

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

Schedule No. C1159

Page 1 of 1

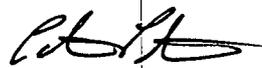
Agency - Wicomico County Division/Unit - Finance Department/Budget

Item No.	Description	Retention
1.	Adopted Budgets	Retain permanently; after 10 years, transfer to State Archives.
2.	Budget Amendments & supporting documents	Retain permanently; after 10 years, transfer to State Archives.
3.	Budget Work Papers	Retain for 10 years, then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date

Signature



Typed Name Pat Petersen

Title Director of Finance

Schedule Authorized by State Archivist

Date

9 Mar 2011

Signature



<p>Instructions –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 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>3</u></p>
<p>1. Department/Agency Wicomico County</p>	<p>2. Division Finance Department</p>	<p>3. Unit Budget</p>	
<p>DEFINITION: RECORD SERIES: 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 Adopted budgets</p>	<p>5. Earliest Year/Latest Year <u> </u> 1973 to 2010 <u> </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.) Budgets adopted by the County Council of Wicomico County.</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 <u> </u> 30 binders <u> </u> Number</p> <p><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> </u> Binders <u> </u></p> <p>10. Annual Accumulation <u> </u> 1 <u> </u> Number</p> <p><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> </u> paper budget approx 10-25 pages long</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> <p>Once budget is adopted, file copy is not used; each person who needs budget information has his/her own copy</p>	<p>12. File Becomes Inactive After <u> </u> 1 <u> </u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Government Office Building Room 102</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) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input 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 Permanently; after 10 years, transfer to State Archives.</p>		
<p>19. Name and Title of Preparer Patricia Petersen, Director of Finance</p>	<p>20. Telephone Number 410-548-4840</p>	<p>21. Date December 23, 2010</p>	

<p>Instructions –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 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>2</u> OF <u>3</u></p>
<p>1. Department/Agency Wicomico County</p>	<p>2. Division Finance Department</p>	<p>3. Unit Budget</p>	
<p>DEFINITION: RECORD SERIES: 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 Budget Amendments & supporting documents</p>	<p>5. Earliest Year/Latest Year <u>1973</u> to <u>2010</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.) Amendments to the operating budget and supporting documentation</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 <u>30</u> binders _____ Number</p> <p><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>Binders</u> _____</p> <p>10. Annual Accumulation <u>0</u> to <u>4</u> _____ Number</p> <p><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>paper documentation less than one file drawer</u></p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> <p>Once budget is adopted, file copy is not used; each person who needs budget information has his/her own copy</p>	<p>12. File Becomes Inactive After <u>1</u> _____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Government Office Building Room 102</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) & 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 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 Retain permanently; after 10 years, transfer to State Archives.</p>		
<p>19. Name and Title of Preparer Patricia Petersen, Director of Finance</p>	<p>20. Telephone Number 410-548-4840</p>	<p>21. Date December 23, 2010</p>	

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<p>1. Department/Agency Wicomico County</p>	<p>2. Division Finance Department</p>	<p>3. Unit Budget</p>	
<p>DEFINITION: RECORD SERIES: 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 Budget work papers</p>	<p>5. Earliest Year/Latest Year ____1973 to 2010____</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.) The backup documentation associated with the County's operating budget, comprised of departmental requests and requests from the community, meeting schedules, hand-written notes, legal notices, etc.</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 checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>Some are in binders, some are bound</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 ____30 binders____ Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) _____Binders_____</p>	<p>10. Annual Accumulation ____1 to 3____ Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) _____large binders____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> <p>Weekly during current year; after current year ends and audit is complete, rarely</p>	<p>12. File Becomes Inactive After ____2____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Government Office Building, Rm 102</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) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input 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 Retain for 10 years, then destroy.</p>		
<p>19. Name and Title of Preparer Patricia Petersen, Director of Finance</p>	<p>20. Telephone Number 410-548-4840</p>	<p>21. Date December 23, 2010</p>	

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
(410) 799-1930**

ELECTRONIC RECORDS INVENTORY

Page 1 of 1

1 DEPARTMENT/AGENCY
Wicomico County

2 DIVISION
Finance

3 UNIT
Budget

DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes

4 ELECTRONIC RECORD SERIES TITLE
Adopted Budgets

5 EARLIEST YEAR/LATEST YEAR
2000 TO 2010

6 INPUT - Identify source of information to be entered Department, Date, & Approved Budget Amounts

7 OUTPUT - Identify the use/s of information generated by system Comparison to actual amounts spent or received.

8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Each year the County, by law, adopts a budget for the next year.

9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.

Unrestricted.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

Budget ordinance passed in May/June of each year. Revisions require additional legislation and may be passed any time during the year.

11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.

From 2008 forward, the input/output is to the County's financial management system, which is on a central server located at the County's Government Office Building at 125 N Division St, Salisbury, MD and maintained by an ongoing annual contract. Prior to 2008 the information was in the County's old financial management system which is hosted on a central server belonging to the vendor, Paragon Consulting, located in York, PA. We have an annual contract with the old software vendor to maintain those records.

12 RECOMMENDED RETENTION

Permanently; after 10 years, transfer to Maryland State Archives for permanent retention.

13 TYPED OR PRINTED NAME OF PREPARER
Pat Petersen

14 TELEPHONE NUMBER
410-548-4840

15 DATE
December 23, 2010

16 TITLE OF PREPARER
Director of Finance

DGS 550-6

RECEIVED
MAR 7 2011
MARYLAND STATE ARCHIVES