

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

Schedule No. C1104

Page 1 of 2

**Agency**  
Carroll County Public Schools (CCPS)

**Division/Unit**  
Payroll Department

Item No.	Description	Retention
1.	Time Cards	Retain 7 years, then destroy.
2.	Attendance Registers	Retain 7 years, then destroy.
3.	Substitute Registers	Retain 7 years, then destroy.
4.	Employee Record Folders – Active Contracted Employees.	Retain for 7 years after retirement/termination date; then destroy.
5.	Employee Record Folders – Retired/Terminated Contracted Employees.	Retain for 7 years after retirement/termination date; then destroy.
6.	Tax Returns – Employer Withholding.	Retain in Office for 7 years and all audit requirements are fulfilled, then destroy.
7.	Maryland State Retirement Contribution Files	Retain in Office for 7 years and all audit requirements are fulfilled, then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date 1/29/10

Signature



Typed Name Stephen Guthrie

Title Assistant Superintendent, CCPS

Schedule Authorized by State Archivist

Date

1 March 2010

Signature



**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**Schedule No. C1104**

Page 2 of 2

**Agency**  
Carroll County Public Schools

**Division/Unit**  
Payroll Department

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
8.	Escheatment Reports	Retain in Office for 7 years and all audit requirements are fulfilled, then destroy.
9.	Employee W-2 Forms and Reports	Retain in Office for 7 years and all audit requirements are fulfilled, then destroy.
10.	Workers Compensation Reports	Retain in Office for 7 years and all audit requirements are fulfilled, then destroy.
11.	Bi-weekly Payroll Reconciliation Reports	Retain in Office for 7 years and all audit requirements are fulfilled, then destroy.
12.	Tax Sheltered Annuity (TSA) Files	Retain in Office for 7 years and all audit requirements are fulfilled, then destroy.
13.	Employee Garnishment Files	Retain in Office for 7 years and all audit requirements are fulfilled, then destroy.

<b>Instructions</b> –Type or Print a separate form for each new or 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 410-799-1930	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>1</u>
<b>1. Department/Agency</b> Carroll County Public Schools	<b>2. Division</b> Financial and Administrative Services	<b>3. Unit</b> Payroll
<b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
<b>4. Record Series Title</b> Attendance Registers	<b>5. Earliest Year/Latest Year</b> 2002 to 2009	
<b>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</b>  Blank attendance registers for each cost center are generated biweekly in the Payroll Department and sent to the cost center time keeper. The register is used by the time keeper to record leave used by each contracted employee assigned to the cost center for the biweekly attendance period. At the end of each attendance period the register is approved by the cost center administrator and forwarded to the Payroll Department to update employee leave records and leave balances.		
<b>7. Record Series Format(s)</b> List all  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	<b>8. Record Series Sequence</b>  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____  Chronological by cost center number order.	<b>9. Volume</b> _____ Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Boxes</u>  <b>10. Annual Accumulation</b> _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>boxes</u>
<b>11. File is Used</b>  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	<b>12. File Becomes Inactive After</b> <u>7</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
<b>13. Current Location(s)</b> (Bldg., Floor, Room) Winchester Bldg, 2, 206 & Kessler Building - Warehouse (after 2 years)	<b>14. Is Record Series Duplicated Elsewhere?</b> (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>15. Access Restrictions</b> (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>16. Audit Requirements</b>  <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent	
<b>17. Is an Index System used?</b> If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>18. Recommended Retention</b>  <p style="text-align: center;">7 years then destroy</p>	
<b>19. Name and Title of Preparer</b> Scott Masters, Payroll Officer	<b>20. Telephone Number</b> 410-751-3136	<b>21. Date</b> 11/10/09

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>1</u>
<b>1. Department/Agency</b> Carroll County Public Schools	<b>2. Division</b> Financial and Administrative Services	<b>3. Unit</b> Payroll
<b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
<b>4. Record Series Title</b> Employee Record Folders – Active Contracted Employees	<b>5. Earliest Year/Latest Year</b> N/A* to 2009 Start with employees hire date	
<b>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</b> A file is created when a contracted employee is hired. All payroll records for the employee are filed in this folder in the order it was received. The folders contain the employee's w-4s, direct deposit forms, personnel data forms, credit union slips, supplementary retirement salary reduction agreements, etc.		
<b>7. Record Series Format(s)</b> List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	<b>8. Record Series Sequence</b> <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____ Alphabetical by cost center number.	<b>9. Volume</b> _____ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  <b>10. Annual Accumulation</b> _____ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
<b>11. File is Used</b> <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	<b>12. File Becomes Inactive After</b> 7 years after retirement/termination date then destroy Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
<b>13. Current Location(s)</b> (Bldg., Floor, Room) Winchester Bldg, 2, 206 & Kessler Building - Warehouse (after 2 years)	<b>14. Is Record Series Duplicated Elsewhere?</b> (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>15. Access Restrictions</b> (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Employee personnel records are private due to several laws and regs.	<b>16. Audit Requirements</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent	
<b>17. Is an Index System used?</b> If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>18. Recommended Retention</b> Employees hire date to 7 years after retirement/termination date then destroy	
<b>19. Name and Title of Preparer</b> Scott Masters, Payroll Officer	<b>20. Telephone Number</b> 410-751-3136	<b>21. Date</b> 11/10/09

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>1</u>	
<b>1. Department/Agency</b> Carroll County Public Schools		<b>2. Division</b> Financial and Administrative Services		<b>3. Unit</b> Payroll	
<b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
<b>4. Record Series Title</b> Employee Garnishment Files			<b>5. Earliest Year/Latest Year</b> 2002 to 2009		
<b>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</b> Supporting documentation for Writ of Employee Wages, Child Support and other wage liens					
<b>7. Record Series Format(s) List all</b> <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		<b>8. Record Series Sequence</b> <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		<b>9. Volume</b> _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Boxes, Rm 206 check room</u>	
		<b>10. Annual Accumulation</b> _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Boxes, Rm 206 check room</u>			
<b>11. File is Used</b> <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			<b>12. File Becomes Inactive After</b> <u>7 years</u> and all audit requirements are fulfilled then destroy. Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
<b>13. Current Location(s)</b> (Bldg., Floor, Room) Winchester Bldg, 2, 206 & Kessler Building - Warehouse (after 2 years)			<b>14. Is Record Series Duplicated Elsewhere?</b> (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>15. Access Restrictions</b> (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Employee personnel records are private due to several laws and regs.			<b>16. Audit Requirements</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
<b>17. Is an Index System used?</b> If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			<b>18. Recommended Retention</b> Retain in Office for 7 years and all audit requirements are fulfilled then destroy.		
<b>19. Name and Title of Preparer</b> Scott Masters, Payroll Officer		<b>20. Telephone Number</b> 410-751-3136		<b>21. Date</b> 11/10/09	

<b>Instructions</b> –Type or Print a separate form for each new or 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 410-799-1930	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>1</u>
<b>1. Department/Agency</b> Carroll County Public Schools	<b>2. Division</b> Financial and Administrative Services	<b>3. Unit</b> Payroll
<b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
<b>4. Record Series Title</b> Employee W-2 Forms & Reports	<b>5. Earliest Year/Latest Year</b> 2002 to 2009	
<b>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</b> Reports detailing annual federal, state, FICA and Medicare wages.		
<b>7. Record Series Format(s)</b> List all  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input checked="" type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	<b>8. Record Series Sequence</b>  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____ Chronological by SSN	<b>9. Volume</b> _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Rm 206 check room safe</u>  <b>10. Annual Accumulation</b> _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Rm 206 check room safe</u>
<b>11. File is Used</b>  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	<b>12. File Becomes Inactive After</b> <u>7 years</u> and all audit requirements are fulfilled then destroy. Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
<b>13. Current Location(s)</b> (Bldg., Floor, Room) Winchester Bldg, 2, 206 & Kessler Building - Warehouse (after 2 years)	<b>14. Is Record Series Duplicated Elsewhere?</b> (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>15. Access Restrictions</b> (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Employee personnel records are private due to several laws and regs.	<b>16. Audit Requirements</b>  <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
<b>17. Is an Index System used?</b> If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>18. Recommended Retention</b>  Retain in Office for 7 years and all audit requirements are fulfilled then destroy.	
<b>19. Name and Title of Preparer</b> Scott Masters, Payroll Officer	<b>20. Telephone Number</b> 410-751-3136	<b>21. Date</b> 11/10/09

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>1</u>
<b>1. Department/Agency</b> Carroll County Public Schools	<b>2. Division</b> Financial and Administrative Services	<b>3. Unit</b> Payroll
<b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
<b>4. Record Series Title</b>  Escheatment Reports	<b>5. Earliest Year/Latest Year</b> 2002 to 2009	
<b>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</b> Reports detailing uncashed payroll checks forwarded to the Maryland State Comptroller and the Pennsylvania Department of Revenue.		
<b>7. Record Series Format(s)</b> List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____	<b>8. Record Series Sequence</b>  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____	<b>9. Volume</b> _____ Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  <b>10. Annual Accumulation</b> _____ Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
<b>11. File is Used</b>  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	<b>12. File Becomes Inactive After</b> <b>7 years and all audit requirements are fulfilled then destroy.</b> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
<b>13. Current Location(s)</b> (Bldg., Floor, Room)  Winchester Bldg, 2, 206 & Kessler Building - Warehouse (after 2 years)	<b>14. Is Record Series Duplicated Elsewhere?</b> (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>15. Access Restrictions</b> (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Employee personnel records are private due to several laws and regs.	<b>16. Audit Requirements</b>  <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent	
<b>17. Is an Index System used?</b> If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>18. Recommended Retention</b>  Retain in Office for 7 years and all audit requirements are fulfilled then destroy.	
<b>19. Name and Title of Preparer</b>  Scott Masters, Payroll Officer	<b>20. Telephone Number</b>  410-751-3136	<b>21. Date</b>  11/10/09

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>1</u>	
<b>1. Department/Agency</b> Carroll County Public Schools		<b>2. Division</b> Financial and Administrative Services		<b>3. Unit</b> Payroll	
<b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
<b>4. Record Series Title</b> Biweekly Payroll Reconciliation Reports			<b>5. Earliest Year/Latest Year</b> 2002 to 2009		
<b>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</b> Payroll tax withholding, deduction summary reports and spreadsheets.					
<b>7. Record Series Format(s) List all</b> <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		<b>8. Record Series Sequence</b> <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		<b>9. Volume</b> _____ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  <b>10. Annual Accumulation</b> _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Boxes in 206 check room</u>	
<b>11. File is Used</b> <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			<b>12. File Becomes Inactive After</b> <u>7 years</u> and all audit requirements are fulfilled then destroy. Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
<b>13. Current Location(s) (Bldg., Floor, Room)</b> Winchester Bldg, 2, 206 & Kessler Building - Warehouse (after 2 years)			<b>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			<b>16. Audit Requirements</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
<b>17. Is an Index System used? If yes, explain briefly and describe requirements</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			<b>18. Recommended Retention</b> Retain in Office for 7 years and all audit requirements are fulfilled then destroy.		
<b>19. Name and Title of Preparer</b> Scott Masters, Payroll Officer		<b>20. Telephone Number</b> 410-751-3136		<b>21. Date</b> 11/10/09	

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<b>1. Department/Agency</b> Carroll County Public Schools	<b>2. Division</b> Financial and Administrative Services	<b>3. Unit</b> Payroll
<b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
<b>4. Record Series Title</b> Maryland State Retirement Contribution Files	<b>5. Earliest Year/Latest Year</b> 2002 to 2009	
<b>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</b> Contribution, wage and employee demographic data as required by the State retirement Agency. Electronic records in CD format of the last three years available in the check room safe.		
<b>7. Record Series Format(s) List all</b> <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	<b>8. Record Series Sequence</b> <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	<b>9. Volume</b> _____ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  <b>10. Annual Accumulation</b> _____ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
<b>11. File is Used</b> <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	<b>12. File Becomes Inactive After</b> <b>7 years and all audit requirements are fulfilled then destroy.</b> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
<b>13. Current Location(s) (Bldg., Floor, Room)</b> Winchester Bldg, 2, 206 & Kessler Building - Warehouse (after 2 years)	<b>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Employee personnel records are private due to several laws and regs.	<b>16. Audit Requirements</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent	
<b>17. Is an Index System used? If yes, explain briefly and describe requirements</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>18. Recommended Retention</b> Retain in Office for 7 years and all audit requirements are fulfilled then destroy.	
<b>19. Name and Title of Preparer</b> Scott Masters, Payroll Officer	<b>20. Telephone Number</b> 410-751-3136	<b>21. Date</b> 11/10/09

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>1</u>
<b>1. Department/Agency</b> Carroll County Public Schools	<b>2. Division</b> Financial and Administrative Services	<b>3. Unit</b> Payroll
<b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
<b>4. Record Series Title</b>  Substitute Registers	<b>5. Earliest Year/Latest Year</b> <u>2002</u> to <u>2009</u>	
<b>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</b>  The substitute register is created in Microsoft Excel and as updated, is sent electronically to each cost center time keeper. The register is used by the time keeper to record the name, employee ID number, hourly rate, and hours worked by each substitute teacher or assistant teacher during the attendance period. The register also contains the name of the teacher for whom the sub is working as well as the budget code to be charged the cost of the sub. At the end of each attendance period the register is approved by the cost center administrator and forwarded to the Payroll Department to create the payment of the sub.		
<b>7. Record Series Format(s)</b> List all  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	<b>8. Record Series Sequence</b>  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____  Chronological by cost center number order.	<b>9. Volume</b> _____ Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>BOXES</u>  <b>10. Annual Accumulation</b> _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>BOXES</u>
<b>11. File is Used</b>  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	<b>12. File Becomes Inactive After</b> <u>7</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
<b>13. Current Location(s)</b> (Bldg., Floor, Room)  Winchester Bldg, 2, 206 & Kessler Building - Warehouse (after 2 years)	<b>14. Is Record Series Duplicated Elsewhere?</b> (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>15. Access Restrictions</b> (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Some documents have employee social security numbers.	<b>16. Audit Requirements</b>  <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent	
<b>17. Is an Index System used?</b> If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>18. Recommended Retention</b>  <p style="text-align: center;">7 years then destroy</p>	
<b>19. Name and Title of Preparer</b>  Scott Masters, Payroll Officer	<b>20. Telephone Number</b>  410-751-3136	<b>21. Date</b>  11/10/09

<p><u>Instructions</u> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-789-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>1</u></p>
<p>1. Department/Agency  Carroll County Public Schools</p>	<p>2. Division  Financial and Administrative Services</p>	<p>3. Unit  Payroll</p>
<p><b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  Tax Returns – Employer Withholding</p>	<p>5. Earliest Year/Latest Year  <u>2002</u> to <u>2009</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  Federal 941 employer withholding tax filing, Maryland State annual tax reconciliation, Pennsylvania PAW3R employer withholding tax filing, and workers comp employer quarterly filing. Electronic records in CD format of the last several years available in the check room safe.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume  Number _____</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation  Number _____</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After  <u>7 years</u> and all audit requirements are fulfilled then destroy.</p> <p>Number _____ <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  Winchester Bldg, 2, 206 &amp; Kessler Building - Warehouse (after 2 years)</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input checked="" type="checkbox"/> Federal    <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain in Office for 7 years and all audit requirements are fulfilled then destroy.</p>	
<p>19. Name and Title of Preparer  Scott Masters, Payroll Officer</p>	<p>20. Telephone Number  410-751-3136</p>	<p>21. Date  11/10/09</p>

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>1</u>
<b>1. Department/Agency</b> Carroll County Public Schools	<b>2. Division</b> Financial and Administrative Services	<b>3. Unit</b> Payroll
<b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
<b>4. Record Series Title</b> Employee Record Folders – Active Contracted Employees	<b>5. Earliest Year/Latest Year</b> 2002 to 2009	
<b>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</b> A file is created when a contracted employee is hired. All payroll records for the employee are filed in this folder in the order it was received. The folders contain the employee's w-4s, direct deposit forms, personnel data forms, credit union slips, supplementary retirement salary reduction agreements, etc.		
<b>7. Record Series Format(s)</b> List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	<b>8. Record Series Sequence</b> <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	<b>9. Volume</b> _____ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  <b>10. Annual Accumulation</b> _____ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
<b>11. File is Used</b> <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	<b>12. File Becomes Inactive After</b> <u>7 years after retirement/termination date then destroy</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
<b>13. Current Location(s)</b> (Bldg., Floor, Room) Winchester Bldg, 2, 206 & Kessler Building - Warehouse (after 2 years)	<b>14. Is Record Series Duplicated Elsewhere?</b> (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>15. Access Restrictions</b> (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Employee personnel records are private due to several laws and regs.	<b>16. Audit Requirements</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent	
<b>17. Is an Index System used?</b> If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>18. Recommended Retention</b> Employees hire date to 7 years after retirement/termination date then destroy	
<b>19. Name and Title of Preparer</b> Scott Masters, Payroll Officer	<b>20. Telephone Number</b> 410-751-3136	<b>21. Date</b> 11/10/09

<b>Instructions</b> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>1</u>
<b>1. Department/Agency</b> Carroll County Public Schools	<b>2. Division</b> Financial and Administrative Services	<b>3. Unit</b> Payroll
<b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
<b>4. Record Series Title</b>  Time Cards	<b>5. Earliest Year/Latest Year</b> 2002 to 2009	
<b>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</b>  Time cards originate in the cost centers (schools, maintenance shops, and Central Office departments). Time cards are used to record an employee's hours worked during a bi-weekly pay cycle. Time cards are color coded by employee type, green = custodial, salmon = food services, blue = ATSP non-exempt, yellow = CASE, pink = lunch room aides, buff = miscellaneous.		
<b>7. Record Series Format(s)</b> List all  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape  <input checked="" type="checkbox"/> Other (specify) <u>4 1/2" X 11"</u>	<b>8. Record Series Sequence</b>  <input checked="" type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____	<b>9. Volume</b> _____ Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Boxes</u>  <b>10. Annual Accumulation</b> _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>boxes</u>
<b>11. File is Used</b>  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	<b>12. File Becomes Inactive After</b> <u>7</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
<b>13. Current Location(s)</b> (Bldg., Floor, Room)  Winchester Bldg, 2, 206 & Kessler Building - Warehouse (after 2 years)	<b>14. Is Record Series Duplicated Elsewhere?</b> (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>15. Access Restrictions</b> (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Some documents have employee social security numbers.	<b>16. Audit Requirements</b>  <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent	
<b>17. Is an Index System used?</b> If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>18. Recommended Retention</b>  <p style="text-align: center;">7 years then destroy</p>	
<b>19. Name and Title of Preparer</b>  Scott Masters, Payroll Officer	<b>20. Telephone Number</b>  410-751-3136	<b>21. Date</b>  11/10/09

<p><b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>1</u></p>
<p>1. Department/Agency Carroll County Public Schools</p>	<p>2. Division Financial and Administrative Services</p>	<p>3. Unit Payroll</p>
<p><b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Tax Sheltered Annuity (TSA) Files</p>	<p>5. Earliest Year/Latest Year 2002 to 2009</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Detail reports of employee biweekly contribution amounts to TSA providers.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>Number _____</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation</p> <p>Number _____</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After 7 years and all audit requirements are fulfilled then destroy.</p> <p>Number _____ <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Winchester Bldg, 2, 206 &amp; Kessler Building - Warehouse (after 2 years)</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p> <p>Employee personnel records are private due to several laws and regs.</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input checked="" type="checkbox"/> Federal    <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain in Office for 7 years and all audit requirements are fulfilled then destroy.</p>	
<p>19. Name and Title of Preparer Scott Masters, Payroll Officer</p>	<p>20. Telephone Number 410-751-3136</p>	<p>21. Date 11/10/09</p>

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>1</u>	
<b>1. Department/Agency</b> Carroll County Public Schools		<b>2. Division</b> Financial and Administrative Services		<b>3. Unit</b> Payroll	
<b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
<b>4. Record Series Title</b> Workers Compensation Reports			<b>5. Earliest Year/Latest Year</b> <u>2002</u> to <u>2009</u>		
<b>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</b> Copies of reimbursed wages as a result of employees receiving workers compensation					
<b>7. Record Series Format(s)</b> List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		<b>8. Record Series Sequence</b> <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		<b>9. Volume</b> _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Boxes, Rm 206 check room</u>	
		<b>10. Annual Accumulation</b> _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Boxes, Rm 206 check room</u>			
<b>11. File is Used</b> <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			<b>12. File Becomes Inactive After</b> <u>7 years</u> and all audit requirements are fulfilled then destroy. Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
<b>13. Current Location(s)</b> (Bldg., Floor, Room) Winchester Bldg, 2, 206 & Kessler Building - Warehouse (after 2 years)			<b>14. Is Record Series Duplicated Elsewhere?</b> (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>15. Access Restrictions</b> (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Employee personnel records are private due to several laws and regs.			<b>16. Audit Requirements</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
<b>17. Is an Index System used?</b> If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			<b>18. Recommended Retention</b> Retain in Office for 7 years and all audit requirements are fulfilled then destroy.		
<b>19. Name and Title of Preparer</b> Scott Masters, Payroll Officer		<b>20. Telephone Number</b> 410-751-3136		<b>21. Date</b> 11/10/09	