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

71

Agency

4

Schedule No. C-941

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Division/Unit Treasurer's Office

2 Check vouchers – from County Commissioners Retain 3 years and until all arcquirements have been met, then destroy 3 Tax records – checklists, delinquent reports, commissioner's list, bank records, cap projects, mise review sheets, check stubs Retain 3 years and until all arcquirements 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 arcquirements have been met, then destroy 8 Personal property tax liability fee journal Retain 3 years and until all arcquirements have been met, then destroy 9 Posted tax bills Retain 3 years and until all arcquirements have been met, then destroy 10 Tax load totals Retain 3 years and until all arcquirements have been met, then destroy 11 Tax load totals Retain 3 years, then destroy 12 Tax load totals Retain 6 years, then destroy 13 Tax load totals Retain 6 years, then destroy 14 Tax load totals Retain 7 years, then destroy 15 Tax levy books – list of all accounts by owner name Retain 6 years,	Worcester	County			urer's Office
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8 Personal property tax liability fee journal requirements have been met, then destroy 9 Posted tax bills Retain until balanced, then destroy 9 Posted tax bills Retain 3 years and until all a 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 Schedule Authorized by State Archivis Date 19/31/01 Date Signature Harold Higgins Signature Ni 2661 Date	6	Development tax collections – aka ag tax			Retain 3 years, then destroy
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11 Tax levy books – list of all accounts by owner name Retain for 3 years, then destr Approved by Department, Agency or Division Representative Schedule Authorized by State Archivis Date 12/31/01 Date Signature Signature MAR 0 5 2002 Type Name Harold Higgins Signature	9	Posted tax bills			Retain 3 years and until all audit requirements have been met, then destroy
Approved by Department, Agency or Division Representative Schedule Authorized by State Archivis Date 12/31/01 Date Signature Jury W. Jury Signature Type Name Harold Higgins Signature	10	Tax load totals			Retain 3 years, then destroy
Date 12/31/01 Schedule Authorized by state Archivis Date MAR 0 5 2002 Signature Mar 0 5 2002 Date Mar 0 5 2002	11	Tax levy books – list of all accounts by owner name			Retain for 3 years, then destroy
Signature <u>Harold Higgins</u> Signature <u>Harold Higgins</u> Signature <u>Harold Higgins</u>	Approved	by Department, Agency or Division Representative	Sched	lule A	Authorized by State Archivist
Type Name Harold Higgins	Date <u>17/31/01</u>		Date		MAR 0 5 2002
	Signature	Starold & Stigging	Signa	ture	Stward C. Paperfix 1
Title Finance Officer	Type Nan	1e Harold Higgins			
	Title	Finance Officer			

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		Schedule No. C-941 Page 2 of 7
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 forclosure, 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

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RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. C-941
		Page 3 of 7
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	
		Page 4 of 7	
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	port Retain for 3 years, then destroy	
51	Performance bond active – bank statements Retain for 3 years after closenter clo		
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	Schedule No. C-941	
	ECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)	Page 5 of 7	
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** (CONTINUATION SHEET)

Schedule No. C-941

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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.

R	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION ECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)	Schedule No.C-941Page70f7
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.
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IS (RUC) IDNS - TYPE OR PHINT A SEPARATE FORM FOR EACH NEW EVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION CHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY	
	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page OI	
. DEPARTMENTIAGENCY Worcester O,	2. DIVISION Treasurer's Office		
DEFINITION - Records Series - A group of related record	de normally fil	ind disposition purposes.	
RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR	
assessments + lat	atton	<u>1977</u> 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)	
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	1		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s)	
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🕻 Legal Size 🗖 Computer Tape	O Numerical	C Olher (Specify)	
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
🗅 Daily 🗆 Weekty 🗆 Monthly		Month(s) C Year(s)	
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes. specify agency or office)		
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
0 Yes 0 No	🗆 None 🗖 State 🗖	Federal 🛛 Independent	
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION		
describe any hardware/software)	Betain 2BY, then destrug		
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE = 1/1-3/20	

INSTRUCTIONS - TYPE OR PHINT 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 MucastanCo	2. Treasurer's Office	
DEFINITION - Records Series - A group of related record	ds nc	tention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
assessment R	ollo	<u>88</u>
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)	8. RECORD SERIES SEQUENCE	9. VOLUME
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🖸 Legal Size 🗖 Computer Tape	Numerical	Computer Tape (s)
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13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHE	RE? (If yes, specify agency or office)
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
0 Yes 0 No		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 7/13/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD ۹_____ IO _____ ^{2. DII} Treasurer's Office 1. DEPARTMENTIAGENCY Worcester Co. DEFINITION - Records Series - A group of related records norm, _____ntion and disposition purposes, 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR asses. Int. 1960'S 10 6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series). Include the purpose or function of the Series) Corres. for all wor. Co. Properties 9. VOLUME 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE D File Drawer(s) C Microfilm Reel (s) D Letter Size D Microfilm Alphabetical Computer Tape (s) D Legal Size Computer Tape Numerical D Other (Specify) Chronological Number D Bound Book Floppy Disk 10. ANNUAL ACCUMULATION Geographical D Audio Tape O Video Tape D File Drawer (s) D Microfilm Reel (s) D Other (Specify) ____ Other (Specify) ____ Computer Tape(s) 1 Dange hope C Other (Specify) _ Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Month(s) ۵ Year(s) D Daily C Weekly Monthly Number 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) D No _____ 🗆 Yes __ Koado Dan 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) **16. AUDIT REQUIREMENTS** D Federal Independent 🗆 Yes _____ 🗆 No D None C State 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and **18. RECOMMENDED RETENTION** describe any hardware/software) _____ CI Yes 🗆 No **19. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER** 21. DATE 7/13/00

NSTRUCTIONS TYPE OR PINNE A SEPARATE FORM FOR EACH NEW REVISED RECORD BERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P	AGENCY RECORDS INVENTORY
1. DEPARTMENT/AGENCY Worcester Co,	2. DIV Treasurer's office	
DEFINITION - Records Series - A group of related recor	de norm	
A. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
B. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series. Include	e the purpose or function of the Series)
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) Yes No	16. AUDIT REQUIREMENTS	Federal D Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) U Yes	18. RECOMMENDED RETENTION	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 7/13/20

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
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4. RECORD SERIES TITLE (2) Company	Becords	5. EARLIEST YEAR / LATETEST YEAR
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13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	IE? (If yes, specify agency of office)
	• Yes	No No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 7/17/00

ISTRUCTIONS - TYPE ON PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY Page Of
DEPARTMENT/AGENCY Worcested Co.	= ¹ Treasurer's office 	NT
DEFINITION - Records Series - A group of related record	de	wen-zé retention and disposition purposes.
RECORD SERIES TITLE Check Vouc	ters	5. EARLIEST YEAR / LATETEST YEAR
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NSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION **RECORDS MANAGEMENT DIVISION** SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page _____ Of _____ Worcester Co. . . **Treasurer's office** 3. UNIT well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR Development Jap Collections ·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) AKA agyay 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME D File Orawer(s) b-teller Size D Microfilm Alphabelical D Microfilm Reel (s) Computer Tape (s) Legal Size O Other (Specify) _ Computer Tape C Numerical Chronological Bound Book Floppy Disk Number 10. ANNUAL ACCUMULATION Video Tape D Audio Tape D Geographical G File Orawer (s) D Microfilm Reel (s) Other (Specify) ____ Olher (Specify) ______ Computer Tape(s) □ Other (Specify) _ Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER O Monthly Year(s) Daily Month(s) D Weekly α ۵ Number 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bldg., Floor, Room) Laura 🖸 Yes ____ D No ostage Bm. 15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS O Yes _____ D None Independent D No Slate D Federal 18. RECOMMENDED RETENI Retain 3 years, then destroy 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) O Yes_ D No 19. NAME ANOTH 21. DATE 7/17/00 **20. TELEPHONE NUMBER**

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED CACATOR RELISES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 510-1) RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSIP MARYLAND 20204-Page _____ Of _____ 1. DEPARTMENT/AGENCY NIT Treasurer's office Worcester Co, DEFINITION - Records Series - A group of related records a retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR of Becordo 91 10 46 8. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) Checklesk 1991-94 Delenquest Rpb. '96 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME D File Drawer(s) D Leller Size Microfilm D Microfilm Reel (s) O Alphabetical D Computer Tape (s) Numerical O Other (Specify) t Legal Size D Computer Tape C Bound Book Floppy Disk Chronological Number 10. ANNUAL ACCUMULATION CI Audio Tape U Video Tape Geographical O File Drawer (s) D Microfilm Reel (s) D Other (Specify) ____ Olher (Specify) ____ C Computer Tape(s) D Other (Specify) 1 Pop Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Month(s) Year(s) O Daily D Weekly Monthly CI. 0 Number 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bldg., Floor, Room) bado Bain O Yes ___ 🗆 No 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) **16. AUDIT REQUIREMENTS** Federal Independent • Yes _____ II No D None State 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and **18. RECOMMENDED RETEN** Retain 3 years, and until all audit describe any hardware/software) requirements have been met, then 🛛 Yes_ D No destroy 19. NAME AND **20. TELEPHONE NUMBER** 21. DATE 7/13/20

INSTRUCTIONS .. TYPE OR PRINT A SEPARATE FORM FOR EACH NEW AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES REVISED RECORD' SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (UGS 20-1) **RECORDS MANAGEMENT DIVISION** 7275 WATERLOO ROAD Page _____ Of _____ P.O. BOX 275 - JESSUP, MARYLAND 20794 1. DEPARTMENT/AGENCY UNIT **Treasurer's office** Morcester Co. DEFINITION - Records Series - A group of related record is retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR 92 10 96 Tinop 8. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) Cummiss. Led Bank Rec's Cap. Projecto Misc. Rev. Sheeto Ck. Stules 9. VOLUME 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE File Orawer(s) D Microfilm Reel (s) D Leller Size 🛛 Microfilm Alphabetical Computer Tape (s) D Legal Size C Numerical D Other (Specify) Computer Tape 🗧 🖬 Floppy Disk D Bound Book D Chronological Number 10. ANNUAL ACCUMULATION CI Audio Tape D Video Tape Geographical D File Drawer (s) D Microfilm Reel (s) O Other (Specify) Other (Specify) ____ Computer Tape(s) O Other (Specify) _ 1 Boy Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Month(s) Year(s) D Daily D Weekly I Monthly đ Number 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Koado Barn . 🗆 No CI Yes 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) **16. AUDIT REQUIREMENTS** D Federal C Yes _____ C No D None D Independent D State 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and **18. RECOMMENDED RETENTION** describe any hardware/software) C Yes_____ C No 19. NAME AND TITLE OFFEPPRER 21. DATE **20. TELEPHONE NUMBER** 1/12/00

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DEFINITION - Records Series - A group of related reco		d as retention and disposition purposes.
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INSTRUCTIONS - TYPE OR PRINT & SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION **RECORDS MANAGEMENT DIVISION** SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page _____ Of _____ 3. UNIT Worcester Co. **Treasurer's Office** Centra aď 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR osted Tax Bells 197 102000 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) 8. RECORD SERIES SEQUENCE 9. VOLUME D File Orawer(s) C Leller Size D Microfilm O Alphabetical D Microfilm Reet (s) Computer Tape (s) D Legal Size Computer Tape Other (Specify) D Numerical Bound Book Floppy Disk Chronological Number 10. ANNUAL ACCUMULATION O Video Tape Audio Tape Geographical C File Orawer (s) O Microfilm Reel (s) Ollier (Specify) _____ Olher (Specify) Computer Tape(s) Olher (Specify) . Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER O Weekly I Monthly Month(s) Year(s) D Daily Number 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bldg., Floor, Room) Computer Am. Postage Bon - 1 large boy Vault -16 books O Yes _ D No 1 lange he 15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s) 16. AUDI REQUIREMENTS D None C Federal O Yes ____ D No D State Independent Putur unit and have there deviced 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and 18. RECOMMENDED RETENTION OPPORT Poze lugas describe any hardware/software) O Yes 🗆 No 19. NAME 20. TELEPHONE NUMBER

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DEFINITION - Records Series - A group of related record	is normally filed and used as a unit for reference as	well as retention and disposition purposes.
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. . ' INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION **RECORDS MANAGEMENT DIVISION** SCHEDULE (DGS 550-1) Page _____ Of _____ 1. Worcester Co. **Treasurer's Office** 3. UNIT lan) and records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR of Leny Books 97__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) List of all accts. by owned name 7. RECORD SERIES FORMAT(5) B. RECORD SERIES SEQUENCE 9. VOLUME File Drawer(s) 🛛 Microfilm D Microfilm Reel (s) O Letter Size Alphabetical Computer Tape (s) D Other (Specify) C Legal Size Computer Tape D Numerical Number Bound Book Floppy Disk D Chronological 10. ANNUAL ACCUMULATION Video Tape D Audio Tape Geographical O File Drawer (s) D Microfilm Reel (s) Other (Specify) _____ Other (Specify) _____ Computer Tape(s) O Other (Specify) _ Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER 🛛 Weekly O Monthly Month(s) ۵ Year(s) D Daily Number 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes. specify agency or office) 13. CURRENT LOCATION(S) (Bldg., Floor, Room) ean's office D No 13 Yes _____ 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS 0 Yes _____ D No D None State CI Federal Independent 18. RECOMMENDED RETENTION 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and Betain for 20 Y, then destrony describe any hardware/software) C) Yes D No 17/00 19. NAME KU 21. DATE **20. TELEPHONE NUMBER**

NSTRUCTIONS TYPE ON PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
Worcester Co,	2. DIVISION	3. UNIT
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DEFINITION - Records Series - A group of related recor	de normally filed and used as a unit for reference as	
I. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
🗆 Leller Size 🗖 Microfilm	Alphabetical	D File Drawer(s) D Microfilm Reel (s)
🗉 Legal Size 📁 Computer Tape		Computer Tape (s)
Bound Book Graphic Comparison Comparis		Number
		10. ANNUAL ACCUMULATION
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D Other (Specify)	Other (Specify)	Computer Tape(s)
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		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
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13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHE	RE? (If yes, specify agency or office)
Roads Barn	• Yes	D No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
© Yes © No	D None D State D	Federal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
🗆 Yes 🗆 No		
19. NAME AND THE OF PREPARER LET	4	

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USARUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION **RECORDS MANAGEMENT DIVISION** SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 Page _____ Of ____ ^{1.} Worcester Co. 3. UNI **Freasurer's Office** ice as well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR LATETEST YEAR Tay Dale 9.55 Ck. Brok 1099 B. for Tax Dale Purchase Personal acot Worksheet Certificate of J 6. RECORD SERIES DESCRIPTION (Briefly describe the types of Information/documents/forms found in the Series. Include the purpose or function of the Series) act. Ledgers Certificato of Sale 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME D File Drawer(s) Leller Size Microfilm D Microfilm Reet (s) Alphabetical D Computer Tape (s) d Legal Size C Computer Tape C Other (Specify) O Numerical D Bound Book G Floppy Disk D Chronological Number 10. ANNUAL ACCUMULATION 🗆 Video Tape D Audio Tape Geographical D File Orawer (s) Microfilm Reel (s) D Other (Specify) ____ Olher (Specify) _ C Computer Tape(s) O Other (Specify) _ Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER D Daily C Weekly Monthly ۵ Month(s) σ Year(s) Number 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Kandy's office a No C Yes ault 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS • Yes _____ O No C None Independent CI Federal C State OVER 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and 18. RECOMMENDED RETENTI describe any hardware/software) Retain-3-years, and until all audit requirements have been met, then O Yes_ D No . destroy 19. NAME AND TTLEOF F **20. TELEPHONE NUMBER** 21. DATE 1/17/50

Tat salas -Quections and redemptions ; relain for fine (5) years and until all audit requirements have been med, then destroy. Tax Dale hasho and Joresloveres: retain for Twenty -fine (05) Gears and until all audit requirements have been fulfilled, there deatry.

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES: FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARIMENTIAGENCY Worcester Co,	2. DIVISION	3. UNIT
DEFINITION - Recorde Series - A group of related record	s normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the lypes of in	nformation/documents/forms found in the Series. Include	the purpose or function of the Series)
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s)
🖸 Letter Size 🗆 Microfilm	Alphabelical	Microfilm Reel (s) Computer Tape (s)
Legal Size Computer Tape	Numerical	Other (Specify)
Bound Book Floppy Disk	Chronological	Number
C Audio Tape C Video Tape	Geographical Other (Specify)	10. ANNUAL ACCUMULATION □ File Drawer (s) □ Microfilm Reel (s) □ Computer Tape(s) □ Other (Specify)
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Roads Barn	14. IS RECORD SERIES DUPLICATED ELSEWHER	IE? (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) Image: state	16. AUDIT REQUIREMENTS	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) Image: Comparison of the system of the syst	18. RECOMMENDED RETENTION	
19. NAME AND THE OF REPARENTS	20. TELEPHONE NUMBER	21. DATE -1/3/20

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DGS 550-4 (Revised 1/93)

NSTERCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW ISSUED 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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4. RECORD SERIES TITLE Tay Detch		se retention and disposition purposes.
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) U Letter Size U Legal Size Bound Book U Floppy Disk	RECORD SERIES SEQUENCE Alphabetical Numerical Chronological	9. VOLUME D File Drawer(s) D Microfilm Reel (s) D Computer Tape (s) D Other (Specify)
Olher (Specify)	Geographical Other (Specify)	10. ANNUAL ACCUMULATION G File Orawer (s) Microfilm Reel (s) Computer Tape(s) Other (Specify)
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13. CURRENT LOCATION(S) (Bldg., Floor, Room) Lisa's office	14. IS RECORD SERIES DUPLICATED ELSEWHER	LE? (If yes, specify agency or office)
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19. NAME ADDALLE OF HAREPARER	20. TELEPHONE NUMBER	21. DATE 7/17/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVIED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEUULE (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
. DEPARTMENT/AGENCY Worcester Co.	2. DIVISION	3. UNIT
DEFINITION - Records Series - A group of related record	de normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE Tap Ditch andit Tiails		5. EARLIEST YEAR / LATETEST YEAR
B. RECORD SERIES DESCRIPTION (Briefly describe the types of i	nformation/documents/lorms found in the Series. Include	the purpose or function of the Series)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
🛛 Leller Size 🗆 Microlılm	D Alphabelical	File Drawer(s) Microfilm Reel (s)
C Legal Size Computer Tape	D Numerical	Computer Tape (s) Other (Specify)
Bound Book Floppy Disk		Number
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Roado Barn 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
	16. AUDIT REQUIREMENTS	Federal D Independent
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION **RECORDS MANAGEMENT DIVISION** SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page _____ 0/ ____ P.O. BOX 275 - JESSUP, MARYLAND 20794 Worcester Co. 3. UNIT **Treasurer's office** a well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR Control Book ·97 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) Manual) Outstanding Aard 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME G File Orawer(s) D Microfilm Reel (s) O Leller Size D Microfilm C Alphabetical C Computer Tape (s) Other (Specify) D Legal Size Computer Tape Numerical Bound Book Chronological C Floppy Disk Number 10. ANNUAL ACCUMULATION Audio Tape O Video Tape Geographical D File Drawer (s) D Microfilm Reel (s) O Other (Specify) ledger C Other (Specify) _ Computer Tape(s) Other (Specify) _ Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Month(s) Year(s) D Daily I Monthly Ο C Weekly Number 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bidg., Floor, Room) Laura D No C Yes ___ 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS D None C Federal Independent D Yes _____ D No State **18. RECOMMENDED RETEN** 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) Retain until updated or superceded, then destroy O Yes 19. NAME AND 20. TELEPHONE NUMBER 21. DATE 7/17/00

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20784	AGENCY RECORDS INVENTORY Page Of
Worcester Co. T	reasurer's Office	3. UNIT Kandy
Der meren seiner bed re		well as retention and disposition purposes.
4. RECORD SERIES TITLE Jappayer O	orrespondence	5. EARLIEST YEAR / LATETEST YEAR
8. RECORD SERIES DESCRIPTION (Briefly describe the types of 4 april - Copies for return pymed.	Information/documents/forms found in the Series. Include	e the purpose or function of the Series)
7. RECORD SERIES FORMAT(S)		9. VOLUME
Leller Size Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Other (Specify)	 Alphabetical Numerical Chronological Geographical Other (Specify)	D File Drawer(s) Microfilm Reel (s) Computer Tape (s) Other (Specify) Number 10. ANNUAL ACCUMULATION D File Drawer (s) D Microfilm Reel (s) Computer Tape(s) D Other (Specify)
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION pollimiticon Tap Sale	D Yay Dele,
19. NAME AND THE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 7/17/00

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NSI <u>RUCTIONS</u> 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 OI
Worcester Co. = Tr	easurer's office	3. UNIT
DEFINITION - Records Serve - A graphic analog tech		well as retention and disposition purposes,
	Report - Country State	5. EARLIEST YEAR / LATETEST YEAR
. RECORD SERIES DESCRIPTION (Briefly describe the types of		e the purpose or function of the Series)
RECORD SERIES FORMAT(S) U Letter Size U Microfilm U Legal Size U Computer Tape U Bound Book U Floppy Disk	8. RECORD SERIES SEQUENCE Alphabelical Numerical Chronological	9. VOLUME
Audio Tape D Video Tape Other (Specify)	Geographical Geographical Other (Specify)	10. ANNUAL ACCUMULATION
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13. CURRENT LOCATION(S) (Bldg., Floor, Room) Layra Vince	14. IS RECORD SERIES DUPLICATED ELSEWHE	RE7 (If yes. specily agency or office)
15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	Federal a Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/soflware)	18. RECOMMENDED RETENTION Retain	n 3 years, then destroy
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 7/17/00

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NSTRUCTIONS - TYPE OR PHINT 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 OI	
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Worcester Co. Tr	reasurer's office	3. UNIT	
ated .) well as retention and disposition purposes.	
A. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR	
Tay Collections Rep	part - Your	<u>1996</u> ro	
B. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series. Includ	e the purpose or function of the Series)	
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. RECORD SERIES FORMAT(5)	8. RECORD SERIES SEQUENCE	9. VOLUME D File Drawer(s)	
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describe any hardware/software)		· · · · · · · · · · · · · · · · · · ·	
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION **RECORDS MANAGEMENT DIVISION** SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 Page _____ Of . 3. UNIT (morkots. To State) Worcester Co. **Treasurer's Office** co is as well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR 1994 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) Public Debt - Beput of allestores of State Takes (mo.) Indudes '. Ck. Stub Dep. Copy Increase / Decreases 8. RECORD SERIES SEQUENCE 9. VOLUME 7. RECORD SERIES FORMAT(S) D File Drawer(s) Microfilm Reel (s) O Letter Size D Microfilm Alphabetical Computer Tape (s) C Other (Specify) C Legal Size Computer Tape **D** Numerical C Bound Book Chronological Number D Floppy Disk 10. ANNUAL ACCUMULATION Video Tape Geographical O Audio Tape O File Orawer (s) O Microfilm Reel (s) Olher (Specify) <u>CPO</u> Other (Specify) _____ Computer Tape(s) Olher (Specify) Number 12. FILE BECOMES INACTIVE AFTER 11. FILE IS USED Month(s) Daily U Weekly D Monthly α o Year(s) Number 13. CURRENT LOCATION(S) (Bidg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specily agency or office) Finde Laura C No CI Yes _ Vince 16. AUDIT REQUIREMENTS 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) None D Federal O Yes _____ D No Slate Independent 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and **18. RECOMMENDED RETENTION** describe any hardware/software) Retain 3 years, then destroy CI Yes D No 19. NAME AND **20. TELEPHONE NUMBER** 21. DATE 7/17/00

NSTRUCTIONS - TYPE OR PHINT 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
1. DEPARTMENT/AGENCY Morcester Co.	^{2.} Treasurer's office	T
DEFINITION - Records Series - A group of related record	qa uolumuh-uunan-aun-nana-as.a.auit.iat.isteteude.ss	well as retention and disposition purposes,
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of	momaliorvaccuments/forms found in the defies. Include	a the pulpose of function of the Series)
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) I Yes I Yes	16. AUDIT REQUIREMENTS	Federal D Independent
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19. NAME AND TYPLE OF PREPORER	20. TELEPHONE NUMBER	21. DATE -7/13/00

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
	7275 WATERLOO ROAD	Page Of
Worcester Co. = Tree	surer's Office	3. UNIT
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4. RECORD SERIES TITLE	Λ	5. EARLIEST YEAR / LATETEST YEAR
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of		e the purpose or function of the Series)
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7. RECORD SERIES FORMAT(5)	8. RECORD SERIES SEQUENCE	9. VOLUME
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E Legal Size Computer Tape	D Numerical	V2D Other (Specify)
Bound Book General Floppy Disk	Chronological	Number
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
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	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
DEPARTMENT/AGENCY Warcestee Co.	2. DIVISION	3. UNIT
DEFINITION - Records Series - A group of related record	is normally filed and used as a used for reference on	will be retarilled and dispectives museess
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
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19. NAME AND TITLE OFFICEPARER	20. TELEPHONE NUMBER	21. DATE 7/13/00

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
=Worcester Co.	7275 WATERLOO ROAD	Page OI
	Treasurer's office	3. UNIT
DEFINITION - Necoras Server - M group or related recu		well as retention and disposition purposes.
1. RECORD SERIES TITLE Venfication of Becaptured	Homeowners Tay Credits	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series. Include	e the purpose or function of the Series)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
teller Size 🗆 Microfilm	D Alphabetical	 File Drawer(s) Microfilm Reel (s)
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) Image: transmission of the second sec	16. AUDIT REQUIREMENTS	Federal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Retain	3 years, then destroy
19. NAME PROVILE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 7/17/00

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
Worcester Co.		
	Treasurer's office	3. UNIT
	•	well as retention and disposition purposes.
4. RECORD SERIES/TITLE		5. EARLIEST YEAR / LATETEST YEAR
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8. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	e the purpose or function of the Series)
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. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
e Celler Size 🛛 Microfilm	Alphabetical	File Orawer(s) Microfilm Reel (s)
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Lunca	C Yes	D No
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION **RECORDS MANAGEMENT DIVISION** SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page _____ Of _____ = 1 3 UNIT Treasurer's office Worcester Co. ice as well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR Motor Vehicle Reports 1996 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) and/or Stichers Sold by MUR (nDT reput) AKA - weekly Report of License Tage 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME C File Drawer(s) C Leller Size 🕁 Microfilm Alphabetical D Microfilm Reel (s) Computer Tape (s) D Legal Size Computer Tape Olher (Specify) O Numerical D Bound Book D Floppy Disk Chronological Number 10. ANNUAL ACCUMULATION O Video Tape C Audio Tape Geographical D File Drawer (s) O Olher (Specify) ledger Auge CHO Microfilm Reel (s) C Other (Specify) Computer Tape(s) Other (Specify) . Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER D Daily O Weekly O Monthly α Month(s) C Year(s) Number 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Lende 's office Postage Bon. O Yes ____ a No 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS O Yes ____ D No D None D Federal Independent O State 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and **18. RECOMMENDED RETENTIC** describe any hardware/software) Retain until updated or superceded, then destroy U Yes D No 21. DATE 7/17/20 19. NAME AND **20. TELEPHONE NUMBER**

NS (RUCA 10115 TYPE ON PRINT A SEPARATE FORM FOR EACH NEW ISVISED 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 OI
. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Worcester Co.		Teleping's office
DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
A. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Motor Vehicle R	epito	<u>'74 to '75</u>
8. RECORD SERIES DESCRIPTION (Briefly describe the types of t	•	e the purpose or function of the Series)
		9. VOLUME
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	G File Orawer(s)
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Roado Barn	C Yes	La No
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 7/13/20

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY Page Of
Worcester Co. = Tre	asurer's Office	3. UNIT Jeacey Rm. Tap
Ated Teco	ds normally filed, and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE	Of Monthly Summary	5. EARLIEST YEAR / LATETEST YEAR
8. RECORD SERIES DESCRIPTION + Builty describe the Types of Daily Jummary by City accts. Own of Balance	~ 1	the purpose or function of the Series)
7. RECORD SERIES FORMAT(S) C Letter Size Legal Size C Computer Tape	8. RECORD SERIES SEQUENCE Alphabetical Numerical	9. VOLUME File Drawer(s) Microfilm Reet (s) Computer Tape (s) Other (Specify)
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HISTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION **RECORDS MANAGEMENT DIVISION** SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page _____ Of _____ **Treasurer's Office** ¹. Worcester Co. 3. UNIT records normally filed and used as a univ roument well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR Sm. Jap Reports - Old Septem 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) by leng yr. 9. VOLUME 8. RECORD SERIES SEQUENCE 7. RECORD SERIES FORMAT(S) G File Orawer(s) C Leller Size D Microfilm Microfilm Reel (s) Alphabetical Computer Tape (s) C Legal Size D Other (Specify) _ Computer Tape D Numerical Bound Book CPO D Floppy Disk D Chronological Number **10. ANNUAL ACCUMULATION** Audio Tape D Video Tape Geographical C File Drawer (s) D Microfilm Reel (s) O Other (Specify) _____ Other (Specify) Computer Tape(s) Olher (Specify) Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Month(s) Year(s) 🖸 Daily 🖬 Weekly I Monthly ۵ Number 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bldg., Floor, Room) hacey'soff. • Yes _____ 🖸 No 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) **16. AUDIT REQUIREMENTS** D None D Slale Federal Independent O Yes ____ D No 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and **18. RECOMMENDED RETENTION** describe any hardware/software) Retain 3 years, then destroy O Yes_ C No 21. DATE 19. NAME **20. TELEPHONE NUMBER** 7/17/00

ISTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW EVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION CHEDULE (OGS 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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DEPARTMENT/AGENCY Worcester Co.	2. DIVISION	3. UNIT
DEFINITION - Records Series - A group of related recor	de normally filed and used as a unit for reference as	well as retention and disposition purposes
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Room	lay	1977
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Roads Barn	D Yes	U No
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page _____ Of ___ 'reasurer's Office 1. DI Worcester Co. 3 UNI cords normany men as well as retention and disposition purposes 4. RECORD SERIES TITLE Daily Posting T- Br. 104 5. EARLIEST YEAR / LATETEST YEAR TO 6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series, Include the purpose or function of the Series) Bm. 104 RPA. Daily Jeansaction Summary Jeansaction Detail 7. RECORD SERIES FORMAT(5) 8. RECORD SERIES SEQUENCE 9. VOLUME File Drawer(s) Microfilm Reel (s) U Letter Size D Microfilm C Alphabetical Computer Tape (s) Legal Size Computer Tape Numerical Olher (Specify) . D Bound Book Chronological Number Floppy Disk 10. ANNUAL ACCUMULATION Audio Tape D Video Tape Geographical File Orawer (s) Microfilm Reel (s) O Other (Specify) D Other (Specify) C Computer Tape(s) D Other (Specify) _ Number 12. FILE BECOMES INACTIVE AFTER 11. FILE IS USED Daily C Monthly Month(s) Year(s) D Weekly a Number 13. CURRENT LOCATION(S) (Bidg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Juacy's office D No Yes _____ 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) **16. AUDIT REQUIREMENTS** D None State D Federal Independent O Yes _____ D No 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and **18. RECOMMENDED RETENTION** Retain 3 years, then destroy describe any hardware/software) CI Yes CI No 21. DATE 19. NAME **20. TELEPHONE NUMBER** 7/17/00

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page OI
Worcester Co.		
	2. DIVISION	Jarold tin . Officer
- A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
		5. EARLIEST YEAR / LATETEST YEAR
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8. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series. Include	e the purpose or function of the Series)
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Bound Book G Floppy Disk	D Chronological	Number
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NSTRUCTIONS - 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
Worcester Co.	DO BOY 376 . IESSIE MARYLAND 20794	Page Of
Ti	reasurer's office	3. UNIT
DEFINITION - Records Series - A group of related 1.	-	well as retention and disposition purposes.
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. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series. Include	e the purpose or function of the Series)
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. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
d Letter Size 🛛 Microfilm	Alphabelical	 File Orawer(s) Microfilm Reel (s) Computer Tape (s)
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	Cadaral - Indonesia-1
Yes No	C None C State C	Federal D Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
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INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION **RECORDS MANAGEMENT DIVISION** SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page _____ Of _____ P.O. BOX 275 - JESSUP, MARYLAND 20794 Worcester Co. 3. UNIT **Treasurer's Office** well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR ited asset RA. 8. 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. Rennal 8. RECORD SERIES SEQUENCE 9. VOLUME 7. RECORD SERIES FORMAT(S) File Orawer(s) Microfilm Reel (s) D Letter Size D Microfilm Alphabetical Computer Tape (s) O Other (Specify) Legal Size D Computer Tape Numerical Bound Book Chronological Floppy Disk Number 10. ANNUAL ACCUMULATION Audio Tape Video Tape Geographical G File Orawer (s) Olher (Specily) large - CPO O Microfilm Reel (s) D Other (Specify) C Computer Tape(s) Other (Specify) _ Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Monthly Month(s) Year(s) 🖸 Daily O Weekly • Number 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bldg., Floor, Room) and saffed O No O Yes __ 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS • Yes _____ None G Federal Independent D No Slate **18. RECOMMENDED RETENTION** 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and Retain until updated or describe any hardware/software) superceded, then destroy O No . CI Yes 19. NAME AN 20. TELEPHONE NUMBER 21. DATE 7/17/00

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
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Worcester Co.	Freasurer's office	3. UNIT
		, well as retention and disposition purposes.
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of		<u> </u>
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	P. VOLUME
e Letter Size 🛛 Microfilm	🗸 Alphabetical	 File Orawer(s) Microfilm Reel (s) Computer Tape (s)
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© Yes © No	None 🗆 State 🗢	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Retain 3	³ years, then destroy
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 7/17/00

NSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
	7275 WATERLOO ROAD	Page Of
Worcester Co. 1	reasurer's office	3. UNIT
	rae, unimenà, men' ella risen en le mur, las testence, eq	well as retention and disposition purposes.
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🗆 Legal Size 🗖 Computer Tape	 Numerical 	a Other (Specify)
C Bound Book C Floppy Disk	D Chronological	Number
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19. NAME AND HITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 7/17/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION **RECORDS MANAGEMENT DIVISION** SCHEDULE (DGS 550-1) 7275 WATERI OD ROAD Page _____ Of _____ Worcester Co. Treasurer's office 3. UNIT 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR andit Works Papers _____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) Reference files 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME File Drawer(s) O Leller Size D Microfilm Microfilm Reel (s) O Alphabetical Computer Tape (s) Legal Size Computer Tape O Numerical O Other (Specify) D Floppy Disk D Chronological Number D Bound Book 10. ANNUAL ACCUMULATION C Audio Tape Video Tape Geographical File Orawer (s) D Microfilm Reel (s) Olher (Specify) _ O Other (Specify) Computer Tape(s) Other (Specify) Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER D Daily D Weekly O Monthly Month(s) Year(s) σ Number 13. CURRENT LOCATION(S) (Bidg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specily agency or office) Saved's office D No 🖸 Yes 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) **16. AUDIT REQUIREMENTS** D No Independent D Yes _____ None Slate D Federal 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and **18. RECOMMENDED RETENTION** describe any hardware/software) Betain 57, then destroy. ប Yes_ D No 19. NAME AND THE OF **20. TELEPHONE NUMBER** 21. DATE 7/17/00

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-----INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION **RECORDS MANAGEMENT DIVISION** SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page _____ Of ____ Worcester Co. **Treasurer's office** UNIT J. office slated reco 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR Uniform Financial Rps. 1995 то 6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) 1 recommittal & Ventication Document Retirement Depected Projects 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME File Drawer(s) C Letter Size Microfilm C Alphabetical Microfilm Reel (s) D Computer Tape (s) C Legal Size Computer Tape C Other (Specify) O Numerical Bound Book G Floppy Disk Chronological Number 10. ANNUAL ACCUMULATION O Audio Tape O Video Tape Geographical O File Orawer (s) Other (Specily) Wallets -accord. files O Microfilm Reel (s) Olher (Specify) _ Computer Tape(s) Olher (Specify) _ Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER D Monthly Year(s) D Daily O Weekly Month(s) 0 O Number 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specily agency or office) Jawed's office O Yes _ 15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS O Yes _____ D No None Independent I Slate D Federal 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and **18. RECOMMENDED RETENTIO** Retain 3 years, and until all audit describe any hardware/software) requirements have been met, then O Yes O No destroy 19. NAME AND **20. TELEPHONE NUMBER** 21. DATE 7/17/00

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION **RECORDS MANAGEMENT DIVISION** SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page _____ Of ____ P.O. BOX 275 - JESSUP, MARYLAND 20794 Worcester Co. 3. UNIT Treasurer's office lated r. e well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR 2000 only Miscellaneous Revenues 8. 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. - Jammy doesall Plimito neoc. Rev. R.St. 10/ approvel Copies of Dep. tickets 1. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME G File Orawer(s) C Leller Size 🗢 Microfilm Alphabeticai D Microfilm Reel (s) Computer Tape (s) D Legal Size Computer Tape Numerical Olher (Specify) Chronological D Bound Book Floppy Disk Number 10. ANNUAL ACCUMULATION Audio Tape D Video Tape Geographical C File Orawer (s) 1) Other (Specify) 2 lange 3 - ring Microfilm Reel (s) Olher (Specify) Computer Tape(s) Other (Specify) mo. Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Daily O Weekly Monthly Month(s) Year(s) α a Number 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) anna 10 off, t Yes ____ D No 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS D Yes _____ D None Independent D No O State D Federal 18. RECOMMENDED RETENTIO 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) Retain 3 years, and until all audit () Yes_ CI No requirements have been met, then - destroy 19. NAME 20. TELEPHONE NUMBER 21. DATE 7/17/00

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19. NAME ANDVILLE OF PREPARED	20. TELEPHONE NUMBER	21. DATE 7/13/00

STRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR VISED RECORD SERIES. FORWARD WITH RECORDS CHEDULE (DGS 550-1)		Page Of
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION **RECORDS MANAGEMENT DIVISION** SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page _____ Of ____ 1 21 Worcester Co. **Treasurer's Office** 3. UNIT DEFINITION d records normally-nied and-used as a unit-tor-reservice as well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR Ouginal Bank Atalements - Gen'l Fund ·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. 9. VOLUME 8. RECORD SERIES SEQUENCE 7. RECORD SERIES FORMAT(S) File Drawer(s) O Leller Size Microfilm Alphabelical D Microfilm Reel (s) Computer Tape (s) Other (Specify) _ Legal Size Compuler Tape D Numerical D Bound Book Floppy Disk Chronological Number 10. ANNUAL ACCUMULATION D Audio Tape D Video Tape Geographical O File Orawer (s) D Microfilm Reel (s) O Other (Specify) _ D Other (Specify) ____ Computer Tape(s) D Other (Specify) OtheraceCak 10 Number 12. FILE BECOMES INACTIVE AFTER 11. FILE IS USED D Daily O Weekly Monthly Month(s) Year(s) Number 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bldg., Floor, Room) Nauer U No 🗆 Yes __ 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS D None O State D Federal Independent D Yes _ D No 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and **18. RECOMMENDED RETENTION** describe any hardware/software) potosy, then destrucy. D Yes_ D No 19. NAME KUN THE O 21. DATE **20. TELEPHONE NUMBER** 7/17/00

..... INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION ----7275 WATERLOO ROAD Page _____ 01 _____ Worcester Co. 3. UNIT **Treasurer's Office** DEFINITION - Records Series - Marine - Cal as well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR Seturned, Cks _____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 Frend only - w/copy of ck. + handwritten log Ltr. from Co. D. ck. 8. RECORD SERIES SEQUENCE 9. VOLUME 7. RECORD SERIES FORMAT(5) C File Drawer(s) D Microfilm C Microfilm Reel (s) D Alphabetical O Leller Size Computer Tape (s) C Legal Size Computer Tape Numerical Other (Specify) ____ D Floppy Disk D Chronological Number Bound Book 10. ANNUAL ACCUMULATION Geographical D Audio Tape D Video Tape File Drawer (s) D Microfilm Reel (s) D Other (Specify) Other (Specify) _____ Computer Tape(s) D Other (Specify) Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Month(s) Year(s) D Monthly 🗆 Daily 🖸 Weekly Number 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Tina'soffece . 🗆 No 0 Yes _____ **16. AUDIT REQUIREMENTS** 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) ____ 🗆 No D None State CI Federal Independent D Yes _____ 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and **18. RECOMMENDED RETENTION** Betain 27, then destrug. describe any hardware/software) C) Yes D No 19. NAME AND DE OF **20. TELEPHONE NUMBER** 21. DATE 7/17/00

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSLIP MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
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19. NAME PROJUGLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 7/17/00

INST <u>RUCTIONS</u> 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
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4. RECORD SERIES TITLE Checks & Ph	equid anthair from	5. EARLIEST YEAR / LATETEST YEAR
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INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR FACILINEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION **RECORDS MANAGEMENT DIVISION** SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page _____ Of _____ 1 Worcester Co. **Treasurer's Office** 3. UNIT 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR Paid Bills - Sen'l Fund 9197 10 6. RECORD SERIES DESCRIPTION (Briefly describe the types of Information/documents/forms found in the Series. Include the purpose or function of the Series) Manuce Warrants Could endude Ch. Copies. Board Warranto / Authursed Warranto / and orig, invoice 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME C File Drawer(s) D Letter Size Microfilm Alphabetical D Microfilm Reel (s) Computer Tape (s) Legal Size Computer Tape Numerical Other (Specify) _ Number D Bound Book Floppy Disk Chronological 10. ANNUAL ACCUMULATION O Audio Tape U Video Tape D Geographical File Orawer (s) Microfilm Reel (s) D Olher (Specify) ____ Olher (Specify) ____ C Computer Tape(s) O Other (Specify) Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER D Daily Weekly D Monthly Month(s) Year(s) α 0 Number 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specily agency or office) Tina soff. Q Yes _____ D No Computer Ron. 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) **16. AUDIT REQUIREMENTS** D Yes None O State Federal D Independent 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and **18. RECOMMENDED RETENTION** Betain 54, then destroy, describe any hardware/software) U Yes_ O No 19. NANE AND TITLE OF PERFORMET **20. TELEPHONE NUMBER** 21. DATE 7/17/00

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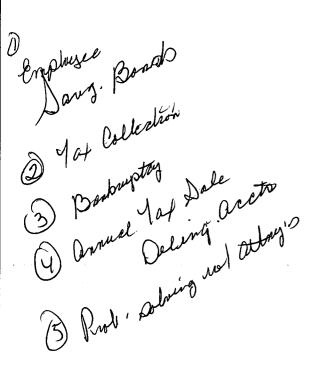
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DEFINITION - Records Series - A group of relati		e well as retention and disposition purposes.
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INSTRUCTIONS - TYPE OR PHINE A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION **RECORDS MANAGEMENT DIVISION** SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page _____ Of _____ 1.11 ^{1.}Worcester Co. **Treasurer's Office** 3. UNIT Lacen 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR Kerpoincarce Bond active 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) Bark Statements 7. RECORD SERIES FORMAT(5) 8. RECORD SERIES SEQUENCE 9. VOLUME D File Orawer(s) O Letter Size 🛛 Microfilm Alphabetical Microfilm Reel (s) Computer Tape (s) 🗆 Legal Size Computer Tape Other (Specify) _ Numerical Bound Book D Floppy Disk Chronological Number 10. ANNUAL ACCUMULATION Video Tape O Audio Tape Geographical O File Orawer (s) 1 Other (Specily) Bring finder - 1 D Microfilm Reel (s) Other (Specify) _____ Computer Tape(s) D Other (Specify) _ Number 12. FILE BECOMES INACTIVE AFTER 11. FILE IS USED D Daily 🖸 Weekly Monthly Month(s) 0 Year(s) Number 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specily agency or office) racey's off. 0 Yes _____ 🗆 No 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS Federal D Yes _____ D No None State Independent Atu ared 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and **18. RECOMMENDED RETENTION** describe any hardware/software) Retain 3 years, then destroy CI Yes____ D No 19. NAME AND TITLE OF **20. TELEPHONE NUMBER** 21. DATE

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION **RECORDS MANAGEMENT DIVISION** SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page _____ Of _____ **Treasurer's Office** ^{1.} Worcester Co. 3. UNIT 🗤 invinieny mixeo and used as a unit for reference as well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR enformance Bands - Closed accto πn 8. RECORD SERIES DESCRIPTION (Briefly describe the types of Information/documents/forms found in the Series, Include the purpose or function of the Series) Bank Statemento 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME D File Drawer(s) D Microfilm Reel (s) D Letter Size Microfilm CI Alphabetical D Computer Tape (s) D Legal Size Computer Tape CI Numerical Olher (Specify) Chronological Number D Bound Book C Floppy Disk 10. ANNUAL ACCUMULATION D Audio Tape C Geographical U Video Tape D File Drawer (s) 1) Other (Specify) 3 ring hinder Microfilm Reel (s) D Other (Specify) Computer Tape(s) Other (Specify) _ Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Weekly Month(s) Year(s) D Daily I Monthly **n** Number 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Vince's office 🛛 Yes ____ D No Tracing's affece 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) **16. AUDIT REQUIREMENTS** O Slate Federal Independent O Yes ____ 🗆 No None 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and **18. RECOMMENDED RETENTION** describe any hardware/software) O Yes___ C No 21. DATE 7/17/60 19. NAME **20. TELEPHONE NUMBER**

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION **RECORDS MANAGEMENT DIVISION** SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page _____ OI ____ **Treasurer's Office** Worcester Co. 3. UNIT Tracy / Lyn lated records normany mea and used as a dimension recorded as well as retention and disposition purpose 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR Personal Property & Corp. adjustments 7/98 10____ 8. RECORD SERIES DESCRIPTION (Briefly describe the types of Information/documents/forms found in the Series. Include the purpose or function of the Series) Initial heils & adjustments that didn't go out in regular process. (new owners, etc.) 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME C File Orawer(s) O Leller Size D Microfilm D Microfilm Reel (s) Alphabetical Computer Tape (s) C Legal Size Computer Tape D Numerical Other (Specify) . D Bound Book Chronological Floppy Disk Number **10. ANNUAL ACCUMULATION** O Audio Tape Video Tape O Geographical D File Drawer (s) 1) Other (Specify) 4 CPO chenders O Microfilm Reet (s) O Other (Specify) _ Computer Tape(s) large-very large D Other (Specify) Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Daily Monthly Month(s) Year(s) D Weekly ۵ Number 13. CURRENT LOCATION(S) (Bidg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) racy/ Lupon D No 🗆 Yes _ 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) **16. AUDIT REQUIREMENTS** D Federal D Yes D No None Slate Independent 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and **18. RECOMMENDED RETENTION** describe any hardware/software) Retain 3 years, and until all audit requirements have been met, then D Yes___ D No <u>destroy</u> 19. NAME AND THE OF **20. TELEPHONE NUMBER** 21. DATE

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page _____ Of _____ DO DOY 275 . IECCIID MADVI AND 20704 ^{1. Di} Worcester Co. 3. UNIT reasurer's Office e as well as retention and disposition purposes, 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR early Conpution Collections 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) Noteficitions in Collection process Corres. Cert. del. cardo printout of accol. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME File Drawer(s) Letter Size **D** Alphabetical Microfilm Microfilm Reel (s) Computer Tape (s) 🗆 Legal Size Computer Tape O Numerical O Other (Specify) C Bound Book Floppy Disk Number D Chronological 10. ANNUAL ACCUMULATION D Audio Tape D Video Tape Geographical File Drawer (s) D Microfilm Reel (s) Other (Specify) ____ Olher (Specify) ____ Computer Tape(s) Other (Specify) Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER 🗆 Daily D Weekly Monthly Month(s) Year(s) Number 13. CURRENT LOCATION(S) (Bidg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Kandy's off. . D No D Yes ____ 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS D State Federal D Yes D No None Independent after collection 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and 18. RECOMMENDED RETENTION Retain 3 years, then destroy describe any hardware/software) O Yes_ 19. NAME ALCHELE OF 21. DATE **20. TELEPHONE NUMBER** 7/17/00



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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION **RECORDS MANAGEMENT DIVISION** SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page _____ Of _____ Worcester Co. **Treasurer's Office** 3. UNIT and the second out of the second records normally nied and used as a dire to record as well as relention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR Bad Checks 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) Chs. & letters sent to tay payers 7. RECORD SERIES FORMAT(5) 8. RECORD SERIES SEQUENCE 9. VOLUME D File Orawer(s) O Letter Size C Microfilm Reel (s) Microfilm Alphabeticai D Computer Tape (s) Legal Size Other (Specify) Computer Tape O Numerical C Bound Book Floppy Disk Number D Chronological 10. ANNUAL ACCUMULATION Audio Tape Video Tape Geographical O File Orawer (s) D Microfilm Reel (s) Other (Specify) _ D Other (Specify) ____ C Computer Tape(s) O Other (Specify) Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER 🗆 Daily O Weekly I Monthly Month(s) ٠ Year(s) Number 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bldg., Floor, Room) andy 'or C No T Yes ____ 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS D Yes _____ D No D None State C Federal Independent 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and **18. RECOMMENDED RETENTION** Retain 3 years, and until all audit describe any hardware/software) requirements have been met, then U Yes D No . destroy 19. NAME AS **20. TELEPHONE NUMBER** 21. DATE 7/17/00

INSTRUCTIONS -- TYPE OR PRINT & SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page _____ Of ____ **Treasurer's Office** Worcester Co. 3. UNIT alateur recorue monneny ince as well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR Refund Checks Requested mid <u>%'< 10</u> 8. RECORD SERIES DESCRIPTION (Briefly describe the types of Information/documents/forms found in the Series. Include the purpose or function of the Series) Ck Dopy acc. info-notes/ corres. 7. RECORD SERIES FORMAT(5) 8. RECORD SERIES SEQUENCE 9. VOLUME File Drawer(s) C Leller Size 🗆 Microfilm Alphabetical D Microfilm Reel (s) Computer Tape (s) D Legal Size Computer Tape Olher (Specify) Numerical D Bound Book D Floppy Disk Chronological Number 10. ANNUAL ACCUMULATION C Audio Tape Video Tape Geographical G File Orawer (s) D Microfilm Reel (s) Other (Specify) ____ O Other (Specify) Computer Tape(s) Other (Specify) _ Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Month(s) Year(s) D Daily Weekly I Monthly a Number 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes. specify agency or office) Kandy's M. O Yes _ D No 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS • Yes _____ 🗆 No U None D Slale Federal O independent 18. RECOMMENDED RETENTION Retain 3 years, then destroy 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) O Yes D No 19. NAME ARE **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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HSTRUCTIONS 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
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DEFINITION - Records Series - A group of related re	· · · ·	
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INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION **RECORDS MANAGEMENT DIVISION** SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page _____ Of _____ P.O. BOX 275 - JESSUP, MARYLAND 20794 Worcester Co. 3. UNIT **Treasurer's Office** DEFINITION - Records Series - A gloup of related as well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR Increased Decrease - Real Property _____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 Derog assessment Change Rpt. State Refund Informa. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME D File Drawer(s) Microfilm Ree! (s) D Letter Size D Microfilm Alphabetical D Computer Tape (s) C Legal Size Computer Tape O Numerical Other (Specify) _ C Bound Book Floppy Disk Chronological Number 10. ANNUAL ACCUMULATION O Audio Tape Video Tape Geographical D File Orawer (s) D Microfilm Reel (s) O Other (Specify) ____ Other (Specify) ____ Computer Tape(s) O Other (Specify) Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER C Weekly D Monthly Month(s) Year(s) D Daily 0 Number 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Kandy'soff. O Yes _ C No 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS D None D Federal O Yes _____ C No Siale Independent 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and **18. RECOMMENDED RETENTIC** describe any hardware/software) Retain 3 years, then destroy U Yes_ D No . 19. NAME AN 20. TELEPHONE NUMBER 7/17/00 21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVIC RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	
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Worcester Co.	easurer's office	3. UNIT
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4. RECORD SERIES TITLE	1	5. EARLIEST YEAR / LATETEST YEAR
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8. RECORD SERIES DESCRIPTION (Briefly describe the types of		Include the purpose or function of the Series)
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19. NAME MODILE OF PRECEDER TO	20. TELEPHONE NUMBER	21. DATE 7/17/40

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION **RECORDS MANAGEMENT DIVISION** SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page _____ Of _____ PO BOX 275 - JESSUP, MARYLAND 20794 : = Worcester Co. Treasurer's office 3. UNIT ice as well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR ome Juone Credito 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 essued 9. VOLUME 8. RECORD SERIES SEQUENCE 7. RECORD SERIES FORMAT(S) O File Drawer(s) C Leller Size Microfilm Alphabetical D Microfilm Reel (s) C Computer Tape (s) C Legal Size O Other (Specify) Computer Tape C Numerical Bound Book C Floppy Disk Chronological Number 10. ANNUAL ACCUMULATION Audio Tape Video Tape Geographical D File Drawer (s) O Microfilm Reel (s) Olher (Specify) O Other (Specify) _ D Computer Tape(s) Olher (Specify) Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Year(s) D Daily D Weekly Monthly Month(s) 0 Number 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Laura CI Yes D No Postage Bm. 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS 🗆 Yes _____ D No None D Slate CI Federal Independent 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and **18. RECOMMENDE** describe any hardware/software) Retain 3 years, and until all audit requirements have been met, then D No . C Yes destroy 19. NAME **20. TELEPHONE NUMBER** 21. DATE 7/17/10

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
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4. RECORD SERIES TITLE BRC Conve	ersion file	5. EARLIEST YEAR / LATETEST YEAR
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NSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
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DEFINITION - Records Series - A group or related \		i well as retention and disposition purposes.
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ISTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW EVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
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T	reasurer's Office	3. UNIT
DEFINITION - Records Series - A group of related record	rds normally line and a	e well as retention and disposition purposes.
RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
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RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series. Includ	le the purpose or function of the Series)
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DEFINITION - Records Series - A group of related r.		i
4. RECORD SERIES TITLE	when Minutes	5. EARLIEST YEAR / LATETEST YEAR
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INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-1) -----Page _____ Of ____ **Treasurer's Office** 3. UNIT Worcester Co. ated records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR h) ater & Waster Water Serves _____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) pres, agreements A. Tranto 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME D File Drawer(s) D Microfilm Reel (s) O Leller Size D Microfilm C Alphabetical Computer Tape (s) 🗆 Legal Size 👘 D Computer Tape O Numerical C Other (Specify) Number Bound Book D Floppy Disk Chronological 10. ANNUAL ACCUMULATION Audio Tape D Video Tape Geographical D File Drawer (s) D Microfilm Reel (s) D Other (Specify) D Other (Specify) ____ Computer Tape(s) Other (Specify) Number 12. FILE BECOMES INACTIVE AFTER 11. FILE IS USED O Weekly D Monthly Month(s) ٥ Year(s) Daily ٥ Number 13. CURRENT LOCATION(S) (Bidg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) D No D Yes _____ 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS D No D None D State Federal D Independent O Yes ____ Screen annually. Destroy material having no further fiscal, legal or operational value. Retain **18. RECOMMENDED RETENTION** 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and permanently any material that serves to describe any hardware/software) document the origin, development and accomplishments of the department. Transfer D Yes____ D No periodically to the MD State Archives 19. NAME AND **20. TELEPHONE NUMBER** 21. DATE 7/17/00

NSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERVES. FORMARD WITH RECORDS RETENTION ECIEDULE (DOS 530-1)	DEPARTMENT OF GENERAL SERVICE RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
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	ds normally filed and used as a wait for referen	ee av well as relantion and disposition purposes.
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STRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW WIED RECORD SERIES. FORMARD WITH RECORDS RETENTION DEDULE (DOS 530-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
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INSTITUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORMARD WITH RECORDS RETENTION SCIEDULE (DOS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
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INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION **RECORDS MANAGEMENT DIVISION** SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page _____ Of _____ 3. UNIT Worcester Co. **Treasurer's Office** Ľ 2 of records mornishing med and used as a unit for reference so well so retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR County Phone Bill Reports 12000 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) Beconciluation Procedures 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME G File Drawer(s) O Letter Size ta Microfilm D Microfilm Reet (s) Alphabetical Computer Tape (s) Legal Size D Computer Tape C Other (Specify) O Numerical D Bound Book Floppy Disk Chronological Number **10. ANNUAL ACCUMULATION** Audio Tape D Video Tape Geographical O File Drawer (s) <u>3 ring binder</u> = 1 yr. Microfilm Reel (s) O Other (Specify) Olher (Specify) Computer Tape(s) Olher (Specify) _ Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Daily D Weekly D Monthly Month(s) ۵ Year(s) Number 13. CURRENT LOCATION(S) (Bidg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Cindy D No O Yes _ 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS O Yes _____ D No U None I State CI Federal Independent 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and **18. RECOMMENDED RETENTION** describe any hardware/software) Retain 3 years, then destroy D No . O Yes 19. NAME **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	AGENCY RECORDS INVENTORY
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INSTRUCTIONS - TYPE OR PRINT & SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION **RECORDS MANAGEMENT DIVISION** SCHEDULE (DGS 550-1) 7976 WATEDI OO DOAD Page _____ OI ____ **Treasurer's Office** 3 UNIT Worcester Co. ited records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR 1994 and GOI and Micellaneous Bevenue Report -mv # Fees 6 10 5. RECORD SERIES DESCRIPTION (Briefly describe the types of Information/documents/forms found in the Series. Include the purpose or function of the Series) Jammy has ong. 7. RECORD SERIES FORMAT(S) 9. VOLUME 8. RECORD SERIES SEQUENCE File Drawer(s) theller Size 🗅 Microfilm D Microfilm Reel (s) Alphabetical Computer Tape (s) C Legal Size Computer Tape Other (Specify) ______ O Numerical Bound Book C Floppy Disk Chronological Number 10. ANNUAL ACCUMULATION O Video Tape Audio Tape Geographical O File Orawer (s) D Microfilm Reel (s) Olher (Specify) _____ D Other (Specify) ____ Computer Tape(s) Olher (Specify) Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Monthly O Daily O Weekly Month(s) Year(s) Number 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 🗆 No D Yes ____ inda 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS O Yes _____ D No None D State I Federal D Independent **18. RECOMMENDED RETENTION** 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) Retain 3 years, then destroy O Yes D No . 19. NAME AN **20. TELEPHONE NUMBER** 21. DATE

INSTITUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION **RECORDS MANAGEMENT DIVISION** SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page _____ Of _____ 3 UNIT **Treasurer's Office** Worcester Co. pled records normally nied and used as a unit for reference as well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR 12970 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 deposito - 24 acctg. sheets col lists of pyments. - until paid 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME G File Drawer(s) 6 Leller Size Microfilm Reel (s) 🕁 Microfilm O Alphabetical Computer Tape (s) Other (Specify) _____ Legal Size Computer Tape D Numerical Number C Bound Book CI Floppy Disk D Chronological 10. ANNUAL ACCUMULATION video Tape Audio Tape Geographical File Drawer (s) O Microfilm Reel (s) Other (Specify) O Other (Specify) C Computer Tape(s) Other (Specify) _ Number 12. FILE BECOMES INACTIVE AFTER 11. FILE IS USED Month(s) Year(s) D Daily O Weekly O Monthly Number 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 🗅 Yes ____ D No unda 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS **O** Independent D Yes _____ D No C None State Federal after paid 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and **18. RECOMMENDED RETENTION** describe any hardware/software) Retain 3 years, then destroy ប Yes____ D No 21. DATE -1/17/00 19. NAME 20. TELEPHONE NUMBER

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