

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

Schedule No. C-941

Page 1 of 7

Agency  
 Worcester County

Division/Unit  
 Treasurer's Office

| Item No | Description  | Retention   |
|---------|--|---|
| 1       | Assessment and taxation  | Retain for 3 years, then destroy  |
| 2       | Check vouchers – from County Commissioners   | Retain 3 years and until all audit requirements have been met, then destroy |
| 3       | Tax records – checklists, delinquent reports, commissioner's list, bank records, cap projects, misc review sheets, check stubs | Retain 3 years and until all audit requirements have been met, then destroy |
| 4       | Food tax   | Retain 3 years, then destroy  |
| 5       | Transfer tax   | Retain 3 years, then destroy  |
| 6       | Development tax collections – aka ag tax   | Retain 3 years, then destroy  |
| 7       | Daily/monthly posting reports – for tax deposits   | Retain 3 years and until all audit requirements have been met, then destroy |
| 8       | Personal property tax liability fee journal  | Retain until balanced, then destroy   |
| 9       | Posted tax bills   | Retain 3 years and until all audit requirements have been met, then destroy |
| 10      | Tax load totals  | Retain 3 years, then destroy  |
| 11      | Tax levy books – list of all accounts by owner name  | Retain for 3 years, then destroy  |

Approved by Department, Agency or Division Representative

Date 12/31/01

Signature Harold L. Higgins

Type Name Harold Higgins

Title Finance Officer

Schedule Authorized by State Archivist

Date MAR 05 2002

Signature Edward C. Pappas

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

**Schedule No.** C-941

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| Item No | Description  | Retention  |
|---------|--|--|
| 12      | Tax sale – account ledgers, check book, 1099 report for tax sale purchase, personal account worksheet, certificate of sale, ads, financial disbursements records | Tax sales: auctions and redemptions, retain for 5 years and until all audit requirements have been met, then destroy; tax sale books and foreclosure, retain for 25 years and until all audit requirements have been met, then destroy |
| 13      | Tax ditch  | Retain 3 years and until all audit requirements have been met, then destroy  |
| 14      | Control book – manual, outstanding tax   | Retain until updated or superseded, then destroy   |
| 15      | Tax payer correspondence – taxes, copies for return payment  | Retain 2 years from tax sale to tax sale, then destroy   |
| 16      | Tax collections report – county and state  | Retain 3 years, then destroy   |
| 17      | Tax collections report – town  | Retain 3 years, then destroy   |
| 18      | Public debt – report of collectors of state taxes, check stub, report, department copy, increases/decreases  | Retain 3 years and until all audit requirements have been met, then destroy  |
| 19      | Various financial reports  | Retain 3 years and until all audit requirements have been met, then destroy  |
| 20      | Tax credits – corporate tax returns, tax credit/exemption certificates, verification of recaptured homeowners tax credits  | Retain 3 years and until all audit requirements have been met, then destroy  |
| 21      | Motor vehicle reports – aka weekly report of license tags and/or stickers sold by MVA, MDT report  | Retain until updated or superseded, then destroy   |
| 22      | Room tax – monthly summary, daily summary by city, accounts out of balance, old system, CPO, by levy year, report, daily transaction summary, transaction detail | Retain 3 years, then destroy   |

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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| Item No | Description  | Retention   |
|---------|--|---|
| 23      | MASS payments – bank reports of payments made to County by taxpayer                                  | Retain for 5 years, then destroy  |
| 24      | Fixed asset report – CPO, by department, annual  | Retain until updated or superseded, then destroy                            |
| 25      | Y2K policy   | Retain 3 years, then destroy  |
| 26      | Budget files   | Retain 3 years, then destroy  |
| 27      | Audit work papers – reference files  | Retain for 5 years, then destroy  |
| 28      | Bond work papers – office statement work papers  | Retain for 20 years, then destroy   |
| 29      | Uniform financial report – transmittal and verification document, retirement, special projects       | Retain 3 years and until all audit requirements have been met, then destroy |
| 30      | Correspondence – by department/community/state   | Retain until no longer needed, then destroy                                 |
| 31      | Application's folders – applications, correspondence   | Retain until updated or superseded, then destroy                            |
| 32      | Daily postings – misc review report, transaction summary, detail summary, food and tax report        | Retain 3 years and until all audit requirements have been met, then destroy |
| 33      | Out of balance – correspondence, out of balance reports, taxpayers who didn't file                   | Retain 3 years and until all audit requirements have been met, then destroy |
| 34      | Misc revenue – permits, misc review report with approval, copies of department tickets               | Retain 3 years and until all audit requirements have been met, then destroy |
| 35      | Deposit account book – manual list prior to entering information into computer                       | Retain 3 years, then destroy  |
| 36      | Daily out of balance account book – uses manual approach prior to entering information into computer | Retain 3 years after reconciled, then destroy                               |
| 37      | Purchase orders – copy, includes month ending report   | Retain 3 years, then destroy  |

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

Schedule No. C-941

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| Item No | Description   | Retention   |
|---------|---|---|
| 38      | Original bank statements – general fund – payroll and accounts payable  | Retain for 5 years, then destroy  |
| 39      | Returned checks – for general fund only with copy of check and bank slip (IF), handwritten log  | Retain for 2 years, then destroy  |
| 40      | General fund check book – banking form, hand completed  | Retain for 5 years, then destroy  |
| 41      | General fund bank reconciliations   | Retain for 5 years, then destroy  |
| 42      | Bank deposit envelopes – after bank statement is done   | Retain 3 years, then destroy  |
| 43      | Checks and prepaid authorization form and copy  | Retain for 2 years, then destroy  |
| 44      | Paid bills – general fund – manual warrants, board warrants, authorized warrants, check copies, original invoice                      | Retain for 5 years, then destroy  |
| 45      | Check vouchers – computer print out of checks with authorized warrants list   | Retain 5 years, then destroy  |
| 46      | Cash investment report – aka commissioner’s list – bills in computer (called authorized warrants), commission approval for payment    | Retain for 2 years, then destroy  |
| 47      | Transfer sheets – copy deposit slip, land instrument intake   | Retain for 3 years, then destroy  |
| 48      | Equipment contracts/invoices, copies – vendor information   | Retain for 3 years, then destroy  |
| 49      | 1099s/W-9s  | Retain for 3 years, then destroy  |
| 50      | Performance bond summary – summary, misc revenue report   | Retain for 3 years, then destroy  |
| 51      | Performance bond active – bank statements   | Retain for 3 years after closed, then destroy                                   |
| 52      | Personal property and corporate adjustments – initials bills and adjustments that didn’t go out in regular process (new owners, etc.) | Retain for 3 years and until all audit requirements have been met, then destroy |
| 53      | Corporation collections – notifications in collection process, correspondence, certificate del cards, printout of account             | Retain for 3 years after collection, then destroy                               |

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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| Item No. | Description   | Retention  |
|----------|---|--|
| 54       | Bad checks – checks, letters sent to taxpayers  | Retain for 3 years and until all audit requirements have been met, then destroy  |
| 55       | Refund checks requested – check copy, account information, notes/correspondence   | Retain for 3 years, then destroy   |
| 56       | Correspondence  | Screen annually. Destroy material having no further 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 MD State Archives. |
| 57       | Bankruptcy – form B9A, lists company as creditor, debtor's account information, district court information              | Retain for 3 years after settlement of claim, then destroy.  |
| 58       | Increase/decrease – real property, procedure notes, state department assessment change report, state refund information | Retain for 3 years, then destroy.  |
| 59       | Monthly reporting sheets – payment record, increases/decreases  | Retain for 3 years and until all audit requirements have been met, then destroy.   |
| 60       | Homeowner credits – lists every credit issued   | Retain for 3 years and until all audit requirements have been met, then destroy.   |
| 61       | BRC conversion file – software conversion   | Retain for 15 years after final conversion, then destroy.  |
| 62       | Financial statements  | Permanent. Transfer periodically to the Maryland State Archives.   |
| 63       | Budgets   | Retain for 3 years, then destroy.  |
| 64       | Wire transfers  | Retain for 3 years and until all audit requirements have been met, then destroy.   |

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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| Item No. | Description  | Retention  |
|----------|--|--|
| 65       | County Commissioner's minutes  | Retain copies for 5 years, then destroy.   |
| 66       | Water and waste water issues – correspondence, agreements, contracts                     | Screen annually. Destroy material having no further 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 MD State Archives. |
| 67       | W-2s   | Retain for 3 years and until all audit requirements have been met, then destroy.   |
| 68       | Audit workpapers   | Retain for 5 years and until all audit requirements have been met, then destroy.   |
| 69       | Manuals and guides   | Retain until updated or superseded, then destroy.  |
| 70       | County phone bill reports – reconciliation, procedures, bills                            | Retain for 3 years, then destroy.  |
| 71       | Electrical permits – general ledger entry form, check request form                       | Retain for 3 years, then destroy.  |
| 72       | Misc revenue reports, copy, MVA fees   | Retain for 3 years, then destroy.  |
| 73       | Housing rehab – report with copies of deposits, accounting sheets with lists of payments | Retain for 3 years paid, then destroy.   |

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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| Item No. | Description                   | Retention  |
|----------|-------------------------------|--|
| 74       | Tax ledgers and cash receipts | screen annually. Destroy material having no further 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 MD State Archives. |

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

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

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

1. DEPARTMENT/AGENCY

*Worcester Co.*

2. DIVISION

*Treasurer's Office*

DEFINITION - Records Series - A group of related records normally filed

and disposition purposes.

4. RECORD SERIES TITLE

*Assessments + Taxation*

5. EARLIEST YEAR / LATEST YEAR

*1977* 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)

7. RECORD SERIES FORMAT(S)

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

*2 books*

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  Month(s)  Year(s)  
Number

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

*Roads Barn*

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 2 1/2 Y, then destroy.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

*7/13/00*



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

*Worcester Co.*

2.

*Treasurer's Office*

DEFINITION - Records Series - A group of related records ne

ention and disposition purposes.

4. RECORD SERIES TITLE

*Assessment Rolls*

5. EARLIEST YEAR / LATEST YEAR

*'88* 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)

7. RECORD SERIES FORMAT(S)

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

*1 Box*

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  Month(s)  Year(s)  
Number

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

*Roads Barn*

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

*7/13/00*

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 376

AGENCY RECORDS INVENTORY

\_\_\_\_\_ of \_\_\_\_\_

1. DEPARTMENT/AGENCY  
*Worcester Co.*

2. DIVISION  
**Treasurer's Office**

DEFINITION - Record Series - A group of related records normally maintained for administrative, operational, and disposition purposes.

4. RECORD SERIES TITLE  
*Assess. Inf.*

5. EARLIEST YEAR / LATEST YEAR  
*1960's* 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)  
*Cores. for all Wor. Co. Properties*

7. RECORD SERIES FORMAT(S)  
 Letter Size       Microfilm  
 Legal Size       Computer Tape  
 Bound Book       Floppy Disk  
 Audio Tape       Video Tape  
 Other (Specify) \_\_\_\_\_  
*1 Large Book*

8. RECORD SERIES SEQUENCE  
 Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (Specify) \_\_\_\_\_

9. VOLUME  
 File Drawer(s)  
 Microfilm Reel (s)  
 Computer Tape (s)  
 Other (Specify) \_\_\_\_\_  
Number \_\_\_\_\_

10. ANNUAL ACCUMULATION  
 File Drawer (s)  
 Microfilm Reel (s)  
 Computer Tape(s)  
 Other (Specify) \_\_\_\_\_  
Number \_\_\_\_\_

11. FILE IS USED  
 Daily       Weekly       Monthly

12. FILE BECOMES INACTIVE AFTER  
\_\_\_\_\_       Month(s)       Year(s)  
Number \_\_\_\_\_

13. CURRENT LOCATION(S) (Bldg., Floor, Room)  
*Roads Barn*

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  
*7/13/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

\_\_\_\_\_ Of \_\_\_\_\_

1. DEPARTMENT/AGENCY  
*Worcester Co.*

2. DIV *Treasurer's office*

DEFINITION - Record Series - A group of related records normally maintained for a specific purpose and disposition purposes.

4. RECORD SERIES TITLE  
*Tax Assessments*

5. EARLIEST YEAR / LATEST YEAR  
*70's* 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)

7. RECORD SERIES FORMAT(S)  
 Letter Size       Microfilm  
 Legal Size       Computer Tape  
 Bound Book       Floppy Disk  
 Audio Tape       Video Tape  
 Other (Specify) \_\_\_\_\_  
*1 ledger*

8. RECORD SERIES SEQUENCE  
 Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (Specify) \_\_\_\_\_

9. VOLUME  
 File Drawer(s)  
 Microfilm Reel (s)  
 Computer Tape (s)  
 Other (Specify) \_\_\_\_\_  
Number \_\_\_\_\_  
10. ANNUAL ACCUMULATION  
 File Drawer (s)  
 Microfilm Reel (s)  
 Computer Tape(s)  
 Other (Specify) \_\_\_\_\_  
Number \_\_\_\_\_

11. FILE IS USED  
 Daily       Weekly       Monthly

12. FILE BECOMES INACTIVE AFTER  
\_\_\_\_\_       Month(s)       Year(s)  
Number \_\_\_\_\_

13. CURRENT LOCATION(S) (Bldg., Floor, Room)  
*Roads 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 *7/13/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

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Worcester Co.

Treasurer's Office

3. UNIT  
*Treasury*

DEFINITION - Record Series - A group of related records, as well as retention and disposition purposes.

4. RECORD SERIES TITLE  
*MD Company Records*

5. EARLIEST YEAR / LATEST YEAR  
*95-96* 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)  
*Assessment*

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  
\_\_\_\_\_  Month(s)       Year(s)  
Number \_\_\_\_\_

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 5 yr, then destroy*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE *7/17/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

*Worcester Co.*

2. *Treasurer's office*

3. UNIT

DEFINITION - Record Series - A group of related records maintained for a specific purpose as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Check Vouchers*

5. EARLIEST YEAR / LATEST YEAR

*'72 TO '93*

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

*from Co. Commis.*

7. RECORD SERIES FORMAT(S)

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

*Boxes 140*

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)

*Roads Barn*

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 RETENTIC

**Retain 3 years, and until all audit requirements have been met, then destroy**

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/13/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

*Worcester Co.*

2.  Treasurer's office

DEFINITION - Record Series - A group of related records not... retention and disposition purposes.

4. RECORD SERIES TITLE

*Food Tax*

5. EARLIEST YEAR / LATEST YEAR

*96 to 97*

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

7. RECORD SERIES FORMAT(S)

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

*1 Box*

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily       Weekly       Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  Month(s)       Year(s)  
Number

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

*Roads Barn*

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 3 years, then destroy*

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/13/90*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

1. DEPARTMENT/AGENCY

*Worcester Co.*

2. Treasurer's office

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

4. RECORD SERIES TITLE

*Transfer Tax*

5. EARLIEST YEAR / LATEST YEAR

*'95* TO \_\_\_\_\_  
*91*

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

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily       Weekly       Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  Month(s)     Year(s)  
Number

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

*Roads Barn*

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 3 years, then destroy**

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/13/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

1.1 Worcester Co.

Treasurer's office

3. UNIT

4. RECORD SERIES TITLE

*Development Tap Collections*

5. EARLIEST YEAR / LATEST YEAR

*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)

*AKA Ag Tap*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_ Number
- Month(s)
- Year(s)

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

*Laura Postage 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 RETEN

*Retain 3 years, then destroy*

19. NAME AND TITLE OF PREPARER

*B. Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*



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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

Worcester Co.

Treasurer's Office

3. UNIT

*Cindy*

ated records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Daily / Monthly Posting Rpts.*

5. EARLIEST YEAR / LATEST YEAR

*96* TO \_\_\_\_\_

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

*for Tax Deposits*

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *3-ring binders - 3 ea.*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

*6*

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_
- Month(s)
- Year(s)

Number

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

*Cindy's 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

**Retain 3 years, and until all audit requirements have been met, then destroy**

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

1. DE **Worcester Co.**

**Treasurer's Office**

3. UNIT

*Linda Tracy*

DEFINITION - Record Series - A group of related records

as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Personal Property Tax Liability Fee Journal*

5. EARLIEST YEAR / LATEST YEAR

*1980* 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)

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

- File Drawert(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)

*Linda Tracy*

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 until Balanced, then destroy.*

19. NAME AND TITLE OF PREPARER

*Pat Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISION OF THIS 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  
*Worcester Co.*

Treasurer's office

NIT

DEFINITION - Records Series - A group of related records maintained for a specific retention and disposition purposes.

4. RECORD SERIES TITLE  
*Tax Records*

5. EARLIEST YEAR / LATEST YEAR  
*91 TO 94*

8. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)  
*Check lists 1991-94*  
*Delinquent Rpts. '94*

7. RECORD SERIES FORMAT(S)  
 Letter Size       Microfilm  
 Legal Size       Computer Tape  
 Bound Book       Floppy Disk  
 Audio Tape       Video Tape  
 Other (Specify) \_\_\_\_\_  
*1 Box*

8. RECORD SERIES SEQUENCE  
 Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (Specify) \_\_\_\_\_

9. VOLUME  
 File Drawer(s)  
 Microfilm Reel (s)  
 Computer Tape (s)  
 Other (Specify) \_\_\_\_\_  
Number \_\_\_\_\_  
10. ANNUAL ACCUMULATION  
 File Drawer (s)  
 Microfilm Reel (s)  
 Computer Tape(s)  
 Other (Specify) \_\_\_\_\_  
Number \_\_\_\_\_

11. FILE IS USED  
 Daily       Weekly       Monthly

12. FILE BECOMES INACTIVE AFTER  
\_\_\_\_\_       Month(s)       Year(s)  
Number \_\_\_\_\_

13. CURRENT LOCATION(S) (Bldg., Floor, Room)  
*Roads Barn*

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 RETEN  
**Retain 3 years, and until all audit requirements have been met, then destroy**

19. NAME AND TITLE OF PREPARER  
*BT Roberts*

20. TELEPHONE NUMBER

21. DATE  
*7/13/90*

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 55-1)

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

*Worcester Co.*

Treasurer's office

UNIT

DEFINITION - Records Series - A group of related records

for retention and disposition purposes.

4. RECORD SERIES TITLE

*(Yins) Ben*

5. EARLIEST YEAR / LATEST YEAR

*92 TO 96*

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

*Commis. List  
Bank Rec's  
Cap. Projects misc. Rev. Sheets  
" " " Ok. Stubs*

7. RECORD SERIES FORMAT(S)

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

*1 Box*

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  Month(s)  Year(s)  
Number

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

*Roads Barn*

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

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/13/00*

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

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

1. DEPARTMENT/AGENCY

*Worcester Co.*

Treasurer's office

UNIT

DEFINITION - Records Series - A group of related records

as retention and disposition purposes.

4. RECORD SERIES TITLE

*Posted Tax Bills*

5. EARLIEST YEAR / LATEST YEAR

*1976* 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)

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *4 1/2 floppy 11*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  Month(s)  Year(s)  
Number

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

*Roads Barn*

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

*157 Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/13/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

1. **Worcester Co.**

**Treasurer's Office**

3. UNIT

*Candy*

ad \_\_\_\_\_ as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Posted Tax Bills*

5. EARLIEST YEAR / LATEST YEAR

*1997 TO 2000*

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

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_
- Month(s)
- Year(s)

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

*Postage Box - 1 large box  
Vault - 16 boxes  
" - 12 drawers*

*Computer  
Box  
2 boxes  
1 large box*

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 *appx. 34 yrs*

*audit requirements have been met, then destroy*

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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  
ANNAPOLIS, MARYLAND 20784

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

Worcester Co.

Treasurer's office

3. UNIT

as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Tap Load Totals*

5. EARLIEST YEAR / LATEST YEAR

*198* 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)

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_
- Month(s)
- Year(s)

Number \_\_\_\_\_

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

*Laura Vince*

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 3 years, then destroy**

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

|  |             |         |
|--|-------------|---------|
| 1. DEPARTMENT/AGENCY<br><i>Worcester Co.</i> | 2. DIVISION | 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<br><i>Tax Load Folders</i> | 5. EARLIEST YEAR / LATEST YEAR<br><i>93/94</i> TO _____ |
|---|---|

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

|  |  |   |
|--|--|---|
| <b>7. RECORD SERIES FORMAT(S)</b><br><br><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm<br><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape<br><input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk<br><input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape<br><input type="checkbox"/> Other (Specify) _____<br><br><i>1 Inpt</i> | <b>8. RECORD SERIES SEQUENCE</b><br><br><input type="checkbox"/> Alphabetical<br><input type="checkbox"/> Numerical<br><input type="checkbox"/> Chronological<br><input type="checkbox"/> Geographical<br><input type="checkbox"/> Other (Specify) _____ | <b>9. VOLUME</b><br><br><input type="checkbox"/> File Drawer(s)<br><input type="checkbox"/> Microfilm Reel (s)<br><input type="checkbox"/> Computer Tape (s)<br><input type="checkbox"/> Other (Specify) _____<br>_____<br>Number               |
|  |  | <b>10. ANNUAL ACCUMULATION</b><br><br><input type="checkbox"/> File Drawer (s)<br><input type="checkbox"/> Microfilm Reel (s)<br><input type="checkbox"/> Computer Tape(s)<br><input type="checkbox"/> Other (Specify) _____<br>_____<br>Number |

|   |   |
|---|---|
| 11. FILE IS USED<br><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly | 12. FILE BECOMES INACTIVE AFTER<br>_____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)<br>Number |
|---|---|

|   |   |
|---|---|
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room)<br><i>Roads Barn</i> | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)<br><input type="checkbox"/> Yes _____ <input type="checkbox"/> No |
|---|---|

|   |  |
|---|--|
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))<br><input type="checkbox"/> Yes _____ <input type="checkbox"/> No | 16. AUDIT REQUIREMENTS<br><input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent |
|---|--|

|   |                           |
|---|---------------------------|
| 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)<br><input type="checkbox"/> Yes _____ <input type="checkbox"/> No | 18. RECOMMENDED RETENTION |
|---|---------------------------|

|   |                      |                            |
|---|----------------------|----------------------------|
| 19. NAME AND TITLE OF PREPARER<br><i>BT Roberts</i> | 20. TELEPHONE NUMBER | 21. DATE<br><i>7/13/00</i> |
|---|----------------------|----------------------------|



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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

1. Worcester Co.

Treasurer's Office

3. UNIT

*Jean*

Records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Pat Lemy Books*

5. EARLIEST YEAR / LATEST YEAR

*97* 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)

*List of all accts. by owner name*

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

- \_\_\_\_\_  Month(s)  Year(s)
- Number \_\_\_\_\_

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

*Jean's 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

*Retain for 30 Y, then destroy*

19. NAME OF OFFICIAL OF AGENCY

*Pat Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

*Worcester Co.*

2. DIVISION

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

~~Record~~ *Tap Lewis's*

5. EARLIEST YEAR / LATEST YEAR

~~1975~~ TO \_\_\_\_\_  
*1976*

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

7. RECORD SERIES FORMAT(S)

- Letter Size       Microfilm
- Legal Size       Computer Tape
- Bound Book       Floppy Disk
- Audio Tape       Video Tape
- Other (Specify) *1 disk*

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily       Weekly       Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  Month(s)     Year(s)  
Number

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

*Roads Barn*

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

*St Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/13/00*

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. Worcester Co.

Treasurer's Office

3. UNIT

*Kandy*

use as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Tax Sale*

5. EARLIEST YEAR / LATEST YEAR

*1953* 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)

*Acct. Ledgers  
Ch. Book  
1099's for Tax Sale Purchase  
report  
Personal Acct Worksheet  
Certificate of Sale*

*adv.  
financial disbursements records*

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

\_\_\_\_\_  Month(s)  Year(s)  
Number

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

*Kandy's office  
Vault*

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 3 years, and until all audit requirements have been met, then destroy~~

*OVER*

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/80*

Tax sales -

Auctions and redemptions: retain for five (5) years and until all audit requirements have been met, then destroy.

Tax Sale books and foreclosures: retain for twenty-five (25) years and until all audit requirements have been fulfilled, then destroy.

|   |                    |                |
|---|--------------------|----------------|
| <b>1. DEPARTMENT/AGENCY</b><br><i>Worcester Co.</i> | <b>2. DIVISION</b> | <b>3. UNIT</b> |
|---|--------------------|----------------|

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

|  |  |
|--|--|
| <b>4. RECORD SERIES TITLE</b><br><i>Tax Sale</i> | <b>5. EARLIEST YEAR / LATEST YEAR</b><br><del>1978</del> TO _____<br><i>78</i> |
|--|--|

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

|   |  |   |
|---|--|---|
| <b>7. RECORD SERIES FORMAT(S)</b><br><br><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm<br><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape<br><input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk<br><input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape<br><input type="checkbox"/> Other (Specify) _____ | <b>8. RECORD SERIES SEQUENCE</b><br><br><input type="checkbox"/> Alphabetical<br><input type="checkbox"/> Numerical<br><input type="checkbox"/> Chronological<br><input type="checkbox"/> Geographical<br><input type="checkbox"/> Other (Specify) _____ | <b>9. VOLUME</b><br><input type="checkbox"/> File Drawer(s)<br><input type="checkbox"/> Microfilm Reel (s)<br><input type="checkbox"/> Computer Tape (s)<br><input type="checkbox"/> Other (Specify) _____<br>_____<br>Number               |
|   |  | <b>10. ANNUAL ACCUMULATION</b><br><input type="checkbox"/> File Drawer (s)<br><input type="checkbox"/> Microfilm Reel (s)<br><input type="checkbox"/> Computer Tape(s)<br><input type="checkbox"/> Other (Specify) _____<br>_____<br>Number |

*27 Boxes*

|  |  |
|--|--|
| <b>11. FILE IS USED</b><br><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly | <b>12. FILE BECOMES INACTIVE AFTER</b><br>_____<br>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) |
|--|--|

|  |  |
|--|--|
| <b>13. CURRENT LOCATION(S) (Bldg., Floor, Room)</b><br><i>Roads Barn</i> | <b>14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)</b><br><input type="checkbox"/> Yes _____ <input type="checkbox"/> No |
|--|--|

|  |   |
|--|---|
| <b>15. ACCESS RESTRICTIONS (If yes, cite law(s) &amp; regulation(s))</b><br><input type="checkbox"/> Yes _____ <input type="checkbox"/> No | <b>16. AUDIT REQUIREMENTS</b><br><input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent |
|--|---|

|  |                                  |
|--|----------------------------------|
| <b>17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)</b><br><input type="checkbox"/> Yes _____ <input type="checkbox"/> No | <b>18. RECOMMENDED RETENTION</b> |
|--|----------------------------------|

|  |                             |                                   |
|--|-----------------------------|-----------------------------------|
| <b>19. NAME AND TITLE OF PREPARER</b><br><i>Bert Roberts</i> | <b>20. TELEPHONE NUMBER</b> | <b>21. DATE</b><br><i>7/13/00</i> |
|--|-----------------------------|-----------------------------------|

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

Worcester Co.

Treasurer's Office

3. UNIT

*Lisa*

well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Tax Ditch*

5. EARLIEST YEAR / LATEST YEAR

\_\_\_\_\_ TO \_\_\_\_\_

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

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_ Number
- Month(s)
- Year(s)

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

*Lisa's 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

**Retain 3 years, and until all audit requirements have been met, then destroy**

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

Worcester Co.

2. DIVISION

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

Tap Ditch Audit Trails

5. EARLIEST YEAR / LATEST YEAR

83 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)

7. RECORD SERIES FORMAT(S)

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

6 1/2" x 9" Proxes

8. RECORD SERIES SEQUENCE

- Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily       Weekly       Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  Month(s)       Year(s)  
Number

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

Roads Barn

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

Pat Roberts

20. TELEPHONE NUMBER

21. DATE

7/13/80

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

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

AGENCY RECORDS INVENTORY

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Worcester Co.

Treasurer's office

3. UNIT

4. RECORD SERIES TITLE

*Control Book*

5. EARLIEST YEAR / LATEST YEAR

*97* 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)

*(Manual) Outstanding Acre*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_
- Month(s)
- Year(s)

Number \_\_\_\_\_

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

*Laura*

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

*Pat Roberts*

18. RECOMMENDED RETEN

Retain until updated or superceded, then destroy

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

*7/17/00*



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 \_\_\_\_\_

Worcester Co.

Treasurer's Office

3. UNIT

*Kandy*

as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Taxpayer Correspondence*

5. EARLIEST YEAR / LATEST YEAR

\_\_\_\_\_ TO \_\_\_\_\_

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

*4 pages  
Copies for return period.*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  Month(s)  Year(s)
- Number

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

*Kandy's off.*

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

*Bob Roberts*

18. RECOMMENDED RETENTION

*Retain 24 -  
from Tax Sale to Tax Sale,  
then destroy*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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 376 - PLESSIP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

Worcester Co.

Treasurer's office

3. UNIT

DEFINITION - Record Series - A group of related records maintained for a specific purpose, as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Tax Collections Report - County + State

5. EARLIEST YEAR / LATEST YEAR

1997 TO \_\_\_\_\_

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

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tapes(s)
- Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_
- Month(s)
- Year(s)

Number

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

Laura  
Vince

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

Bob Roberts

18. RECOMMENDED RETENTION

Retain 3 years, then destroy

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

7/17/00

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 \_\_\_\_\_

Worcester Co.

Treasurer's office

3. UNIT

as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Tax Collections Report - Town*

5. EARLIEST YEAR / LATEST 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)

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_ Number
- Month(s)
- Year(s)

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

*Linda Laura*

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 3 years, then destroy**

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

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

AGENCY RECORDS INVENTORY

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Worcester Co.

Treasurer's Office

3. UNIT *(mo Rpts. to State)*  
*Laura*

as well as retention and disposition purposes.

4. RECORD SERIES TITLE

5. EARLIEST YEAR / LATEST YEAR

1994 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)

*Public Debt - Report of Collectors of State Taxes (mo.)*

*Includes: Ch. stub  
Rpt.  
Dep. Copy  
Increases / Decreases*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tapes(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)

*Laura Laura  
Vince*

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

*And until all  
audit requirements  
have been met*  
**Retain 3 years, then destroy**

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

*Worcester Co.*

2. Treasurer's office

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

4. RECORD SERIES TITLE

*Various Financial Reports*

5. EARLIEST YEAR / LATEST YEAR

*88 to 89*

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

7. RECORD SERIES FORMAT(S)

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

*1 CPD ledger*

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  Month(s)  Year(s)
- Number \_\_\_\_\_

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

*Roads Barn*

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 RETE

**Retain 3 years, and until all audit requirements have been met, then destroy**

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/13/00*

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 278

AGENCY RECORDS INVENTORY

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Worcester Co.

Treasurer's Office

3. UNIT

*Kandy*

DEFINITION - Record Series - A group of related records having common characteristics as well as retention and disposition purposes.

4. RECORD SERIES TITLE

~~Adjustments~~ Tax Credits

5. EARLIEST YEAR / LATEST 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)

Corp. Tax Returns  
Tax Credit / Exemption Certificates

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

*42D*

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)

*Kandy's off.*

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 RETENT

Retain 3 years, and until all audit requirements have been met, then destroy

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Worcester Co.

2. DIVISION

3. UNIT

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

4. RECORD SERIES TITLE

1 of Credit Certificates

5. EARLIEST YEAR / LATEST YEAR

80 TO 89

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

7. RECORD SERIES FORMAT(S)

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

1 Box

8. RECORD SERIES SEQUENCE

- Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily       Weekly       Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  Month(s)       Year(s)  
Number

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

Roads Barn

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

BT Roberts

20. TELEPHONE NUMBER

21. DATE

7/13/00

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  
ANNAPOLIS, MARYLAND 21704

AGENCY RECORDS INVENTORY

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**Worcester Co.**

**Treasurer's office**

3. UNIT

DEFINITION - Record Series - A group of related records, as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Verification of Recaptured Homeowners Tax Credits*

5. EARLIEST YEAR / LATEST YEAR

*'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)

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_
- Month(s)
- Year(s)

Number \_\_\_\_\_

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

*Laura  
Postage 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 3 years, then destroy**

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*



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 \_\_\_\_\_

**Worcester Co.**

**Treasurer's office**

3. UNIT

well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Homes Owners Tax Credit - Processed*

5. EARLIEST YEAR / LATEST YEAR

*'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)

*Tapes Pd. -*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_
- Month(s)
- Year(s)

Number

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

*Laura*

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 RETEN

**Retain 3 years, then destroy**

19. NAME AND TITLE OF READER

*Pat Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

Worcester Co.

Treasurer's office

3. UNIT

*Linda*

... as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Motor Vehicle Reports*

5. EARLIEST YEAR / LATEST 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)

*AKA - Weekly Report of License Tags  
and/or stickers sold by MVA*

*MDT report*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number

10. ANNUAL ACCUMULATION

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

*51 stack*  
Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_
- Month(s)
- Year(s)

Number

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

*Linda's office  
Postage Bm.*

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 until updated or  
superceded, then destroy**

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Worcester Co.

2. DIVISION

3. UNIT

Treasurer's Office

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

4. RECORD SERIES TITLE

Motor Vehicle Reports

5. EARLIEST YEAR / LATEST YEAR

'74 to '75

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

7. RECORD SERIES FORMAT(S)

- Letter Size       Microfilm  
 Legal Size       Computer Tape  
 Bound Book       Floppy Disk  
 Audio Tape       Video Tape  
 Other (Specify) ~~4 boxes~~

4 boxes

8. RECORD SERIES SEQUENCE

- Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number

10. ANNUAL ACCUMULATION

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

Number

11. FILE IS USED

- Daily       Weekly       Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  Month(s)       Year(s)  
Number

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

Roads Barn

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

Bob Roberts

20. TELEPHONE NUMBER

21. DATE

7/13/00

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

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Worcester Co.

Treasurer's Office

3. UNIT

*Tracy's Bm. Tax*

ated records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Bm. Tax Collections Monthly Summary*

5. EARLIEST YEAR / LATEST YEAR

\_\_\_\_\_ TO \_\_\_\_\_

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

*Daily Summary by City  
Accts. out of Balance*

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *3 ring binders*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  Month(s)  Year(s)  
Number

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

*Tracy's off.*

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 3 years, then destroy**

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

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1. Worcester Co.

Treasurer's Office

3. UNIT

records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Bm. Tax Reports - old system*

5. EARLIEST YEAR / LATEST YEAR

*1995 TO 1998*

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

*CPO  
by levy yr.*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number

10. ANNUAL ACCUMULATION

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

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  Month(s)  Year(s)  
Number

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

*Tracy's off.*

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 3 years, then destroy**

19. NAME AND TITLE OF AGENCY

*Bot Reports*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

|  |             |         |
|--|-------------|---------|
| 1. DEPARTMENT/AGENCY<br><i>Worcester Co.</i> | 2. DIVISION | 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<br><i>Room Tap</i> | 5. EARLIEST YEAR / LATEST YEAR<br><i>1915 TO 1977</i> |
|---|---|

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

|  |  |   |
|--|--|---|
| <p>7. RECORD SERIES FORMAT(S)</p> <p><input type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p><i>10</i></p> | <p>8. RECORD SERIES SEQUENCE</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (Specify) _____</p> | <p>9. VOLUME</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel (s)</p> <p><input type="checkbox"/> Computer Tape (s)</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p>Number _____</p> <p>10. ANNUAL ACCUMULATION</p> <p><input type="checkbox"/> File Drawer (s)</p> <p><input type="checkbox"/> Microfilm Reel (s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p>Number _____</p> |
|--|--|---|

|   |  |
|---|--|
| 11. FILE IS USED  | 12. FILE BECOMES INACTIVE AFTER  |
| <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly | _____<br>Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) |

|   |   |
|---|---|
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room)<br><i>Roads Barn</i> | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) |
|   | <input type="checkbox"/> Yes _____ <input type="checkbox"/> No                |

|  |  |
|--|--|
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))  | 16. AUDIT REQUIREMENTS   |
| <input type="checkbox"/> Yes _____ <input type="checkbox"/> No | <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent |

|   |  |
|---|--|
| 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) | 18. RECOMMENDED RETEN                      |
| <input type="checkbox"/> Yes _____ <input type="checkbox"/> No                            | <p><b>Retain 3 years, then destroy</b></p> |

|   |                      |                            |
|---|----------------------|----------------------------|
| 19. NAME AND TITLE OF PREPARER<br><i>BT Roberts</i> | 20. TELEPHONE NUMBER | 21. DATE<br><i>7/13/00</i> |
|---|----------------------|----------------------------|

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

1. DI Worcester Co.

Treasurer's Office

3. UNIT

*Tracey - Rm. 704*

Cards normally stored \_\_\_\_\_ as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Daily Posting - Rm. 704*

5. EARLIEST YEAR / LATEST YEAR

*3/99* TO \_\_\_\_\_

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

*Rm. 704 Rpt.  
Daily Manufacturing Summary  
Transaction Detail*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

*5D*

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)

*Tracey's 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

**Retain 3 years, then destroy**

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

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

AGENCY RECORDS INVENTORY

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Worcester Co.

2. DIVISION

*Treasurer's office*

3. UNIT

*Herald - Fin. Office*

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

4. RECORD SERIES TITLE

*MASS <sup>caty</sup> all Cap's Payments*

5. EARLIEST YEAR / LATEST YEAR

\_\_\_\_\_ TO \_\_\_\_\_

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

*Bank reports of payments made to County by taxpayer*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_ Number
- Month(s)
- Year(s)

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

*Herald's 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

*Retain 5y, then destroy.*

19. NAME AND TITLE OF PREPARER

*Pat Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*



INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
PO BOX 276 WESSIC MARYLAND 20784

AGENCY RECORDS INVENTORY

Worcester Co.

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Treasurer's office

3. UNIT

DEFINITION - Record Series - A group of related

as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*MASS Payments - Posted*

5. EARLIEST YEAR / LATEST YEAR

*'98* 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)

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) *Annual*

9. VOLUME

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

Number

10. ANNUAL ACCUMULATION

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

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_
- Month(s)
- Year(s)

Number

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

*Laura  
Vince*

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 CREATOR

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

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

AGENCY RECORDS INVENTORY

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1. **Worcester Co.**

**Treasurer's Office**

3. UNIT

well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Fixed Asset Rpt.*

5. EARLIEST YEAR / LATEST YEAR

\_\_\_\_\_ TO \_\_\_\_\_

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

*CPD  
by dept.  
Annual*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tapes)
- Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_
- Month(s)
- Year(s)

Number \_\_\_\_\_

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

*Harold's 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

**Retain until updated or superceded, then destroy**

*54*

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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  
SPRINGFIELD, MASSACHUSETTS 01103

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

Worcester Co.

Treasurer's office

3. UNIT

...ed rec. well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Y2K Policy*

5. EARLIEST YEAR / LATEST YEAR

*1998* 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)

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) \_\_\_\_\_

*3"*

Number

10. ANNUAL ACCUMULATION

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

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_
- Month(s)
- Year(s)

Number

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

*Harold's 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

*Bob Roberts*

18. RECOMMENDED RETENTION

*Retain 3 years, then destroy*

*34*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

Worcester Co.

Treasurer's office

3. UNIT

...ated records normally used and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Budget files*

5. EARLIEST YEAR / LATEST YEAR

*80's* 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)

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

- \_\_\_\_\_  Month(s)     Year(s)
- Number

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

*David's 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

*5Y* Retain 3 years, then destroy

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

1. Worcester Co.

Treasurer's office

3. UNIT

Records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Audit Work Papers*

5. EARLIEST YEAR / LATEST YEAR

\_\_\_\_\_ TO \_\_\_\_\_

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

*Reference files*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_ Number
- Month(s)
- Year(s)

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

*Harold's 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

*Retain 5Y, then destroy.*

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

Worcester Co.

Treasurer's office

3. UNIT

*Handled - Fin. off.*

dated rec.

well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Bond Work Papers*

5. EARLIEST YEAR / LATEST YEAR

*mid 1980's* 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)

*office statement work papers*  
" "

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

*10 Wallets*  
Number

10. ANNUAL ACCUMULATION

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

Number

11. FILE IS USED

- Daily       Weekly       Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  Month(s)     Year(s)
- Number

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

*Handled's 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

*Retain <sup>20</sup>/<sub>5</sub>4, then destroy*

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

Worcester Co.

Treasurer's office

3. UNIT

*Harold F. Office*

stated reco \_\_\_\_\_ unit reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Uniform Financial Rpt.*

5. EARLIEST YEAR / LATEST YEAR

*1995* 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)

*Transmitted & Verification Document  
Retirement  
Special Projects*

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *Wallets - accord. files*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_ Number
- Month(s)
- Year(s)

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

*Harold's 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 RETENTIO

*5Y*

**Retain 3 years, and until all audit requirements have been met, then destroy**

19. NAME AND TITLE OF TREASURER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

Worcester Co.

Treasurer's office

3. UNIT

*Head of Fin. off.*

well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Correspondence*

5. EARLIEST YEAR / LATEST YEAR

*1990* TO \_\_\_\_\_

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

*By Dept. / Comm. / State*

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *7-3-ring binder*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_ Number
- Month(s)
- Year(s)

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

*Head's 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

*Retain until no longer needed, then destroy.*

19. NAME AND TITLE OF PREPARER

*Pat Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*



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, JEFFERSON HANOVER, MA 01843

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

Worcester Co.

Treasurer's office

3. UNIT

*Yarmouth - Food Tap*

well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Application's Folders*

5. EARLIEST YEAR / LATEST YEAR

*'95* TO \_\_\_\_\_

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

*Applica.  
Cards -  
Food + Beverage*

*( '95 - when Food Tap started -  
O.C. <sup>170</sup> Only )*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

*2*  
Number

10. ANNUAL ACCUMULATION

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

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_
- Month(s)
- Year(s)

Number

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

*Yarmouth's 44.*

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 RET

**Retain until updated or superceded, then destroy**

19. NAME AND TITLE OF PREPARER

*Pat Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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 \_\_\_\_\_

Worcester Co.

Treasurer's office

3. UNIT

*Tamm - Food Tax*

as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Daily Postings*

5. EARLIEST YEAR / LATEST YEAR

*'98* 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)

*Misc. Rev. Rpt.,  
Transact. Summary  
Detail  
Food & Tax Rpt.*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number

10. ANNUAL ACCUMULATION

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

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  Month(s)  Year(s)
- Number

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

*Tamm's off.*

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 3 years, then destroy**

19. NAME AND TITLE OF PREPARER

*RJ Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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 \_\_\_\_\_

Worcester Co.

Treasurer's office

3. UNIT

*Tammey*

as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Out of Balance*

5. EARLIEST YEAR / LATEST YEAR

*'95* 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)

*Corresp.  
Out of Bal. Rpts.  
Tappages into Debit File*

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *2-3 ring binders*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number

10. ANNUAL ACCUMULATION

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

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_ Number
- Month(s)
- Year(s)

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

*Tammey's off.*

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. RECOMI

**Retain 3 years, and until all audit requirements have been met, then destroy**

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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 \_\_\_\_\_

Worcester Co.

Treasurer's office

3. UNIT

*Tamm*

as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Miscellaneous Revenue*

5. EARLIEST YEAR / LATEST YEAR

*2000 only*  
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)

*(Add'l resp. - Yammey Howell  
misc. revenue deposits)*

*Permits Misc. Rev. Rpt. not approved  
Copies of Dep. Tickets*

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *2 larger ring binders*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

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

*Tammey's off.*

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 3 years, and until all audit requirements have been met, then destroy**

19. NAME AND TITLE OF PREPARER

*BJT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

|   |                    |                                      |
|---|--------------------|--------------------------------------|
| <b>1. DEPARTMENT/AGENCY</b><br><i>Worcester Co.</i> | <b>2. DIVISION</b> | <b>3. UNIT</b><br><i>Treasurer's</i> |
|---|--------------------|--------------------------------------|

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

|  |  |
|--|--|
| <b>4. RECORD SERIES TITLE</b><br><i>Miscellaneous Revenues</i> | <b>5. EARLIEST YEAR / LATEST YEAR</b><br><i>'76</i> 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)**

|   |  |   |
|---|--|---|
| <b>7. RECORD SERIES FORMAT(S)</b><br><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm<br><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape<br><input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk<br><input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape<br><input type="checkbox"/> Other (Specify) _____<br><i>boxes 3</i> | <b>8. RECORD SERIES SEQUENCE</b><br><input type="checkbox"/> Alphabetical<br><input type="checkbox"/> Numerical<br><input type="checkbox"/> Chronological<br><input type="checkbox"/> Geographical<br><input type="checkbox"/> Other (Specify) _____ | <b>9. VOLUME</b><br><input type="checkbox"/> File Drawer(s)<br><input type="checkbox"/> Microfilm Reel (s)<br><input type="checkbox"/> Computer Tape (s)<br><input type="checkbox"/> Other (Specify) _____<br>_____<br>Number               |
|   |  | <b>10. ANNUAL ACCUMULATION</b><br><input type="checkbox"/> File Drawer (s)<br><input type="checkbox"/> Microfilm Reel (s)<br><input type="checkbox"/> Computer Tape(s)<br><input type="checkbox"/> Other (Specify) _____<br>_____<br>Number |

|  |  |
|--|--|
| <b>11. FILE IS USED</b><br><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly | <b>12. FILE BECOMES INACTIVE AFTER</b><br>_____<br>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) |
|--|--|

|  |  |
|--|--|
| <b>13. CURRENT LOCATION(S) (Bldg., Floor, Room)</b><br><i>Roads Barn</i> | <b>14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)</b><br><input type="checkbox"/> Yes _____ <input type="checkbox"/> No |
|--|--|

|  |   |
|--|---|
| <b>15. ACCESS RESTRICTIONS (If yes, cite law(s) &amp; regulation(s))</b><br><input type="checkbox"/> Yes _____ <input type="checkbox"/> No | <b>16. AUDIT REQUIREMENTS</b><br><input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent |
|--|---|

|  |                                  |
|--|----------------------------------|
| <b>17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)</b><br><input type="checkbox"/> Yes _____ <input type="checkbox"/> No | <b>18. RECOMMENDED RETENTION</b> |
|--|----------------------------------|

|  |                             |                                   |
|--|-----------------------------|-----------------------------------|
| <b>19. NAME AND TITLE OF PREPARER</b><br><i>BT Roberts</i> | <b>20. TELEPHONE NUMBER</b> | <b>21. DATE</b><br><i>7/13/00</i> |
|--|-----------------------------|-----------------------------------|

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

Worcester Co.

Treasurer's Office

3. UNIT

*Tammey*

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

4. RECORD SERIES TITLE

*Deposit Acc. Book*

5. EARLIEST YEAR / LATEST YEAR

*196* 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)

*Manual list prior to entering  
info into Computer*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_ Number
- Month(s)
- Year(s)

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

*Tammey's 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

**Retain 3 years, then destroy**

19. NAME AND TITLE OF PREPARER

*Pat Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

Worcester Co.

Treasurer's Office

3. UNIT

*Yammy*

DEFINITION - Record Series - A group of related information, files and data for which reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Daily Out of Balance Acct. Bk.*

5. EARLIEST YEAR / LATEST YEAR

*1/96* 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)

*Uses manual approach prior to entering info. into computer*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tapes(s)
- Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_
- Month(s)
- Year(s)

Number \_\_\_\_\_

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

*Yammy's 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

*Retain 3Y after recorded, then destroy.*

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

1. Worcester Co.

Treasurer's Office

3. UNIT

*Janney*

Records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Purchase Orders - Copy*

5. EARLIEST YEAR / LATEST YEAR

*1980* 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)

*includes Mo. Ending Rpt.*

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

- \_\_\_\_\_  Month(s)       Year(s)

Number \_\_\_\_\_

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

*Janney's 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: **Retain 3 years, then destroy**

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/60*



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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

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1. Worcester Co.

Treasurer's Office

3. UNIT

*Tra*

DEFINITION: \_\_\_\_\_ d records normally used and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Original Bank Statements - Men's Fund*

5. EARLIEST YEAR / LATEST YEAR

*'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)

*Payroll + accts. pay.*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

*3 shelves*  
Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  Month(s)  Year(s)  
Number

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

*Vault*

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 5y, then destroy*

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

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Worcester Co.

Treasurer's Office

3. UNIT

*Tina*

DEFINITION - Record Series - as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Returned Cks*

5. EARLIEST YEAR / LATEST YEAR

\_\_\_\_\_ TO \_\_\_\_\_

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

*for General Fund only - w/ copy of ck. +  
handwritten log bank slip (IF)  
Ltr. from Co. D. ck.  
- K. Jones*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_ Number  Month(s)  Year(s)

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

*Tina's 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

*Retain 27, then destroy*

19. NAME AND TITLE OF PREPARER

*Pat Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

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Worcester Co.

Treasurer's Office

3. UNIT

*Ying*

Records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*General Fund Ch. Book*

5. EARLIEST YEAR / LATEST YEAR

*7/94* 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)

*Bldg. form - hand completed*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  Month(s)  Year(s)  
Number

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

*Ying's 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

*Retain 5 y, then destroy.*

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

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

AGENCY RECORDS INVENTORY

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1 Worcester Co.

Treasurer's Office

3. UNIT

*Fund 100*

as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*General Fund Bank Reconciliation*

5. EARLIEST YEAR / LATEST YEAR

*95* TO \_\_\_\_\_

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

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) \_\_\_\_\_

*10*

Number

11. FILE IS USED

- Daily       Weekly       Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_       Month(s)       Year(s)  
Number

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

*Tina's 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

*Retain 4, then destroy.*

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

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

AGENCY RECORDS INVENTORY

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Worcester Co.

Treasurer's Office

3. UNIT

as retention and disposition purposes.

4. RECORD SERIES TITLE

*Bank Deposit envelopes*

5. EARLIEST YEAR / LATEST YEAR

*7/99* 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)

*After Bank Stel. is done*

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *hatched no. not punches*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

*210*

Number

10. ANNUAL ACCUMULATION

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

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  Month(s)  Year(s)  
Number

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

*Yina's 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

**Retain 3 years, then destroy**

*54*

19. NAME AND TITLE OF PREPARER

*B. Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

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1 Worcester Co.

Treasurer's Office

3. UNIT

*Time*

Records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Checks & Prepaid Authority Form*  
↓ copy

5. EARLIEST YEAR / LATEST YEAR

\_\_\_\_\_ TO \_\_\_\_\_

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

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

- \_\_\_\_\_       Month(s)       Year(s)
- Number

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

*Yena's 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

*Retain 2 y, then destroy.*

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

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1. Worcester Co.

Treasurer's Office

3. UNIT

*Tina*

as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Paid Bills - Gen'l Fund*

5. EARLIEST YEAR / LATEST YEAR

*1977* 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)

*Manual Warrants  
Board Warrants  
Authorized Warrants*

*could include ck. copies  
and orig. invoice*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  Month(s)  Year(s)  
Number

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

*Tina's Off.  
Computer 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 54, then destroy.*

19. NAME AND TITLE OF PREPARER

*Pat Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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  
STATE WATERBURY ROAD

AGENCY RECORDS INVENTORY

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1. DI Worcester Co.

reasurer's Office

3. UNIT

*Tina*

Records normally filed and used as a unit for \_\_\_\_\_ as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Check Vouchers*

5. EARLIEST YEAR / LATEST 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 print-out of Checks w/ Authorized Warrants List*

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *Batched by mo.*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

*ED*

Number

10. ANNUAL ACCUMULATION

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

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  Month(s)  Year(s)
- Number

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

*Tina's office  
Computer 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 5 yrs then destroy*

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*



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  
WATERLOO ROAD

AGENCY RECORDS INVENTORY

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Treasurer's Office

1 Worcester Co.

3. UNIT

*Tena*

records normally filed and used as \_\_\_\_\_ as well as retention and disposition purposes.

4. RECORD SERIES TITLE

~~Comm~~ Cash and Investment Report  
AKA Commissioners List

5. EARLIEST YEAR / LATEST YEAR

7/98 TO 6/29/00

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

*Bills in Computer (called Authorized Warrants)  
Comm. approve for payment.*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

*12"*

Number

10. ANNUAL ACCUMULATION

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

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  Month(s)  Year(s)  
Number

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

*Tena's off.  
~~Comm~~ Computer 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

*Section 24, then destroy.*

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

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1. DE Worcester Co.

Treasurer's Office

3. UNIT

*Fina*

Records normally used and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Transfer Sheets*

5. EARLIEST YEAR / LATEST YEAR

*7/98* 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)

*Copy dep. slip  
Land Instrument Intake*

*TO TRANSFER PROPERTY  
" PURCHASE "*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_
- Month(s)
- Year(s)

Number \_\_\_\_\_

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

*Postage Box - on shelf*

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

*3 Y*

**Retain 3 years, then destroy**

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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 36000 BALTIMORE, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DI **Worcester Co.**

**Treasurer's Office**

3. UNIT

*Tina*

well as retention and disposition purposes.

4. RECORD SERIES TITLE

~~Vendor Information~~ *Equip. Contracts / Invoices*  
**COPIES**

5. EARLIEST YEAR / LATEST YEAR

\_\_\_\_\_ TO \_\_\_\_\_

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

*Vendor Information*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

*10-12 folders*  
Number

10. ANNUAL ACCUMULATION

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

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  Month(s)  Year(s)  
Number

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

*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

*24*

**Retain 3 years, then destroy**

19. NAME AND TITLE OF PREPARER

*BJ Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

1. Worcester Co.

Treasurer's Office

3. UNIT

*Arts. Pay  
Tina*

Records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*1099's / W9's*

5. EARLIEST YEAR / LATEST YEAR

*1993* TO \_\_\_\_\_

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

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

- File Drawer(s)
  - Microfilm Reel (s)
  - Computer Tape (s)
  - Other (Specify) \_\_\_\_\_
- Y2D*  
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)

*Tina's 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

*5Y* Retain 3 years, then destroy

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

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Worcester Co.

Treasurer's Office

3. UNIT

*Tracy Performance Bonds*

DEFINITION - Record Series - A group of related records as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Performance Bond Summary*

5. EARLIEST YEAR / LATEST YEAR

*10/95* 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)

*Summary  
Misc. Revenue Rpt.*

7. RECORD SERIES FORMAT(S)

- Letter Size       Microfilm  
 Legal Size       Computer Tape  
 Bound Book       Floppy Disk  
 Audio Tape       Video Tape  
 Other (Specify) *3 ring binder - 1*

8. RECORD SERIES SEQUENCE

- Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily       Weekly       Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  Month(s)       Year(s)  
Number \_\_\_\_\_

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

*Tracy's Off.*

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 3 years, then destroy**

19. NAME AND TITLE OF PREPARER

*Pat Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

1. Worcester Co.

Treasurer's Office

3. UNIT

*Tracy*

4. RECORD SERIES TITLE

*Performance Bond Active*

5. EARLIEST YEAR / LATEST YEAR

*6/99* 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 Statements*

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *Bring binder - 1*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  Month(s)  Year(s)
- Number \_\_\_\_\_

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

*Tracy's off.*

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

*after closed*  
Retain 3 years, then destroy

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

1. Worcester Co.

Treasurer's Office

3. UNIT

*Tracy*

Records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Performance Bonds - Closed Accts*

5. EARLIEST YEAR / LATEST YEAR

~~11/89~~ TO \_\_\_\_\_  
*4/92*

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 Statements*

7. RECORD SERIES FORMAT(S)

- Letter Size       Microfilm
- Legal Size       Computer Tape
- Bound Book       Floppy Disk
- Audio Tape       Video Tape
- Other (Specify) *3 ring binder - large*

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily       Weekly       Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_       Month(s)       Year(s)
- Number

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

*Vince's office,  
Tracy's 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

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

Worcester Co.

Treasurer's Office

3. UNIT

*Tracy / Luper - Pers. Prop. & Corp. Adj.*

Related records normally filed and used as a unit for retention and disposition purposes.

4. RECORD SERIES TITLE

*Personal Property & Corp. Adjustments*

5. EARLIEST YEAR / LATEST YEAR

*7/98* 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)

*Initial bills & adjustments that didn't go out in regular process. (new owners, etc.)*

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *4 CPO binders - large - very large*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  Month(s)  Year(s)  
Number

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

*Tracy / Luper*

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 3 years, and until all audit requirements have been met, then destroy**

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*



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  
D.C. BOX 376 RECEIVED BARRVIAN 20704

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

1. D<sub>I</sub> Worcester Co.

Treasurer's Office

3. UNIT

*Kandy*

as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Contribution Collections*

5. EARLIEST YEAR / LATEST YEAR

*early 1990's 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)

*Notations in Collection Process  
Conces,  
Crd. del. cards  
Printouts of acct.  
Printout*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

*3 D*  
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)

*Kandy's off.*

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

*after collection*  
Retain 3 years, then destroy

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

- ① Employee  
Lang. Bonds
- ② Yaf Collection
- ③ Bankruptcy
- ④ Annual Yaf Sale  
Delinq. Accts
- ⑤ Prod. Solving w/ Attorney's

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

1. Worcester Co.

Treasurer's Office

3. UNIT

*Kandy*

4. RECORD SERIES TITLE

*Bad Checks*

5. EARLIEST YEAR / LATEST YEAR

*early 90's* 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)

*Cps. & letters sent to  
tax payers*

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) \_\_\_\_\_

*Hlg. Loda*  
Number

10. ANNUAL ACCUMULATION

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

Number

11. FILE IS USED

- Daily                       Weekly                       Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  Month(s)                       Year(s)

Number

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

*Kandy's off.*

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 briely and describe any hardware/software)

- Yes \_\_\_\_\_  No

18. RECOMMENDED RETENTION

**Retain 3 years, and until all audit requirements have been met, then destroy**

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

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Worcester Co.

Treasurer's Office

3. UNIT

*Randy*

...dated records normally used for administrative purposes as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Refund Checks Requested*

5. EARLIEST YEAR / LATEST YEAR

*mid 1990's 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)

*ck copy  
acct. info  
notes/convos.*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

*1 file*  
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)

*Randy's off.*

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 3 years, then destroy**

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

AGENCY RECORDS INVENTORY

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Worcester Co.

Treasurer's Office

3. UNIT

*Randy*

as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Correspondence*

5. EARLIEST YEAR / LATEST YEAR

\_\_\_\_\_ TO \_\_\_\_\_

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

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

*3-4*

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)

*Randy's 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

Screen annually. Destroy material having no further 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 MD State Archives

19. NAME AND TITLE OF PREPARER

*Pat Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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  
ANN ARBOR, MICHIGAN 48106-2078

AGENCY RECORDS INVENTORY

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Worcester Co.

Treasurer's Office

3. UNIT

*Kapdy*

DEFINITION - Records Series - A group of related records, as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Bank Bankruptcies*

5. EARLIEST YEAR / LATEST YEAR

*early '90's 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)

*Form B9A - lists D as ~~debtor~~ creditor  
and Debtor's acct. info.  
District Court info.*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

*5D*  
Number

10. ANNUAL ACCUMULATION

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

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_
- Month(s)
- Year(s)

Number

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

*Kapdy's off.  
Harold's off.*

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 3Y after settlement of claim,  
then destroy.*

19. NAME AND TITLE OF PREPARER

*RJ Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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. Worcester Co.

Treasurer's Office

3. UNIT

DEFINITION - Record Series - A group of related

as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Increase/Decrease - Real Property

5. EARLIEST YEAR / LATEST YEAR

\_\_\_\_\_ TO \_\_\_\_\_

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

Procedure Notes  
State Dept. Assessment Change Rpt.  
State Refund Informa.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number

10. ANNUAL ACCUMULATION

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

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  Month(s)  Year(s)  
Number

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

Kandy's off.

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 RETENTIC

Retain 3 years, then destroy

19. NAME AND TITLE OF PREPARER

Pat Roberts

20. TELEPHONE NUMBER

21. DATE

7/17/00

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 276, HARTFORD, CONNECTICUT 06104

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

Worcester Co.

Treasurer's office

3. UNIT

as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Monthly Reporting Sheets

5. EARLIEST YEAR / LATEST YEAR

1994 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)

Payment Record  
Increases/Decreases

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number

10. ANNUAL ACCUMULATION

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

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_
- Month(s)
- Year(s)

Number

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

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 3 years, and until all audit requirements have been met, then destroy.

19. NAME AND TITLE OF PREPARER

Pat Roberts

20. TELEPHONE NUMBER

21. DATE

7/17/90



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 \_\_\_\_\_ Of \_\_\_\_\_

Worcester Co.

Treasurer's office

3. UNIT

... as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Home Owner Credits*

5. EARLIEST YEAR / LATEST YEAR

*98* 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)

*Lists every credit issued*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_ Number
- Month(s)
- Year(s)

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

*Laura Postage 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

Retain 3 years, and until all audit requirements have been met, then destroy

19. NAME AND TITLE OF PREPARER

*Pat Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

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Worcester Co.

Treasurer's Office

3. UNIT

DEFINITION - Record Series - A group of related records as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*BRC Conversion File*

5. EARLIEST YEAR / LATEST YEAR

*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)

*Software Conversion*

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *Wallets - 1 large*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number

10. ANNUAL ACCUMULATION

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

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  Month(s)  Year(s)
- Number

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 154 after final conversion, then destroy.*

19. NAME AND TITLE OF PREPARER

*BH Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

Worcester Co.

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Treasurer's Office

3. UNIT /

DEFINITION - Record Series - A group of related

as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Financial Statements*

5. EARLIEST YEAR / LATEST YEAR

*91* 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)

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

- \_\_\_\_\_  Month(s)                       Year(s)
- Number

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

*154* Permanent. Transfer periodically to the Maryland State Archives

19. NAME AND TITLE OF PREPARER

*Robert*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

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Worcester Co.

Treasurer's Office

3. UNIT

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

4. RECORD SERIES TITLE

Budgets

5. EARLIEST YEAR / LATEST YEAR

\_\_\_\_\_ TO \_\_\_\_\_

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

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

- \_\_\_\_\_  Month(s)                       Year(s)

Number \_\_\_\_\_

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

34

Retain 3 years, then destroy

19. NAME AND TITLE OF REPORTING OFFICER

Bob Roberts

20. TELEPHONE NUMBER

21. DATE

7/17/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
ANN ARBOR, MICHIGAN 48106-2079

AGENCY RECORDS INVENTORY

Worcester Co.

Page \_\_\_\_\_ Of \_\_\_\_\_

Treasurer's Office

3. UNIT

DEFINITION - Records Series - A group of related records normally maintained for the same or similar purposes as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Wire Transfers

5. EARLIEST YEAR / LATEST YEAR

\_\_\_\_\_ TO \_\_\_\_\_

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

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) 3 ring binders
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number

10. ANNUAL ACCUMULATION

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

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_ 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

54

Retain 3 years, and until all audit requirements have been met, then destroy

19. NAME AND TITLE OF PREPARER

BA Roberts

20. TELEPHONE NUMBER

21. DATE

7/17/00

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

1. DEPARTMENT/AGENCY

Treasurer's Office

3. UNIT

DEFINITION - Record Series - A group of related records, identified by a common title or reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Co. Commissioners Minutes*

5. EARLIEST YEAR / LATEST YEAR

\_\_\_\_\_ TO \_\_\_\_\_

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

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_ 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 copies 5 Y, then destroy*

19. NAME/TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/02*

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  
300 WESTERN BOULEVARD

AGENCY RECORDS INVENTORY

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Worcester Co.

Treasurer's Office

3. UNIT

ated records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Water & Waste Water Issues*

5. EARLIEST YEAR / LATEST YEAR

\_\_\_\_\_ TO \_\_\_\_\_

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

*Covers,  
Agreements  
Contracts*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  Month(s)  Year(s)  
Number

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

*P*

Screen annually. Destroy material having no further 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 MD State Archives

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GCS 839-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
775 WASHINGTON ROAD

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

1. **D** Worcester Co.

Treasurer's Office

3. UNIT

\_\_\_\_\_ group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*W. 2's*

5. EARLIEST YEAR / LATEST YEAR

*'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)

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *3 ring binder*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

*(4)*

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

- File Drawers(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  Month(s)  Year(s)  
Number \_\_\_\_\_

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

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

*10 Y*

Retain 3 years, and until all audit requirements have been met, then destroy

19. NAME AND TITLE OF PREPARER

*Pat Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*



INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (OGS 898-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7775 WATERLOO ROAD

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

1. DE  
Worcester Co.

Treasurer's Office

3. UNIT

*Treasury*

Records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Audit Workpapers*

5. EARLIEST YEAR / LATEST YEAR

*95* 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)

7. RECORD SERIES FORMAT(S)

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

*(4)*

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  Month(s)  Year(s)  
Number

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

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

*Bob Roberts*

18. RECOMMENDED RETENTION

*Retention and until all audit requirements have been met, then destroy.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

*7/17/02*

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GOS 850-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7273 WATERLOO ROAD

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

1. **Worcester Co.**

Treasurer's Office

2. UNIT */*

DEFINITION - records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Manuals & Guides*

5. EARLIEST YEAR / LATEST YEAR

\_\_\_\_\_ TO \_\_\_\_\_

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

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  Month(s)  Year(s)  
Number

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 until updated or superseded, then destroy.*

19. NAME AND TITLE OF PREPARER *Bob Roberts*

20. TELEPHONE NUMBER

21. DATE *7/17/60*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

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1. **Worcester Co.**

**Treasurer's Office**

3. UNIT

*Cindy*

Use this field for records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*County Phone Bill Reports*

5. EARLIEST YEAR / LATEST YEAR

*2000* 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)

*Reconciliation  
Procedures  
Bills*

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *1 3 ring binder = 1 yr.*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_ Number
- Month(s)
- Year(s)

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

*Cindy*

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 3 years, then destroy**

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

1. **Worcester Co.**

**Treasurer's Office**

3. UNIT

4. RECORD SERIES TITLE

*Electrical Permits*

5. EARLIEST YEAR / LATEST YEAR

*1966 TO 2000*

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

*Gen. Led. <sup>entry</sup> Form  
Ch. Request Form*

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *3 ring binder - 1*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_ 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

*34*

**Retain 3 years, then destroy**

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/00*

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  
7276 WATERLOO ROAD

AGENCY RECORDS INVENTORY

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Worcester Co.

Treasurer's Office

3. UNIT

*Linda*

ated records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Miscellaneous Revenue Report -  
Copy MV A Fees*

5. EARLIEST YEAR / LATEST YEAR

*1994 and  
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)

*Tammy Gas orig.*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_ Number
- Month(s)
- Year(s)

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

*Linda*

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

*5Y?*

Retain 3 years, then destroy

19. NAME AND TITLE OF PREPARER

*Pat Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/94*

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

AGENCY RECORDS INVENTORY

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Worcester Co.

Treasurer's Office

3. UNIT

*Linda*

Ident records normally used and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Housing Rehab*

5. EARLIEST YEAR / LATEST YEAR

*12/97* 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)

*Report w/ copies of deposits - 24  
acctg. sheets w/ lists of payments. - until paid*

*Rev separate*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tapes(s)
- Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_
- Month(s)
- Year(s)

Number \_\_\_\_\_

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

*Linda*

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

*274*

*after paid*  
Retain 3 years; then destroy

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/17/02*

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

*Worcester Co.*

2.  Treasurer's office

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

4. RECORD SERIES TITLE

*Pay Ledgers & Cash Receipts*

5. EARLIEST YEAR / LATEST YEAR

*1905* 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)

7. RECORD SERIES FORMAT(S)

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

*ledgers      11 shelves*

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

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

Number \_\_\_\_\_

11. FILE IS USED

- Daily       Weekly       Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  Month(s)       Year(s)
- Number

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

*Roads Bldg*

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

screen annually. Destroy material having no further fiscal, legal or operational value. Retain

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

- Yes \_\_\_\_\_       No

18. RECOMMENDED RETENTION permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

19. NAME AND TITLE OF PREPARER

*BJ Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/13/00*