIÉS FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME			
e Celter Size D Microfilm	Alphabetical	Microfilm Rest (s)     Computer Tape (s)			
C Legal Size Computer Tape	<b>D</b> Numerical	Olher (Specify)			
□ Bound Book □ Floppy Disk	© Chronological	Number CU1 F7-			
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION  D File Drawer (s)			
C Other (Specily)	Other (Specify)	Microfilm Ree! (s)     Computer Tape(s)			
	DATE	Other (Specify)			
		Number			
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER				
□ Daily □ Weekly □ Monthly	Number	Month(s)			
13. GURRENT LOCATION(\$) (Eldg., Floor, Room) / 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes. specify agency or office)					
ASMIN. BAG- 2000 HOOF	U Yes	c No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS				
D Yes D No	□ None □ State □ Federal □ Independent				
17. 1S AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION				
U Yes U No	USE GENERAL	- FILE KETENTION			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE			

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	Page Of	
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT	
WASH CO.	FINANCE		
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE INTESESTOR	Repos	5. EARLIEST YEAR / LATETEST YEAR	
Funds hovested en	nadsily Bress)	1971 to CHITEROT	
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)	
CONTAINS, GUT IS NO	of Limited To:	yellow keceiffs	
TICKETS-CONFIN	MATION NOTIC	e compound	
Dr. Dago To	TO SHOW NOTO	- 1x318511119191	
De la	-		
Tool, Deposto	ory Accounts	- HASTISCH	
METERSTER			
1142 (2) 51/2013			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s)	
□ Microfilm	O Alphabetical	□ Microfilm Reel (s) □ Computer Tace (s)	
□ Legal Size □ Computer Table	Numerical	Other (Specify)	
a Bound Book a Floppy Disk	☐ Chronolog:cal	Number CU FT	
□ Audio Tape □ Video Tace	□ Geographical	10. ANNUAL ACCUMULATION  □ File Drawer (s)	
Other (Specify)	Olher (Specify)	<ul><li>Microfilm Reel (s)</li><li>Computer Tabe(s)</li></ul>	
	DATE	Other (Specify)	
بينيون.		Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
Daily	O Month(s)		
13. CURRENT LOCATION(S) (Bidg. Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
Hamno. Bldg ZNS Ploor	□ Yes □ No		
15. ACCESS RESTRICTIONS (If yes. cite law(s) 3 regulation(s)	16. AUDIT REQUIREMENTS		
u: Yes a No	□ None □ State □ F	ederal   Independent	
17. IS AH INDEX SYSTEM USED? (If yes, explain briefly and detailed any hardware/software)	18. RECOMMENDED RETENTION		
:7 'es	Retain for three (3) Years and until all Audit Requirements have been		
19. NAME AND TITLE OF PREPARER	Fulfilled, then destroy.		

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY		
	P.C. BOX 275 - JESSUP, MARYLAND 20794	Page Of		
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT		
WASH. CO	FINANCE.			
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.				
4. RECORD SERIES TITLE FIXED ASSETS		5. EARLIEST YEAR I LATETEST YEAR 19940 CHIPENT		
		1) 11 10 Charles		
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series;				
Computer general	ed LISTING, Ct	WOSTINGOT		
DEP-HIL ASST HS	SET ACLASSOTIL	Diffixed Asset		
MASTER FILE WAS	UNTENANCE ; A	Jasing MAChine		
	MONITOR COM			
	Ottly Wester			
12101019, 10101	CYTHY TOVENTO	y light to let may		
	/			
7. RECORD SERIES EDRMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME		
29 Cetter Size O Microfilm	D Alphabetical	G File Drawer(s)  G Microfilm Reel (s)		
□ Legal Size □ Computer Tape	G-Numerical	6 Computer Tape (s)		
□ Sound Book □ Floppy Disk	© Chronological	Number CU.F.		
D Audio Tape D Video Tape	G Geographical	10. ANNUAL ACCUMULATION    File Drawer (s)		
Other (Specily)	D Other (Specify)	D Microfilm Reel (s) D Computer Tape(s)		
		Other (Specify)		
		Number		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	ļ		
□ Daily □ Weekly □ Monthly	Number	Month(s) 🗅 Year(s)		
13. CURRENT LOCATION(S) (Eldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	7 (If yes, specify agency or office)		
ADMIN BIOG- 2NdFLOOT	O Yes	5 No		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	46 AUDIT DEDUNDENSEUTO			
□ Yes □ No	16. AUDIT REQUIREMENTS	ederal 🗆 Independent		
D 140	D None D State D F	ederal   Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION			
C Yes C No	Retain for three (3) Years and until			
19. NAME AND TITLE OF PREPARER	all Audit Requirements have been Fulfilled, then destroy.			