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

Schedule No. C1158

Page 1 of 2

Agency - Wicomico County Division/Unit - Finance Department/Billings & Collections

Item No.	Description	Retention
1.	Property Transfer Forms Show seller, buyer, address, property description, amount due, etc.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
2.	Miscellaneous Accounts ReceivableMiscellaneous revenue inquiry, remittance form, adding machine tape, invoice inquiry, remittance advice, etc.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
3.	Utility Bills Copy of bill, payment stub returned with payment, customer receipt, adding machine tape.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
4.	Tax ReportsParcel listings, and tax rolls	Retain 6 years and until all audit requirements have been fulfilled, then destroy.
5.	Property Tax PaymentsRemittance stub, adding machine tape, tax certificate, accounts receivable inquiry, check stub, disbursement check voucher.	Retain 6 years and until all audit requirements have been fulfilled, then destroy.
6.	Tax sale records	Retain 3 years after redemption or foreclosure and until all audit requirements have been fulfilled, then destroy.

Schedule Approved	by Department, Agency,
or Division Represer	ntative.
D	

Date

Signature

Typed Name Pat Petersen

Title <u>Director of Finance</u>

Schedule Authorized by State Archivist

Date

16 Mar 201

Signature

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

Schedule No. CUS8

Page 2 of 2

(Continuation Sheet)

Agency - Wicomico County Division/Unit - Finance Department/Billings & Collections

Item	Description	Retention
No.	•	
7.	Correspondence	Screen Annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Electronic mail – retain 60 days, then destroy (any email that is an elemental part of what has been classified by this retention/disposal schedule as a record will be retained according to the time periods specified herein).

DGS 550-1A

PATE

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL			RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION			ISION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 2			275	PAGE1 OF7	
	Jessup, Maryland 20794					
1 Department/Agency	2 Division		9-1930		0.11-14	
1. Department/Agency	2. Division				3. Unit	
Wicomico County	Finance L	Department			Billings and Collections	
DEFINITION: RECORD SERIES: A group of related	d records n	ormally filed a	ind used as a	unit for refe	rence as well as retention and disposition purposes.	
4. Record Series Title				5. Earliest	Year/Latest Year	
Property Transfer Forms				197	5 to2010	
6. Record Series Description (Briefly describe the ty	pes of info	rmation/docu	ments/forms f	ound in the	series. Include the purpose or function of the series.)	
State of Maryland intake sheet, notification from Sta	ite of MD o	f increases ar	nd decreases			
7. Record Series Format(s) List all		8. Record Serie	oo Coguanga	0 Valuma		
7. Nacord Solies Format(s) List all		o. Record Sem	es Sequence	9. Volume _50 boxes		
□ Microfilm		Alphabetica	al	Number		
☑ Legal Size ☐ Computer Tape		Numerical		□ =::- p		
☑ Legar 3ize ☐ Computer Tape		☐ Numerical		File Draw	• •	
Audio Tape Floppy Disk			cal	Compute		
☐ Bound Book ☐ Video Tape				Other (sp	ecify)_Cardboard storage boxes	
☐ Bourid Book ☐ Video Labe		Geographic	cai	10. Annual A	ccumulation	
Other (specify)					ocumulation.	
		Not sequence	d	Number		
				File Draw	ver(s)	
				☐ Microfilm		
				Computer Tape(s)		
				Other (sp	ecify)	
11. File is Used			12. File Becom	nes Inactive Afte	ır	
			2		_	
☐ Daily ☑ Weekly ☐ Monthly ☐ Annu	ally		Number	□ Мо	Month(s) ⊠ Year(s)	
42 Compath and to (Old Flor Door)			44.15			
Current Location(s) (Bldg., Floor, Room) Government Office Building Rm 102, Wicomico County Detention C	Center and		14. Is Record :	Series Duplicate	d Elsewhere? (If yes, specify agency or office.)	
Wicomico County Old Court House				_	tate Dept of Assessments; however, local changes (manufacturing exemptions,	
			etc) are not on			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☒ No			16. Audit Req	uirements		
			None	State	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe re	equirements		40. D		Application	
Yes No			18. Recommended Retention			
			Ketain 3 ye	ars and unt	il all audit requirements have been fulfilled, then destroy.	
19. Name and Title of Preparer		20. Telepho	one	21. Date		
Patricia Petersen, Director of Finance		Number		Decembe	r 23, 2010	
		410-548-48	340			

Instructions –Type or Print a separate form for DEPARTMENT OF GE		GENERAL SERVICES		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVI 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794				PAGE2 OF7
Department/Agency	2. Divisio		99-1930		3. Unit
Wicomico County	Finance	Department			Billings and Collections
DEFINITION: RECORD SERIES: A group of relate purposes.	d records i	normally filed	and used as a	unit for re	ference as well as retention and disposition
4. Record Series Title				5. Earlie	st Year/Latest Year
Miscellaneous Accounts Receivable				197	5 to _2010
6. Record Series Description (Briefly describe the t series.)	ypes of inf	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the
Miscellaneous revenue inquiry, remittance form, ac	dding mach	nine tape, invo	oice inquiry, re	mittance a	dvice, etc.
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume	
☑ Letter Size ☐ Microfilm	:	Alphabetica	al	10 Number	-
Legal Size Computer Tape		Numerical		File Dra	· ·
☐ Audio Tape ☐ Floppy Disk		☐ Chronologic	cal	☐ Microfilm Reel(s) ☐ Computer Tape(s)	
☐ Bound Book ☐ Video Tape		☐ Geographic	cal	☑ Other (specify)_cardboard boxes	
Other (specify)		Other (spec	cify)	10. Annual Accumulation /) <1	
				Number	
				⊠ File Drawer(s)	
				Computer Tape(s) Other (specify)	
11. File is Used			12. File Becom	ies Inactive Af	ter
☐ Daily ☐ Weekly ☒ Monthly ☐ Anr Once the year is closed and the audit is complete	-	ver	Number ☐ Month(s) ☒ Year(s)		
	, ,				
13. Current Location(s) (Bldg., Floor, Room) Government Office Building (Rm 102), Wicomico County Detention	n Center		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No		
and Wicomico County Old Court House 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements		
☐ Yes			None	State	Federal Independent
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No			18. Recommended Retention		
_ _			Retain 3 ye destroy.	ars and un	til all audit requirements have been fulfilled, then
40 November 174 - 60	 1			Г <u>.</u>	
Name and Title of Preparer Patricia Petersen, Director of Finance		20. Telepho 410-548-48	one Number 140	21. Date Decemb	er 23, 2010
,	110010101		-		,

	, , , , , , , , , , , , , , , , , , , ,				
Instructions –Type or Print a separate form for	parate form for DEPARTMENT OF G			AGENCY RECORDS INVENTORY	
each new or revised record series. Forward		NAGEMENT DIV			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 2		275	PAGE3 OF7	
		Maryland 20794 0-799-1930			
Department/Agency	2. Division			3. Unit	
Wicomico County	Finance Departme	nt		Billing and Collections	
DEFINITION: RECORD SERIES: A group of related	records normally fil	ed and used as	a unit for re	ference as well as retention and disposition	
purposes. 4. Record Series Title		····	5 Farlie	st Year/Latest Year	
Utility Bills				to2010	
•					
6. Record Series Description (Briefly describe the ty	pes of information/d	ocuments/forms	found in th	e series. Include the purpose or function of the	
series.)					
Copy of bill, payment stub returned with payment, c	ustomer receipt, add	ling machine tap	e, billing in	formation from City of Salisbury	
7. Record Series Format(s) List all	8. Record S	Series Sequence	9. Volume		
5				pard boxes	
✓ Letter Size	☐ Alphab	etical	Number		
Legal Size Computer Tape	☐ Numeri	cal	File Drawer(s)		
☐ Audio Tape ☐ Floppy Disk	☐ Chrono	logical	Microfil	• • • • • • • • • • • • • • • • • • • •	
		logical		mputer Tape(s) her (specify)cardboard boxes	
☐ Bound Book ☐ Video Tape	☐ Geographic				
Other (specify)	☑ Other (specify)	10. Annual	Accumulation	
	ı — ·	then by parcel	Number		
			☐ File Dra	wer(s)	
			Microfile	· ·	
			Computer Tape(s)		
			Other (s	specify)Bound report	
11. File is Used		12. File Becom	es Inactive Af	er	
☐ Daily ☑ Weekly ☐ Monthly ☐ Annu	ally	2 Number	Пν	lonth(s) 🛛 Year(s)	
	•			3 (3.10)	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record S	Series Duplicat	ed Elsewhere? (If yes, specify agency or office.)	
Government Office Building Rm 102, Wicomico County Detention C Wicomico County Old Court House	enter and	☐ Yes			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	16. Audit Requirements		
☐ Yes No					
			State	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No			mended R	etention	
		Retain 3 ye	ars and un	til all audit requirements have been fulfilled, then	
		destroy.		1	
19. Name and Title of Preparer	20. Tele	ohone Number	21. Date		

410-548-4840

December 23, 2010

Patricia Petersen, Director of Finance

Instructions –Type or Print a separate form for DEPAR		RTMENT OF GENERAL SERVICES		RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward RECORDS MANAGEMEI						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275					
The state of the s	, 21,		yland 20794	210	PAGE4 OF7	
		410-79				
Department/Agency	2. Division	n			3. Unit	
Wicomico County	Finance D	Department			Billings and Collections	
•		·			-	
	d records n	ormally filed a	and used as a		rence as well as retention and disposition purposes.	
4. Record Series Title				5. Earliest	t Year/Latest Year	
Tax Reports				197	5 to2010	
6. Record Series Description (Briefly describe the ty	ypes of info	rmation/docu	ments/forms f	ound in the	series. Include the purpose or function of the series.)	
Parcel listings and tax rolls						
				r-		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume _60 boxes		
□ Letter Size		Alphabetica	al	_oo boxes Number		
Legal Size Computer Tape		☐ Numerical		File Draw	• •	
☐ Audio Tape ☐ Floppy Disk		⊠ Chronologi	ical	☐ Microfilm☐ Compute	• •	
			Cai		ecify)_Cardboard storage boxes	
☐ Bound Book ☐ Video Tape	☐ Geographical		cal			
Other (enseith)			-16 A	10. Annual A	ccumulation	
Other (specify)		Other (specify)		1 — —	2 Number	
				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
				☐ File Draw		
				Microfilm		
					Computer Tape(s) Other (specify)	
11. File is Used				nes Inactive Afte	or	
☐ Daily ☐ Weekly ☐ Monthly ☒ Ann	nally		2 Number	Пи	hath/a) M Vany/a)	
☐ Daily ☐ Weekly ☐ Monthly ☒ Ann	Cany		Number		onth(s) 🔀 Year(s)	
13. Current Location(s) (Bldg., Floor, Room)			14 le Boord	Carina Dunlinata	d Slaubara? (Huga aposity aposay or effect)	
Government Office Building Rm 102, Wicomico County Detention (Center and		Yes	Series Duplicate	d Elsewhere? (If yes, specify agency or office.)	
Wicomico County Old Court House			-	_	tate Dept of Assessments; however, local changes (manufacturing exemptions,	
				the State rolls		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No			16. Audit Req	uirements		
			☐ None	⊠ State □	Federal Independent	
•			_			
						
17. Is an Index System used? If yes, explain briefly and describe r ☐ Yes ☑ No	equirements		18. Recommended Retention			
			Retain 6 ye	ears and unt	il all audit requirements have been fulfilled, then destroy.	
19. Name and Title of Preparer		20. Telepho	one	21. Date		
Patricia Petersen, Director of Finance		Number	-		r 23, 2010	
,		410-548-48	340		,	
			-			

Instructions –Type or Print a separate form for DEPARTMENT OF G		GENERAL SERVICES		AGENCY RECORDS INVENTORY		
•			RDS MANAGEMENT DIVISION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P		oad, P.O. Box	275	PAGE 5 OF 7	
	Jessup, Maryland 2079 410-799-1930				<u> </u>	
Department/Agency	2. Divisio				3. Unit	
Wilespie County		.				
Wicomico County		Department			Billings and Collections	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed	and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title					st Year/Latest Year	
Property Tax Payments				197	5 to2010	
6. Record Series Description (Briefly describe the t	ypes of infe	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the	
series.) Remittance stub, adding machine tape, tax certifica	ate accour	nts receivable	inquiry check	retub and	dishursement check youcher	
remittance stab, adding machine tape, tax continue	no, accour	no receivable	inquiry, check	r stub, and	dispuisement check voucher.	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
□ Letter Size □ Microfilm		Alphabetica	al	30 boxes Number		
Legal Size Computer Tape		Numerical		File Dra	• •	
☐ Audio Tape ☐ Floppy Disk			cal	☐ Microfil☐ Compu	* *	
Bound Book Video Tape		Geographic	cal	Other (specify)cardboard boxes	
Other (specify)_		l 🗖 🙃			0. Annual Accumulation	
		Carlot (opsolity)		Number		
			│ │ Microfilr		m Reel(s) ter Tape(s)	
			Other (specify)	
11. File is Used			12. File Becom	es Inactive Af	ter	
☐ Daily ☐ Weekly ☒ Monthly ☐ Ann	ually		Number Month(s) X Year(s)			
Once the year is closed and the audit is complete,	, rarely if e	ver.	1			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S	Series Duplica	ted Elsewhere? (If yes, specify agency or office.)	
Government Office Building (Rm 102), Wicomico County Detentior and Wicomico County Old Court House	Center		Yes No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
☐ Yes			⊠ None	State	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe n ☐ Yes ☒ No	equirements		18. Recom	mended R	etention	
☐ Yes			Retain 6 years and until all audit requirements have been fulfilled, then			
		destroy.				
19. Name and Title of Preparer		20. Telepho	one Number	21. Date		
Patricia Petersen, Director of Finance		410-548-48	40 December 23, 2010			

Instructions –Type or Print a separate form for	DEPART	TMENT OF GEN	FRAI	AGENCY RECORDS INVENTORY	
		SERVICES			
with Records Retention Schedule (DGS 550-1)			ENT		
• •				PAGE6 OF7	
·	7275 Wa	aterioo Road, P.C). Box		
		275			
	Jessu	up, Maryland 207	94		
		410-799-1930			
Department/Agency	2. Division			3. Unit	
Wicomico County	Finance D	epartment		Billing and Collections	
DEFINITION: RECORD SERIES: A group of relate	d records no	ormally filed and u	ised as a	unit for reference as well as retention and disposition purposes.	
4. Record Series Title	•			iest Year/Latest Year	
Tax sale records				_1975 to2010	
6. Record Series Description (Briefly describe the t	ypes of infor	rmation/documen	ts/forms f	ound in the series. Include the purpose or function of the series.)	
All records associated with tax sale – parcel inform	ation, tax an	nd penalty calcula	tions, pay	ments, tax certificates, correspondence, etc.	
7. Record Series Format(s) List all	B.	Record Series	9. Volum	Α	
,	i	equence	į.	rdboard boxes	
□ Letter Size □ Microfilm		•	Number		
Legal Size Computer Tape		Alphabetical Numerical		Drawer(s)	
				☐ Microfilm Reel(s)	
Audio Tape Floppy Disk			Computer Tape(s)		
☐ Bound Book ☐ Video Tape	Chronological		X Othe	Other (specify)_cardboard boxes	
	_] Geographical	10. Annu	al Accumulation	
Other (specify)		7 01 (16.)	2	_	
		Other (specify)	Number		
	Ch	hronologically by	⊠ File 0	Drawer(s)	
	1 '	ear, en chronological by	. —	film Reel(s)	
	tax		I .	puter Tape(s) r (specify)	
	sa	ale number within	-	· //———	
11. File is Used	ye		ecomes Inac	Alica After	
		II.		or redeemed; can take years	
Daily Weekly Monthly Ann	ually	Number			
		ŀ			
 Current Location(s) (Bldg., Floor, Room) Government Office Building Rm 102, Wicomico County Detention (Center and	_ II		ouplicated Elsewhere? (If yes, specify agency or office.)	
Wicomico County Old Court House	Seriter and	"	☐ Yes ☑ No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit	Requiremen	ts	
☐ Yes No	∥ .		☑ None ☐ State ☐ Federal ☐ Independent		
			ле 🔲 за	te	
17. Is an Index System used? If yes, explain briefly and describe requirements Yes No		18. Re	commend	led Retention	
☐ Yes No		Retain :	3 years at	ter redemption or foreclosure and until all audit requirements have been	
		fulfilled,	then des	troy.	
19. Name and Title of Preparer	20	0. Telephone	21. Da	te	
Patricia Petersen, Director of Finance	N	umber	Decem	nber 23, 2010	
	4	10-548-4840			

Instructions –Type or Print a separate form for					
each new or revised record series. Forward	DEPARTMEN	T OF GENE	ERAL	AGENCY RECORDS INVENTORY	
with Records Retention Schedule (DGS 550-1)	SERVICES				
The state of the s	RECORDS MANAGEMEN		ENT	0.05	
	DIVISION			PAGE7 OF7	
	7275 Waterloo	Road, P.O). Box		
	2	275			
	Jessup, Ma	ryland 207	94		
4 Danatasau		99-1930			
1. Department/Agency	2. Division			3. Unit	
Wicomico County	Finance Departr	nent		Billings and Collections	
DEFINITION: RECORD SERIES: A group of relate	d records normally	/ filed and u	sed as a	unit for reference as well as retention and disposition purposes.	
4. Record Series Title				iest Year/Latest Year	
Correspondence			19	975 to2010	
				ound in the series. Include the purpose or function of the series.)	
Correspondence between Finance Department and	d both internal and	l external st	takeholde	ers. Includes letters, surveys, reports, presentations, emails, etc.	
7. Record Series Format(s) List all	8. Record		9. Volum	e rage boxes	
☑ Letter Size ☐ Microfilm	Joquana	,	Number	ugu 50.003	
☐ Legal Size ☐ Computer Tape	Alphai	betical	 	Democrate)	
Computer Tape	Nume	rical	☐ File Drawer(s) ☐ Microfilm Reel(s)		
☐ Audio Tape, ☐ Floppy Disk			Computer Tape(s)		
☐ Bound Book ☐ Video Tape	☑ Chron	ological	Other (specify)_cardboard boxes		
	Geographical		10. Annual Accumulation		
Other (specify)	M 0#	/16 N			
	Other	(specify)	Number		
	By type -		⊠ File [Orawer(s)	
Presentation together,		ions filed	1 —	nfilm Reel(s) puter Tape(s)	
	etc.		Other (specify)		
	L	1		The state of the s	
11. File is Used		12. File Be	ecomes Inac	tive After	
☐ Daily ☐ Weekly ☐ Monthly ☐ Ann	iually	Number	_	☐ Month(s) ☑ Year(s)	
As needed; once correspondence is sent, it is rarely referred to aft Presentations to community groups are referred to annually.	er 6 months.	ļ			
Presentations to community groups are reterred to annually.					
13. Current Location(s) (Bidg., Floor, Room)		If	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
Government Office Building, Room 102		"	☐ Yes ☑ No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit	Requiremen	ts	
☐ Yes No		57 No.			
		∥ ⊠ _{N0}	None ☐ State ☐ Federal ☐ Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No		18. Red	18. Recommended Retention		
		Screen	Screen annually; destroy material having no further fiscal, legal or operational value.		
		1		atly material that documents the origin, development & accomplishments	
				t. Electronic mail – retain 60 days, then destroy (any email that is an	
			elemental part of what has been classified by this retention/disposal schedule as a rec		
		Ш		ccording to the time periods specified herein).	
19. Name and Title of Preparer	20. Tel		21. Da		
Patricia Petersen, Director of Finance	Numbe		Decem	nber 23, 2010	
	410-54	8-4840	1		

INSTRUCTIONS – Type or print a	DEPARTMENT OF GENERAL SERVICES	ELECTRONIC RECORDS INVENTORY						
separate form for each new/revised	RECORDS MANAGEMENT DIVISION							
electronic record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794							
COMAR 14.18.04	(410) 799-1930	Page1 of4						
	(110) 100							
1 DEPARTMENT/AGENCY	2 DIVICION	0.11007						
1 DEPARTMENT/AGENCY Wicomico County	2 DIVISION	3 UNIT						
Wicomico County	Finance	Billing & Collections						
DEFINITION - Record Series - A group of rela	ated records stored electronically and used as a	unit for reference as well as retention						
and dispositio	n purposes							
4 ELECTRONIC RECORD SERIES TITLE		5 EARLIEST YEAR/LATEST YEAR						
Utility Bills		2000TO_2010						
6 INPUT - Identify source of information to I		use/s of information generated by system						
Usage, applicable rates, property address, bil		collection of property taxes.						
8 ELECTRONIC RECORD SERIES DESCR								
*V.	contained in a series. Include	purpose and function of the system.						
The County has Urban Service Districts - the	se are water and sewer bills for these distr	icts						
	oo are water and sewer sine for these distr	1010.						
•								
9 POLICY ON ACCESS AND USE - Explai	n or attach copy if established in writing							
	o. allasii sopy ii solabiisiisa iii willing.							
No restrictions.								
	•							
10 UPDATING CYCLES OR CONDITIONS A	AND RULES FOR REVISING INFORMATI	ON IN THE SYSTEM						
Bills are sent quarterly.								
44 ODEOUEV THE LOCATION AND ADDRESS								
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 cyc	cle.						
From 2008 forward, the input/output is to the	County's financial management system, w	high is an a control conver legated at the						
County's Government Office Building at 125 l	V Division St. Salishury MD and maintaine	d by an ongoing annual contract. Prior						
to 2008 the information was in the County's o	ld financial management system which is h	nosted on a central server belonging to						
the vendor, Paragon Consulting, located in Ye	ork. PA. We have an annual contract with	the old software vendor to maintain						
those records.		and the total of the maintain						
12 RECOMMENDED RETENTION								
Retain 3 years and until all audit requirements have been fulfilled, then destroy.								
13 TYPED OR PRINTED NAME OF	14 TELEPHONE NUMBER	15 DATE						
PREPARER	410-548-4840	December 23, 2010						
Pat Petersen								
16 TITLE OF PREPARER								
Director of Finance								
Director of Finance								
700 550 4								
DGS 550-6								

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275	ELECTRONIC RECORDS INVENTORY							
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup, Maryland 20794 (410) 799-1930	Page2 of4							
DEPARTMENT/AGENCY Wicomico County	2 DIVISION Finance	3 UNIT Billing & Collections							
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 Tax Reports		5 EARLIEST YEAR/LATEST YEAR 2000 TO 2010							
6 INPUT - Identify source of information to Customer, property address, amount, & date	Parcel listings, tax rolls	use/s of information generated by system							
8 ELECTRONIC RECORD SERIES DESCR	IPTION - Briefly describe the informatio contained in a series. Include	n/documents/forms purpose and function of the system.							
This is an electronic listing of the tax rolls and	parcel descriptions.								
9 POLICY ON ACCESS AND USE - Explain	n or attach copy if established in writing.								
No restrictions.									
10 UPDATING CYCLES OR CONDITIONS A	AND RULES FOR REVISING INFORMAT	ON IN THE SYSTEM							
Main tax rolls are received from the State Depreceived periodically throughout the year, and	partment of Assessments in June of each dare entered as received.	year. Additions and adjustments are							
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 cy	cle.							
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 Retain 6 years and until all audit requirements have been fulfilled, then destroy.									
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									

INSTRUCTIONS – Type or print a	DEPARTMENT OF GENERAL SERVICES		ELECTRONIC RECORDS INVENTORY			
separate form for each new/revised electronic record series. Forward with		ANAGEMENT DIVISION				
Records Retention Schedule (DGS 550-1)		oo Road, P.O. Box 275 , Maryland 20794				
COMAR 14.18.04		10) 799-1930	Page3 of4			
	(410) 130-1300					
1 DEPARTMENT/AGENCY	2 DIVIGION		O LINUT			
	2 DIVISION		3 UNIT			
Wicomico County	Finance		Billing and Collections			
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			5 EARLIEST YEAR/LATEST YEAR			
Property Tax Payments			2000TO _2010			
	T - Identify source of information to be entered 7 OUTPUT - Identify the					
Customer, amount paid, property address, & date paid Determine uncollected a			nounts and advertise amount owed			
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms						
O ELECTRONIC RECORD SERIES DESCR	_					
contained in a series. Include purpose and function of the system. Listing of payments against property tax bills.						
Lieung of paymonto against property tax sino.						
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing				
	or under copy	ootabiionoa whang.				
Unrestricted, but generally only accessed by	employees of the	e Finance Department.				
	. •	•				
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM						
Updated daily as payments are received.						
44 ODEOUEVITUE LOCATION AND MEDIA OF THE MANAGEMENT OF THE CONTRACT OF THE CON						
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						
Retain 6 years and until all audit requirements have been fulfilled, then destroy.						
13 TYPED OR PRINTED NAME OF 14 TELEPHONE NUMBER 15 DATE						
PREPARER			15 DATE			
Pat Petersen	410-548-4	0 4 0	December 23, 2010			
. at i otoroon						
16 TITLE OF PREPARER	I					
Director of Finance						
						
DGS 550-6						

INSTRUCTIONS – Type or print a separate form for each new/revised	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY		
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04			Page4 of4		
1 DEPARTMENT/AGENCY Wicomico County	2 DIVISION Finance		3 UNIT Billing & Collections		
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 Tax sale records			5 EARLIEST YEAR/LATEST YEAR 2008 TO 2010		
			use/s of information generated by system		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.					
Tax sale records are records of properties where taxes were not paid in a timely manner, giving the County the authority to sell these properties for back taxes.					
9 POLICY ON ACCESS AND USE - Expla	nin or attach copy	f established in writing			
Controlled by State law.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
Tax sale occurs annually in June of each 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.					
Prior to 2008, all records were on paper. Beginning in 2011 all records will be electronic. From 2011 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.					
12 RECOMMENDED RETENTION Retain 3 years after redemption or foreclosure and until all audit requirements have been fulfilled, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Pat Petersen	14 TELEPHON 410-548-48	IE NUMBER	15 DATE December 23, 2010		
16 TITLE OF PREPARER Director of Finance			January 11.		
DGS 550-6					

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