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

Schedule No. C 870

Agency
Washington County

Division/Unit
Finance

Item No	Description	Retention
1	Ledger cards: general ledger information, appropriations, revenue, shows account, number, code, date, P.O. #, check number, description, transactions, totals to date	Permanent. Transfer periodically to the MD State Archives
2	Public improvement bonds: correspondence, application of proceeds, description of bonds, notice of sale, consents, certificate of assessed value, tax compliance certification, capital budget report, results of competitive sale, capital improvement programs 1996-2001	Retain for twenty (20) years, then destroy. Prior to destruction, review for extended retention requirements
3	Debt schedules: invoices, bond payable statements, adding machine tapes, work papers, bond discount statements, deposit tickets, correspondence, tax forms, principal advice statement, transactions statement	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
6	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

Date June 21, 1999

Signature Joni L. Bittner

Type Name Joni L. Bittner

Title County Clerk

Schedule Authorized by State Archivist

Date JUL 20 1999

Signature Edward C. Papenfuse

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION **RECORDS RETENTION AND DISPOSAL SCHEDULE** (CONTINUATION SHEET)		**Schedule No.** CBTD **Page** 2 **of** 7
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 **Page** 3 **of** 7
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.** C870 **Page** 4 **of** 7
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.** C870 **Page** 5 **of** 7
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, 13th 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, 13th 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 until 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.

Item 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.** C870 **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.

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

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

AGENCY RECORDS INVENTORY

Page 13 Of _____

1. DEPARTMENT/AGENCY: WASH. CO.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: Ledger Cards (DISCONTINUED)

5. EARLIEST YEAR / LATETEST YEAR: 1977 TO 1988

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

General Ledger Information - Appropriations; Revenue;
Shows: Account; Number; Code; Date; P.O.#; Check No.; Description; Transactions - Totals to Date.
*Maintained To replace missing G/L Data.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☑ Other (Specify) 8½ x 12"

8. RECORD SERIES SEQUENCE

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

Fund

9. VOLUME

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

35 Number Cubic Feet

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): BASEMENT - UNIT 18+19

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

☐ Yes _____ ☑ No

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

☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

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

☐ Yes _____ ☑ No

18. RECOMMENDED RETENTION: Permanent - Transfer To The Md. State Archives.

19. NAME AND TITLE OF PREPARER: W E Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

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

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

AGENCY RECORDS INVENTORY

Page ____ Of ____

1. DEPARTMENT/AGENCY: Wash. Co

2. DIVISION: Finance

3. UNIT:

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

4. RECORD SERIES TITLE: Public Improvement Bonds

5. EARLIEST YEAR / LATETEST YEAR: 1905 TO Current

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

Correspondence; Application of Proceeds; Description of Bonds; Notice of Sale; Consents; Certificate of Assessed Value; Tax Compliance Certification; Capital Budget Report; Results of Competive Sale; Capital Improvement Programs 1996-2001

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- [ ] Alphabetical
- [x] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) ____

DATE

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) ____

2 Number CAPT.

10. ANNUAL ACCUMULATION

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

____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

____ Number [ ] Month(s) [ ] Year(s)

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

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

- [ ] Yes ____
- [ ] No

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

- [ ] Yes ____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

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

- [ ] Yes ____
- [ ] No

18. RECOMMENDED RETENTION: Retain for 20 years, then Destroy. * Prior to destruction review for Extended Retention

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER: Requirements

21. DATE

DGS 550-4 (Revised 1/93)

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

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

AGENCY RECORDS INVENTORY

Page 2 Of _____

1. DEPARTMENT/AGENCY: WASH. CO.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: Debt Schedules

5. EARLIEST YEAR / LATETEST YEAR: 1993 TO _____

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

INVOICES; BOND PAYABLE STATEMENTS; ADDING MACHINE TAPES; WORK PAPERS; BOND DISCOUNT STATEMENTS; DEPOSIT TICKETS; CORRESPONDENCE; TAX FORMS; PRINCIPAL ADVISE STATEMENT; TRANSACTIONS STATEMENT;

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

1 Number CU. FT.

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

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

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

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

- [ ] Yes _____
- [ ] No

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

- [ ] Yes _____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

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

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

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

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

AGENCY RECORDS INVENTORY

Page 15 Of _____

1. DEPARTMENT/AGENCY: WASH. CO.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: TRANSPORTATION BOND INFORMATION

5. EARLIEST YEAR / LATETEST YEAR: 1991 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)

CONTAINS, BUT IS NOT LIMITED TO: MEMO'S; SINKING FUND REQUIREMENTS + DEBT SERVICE PAYMENTS; BOND BOOK ENTRIES - PARTICIPATION AGREEMENTS - REVISED PARTICIPATION AGREEMENTS - LOAN PROCEEDS CERT.; REQUEST FOR REIMBURSEMENT - CANCELLED

OVER

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

1 1/2 Number Cubic Feet

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

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

BASEMENT - UNIT 13

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

☐ Yes _____ ☐ No

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

☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

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

☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER

W E Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

checks; Invoices; Newspaper Articles;
Notification of Bond Ratings;
Resolutions To Authorize To Issue &
sell; Schedule of Responsibilities;
Senate Bills - Application of Bond
Proceeds - Balance Sheets

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

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

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY: WASH. CO.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: CERTIFICATES OF DEPOSIT BOND PROJECTS

5. EARLIEST YEAR / LATETEST YEAR: 1979 to CURRENT

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

STATEMENT FOR RECIPIENTS OF INTEREST INCOME; CREDIT ADVICE; CONFIRMATION; WORKPAPERS;

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

DATE

9. VOLUME

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

1 Number CU. FT.

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): ADMIN BLDG - 2nd FLOOR

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

[ ] Yes _____ [ ] No

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

[ ] Yes _____ [ ] No

16. AUDIT REQUIREMENTS

[ ] None [ ] State [ ] Federal [ ] Independent

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

[ ] Yes _____ [ ] No

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

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

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

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY WASH. Co.

2. DIVISION FINANCE

3. UNIT

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

4. RECORD SERIES TITLE YEAR END WORK PAPERS

5. EARLIEST YEAR / LATETEST YEAR 1996 TO CURRENT

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

SUPPORT = CAPITAL PROJECTS, GOLF COURSE; GENERAL FIXED ASSETS; TRANSPORTATION + AIRPORT; UTILITY FUNDS; GENERAL FUNDS; GENERAL FILE; AGENCY FUND; SPECIAL REVENUE FUNDS; DEFERRED COMP; TRANSACTION SUMMARY.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

DATE

9. VOLUME

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

4 Number CU. FT.

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room) ADMIN Bldg - 2nd Floor

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

☐ Yes _____ ☐ No

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

☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

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

☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Retain for three (3) Years and until all Audit Requirements have been Fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

DGS 550-1 (Revised 1/93)

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

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

AGENCY RECORDS INVENTORY

Page 29 Of _____

1. DEPARTMENT/AGENCY: WASH. CO.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: Tax Information

5. EARLIEST YEAR / LATETEST YEAR: 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)

Tax Returns, Consisting of: FICA - State Retirement - State Withholding; County Retirement - Federal Withholding; Computer generated printouts; Adding Machine Tapes; Deposits - Returns - Forms - Attachments; correspondence; over

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

DATE

9. VOLUME

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

_____ Number

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

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

BASEMENT - UNIT 18 File Rm and Floor

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

☐ Yes _____ ☐ No

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

☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

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

☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION: RETAIN FOR THREE (3) YEARS AND UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN FULFILLED, THEN DESTROY.

19. NAME AND TITLE OF PREPARER: W Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

2 cubic feet

Child support + Liens. Admissions + Amusement Tax. Income Tax; Real Estate 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

AGENCY RECORDS INVENTORY

Page 5 Of _____

1. DEPARTMENT/AGENCY: WASH. Co

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: Federal W-2's

5. EARLIEST YEAR / LATETEST YEAR: 1970 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)

W-2's File copies - .
W-2 Computer Listings

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

4 Number Cu. Ft.

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room) over
BASEMENT - UNIT - 6
2ND Floor File 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)

☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

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

☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION Retain for Three (3) years and until all Audit Requirements have been fulfilled, then Destroy.

19. NAME AND TITLE OF PREPARER: W E Taylor

20. TELEPHONE NUMBER:

21. DATE:

DGS 550-4 (Revised 1/93)

43 cubic feet

Williamsport
BOX # 15

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

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

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY: WASH. Co.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: Vouchers

5. EARLIEST YEAR / LATETEST YEAR: _____ TO _____

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

Voucher Forms, LIST: INVOICE/Purchase orders Voucher No.; P.O. No.; Vendor No.; N/A; INVOICE No.; DATE; PAY DATE; TOTAL; Description; Fund/Type; Dept; object; P.O. Register; Voucher Register; Check Register; Voided Check Register; Voucher Schedule (over)

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

210 Number CU. FT.

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number [ ] Month(s) [ ] Year(s)

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

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

- [ ] Yes _____
- [ ] No

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

- [ ] Yes _____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

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

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION Retain for Three (3) years and until all audit requirements have been fulfilled, then destory.

19. NAME AND TITLE OF PREPARER: [illegible signature]

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

Outstanding Voucher List; Voucher History;

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

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

AGENCY RECORDS INVENTORY

Page 8 Of _____

1. DEPARTMENT/AGENCY: WASH. Co.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: Vouchers

5. EARLIEST YEAR / LATETEST YEAR: 1993 TO _____

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

Voucher Forms - Invoice/Purchase orders Includes - Voucher #, PO#, Vendor #, Name Address, Invoice #, Date, Pay date, Total Description, Fund/Type, Dept, Object, P.O. Register, Voucher Register, Check Register, ~~Voucher R~~ (over)

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

Voucher Number

9. VOLUME

193. CUBIC FEET
Number

- [ ] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [x] Other (Specify) Boxes - Movable Files

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

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

13. CURRENT LOCATION(S) (Bldg., Floor, Room) over
BASEMENT - UNIT 7-10
2nd Floor File 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)

- [ ] Yes _____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

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

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER: WE Payne

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

48
2
~~90~~ cubic feet
98
25
34
57
36
193

Williamsport - Box 57 - 115 - 164
2nd Floor Finance

Outstanding Voucher Lists
Paid Vouchers; Voucher History
On-Line P.O. Register
~~Voucher History~~
Current Check Registers
Modified P.O. Register

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

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

AGENCY RECORDS INVENTORY

Page 20 Of _____

1. DEPARTMENT/AGENCY: WASH. Co.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: Voucher Schedules

5. EARLIEST YEAR / LATETEST YEAR: 1993 TO ~~1999~~

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 generated - Includes Fund Distribution Vouchers Payable - Listing of Checks Paid To Vendors - Voided Check Register

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☑ Other (Specify) 11 X 14

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
- ☑ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) DATE/Voucher No.

9. VOLUME

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

12 Number CU. FT.

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

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

BASEMENT - UNIT 15 (over) 16

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

☐ Yes _____ ☐ No

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

☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

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

☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER: W E Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

~~5~~ cubic feet
~~6 7 8~~ 12

2nd floor

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

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

AGENCY RECORDS INVENTORY

Page ____ Of ____

1. DEPARTMENT/AGENCY: WASH. Co.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: Budget Reports

5. EARLIEST YEAR / LATETEST YEAR: 1983 TO Current

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

Computer Generated: Balance Sheets; Budget Report; Revenue Report; Budget Transfer Request; Work Papers; Approved operating Budget; Long Range Strategic operating Summary; Personnel Reclassification Request; Capital Outlay Request;

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☑ Other (Specify) 11X14 Bound Reports

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) ____

9. VOLUME

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

9 Number Cu. Ft.

10. ANNUAL ACCUMULATION

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

____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

____ Number ☐ Month(s) ☐ Year(s)

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

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

☐ Yes ____ ☐ No

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

☐ Yes ____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

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

☐ Yes ____ ☐ No

18. RECOMMENDED RETENTION Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93

Revenue Reports - Capital Projects
summary - Budget Cut #;
yearly Tax Rebate Report.

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

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

AGENCY RECORDS INVENTORY

Page 11 Of _____

1. DEPARTMENT/AGENCY: WASH. Co.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: Budget Reports

5. EARLIEST YEAR / LATETEST YEAR: 1983 TO ~~1989~~ 1986 1994

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 generated - Balance Sheets - Budget Report; Revenue Report - General Journals; Expenditure Report - Revenue Transaction Reports; Expenditure Reports Budget Transfer Requests

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ☑ Other (Specify) By Fund/Date

9. VOLUME

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

~~25~~ Number Cubic Feet

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

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

Basement - Unit 15
2nd Floor File 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)

☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

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

☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER: WE Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

~~#3~~ 8 cubic feet

Williamsport - Buf

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

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

AGENCY RECORDS INVENTORY

Page 34 Of _____

1. DEPARTMENT/AGENCY: WASH. Co.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: Budget Reports (Year End)

5. EARLIEST YEAR / LATETEST YEAR: 1997 TO _____

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

Work papers — Approved operating Budget
Long Range Strategic Operating Summary

7. RECORD SERIES FORMAT(S)

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

Bound Reports

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

1 Number Cu. Ft.

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

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

2ND Floor File 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)

☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

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

☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER

W E Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93

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

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

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY: WASH. CO.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: Time Cards

5. EARLIEST YEAR / LATETEST YEAR: 1989 TO CURRENT

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

Computer Generated -

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

185 Cu. FT.
Number

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

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

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

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

- [ ] Yes _____
- [ ] No

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

- [ ] Yes _____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

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

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION: RETAIN FOR THREE (3) YEARS AND UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN FULFILLED, THEN DESTROY.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93

147
38
185

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

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

AGENCY RECORDS INVENTORY

Page 1 Of _____

1. DEPARTMENT/AGENCY: WASHINGTON Co.

2. DIVISION: Budget + Finance

3. UNIT:

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

4. RECORD SERIES TITLE: TIME Cards
WASHINGTON Co. COMMISSIONERS

5. EARLIEST YEAR / LATETEST YEAR: ~~1988~~ 1989 TO _____

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

Computer generated Time Cards
Missing Time Card List - by WEEK
Various computer printouts - Adjustment List; CAK use - Defer Annuity - Supplemental Deduction Edit.

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) 14X11

8. RECORD SERIES SEQUENCE

- [ ] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [x] Other (Specify) Type of PAY - Dept.

9. VOLUME

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

~~[illegible]~~ ~~[illegible]~~ ~~[illegible]~~ 147 Cubic Feet

Number

Moveable shelves

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

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

13. CURRENT LOCATION(S) (Bldg., Floor, Room) over
BASEMENT - UNIT 1-5
Second Floor File

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

- [ ] Yes _____
- [ ] No

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

- [ ] Yes _____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

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

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER: W E Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

~~8/96~~

~~4/95~~ ~~5/93~~ ~~4/95~~

~~7/94~~ ~~4/94~~ 6/93

~~3~~ boxes

~~3~~

~~20~~ ~~23~~ ~~29~~ ~~35~~ ~~29~~

44 58

27

2

~~117~~ 147 cu. ft.

Williamsport

BOX # 113 - 112 - 171 - 170 - 15

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

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

AGENCY RECORDS INVENTORY

Page 2 Of _____

1. DEPARTMENT/AGENCY: WASH. CO.

2. DIVISION: TRANSPORTATION COUNTY ROADS

3. UNIT:

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

4. RECORD SERIES TITLE: TIME CARDS

5. EARLIEST YEAR / LATETEST YEAR: 6/93 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)

SAME AS CO. COMMISSIONERS

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [x] Other (Specify) COMPUTER PRINTOUTS 11X14

8. RECORD SERIES SEQUENCE

- [ ] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [x] Other (Specify) Type of PAY - DEPT.

9. VOLUME

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

38 ~~38~~ Number Cubic Feet

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

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

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

BASEMENT - UNIT 1-2+4-5
WILLIAMSPORT

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

- [ ] Yes _____
- [ ] No

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

- [ ] Yes _____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

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

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER: W Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

~~6/96~~ 6/94

~~6~~ boxes

~~13~~
16

32
2
2
2

38

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

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

AGENCY RECORDS INVENTORY

Page ____ Of ____

1. DEPARTMENT/AGENCY: WASH. CO.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: PAYROLL REPORTS COMPUTER GENERATED

5. EARLIEST YEAR / LATETEST YEAR: 1990 to CURRENT

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

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 - LABOR DISTRIBUTION - CONTROL HEADER AUDIT REPORT; DIRECT DEPOSIT REGISTER (over)

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☑ Other (Specify) 11 X 14

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
- ☐ Numerical
- ☑ Chronological
- ☐ Geographical
- ☐ Other (Specify) ____

9. VOLUME

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

35 ~~25~~ Number CU. FT.

10. ANNUAL ACCUMULATION

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

____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
ADMIN BLDG - BASEMENT
2nd FLOOR - WILLIAMSPORT

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

☐ Yes ____ ☐ No

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

☐ Yes ____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

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

☐ Yes ____ ☐ No

18. RECOMMENDED RETENTION Retain For Three (3) Years and until all audit Requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93

Adds & Changes To Master Payroll File;
Time Transaction Edit List; Leave
Status

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

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

AGENCY RECORDS INVENTORY

Page 4 Of _____

1. DEPARTMENT/AGENCY: WASH. CO.

2. DIVISION:

3. UNIT: COUNTY COMMISSIONERS

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: Weekly Payroll Registers

5. EARLIEST YEAR / LATETEST YEAR: ~~1990~~ TO ~~1990~~ 1990-

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

Computer generated - Check Register - Direct Deposit Register - Year To Date - Labor Distribution - Retirement Deductions - Adds + Changes To Master File. Leave Status; Proof + Deductions; Time Tranaction Edit List.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

Pay Period.

9. VOLUME

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

_____ Number

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number [ ] Month(s) [ ] Year(s)

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

Basement - Floor
2nd Floor (over)

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

[ ] Yes _____ [ ] No

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

[ ] Yes _____ [ ] No

16. AUDIT REQUIREMENTS

[ ] None [ ] State [ ] Federal [ ] Independent

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

[ ] Yes _____ [ ] No

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER: W E Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

~~#~~ cubic feet.
~~[illegible]~~ #15

WILLIAMSPORT
BOX 52 - #42 - #54

2 CU. FT.

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

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

AGENCY RECORDS INVENTORY

Page 10 Of _____

1. DEPARTMENT/AGENCY: WASH. Co.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: PAYROLL REPORTS

5. EARLIEST YEAR / LATETEST YEAR: ~~1990~~ TO 1991

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

COMPUTER GENERATED - PRE-CHECK REGISTER; YEAR TO DATE REPORT; CHECKS REGISTER; PAYROLL ANALYSIS; PAYROLL OVERHEAD REPORTS LABOR REGISTER; CONTROL HEADER AUDIT REPORT; PAYROLL AUDIT LOG; PAYROLL PROOF REGISTER; ALL DEDUCTIONS REPORT;

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

Employee #

9. VOLUME

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

_____ Number

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

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

BASEMENT - UNIT 11

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

☐ Yes _____ ☐ No

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

☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

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

☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER: WE Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

~~3~~ cubic feet
~~9~~ 10

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

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

AGENCY RECORDS INVENTORY

Page 3 Of _____

1. DEPARTMENT/AGENCY: WASH. CO.

2. DIVISION: FINANCE

3. UNIT: COUNTY COMMISSIONERS

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

4. RECORD SERIES TITLE: PAYROLL ATTENDANCE SHEETS

5. EARLIEST YEAR / LATETEST YEAR: 6/96 TO _____

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

Computer generated - Employee Attendance Exception Listings/ (Leave Avail/Wages) List. Vac. Hrs/ Sick Hrs/ Personnel

7. RECORD SERIES FORMAT(S)

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

Loose Leaf Binders

8. RECORD SERIES SEQUENCE

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

Pay Period/Dept.

9. VOLUME

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

_____ Number

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number [ ] Month(s) [ ] Year(s)

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

BASEMENT - Floor

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

- [ ] Yes _____
- [ ] No

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

- [ ] Yes _____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

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

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER: W E Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

6/96

8 ~~#~~ cubic feet.

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

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

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY
WASH. Co.

2. DIVISION
FINANCE

3. UNIT
PAYROLL

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

4. RECORD SERIES TITLE
PAYROLL CHANGE FILES

5. EARLIEST YEAR / LATETEST YEAR
_____ TO _____

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)
CONTAINS, BUT IS NOT LIMITED TO: CORRESPONDENCE; ADJUSTMENT FILE MAINT.; PAYROLL INFORMATION SHEET; WITHHOLDING CERTIFICATION;

DETAIL FOR COMPUTER - ADD/CHANGE REPORT.

7. RECORD SERIES FORMAT(S)
- ☑ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE
- ☑ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

EMPLOYEE NAME

9. VOLUME
- ☑ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☐ Other (Specify) _____

7 Number CU. FT.

10. ANNUAL ACCUMULATION
- ☐ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) _____

_____ Number

11. FILE IS USED
- ☐ Daily
- ☐ Weekly
- ☐ Monthly

12. FILE BECOMES INACTIVE AFTER
_____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
ADMIN BLDG - 2ND FLOOR

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

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

16. AUDIT REQUIREMENTS
☐ None ☐ State ☐ Federal ☐ Independent

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

18. RECOMMENDED RETENTION RETAIN FOR three (3) years AND UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN FULFILLED, THEN DESTROY.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/94)

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

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

AGENCY RECORDS INVENTORY

Page 7 Of _____

1. DEPARTMENT/AGENCY: WASH. CO

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: PAYROLL DEDUCTIONS

5. EARLIEST YEAR / LATETEST YEAR: ~~1990~~ 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)

Computer generated - WEEKLY RETIREMENT REPORTS; ANNUITY - BONDS - UNION DUES - UNITED FUND; FICA - STATE W.H. - LEINS - CREDIT UNION - HEALTH INS. DEDUCTIONS PROOF + DEDUCTION REPORTS;

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
- ☐ Numerical
- ☑ Chronological
- ☐ Geographical
- ☐ Other (Specify) Type of Deduction/ year/ Employee

9. VOLUME

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

_____ Number

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room) over
Basement - Floor
2nd Floor File 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)

☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

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

☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION Retain for three (3) years and until all Audit Requirements have been Fulfilled, Then Destroy.

19. NAME AND TITLE OF PREPARER: W E Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

~~30~~ ~~40~~ cubic feet.
~~40~~
~~11~~
12

Williamsport - Box 54

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

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

AGENCY RECORDS INVENTORY

Page 16 Of _____

1. DEPARTMENT/AGENCY: Wash. Co.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: PAYROLL Checks - (Cancelled)

5. EARLIEST YEAR / LATETEST YEAR: 1984 / _____

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

Cancelled Payroll checks + Computer generated Cancelled Check List.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

Check No.

9. VOLUME

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

29 Number Cubic Feet

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

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

BASEMENT. TOP OF UNITS 1-6 OVER

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

☐ Yes _____ ☐ No

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

☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

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

☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION: Retain for three (3) years and until all Audit Requirements have been Fulfilled, then Destroy.

19. NAME AND TITLE OF PREPARER: W E Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

second Floor File Room

22
7
29

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

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

AGENCY RECORDS INVENTORY

Page 6 Of _____

1. DEPARTMENT/AGENCY: WASH. CO.

2. DIVISION: FINANCE

3. UNIT: COMMISSIONERS

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: Personnel Terminations

5. EARLIEST YEAR / LATETEST YEAR: 1971 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)

Contains - but is 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 + Medicine Records.

over

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

_____ Number

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): BASEMENT - UNIT - 6

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

☐ Yes _____ ☐ No

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

☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

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

☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION: Retain for Three (3) years after termination, then destroy.

19. NAME AND TITLE OF PREPARER: W E Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

Payroll Adjustments File maintenance
Form; Adds & changes to Payroll master file

~~[illegible]~~ 20 Cubic Feet

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

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

AGENCY RECORDS INVENTORY

Page 9 Of _____

1. DEPARTMENT/AGENCY: WASH. CO

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: Telephone Bills

5. EARLIEST YEAR / LATETEST YEAR: 1993 TO _____

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

CONTAINS, BUT IS NOT LIMITED TO: ITEMIZED CALL DETAIL REPORT; PAYMENT + ADJUSTMENT REPORT; PAYMENT VOUCHER; MONTHLY INVOICE; ACTIVITY REPORT.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

VOUCHER NO.

9. VOLUME

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

_____ Number

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number [ ] Month(s) [ ] Year(s)

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

BASEMENT - FLOOR
2ND FLOOR FILE 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)

- [ ] Yes _____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

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

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION: RETAIN FOR three (3) years AND UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN FULFILLED, THEN DESTROY.

19. NAME AND TITLE OF PREPARER: W E Taylor

20. TELEPHONE NUMBER:

21. DATE:

DGS 550-4 (Revised 1/93)

~~10~~ cubic feet
~~12~~
~~22~~ 22
~~20~~

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

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

AGENCY RECORDS INVENTORY

Page 12 Of _____

1. DEPARTMENT/AGENCY: WASH. CO.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: UNIFORM FINANCE REPORTS (FISCAL REPORTS TO STATE FISCAL SERV.)

5. EARLIEST YEAR / LATETEST YEAR: 1971 / 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)

CONTAINS, BUT IS NOT LIMITED TO: TRANSMITTAL + VERICATION DOCUMENT; REVIEW; ANNUAL FINANCIAL REPORT
SHOWS REVENUES BY - GENERAL FUND - CAPITAL PROJECTS; ENTERPRISE; SCHEDULE OF FEES

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

_____ Number

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number [ ] Month(s) [ ] Year(s)

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

[ ] Yes _____ [ ] No

16. AUDIT REQUIREMENTS

[ ] None [ ] State [ ] Federal [ ] Independent

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

[ ] Yes _____ [ ] No

18. RECOMMENDED RETENTION

Retain for three (3) Years and until all Audit Requirements have been Fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER: W E Taylor

DGS 550-4 (Revised 1/93)

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

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

AGENCY RECORDS INVENTORY

Page 14 Of _____

1. DEPARTMENT/AGENCY: WASH. Co.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: CONVENTIONS + VISITORS BUREAU (over)

5. EARLIEST YEAR / LATETEST YEAR: 1990 TO _____

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

CPA Reports which contain, but is not limited to: Tax Filing instructions; Tax Returns; Personal Property Returns - To md. State Assessment + Taxation; Financial Information; Minutes of Convention Bureau Board of Directors; Grant Data.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

YEAR

9. VOLUME

- [ ] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [x] Other (Specify) BOX

1 Number CUBIC FOOT

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number [ ] Month(s) [ ] Year(s)

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

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

- [ ] Yes _____
- [ ] No

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

- [ ] Yes _____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

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

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION ~~PERM.~~

Use General File Retention

19. NAME AND TITLE OF PREPARER: W E Taylor

20. TELEPHONE NUMBER:

21. DATE:

DGS 550-4 (Revised 1/93)

MEMO's; ARTICLES OF INCORPORATION.

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

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

AGENCY RECORDS INVENTORY

Page 26 Of _____

1. DEPARTMENT/AGENCY: WASH. Co.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: WASHINGTON Co. REGIONAL AIRPORT -

5. EARLIEST YEAR / LATETEST YEAR: 1996 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)

Billing Master File; Computer generated Listings, showing: Acct. N+A, Description, Rent Amount, Budget Code, Req. #, Contract. Payment Journal. Copy of Invoice + Check Received. Rental Car Concession Report; Adding machine tapes;

OVER

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

ACCT. #

9. VOLUME

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

3 Number CU. FT.

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

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

13. CURRENT LOCATION(S) (Bldg., Floor, Room): BASEMENT - UNIT 17

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

- [ ] Yes _____
- [ ] No

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

- [ ] Yes _____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

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

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION

Retain for three (3) Years and until all Audit Requirements have been Fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER: W E Fayle

20.

DGS 550-4 (Revised 1/93)

1 cubic foot

Receipts Log.

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

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

AGENCY RECORDS INVENTORY

Page 27 Of _____

1. DEPARTMENT/AGENCY: WASH. CO.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: ROADS BILLING

5. EARLIEST YEAR / LATETEST YEAR: _____ TO _____

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

Billing For Gasoline; Fuel Tax.
Payments are received From: Airports; Golf Course; Bd. of Education; Court House Library; SPCA; Boonsboro; Headstart, Housing; etc. Payable To Commissioners.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

ACCT. NO.

9. VOLUME

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

_____ Number

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

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

13. CURRENT LOCATION(S) (Bldg., Floor, Room): BASEMENT - UNIT 17

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

- [ ] Yes _____
- [ ] No

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

- [ ] Yes _____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

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

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION: Retain For three (3) years And until All Audit Requirements have been Fulfilled, Then Destroy.

19. NAME AND TITLE OF PREPARER: W E Taylor

20. TELEPHONE NUMBER:

21. DATE:

DGS 550-4 (Revised 1/93)

1 cubic foot.

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

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

AGENCY RECORDS INVENTORY

Page 28 Of _____

1. DEPARTMENT/AGENCY: WASH. CO.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: GRANTS

5. EARLIEST YEAR / LATETEST YEAR: 1991 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)

CONTAINS all or some of the following: Auditors' Report - Audit Agreements - Health + Life Premiums - Expenditure Acct. History, Invoices - Store Room Requisitions - Expenditure Transaction Reports - Budget Transactions - Check copies - Reimbursement Claims, Budget balance Report, (over)

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

_____ Number

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number [ ] Month(s) [ ] Year(s)

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

BASEMENT - UNIT 18
2nd Floor File 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)

[ ] Yes _____ [ ] No

16. AUDIT REQUIREMENTS

[ ] None [ ] State [ ] Federal [ ] Independent

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

[ ] Yes _____ [ ] No

18. RECOMMENDED RETENTION: Retain for 5 years after close of grant and until all audit requirements have been fulfilled, then destroy

19. NAME AND TITLE OF PREPARER: W.E. Taylor

20. TELEPHONE NUMBER:

21. DATE:

DGS 550-4 (Revised 1/93)

Adding Machine Tapes - Correspondence.

~~10~~ 19 cubic feet

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

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

AGENCY RECORDS INVENTORY

Page 30 Of _____

1. DEPARTMENT/AGENCY: WASH. Co.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: WASHINGTON Co. WORKERS COMPENSATION FUND CHECKS

5. EARLIEST YEAR / LATETEST YEAR: 1985 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)

CANCELLED CHECKS

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

CHECK NO.

9. VOLUME

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

1/2 Number CUBIC FOOT

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

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

BASEMENT-UNIT 11

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

☐ Yes _____ ☐ No

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

☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

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

☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION: RETAIN FOR three (3) YEARS AND UNTIL ALL AUDIT REQUIREMENTS have been FULFILLED, then DESTROY.

19. NAME AND TITLE OF PREPARER: W E Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

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

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

AGENCY RECORDS INVENTORY

Page 31 Of _____

1. DEPARTMENT/AGENCY: Wash. Co.

2. DIVISION: Finance

3. UNIT:

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

4. RECORD SERIES TITLE: Workers Compensation Acct. Closed - Bank Reconciliation

5. EARLIEST YEAR / LATETEST YEAR: _____ TO _____

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

Bank Reconciliation Statements
Commissioners Receipts For W.C. Premiums
Workers Comp. Payroll Analysis for Roads Dept.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

1 Number Cubic Foot

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room) Basement - Unit 11

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

☐ Yes _____ ☐ No

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

☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

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

☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION Retain For 5 years Then Destroy.

19. NAME AND TITLE OF PREPARER: W E Taylor

20. TELEPHONE NUMBER:

21. DATE:

DGS 550-4 (Revised 1/93)

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

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

AGENCY RECORDS INVENTORY

Page 32 Of _____

1. DEPARTMENT/AGENCY: WASH. Co.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: WARRANT Request

5. EARLIEST YEAR / LATETEST YEAR: 1997 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):

Treasurer's Report Warrant - Acct Transfer Lists: WARRANT No.; Fund; DATE; PAY To; AMOUNT; Dept; object + Sub object;

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

Fund/DATE

9. VOLUME

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

4 Number Cubic Ft.

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): 2nd Floor File 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))

- [ ] Yes _____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

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

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION: Retain for three (3) years and until all Audit Requirements have been Fulfilled, Then Destroy.

19. NAME AND TITLE OF PREPARER: W E Taylor

20. TELEPHONE NUMBER:

21. DATE:

DGS 550-4 Revised 1/93)

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

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

AGENCY RECORDS INVENTORY

Page ____ Of ____

1. DEPARTMENT/AGENCY: WASH. CO.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: General Ledger

5. EARLIEST YEAR / LATETEST YEAR: 1987 TO CURRENT

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

CONSISTS OF, BUT NOT LIMITED TO: JOURNAL ENTRIES; G/L POSTINGS + UPDATES; REGISTERS APPROPRIATION JOURNALS; ENCUMBRANCE JOURNALS; G/L DETAIL LIST; CURRENT DISBURSEMENT JOURNAL; CHECK REGISTERS; REVENUE TRANSACTION LIST; 13th MONTH PRIOR YEAR EXPENDITURES; (over)

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- [ ] Alphabetical
- [x] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) ____

DATE
WARRANT NO.

9. VOLUME

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

50 Number CU. FT.

10. ANNUAL ACCUMULATION

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

____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

____ Number [ ] Month(s) [ ] Year(s)

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

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

- [ ] Yes ____
- [ ] No

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

- [ ] Yes ____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

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

- [ ] Yes ____
- [ ] No

18. RECOMMENDED RETENTION

Retain for three (3) Years and until all Audit Requirements have been Fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

DGS 550-4 Revised 1/93

Year To Date Transactions
Detailed Cash Receipts
P.O. Register
Modified P.O. Register/Journal
Expenditure Report

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

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

AGENCY RECORDS INVENTORY

Page 18 Of _____

1. DEPARTMENT/AGENCY: WASH. CO.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: Warrants and Journal Entries (over)

5. EARLIEST YEAR / LATETEST YEAR: ~~1989~~ TO 1999 ~~1989 1996~~

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

Journal Entry forms - Shows: Fund Name, Journal Voucher No., Date, Acct. Name, Number; Debit; Credit.
Back up Data - Labor Distribution. Warrant Request - Treasurer; Memo's;

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

WARRANT No.

9. VOLUME

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

_____ Number

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room) over
BASEMENT UNIT 15
2nd Floor File 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)

- [ ] Yes _____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

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

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER: W E Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

INSURANCE CLAIM FORMS; PREMIUM DUE INVOICES. AUTOMATIC TRANSFERS. GENERAL FUND; WORKERS COMPENSATION; BLACK ROCK GOLF COURSE.
ACCT. HISTORY - CORRESPONDENCE.

~~[illegible]~~ CUBIC FEET
~~#~~ 17

COMPUTER GENERATED BATCH JOURNAL ENTRIES.
GENERAL LEDGERS POSTING + UPDATES
GENERAL JOURNAL REGISTERS
APPROPRATION JOURNAL
ENCUMBRANCE JOURNAL

WILLIAMSPORT - BOX #33

CURRENT DISBURSEMENT JOURNAL
G/L DETAIL LIST

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

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

AGENCY RECORDS INVENTORY

Page 21 Of _____

1. DEPARTMENT/AGENCY: Wash. Co.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: General Ledger Transaction Report

5. EARLIEST YEAR / LATETEST YEAR: ~~1987~~ TO ~~1989~~ 1987-

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

over

Computer generated - Lists - Acct. - Date - Reference - Vendor # + Name - Description - Debit - Credit. - year to date Transactions. General Ledger Update - Check Register Revenue Transaction Report - Expenditures 13th Month Prior year

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

DATE

9. VOLUME

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

Number Cubic Foot

10. ANNUAL ACCUMULATION

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

Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

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

BASEMENT - UNIT 15 16 (over)

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

☐ Yes _____ ☐ No

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

☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

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

☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER: W E Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93

~~8~~ 4 cubic ~~foot~~
13 14 15 17

2nd Floor File Room

Williamsport - Box #33 - 70 - 72 - 73 - 93

P.O. Register; Modified P.O. Register;
G/L Journal Entry Register;
P.O. 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
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 35 Of _____

1. DEPARTMENT/AGENCY: WASH. Co.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: PAYROLL ACCOUNT BANK RECONCILATION

5. EARLIEST YEAR / LATETEST YEAR: 1997 TO _____

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

Computer generated Listings - Check #, Date, Outstanding check No., Amount,

Bank Statement
Work Papers - Check copies
Outstanding Check Listing

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

DATE

9. VOLUME

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

_____ Number

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

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

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

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

- [ ] Yes _____
- [ ] No

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

- [ ] Yes _____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

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

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION: RETAIN for three (3) years and until all Audit Requirements have been Fulfilled, then Destroy.

19. NAME AND TITLE OF PREPARER: W E Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93)

1/2 C.F.

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 36 Of _____

1. DEPARTMENT/AGENCY: WASH. Co.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: Poll Workers Check Registers

5. EARLIEST YEAR / LATETEST YEAR: _____ TO _____

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

Computer generated Listings — District, Name, Gross Amt., Net Amt, Check No., Date, Soc. Sec. No.,

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

DATE

9. VOLUME

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

1/2 Number Cu. Ft.

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

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

2nd Floor File 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)

☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

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

☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION: Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

W. Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93

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

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

AGENCY RECORDS INVENTORY

Page 37 Of _____

1. DEPARTMENT/AGENCY: Wash. Co.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: General Ledger Trial Balance (Budget Reports)

5. EARLIEST YEAR / LATETEST YEAR: 1988 TO _____

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

Computer generated Listing - Acct. Code, Title, Debit, Credit, Balance, Date

(General Fund, Water + Sewer, Capital Projects, Solid Waste, Airport, Transportation, Long Term Debt)

7. RECORD SERIES FORMAT(S)

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

Loose Leaf Binders

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

_____ Number

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

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

13. CURRENT LOCATION(S) (Bldg., Floor, Room): 2nd Floor - Files Rm.

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

- [ ] Yes _____
- [ ] No

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

- [ ] Yes _____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

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

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION

Retain for three (3) Years and until all Audit Requirements have been Fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER: W E Taylor

DGS 550-4 Revised 1/93

10 cubic feet

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 38 Of _____

1. DEPARTMENT/AGENCY: WASH. Co.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: WARRANTS DISBURSEMENTS JOURNAL

5. EARLIEST YEAR / LATETEST YEAR: _____ TO _____

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

Computer generated Listing: Warrant No, Received From, Date, Acct Code, Amount, Debit, Credit.

7. RECORD SERIES FORMAT(S)

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

Loose Leaf Binders

8. RECORD SERIES SEQUENCE

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

Warrant No.

9. VOLUME

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

1/2 Number Cu. Ft.

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): 2nd Floor

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

- [ ] Yes _____
- [ ] No

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

- [ ] Yes _____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

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

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION: Retain for three (3) years and until all Audit Requirements have been fulfilled, Then Destroy.

19. NAME AND TITLE OF PREPARER: W E Taylor

20. TELEPHONE NUMBER:

21. DATE:

DGS 550-4 (Revised 1/93)

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

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

AGENCY RECORDS INVENTORY

Page 17 Of _____

1. DEPARTMENT/AGENCY: WASH. Co.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: CANCELLED CHECKS

5. EARLIEST YEAR / LATETEST YEAR: 1993 TO _____

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

GENERAL DISBURSEMENT CHECKS (CANCELLED)
LIST OF CHECK NO./AMOUNT/TRACE NO.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

CHECK NO.

9. VOLUME

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

_____ Number

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

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

BASEMENT - TOP OF UNITS - 7-10 over

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

☐ Yes _____ ☐ No

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

☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

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

☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION: RETAIN FOR three (3) years AND UNTIL ALL AUDIT REQUIREMENTS have been FULFILLED, THEN DESTROY.

19. NAME AND TITLE OF PREPARER: W Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

~~16~~ cubic feet
22

2nd Floor File Room

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

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

AGENCY RECORDS INVENTORY

Page 19 Of _____

1. DEPARTMENT/AGENCY: WASH. Co.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: General Fund Treasurer's Reports

5. EARLIEST YEAR / LATETEST YEAR: 1993 TO _____

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

CASH STATEMENTS - Adding MAchine Receipts -

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

STATEMENT No. / DATE

9. VOLUME

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

_____ Number

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

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

BASEMENT - UNIT 15 -

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

☐ Yes _____ ☐ No

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

☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

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

☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Retain for three (3) Years and until all Audit Requirements have been Fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

W Taylor

20.

DGS 550-4 (Revised 1/93)

2 cubic foot

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

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

AGENCY RECORDS INVENTORY

Page 23 Of _____

1. DEPARTMENT/AGENCY: WASH. Co.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: Audit Control Forms (Yellow)

5. EARLIEST YEAR / LATETEST YEAR: 1993 TO _____

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

Record of Monies paid To The County Commissioners, Listing - Dept. Rec'd of; Address - Paid by (Check - Cash) - Description; Amount

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☑ Other (Specify) 2 1/2 x 5"

8. RECORD SERIES SEQUENCE

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

CONTROL #

9. VOLUME

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

_____ Number

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

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

Basement - Utility
2nd Floor File 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)

☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

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

☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION: Retain for three (3) years and until all Audit Requirements have been fulfilled, then Destroy.

19. NAME AND TITLE OF PREPARER: WE Taylor

20. TELEPHONE NUMBER:

21. DATE:

DGS 550-4 (Revised 1/93)

5 ~~4~~ cubic feet

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

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

AGENCY RECORDS INVENTORY

Page 34 Of _____

1. DEPARTMENT/AGENCY: WASH. CO.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: Accounting Receipts

5. EARLIEST YEAR / LATETEST YEAR: 1996 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)

PINK/Yellow Acct. Receipt Forms: Contain: Receipt Form - Remittance Advice; Copy of Voucher; Copy of Check Stub.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☑ Other (Specify) 2 1/2 x 5"

8. RECORD SERIES SEQUENCE

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

CONTROL #

9. VOLUME

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

_____ Number

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

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

BASEMENT, UNIT 17
2nd Floor File 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)

☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

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

☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Retain for three (3) Years and until all Audit Requirements have been Fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

W E Taylor

20.

DGS 550-4 (Revised 1/93)

3 X cubic foot

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

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

AGENCY RECORDS INVENTORY

Page 25 Of _____

1. DEPARTMENT/AGENCY: WASH. CO.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: STOCK ROOM BILLING

5. EARLIEST YEAR / LATETEST YEAR: 1995 TO 1999

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 generated Listings, containing - Stock Room Usage Bill; Requisition Forms Adding Machine Tapes;

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

?

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

9. VOLUME

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

_____ Number

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

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

BASEMENT - UNIT 17
2nd Floor File 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)

☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

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

☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Retain for three (3) Years and until all Audit Requirements have been Fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

W Taylor

DGS 550-4 (Revised 1/93)

X 2 CUBIC FOOT

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

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

AGENCY RECORDS INVENTORY

Page 22 Of _____

1. DEPARTMENT/AGENCY: WASH. CO.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: WASHINGTON CO Public GOLF COURSES

5. EARLIEST YEAR / LATETEST YEAR: 1996 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)

BLACK ROCK - WASHINGTON Co. Public Pro Shop Sales; INVOICES - PAYROLL Reports; Time Cards - RESTAURANT Sales;

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

_____ Number

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): BASEMENT - UNIT 16

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

☐ Yes _____ ☐ No

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

☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

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

☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Retain for three (3) Years and until all Audit Requirements have been Fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER: W Taylor

DGS 550-4 (Revised 1/93)

2 cubic feet

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

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

AGENCY RECORDS INVENTORY

Page 33 Of _____

1. DEPARTMENT/AGENCY: WASH. Co.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: FINANCIAL Reports/Audits (year End)

5. EARLIEST YEAR / LATETEST YEAR: ~~[illegible]~~ 1977 TO CURRENT

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

Year End Reports created by CPA Firm.

7. RECORD SERIES FORMAT(S)

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

Bound Books

8. RECORD SERIES SEQUENCE

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

9. VOLUME

- [ ] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [x] Other (Specify) Books

2 Number Cubic Ft.

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): 2nd Floor File Room Office

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

- [ ] Yes _____
- [ ] No

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

- [ ] Yes _____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

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

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION: Permanent. Transfer Periodically to The Md. State Archives.

19. NAME AND TITLE OF PREPARER: W E Taylor

20. TELEPHONE NUMBER:

21. DATE:

DGS 550-4 Revised 1/93

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

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

AGENCY RECORDS INVENTORY

Page ____ Of ____

1. DEPARTMENT/AGENCY: WASH. Co

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: Co. Owned Rental Properties

5. EARLIEST YEAR / LATETEST YEAR: 1994 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series): CONSISTS, BUT NOT LIMITED TO: INVOICES FOR RENTS PAID, LEASE AGREEMENTS - CORRESPONDENCE ACCOUNTING RECEIPT FORMS, RENTAL SPREAD SHEETS

7. RECORD SERIES FORMAT(S)
- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) ____

8. RECORD SERIES SEQUENCE
- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) ____

NAME OF RENTAL PROPERTY

9. VOLUME
- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) ____

1 Number CU. FOOT

10. ANNUAL ACCUMULATION
- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) ____

____ Number

11. FILE IS USED
- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

____ Number
- [ ] Month(s)
- [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): ADMIN. BLDG 2nd FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
- [ ] Yes ____
- [ ] No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)
- [ ] Yes ____
- [ ] No

16. AUDIT REQUIREMENTS
- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
- [ ] Yes ____
- [ ] No

18. RECOMMENDED RETENTION: USE GENERAL 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 SCHEDULE (DGS 550-1)

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

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY: WASH. Co.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: Misc. Subject Files

5. EARLIEST YEAR / LATETEST YEAR: 1906 TO CURRENT

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

Pertaining To: Civil Defense; Oil Spills; Planning Dept; 1099's; Mosquito Control; Rent; Memo; Fire Companies; Parks & Recreation. Consists of: Correspondence, Invoices; Oil Spill Call out Sheets; 1096 Forms; Tax Returns; 1099.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

DATE

9. VOLUME

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

2 Number Cu. Ft.

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room) ADMIN. Bldg. - 2nd Floor

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

[ ] Yes _____ [ ] No

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

[ ] Yes _____ [ ] No

16. AUDIT REQUIREMENTS

[ ] None [ ] State [ ] Federal [ ] Independent

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

[ ] Yes _____ [ ] No

18. RECOMMENDED RETENTION

Use General File Retention

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-1 (Revised 1/93)

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

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

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY: WASH. CO.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: GASOLINE REVENUE FILES

5. EARLIEST YEAR / LATETEST YEAR: 1976 TO CURRENT

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

REMITTANCE ADVISE FROM THE STATE OF MD; PINK RECEIPT COPY; CORRESPONDENCE; CHECK COPIES;

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

DATE

9. VOLUME

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

1 Number CU. FT.

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): ADMIN BLDG - 2ND FLOOR

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

- [ ] Yes _____
- [ ] No

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

- [ ] Yes _____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

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

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION

Retain for three (3) Years and until all Audit Requirements have been Fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

DGS 550-4 (Revised 1/93)

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page _____ Of _____
1. DEPARTMENT/AGENCY Wash. Co.	2. DIVISION Finance	3. UNIT

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

4. RECORD SERIES TITLE	5. EARLIEST YEAR / LATETEST YEAR
Transportation Revenue Sharing - Highway (State of Md)	1981 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)

Remittance Advice; correspondence; PINK Acct. Receipts;

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☑ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (Specify) _____	☐ Alphabetical ☑ Numerical ☐ Chronological ☐ Geographical ☐ Other (Specify) _____ DATE	☑ File Drawer(s) ☐ Microfilm Reel (s) ☐ Computer Tape (s) ☐ Other (Specify) _____ 1 Number Cu. Ft.
		10. ANNUAL ACCUMULATION ☐ File Drawer (s) ☐ Microfilm Reel (s) ☐ Computer Tape(s) ☐ Other (Specify) _____ _____ Number

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ Daily ☐ Weekly ☐ Monthly	_____ Number ☐ Month(s) ☐ Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Admin. Bldg - 2nd Floor	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) ☐ Yes _____ ☐ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) ☐ Yes _____ ☐ No	16. AUDIT REQUIREMENTS ☐ None ☐ State ☐ Federal ☐ Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) ☐ Yes _____ ☐ No	18. RECOMMENDED RETENTION Use General File Retention
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER / 21. DATE

DGS 550-4 (Revised 1/93)

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

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

AGENCY RECORDS INVENTORY

Page ____ Of ____

1. DEPARTMENT/AGENCY: WASH CO.

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: INTEREST ON REPO'S (FUNDS INVESTED ON A DAILY BASIS)

5. EARLIEST YEAR / LATETEST YEAR: 1977 TO CURRENT

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

CONTAINS, BUT IS NOT LIMITED TO: YELLOW RECEIPTS TICKETS; CONFIRMATION NOTICE; ~~CERTIFICATES OF DEPOSITS~~; TREASURY NOTES; INVESTMENT POOL; DEPOSITORY ACCOUNTS; ~~INTEREST~~ INTEREST SHEETS;

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- [ ] Alphabetical
- [x] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) ____

DATE

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) ____

1 Number CU FT.

10. ANNUAL ACCUMULATION

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

____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): ADMIN. BLDG 2ND FLOOR

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

- [ ] Yes ____
- [ ] No

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

- [ ] Yes ____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

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

- [ ] Yes ____
- [ ] No

18. RECOMMENDED RETENTION

Retain for three (3) Years and until all Audit Requirements have been Fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

20. T

DGS 550-4 (Revised 1/93)

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

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

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY: WASH. CO

2. DIVISION: FINANCE

3. UNIT:

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

4. RECORD SERIES TITLE: Fixed Assets

5. EARLIEST YEAR / LATETEST YEAR: 1994 to Current

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

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;

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) Books

6 Number Cu. Ft.

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): ADMIN Bldg - 2nd Floor

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

- [ ] Yes _____
- [ ] No

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

- [ ] Yes _____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

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

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION

Retain for ~~three (3)~~ Five (5) Years and until all Audit Requirements have been Fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

DGS 550-1 (Revised 1/93)