

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

Schedule No. C-1215

Page 1 of 2

Agency Wicomico County Free Library

Division/Unit

Item No.	Description	Retention
1	Accident reports and claims (settled cases)	1) Retain 7 years; then destroy.
2	Accounts receivable & payable ledgers & schedules	2) Retain 7 years; then destroy.
3	Articles of Incorporation, charter, bylaws, minutes, and other incorporation records	3) Retain Permanently.
4	Audit reports	4) Retain Permanently.
5	Bank statements, deposit records, electronic funds, transfer evidence, cancelled checks, reconciliations	5) Retain 7 years; then destroy.
6	Chart of accounts	6) Retain 7 years; then destroy.
7	Checks for payments and purchases	7) Retain 7 years; then destroy.
8	Contracts (still in effect)	8) Retain until 7 years after expiration; then destroy.
9	Correspondence	9) Retain Permanently
10	Donations	10) Retain 7 years; then destroy.
11	Employment applications	11) Retain 3 years from record creation; then destroy.
12	Financial Statements, year-end	12) Retain Permanently.
13	General ledgers, year-end trial balance, journals	13) Retain Permanently.
14	Grants, funded	14) Retain 7 years after closure; then destroy.
15	Department of homeland Security Employment Eligibility Verification Form I-9	15) Retain 3 years after hire dates; then destroy.
16	Internal audit reports	16) Retain 3 years; then destroy.
17	Invoices (to customers, from vendors)	17) Retain 7 years; then destroy.
18	Payroll records & summaries including expense reports and records related to employee leave (Equal Pay Act, Fair Labor Standards Act)	18) Retain 7 years; then destroy.
19	Personnel files, terminated employees	19) Retain 7 years after termination; then destroy.
20	Petty cash vouchers	20) Retain 3 years; then destroy.
21	Retirement and pension records including Summary Plan Descriptions (Employment Retirement Income Security Act)	21) Retain 7 years after end of employment; then destroy
22	Tax returns and worksheets	22) Retain 7 years; then destroy.
23	Timesheets, books, cards	23) Retain 7 years; then destroy.
24	Vouchers for payments to vendors, employees, etc. (includes employee/officer travel & entertainment expense reimbursement) Title VII of the Civil Rights Act of 1964, The Americans with Disabilities Act, Age Discrimination in Employment Act).	24) Retain 7 years; then destroy.
25	Depreciation Schedule	25) Retain 7 years; then destroy.
26	Inventory	26) Retain 7 years; then destroy.

<p>Schedule Approved by Department, Agency, or Division Representative.</p> <p>Date <u>April 17, 2013</u></p> <p>Signature <u></u></p> <p>Typed Name <u>Andrea D. Berstler</u></p> <p>Title <u>Director</u></p>	<p>Schedule Authorized by State Archivist</p> <p>Date <u>5/21/2013</u></p> <p>Signature <u></u></p>
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DGS 550-1

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

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1 DEPARTMENT/AGENCY

Wicomico County Free Library

2 DIVISION

N/A

3 UNIT

N/A

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

Accounts receivable & payable ledgers & schedules.

5 EARLIEST YEAR/LATEST YEAR

2000 TO 2012

6 INPUT - Identify source of information to be entered

Receivable and payable ledgers

7 OUTPUT - Identify the use/s of information generated by system

Documentation of income and expenditures.

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

Ledgers of all checks paid to vendors by Fiscal Year and all funds received.

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

Controlled by Administration.

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

Occurs during the normal course of business. Updating as income is received and purchases are made.

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.

Information is recorded on accountant's computer and backed up on the administrative server.

12 RECOMMENDED RETENTION

Retain 7 years; then destroy.

13 TYPED OR PRINTED NAME OF PREPARER

Andrea D. Berstler

14 TELEPHONE NUMBER

410-749-3612, ext. 113

15 DATE

April 17, 2013

16 TITLE OF PREPARER

Director

DGS 550-6

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
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1 DEPARTMENT/AGENCY Wicomico County Free Library	2 DIVISION N/A	3 UNIT N/A
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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 Depreciation schedules.	5 EARLIEST YEAR/LATEST YEAR 2000 TO 2012
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6 INPUT - Identify source of information to be entered Depreciation of furniture, fixtures and computers.	7 OUTPUT - Identify the use/s of information generated by system Accountability of life of furniture fixtures and computers.
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8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Ledgers of all checks paid to vendors by Fiscal Year and all funds received.

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

Controlled by Administration and used by Auditors to value our net worth.

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

Occurs during the normal course of business. Updating as income is received and purchases are made.

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.

Information is recorded on the administrative server and backed up on the network storage server.

12 RECOMMENDED RETENTION

Retain 7 years; then destroy.

13 TYPED OR PRINTED NAME OF PREPARER Andrea D. Berstler	14 TELEPHONE NUMBER 410-749-3612, ext. 113	15 DATE April 17, 2013
16 TITLE OF PREPARER Director		

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
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1 DEPARTMENT/AGENCY Wicomico County Free Library	2 DIVISION N/A	3 UNIT N/A
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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 Donations.	5 EARLIEST YEAR/LATEST YEAR 2000 TO 2012
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6 INPUT - Identify source of information to be entered Documentation of all donations.	7 OUTPUT - Identify the use/s of information generated by system Accountability and tracking of all donations.
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8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.
Detailed description of donor's request (Persons to be notified and if specified for designated purchases).

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

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM
Occurs during the normal course of business. Updating records as needed.

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.
Information is recorded on the administrative server and backed up on the network storage server.

12 RECOMMENDED RETENTION
Retain 7 years; then destroy.

13 TYPED OR PRINTED NAME OF PREPARER Andrea D. Berstler	14 TELEPHONE NUMBER 410-749-3612, ext. 113	15 DATE April 17, 2013
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16 TITLE OF PREPARER
Director

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
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1 DEPARTMENT/AGENCY Wicomico County Free Library	2 DIVISION N/A	3 UNIT N/A
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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 Financial Statements, year-end.	5 EARLIEST YEAR/LATEST YEAR 1980 TO 2012
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6 INPUT - Identify source of information to be entered Documentation of purchases and expenditures.	7 OUTPUT - Identify the use/s of information generated by system Monthly budget reports which affect cash balances.
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8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

All documentation supporting the changes in revenue.

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

Controlled by Administration. Documentation is used and kept in the normal course of processing monthly and yearly revenues and expenditures.

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

Input of income and expenditures daily which affects net worth.

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.

Information is recorded on accountant's computer and backup on the administrative server.

12 RECOMMENDED RETENTION

Retain Permanently.

13 TYPED OR PRINTED NAME OF PREPARER Andrea D. Berstler	14 TELEPHONE NUMBER 410-749-3612, ext. 113	15 DATE April 17, 2013
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16 TITLE OF PREPARER Director

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
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1 DEPARTMENT/AGENCY Wicomico County Free Library	2 DIVISION N/A	3 UNIT N/A

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 General ledgers, year-end trial balance, journals.	5 EARLIEST YEAR/LATEST YEAR 1980 TO 2012
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6 INPUT - Identify source of information to be entered Documentation of purchases and expenditures.	7 OUTPUT - Identify the use/s of information generated by system Monthly budget reports which affect cash balances.
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8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

All documentation supporting the changes in revenues.

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

Controlled by Administration. Documentation is used and kept in the normal course of processing monthly and yearly revenues and expenditures.

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

Input of income and expenditures daily which affects net worth.

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.

Information is recorded on accountant's computer and backup on the administrative server.

12 RECOMMENDED RETENTION

Retain Permanently.

13 TYPED OR PRINTED NAME OF PREPARER Andrea D. Berstler	14 TELEPHONE NUMBER 410-749-3612, ext. 113	15 DATE April 17, 2013
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16 TITLE OF PREPARER
Director

DGS 550-6

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
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1 DEPARTMENT/AGENCY Wicomico County Free Library	2 DIVISION N/A	3 UNIT N/A
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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 Grants, funded.	5 EARLIEST YEAR/LATEST YEAR 2000 TO 2012
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6 INPUT - Identify source of information to be entered State and Federal grant application and awards.	7 OUTPUT - Identify the use/s of information generated by system Accountability and tracking expenditures.
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8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.
Detailed records pertaining to grand expenditures and processing.

9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.
Controlled by the designated person. Documentation is used and kept in the normal course of division grant and administration.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM
Occurs during the normal course of business. Updating of records as expenditures are made and processed.

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.
Financial Information is recorded on accountant's computer and backed up on the administrative server. Grant applications are stored on the administrative server and backed up on the network storage server.

12 RECOMMENDED RETENTION
Retain 7 years after closure; then destroy.

13 TYPED OR PRINTED NAME OF PREPARER Andrea D. Berstler	14 TELEPHONE NUMBER 410-749-3612, ext. 113	15 DATE April 17, 2013
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16 TITLE OF PREPARER
Director

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
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1 DEPARTMENT/AGENCY Wicomico County Free Library	2 DIVISION N/A	3 UNIT N/A
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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 Inventory records.	5 EARLIEST YEAR/LATEST YEAR 2000 TO 2012
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6 INPUT - Identify source of information to be entered Documentation of furniture and computer purchases.	7 OUTPUT - Identify the use/s of information generated by system Accountability of tracking large purchases.
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8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Detailed records pertaining to large purchases.

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

Documentation is used to complete depreciation schedule.

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

Occurs during normal course of fiscal year. Updating of records as purchases are made.

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.

Information is stored on the administrative server and backed up the network storage server.

12 RECOMMENDED RETENTION

Retain 7 years; then destroy.

13 TYPED OR PRINTED NAME OF PREPARER Andrea D. Berstler	14 TELEPHONE NUMBER 410-749-3612, ext. 113	15 DATE April 17, 2013
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16 TITLE OF PREPARER
Director

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
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1 DEPARTMENT/AGENCY Wicomico County Free Library	2 DIVISION N/A	3 UNIT N/A
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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 Payroll records & summaries including expense reports and records related to employee leave (Equal Pay Act, Fair Labor Standards Act).	5 EARLIEST YEAR/LATEST YEAR 2000 TO 2012
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6 INPUT - Identify source of information to be entered Work schedules and leave approved.	7 OUTPUT - Identify the use/s of information generated by system Determine employee compensation and administration of leave.
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8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Records details regarding employee payroll calculations and leave usage and tracking.

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

Controlled by Administration. Documentation is used and kept in the normal course of leave administration and payroll calculations.

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

Information is updated on a real time basis as needed by the Accounting Department.

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.

Information is stored on the hard drive of Accountant's desktop computer and backed up on the administrative server.

12 RECOMMENDED RETENTION

Retain 7 years; then destroy.

13 TYPED OR PRINTED NAME OF PREPARER Andrea D. Berstler	14 TELEPHONE NUMBER 410-749-3612, ext. 113	15 DATE April 17, 2013
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16 TITLE OF PREPARER
Director

DGS 550-6

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
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1 DEPARTMENT/AGENCY Wicomico County Free Library	2 DIVISION N/A	3 UNIT N/A
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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 Articles of Incorporation, charter, bylaws, minutes, and other incorporation records.	5 EARLIEST YEAR/LATEST YEAR 1993 TO 2012
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6 INPUT - Identify source of information to be entered Bylaws and Board minutes of Board meetings held b-monthly each Fiscal Year.	7 OUTPUT - Identify the use/s of information generated by system Document Articles of Incorporation, charter, bylaws, minutes, and other incorporation records.
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8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Records details regarding Articles of Incorporation, charter, bylaws, minutes, and other incorporation records.

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

Controlled by Administration.

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

Information is updated as needed

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.

Information is stored on the administrative server and backed up on the network server.

12 RECOMMENDED RETENTION

Retain Permanently.

13 TYPED OR PRINTED NAME OF PREPARER Andrea D. Berstler	14 TELEPHONE NUMBER 410-749-3612, ext. 113	15 DATE April 17, 2013
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16 TITLE OF PREPARER
Director

<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 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 1 OF 24</p>
<p>1. Department/Agency Wicomico County Free Library</p>	<p>2. Division Human Resources</p>	<p>3. Unit</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 Accident Reports and claims (settled cases).</p>	<p>5. Earliest Year/Latest Year 1980 to 2007</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.) Accidents reported on Wicomico County Free Library property.</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 checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Date</u></p>	<p>9. Volume</p> <p>_____</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 checked="" type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation</p> <p>_____</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 checked="" type="checkbox"/> Other (specify) _____</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>As needed</p>	<p>12. File Becomes Inactive After</p> <p>_____</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>No schedule exists</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 122 S. Division Street Salisbury, MD 21801 Administrative Assistants file cabinet</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) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><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</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain 7 years; then destroy.</p>	
<p>19. Name and Title of Preparer Andrea D. Berstler, Director</p>	<p>20. Telephone Number 410-749-3612, x 113</p>	<p>21. Date April 17, 2013</p>

Instructions -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

1. Department/Agency
Wicomico County Free Library

2. Division
Accounting

3. Unit

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

4. Record Series Title
Accounts receivable & payable ledgers & schedules.

5. Earliest Year/Latest Year
2000 to 2012

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Ledgers of all checks paid to vendor by fiscal year and all funds received.

7. Record Series Format(s) List all

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

8. Record Series Sequence

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (specify) Date

9. Volume

Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify) By Fiscal Year

10. Annual Accumulation

Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify) By Fiscal Year

11. File is Used

- Daily Weekly Monthly Annually

As needed

12. File Becomes Inactive After

Number Month(s) Year(s)

No schedule exists

13. Current Location(s) (Bldg., Floor, Room)

122 S. Division Street Salisbury, MD 21801

Most recent 3 years are in the Accountant's office, prior years are in the record Storage Room.

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes No

Department Operation Procedures

16. Audit Requirements

- None State Federal Independent County

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes No

18. Recommended Retention

Retain 7 years; then destroy.

19. Name and Title of Preparer

Andrea D. Berstler, Director

20. Telephone Number

410-749-3612, x 113

21. Date

April 17, 2013

1. Department/Agency Wicomico County Free Library	2. Division Administration & accounting	3. Unit
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DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title Articles of Incorporation, charter, bylaws, minutes, and other incorporation records.	5. Earliest Year/Latest Year 1950 to 2012
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6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Bylaws and Board minutes of Board meetings held bi-monthly each Fiscal Year.

<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> 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>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Date</u> <u>Fiscal Year</u></p>	<p>9. Volume</p> <p>_____</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 checked="" type="checkbox"/> Other (specify)</p> <hr/> <p>10. Annual Accumulation</p> <p>_____</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 checked="" type="checkbox"/> Other (specify)</p>
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<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><input type="checkbox"/> As needed</p>	<p>12. File Becomes Inactive After</p> <p>_____</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p><input type="checkbox"/> No schedule exists</p>
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<p>13. Current Location(s) (Bldg., Floor, Room) 122 S. Division Street Salisbury, MD 21801 Administrative Assistant's File Cabinet and Director's Office</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>
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<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><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 type="checkbox"/> Federal <input type="checkbox"/> Independent <input checked="" type="checkbox"/> County</p>
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<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 Permanently.</p>
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19. Name and Title of Preparer Andrea D. Berstler, Director	20. Telephone Number 410-749-3612, x 113	21. Date April 17, 2013
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Instructions -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

1. Department/Agency
Wicomico County Free Library

2. Division
Accounting

3. Unit

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

4. Record Series Title
Audit Reports.

5. Earliest Year/Latest Year
1980 to 2012

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Auditor work papers and audit reports done by each fiscal year.

7. Record Series Format(s) List all

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

8. Record Series Sequence

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (specify)
Date Fiscal Year

9. Volume

Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify)

10. Annual Accumulation

Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify)

11. File is Used

- Daily Weekly Monthly Annually

As needed

12. File Becomes Inactive After

Number Month(s) Year(s)

No schedule exists

13. Current Location(s) (Bldg., Floor, Room)
122 S. Division Street Salisbury, MD 21801
File Cabinet in Accountant's Office and Administrative Assistant's File Cabinet

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes No

Department Standard Procedures

16. Audit Requirements

- None State Federal Independent County

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes No

18. Recommended Retention

Retain Permanently.

19. Name and Title of Preparer

Andrea D. Berstler, Director

20. Telephone

Number
410-749-3612, x

21. Date

April 17, 2013

<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 Jeßsup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 5 OF 24</p>
<p>1. Department/Agency Wicomico County Free Library</p>	<p>2. Division Accounting</p>	<p>3. Unit</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 Bank statements, deposit records, electronic funds transfer evidence, cancelled checks and reconciliations.</p>	<p>5. Earliest Year/Latest Year 2000 to 2012</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.) Bank statements with reconciliation – recording deposits transfers and checks deducted – all cancelled checks.</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 type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Date Fiscal Year</u></p>	<p>9. Volume</p> <p>_____</p> <p>Number</p> <p><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)</p> <hr/> <p>10. Annual Accumulation</p> <p>_____</p> <p>Number</p> <p><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)</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>As needed</p>	<p>12. File Becomes Inactive After</p> <p>_____</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>No schedule exists</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 122 S. Division Street Salisbury, MD 21801 Storage Room</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 type="checkbox"/> Federal <input type="checkbox"/> Independent <input checked="" type="checkbox"/> County</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 7 years; then destroy.</p>	
<p>19. Name and Title of Preparer Andrea D. Berstler, Director</p>	<p>20. Telephone Number 410-749-3612, x 113</p>	<p>21. Date April 17, 2013</p>

<p>1. Department/Agency Wicomico County Free Library</p>	<p>2. Division Accounting</p>	<p>3. Unit</p>
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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>4. Record Series Title Chart of Accounts.</p>	<p>5. Earliest Year/Latest Year 2000 to 2012</p>
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6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Chart documenting all account numbers for income and expenditures used on all financial records.

<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 type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Date</u> <u>Fiscal Year</u></p>	<p>9. Volume</p> <p>_____</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 checked="" type="checkbox"/> Other (specify)</p> <hr/> <p>10. Annual Accumulation</p> <p>_____</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 checked="" type="checkbox"/> Other (specify)</p>
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<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>As needed</p>	<p>12. File Becomes Inactive After</p> <p>_____</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>No schedule exists</p>
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<p>13. Current Location(s) (Bldg., Floor, Room) 122 S. Division Street Salisbury, MD 21801 Accounting Office in General Ledger Book</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>
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<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><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 type="checkbox"/> Federal <input type="checkbox"/> Independent <input checked="" type="checkbox"/> County</p>
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<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 7 years; then destroy.</p>
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<p>19. Name and Title of Preparer Andrea D. Berstler, Director</p>	<p>20. Telephone Number 410-749-3612, x 113</p>	<p>21. Date April 17, 2013</p>
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<p>1. Department/Agency Wicomico County Free Library</p>	<p>2. Division Accounting</p>	<p>3. Unit</p>
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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>4. Record Series Title Checks for payments and purchases.</p>	<p>5. Earliest Year/Latest Year 1980 to 2012</p>
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6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Payments for large payments made to vendors – all payments for State and Federal reports – all payments to retirement accounts.

<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 checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Date</u> <u>Fiscal Year</u></p>	<p>9. Volume</p> <p>_____</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 checked="" type="checkbox"/> Other (specify)</p> <hr/> <p>10. Annual Accumulation</p> <p>_____</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 checked="" type="checkbox"/> Other (specify)</p>
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<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>As needed</p>	<p>12. File Becomes Inactive After</p> <p>_____</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>No schedule exists</p>
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<p>13. Current Location(s) (Bldg., Floor, Room) 122 S. Division Street Salisbury, MD 21801 File Storage Room</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>
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<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><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 type="checkbox"/> Federal <input type="checkbox"/> Independent <input checked="" type="checkbox"/> County</p>
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<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 7 years: then destroy.</p>
---	---

<p>19. Name and Title of Preparer Andrea D. Berstler, Director</p>	<p>20. Telephone Number 410-749-3612, x 113</p>	<p>21. Date April 17, 2013</p>
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1. Department/Agency Wicomico County Free Library	2. Division Accounting	3. Unit
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DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title Contracts (still in effect).	5. Earliest Year/Latest Year 2000 to 2012
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6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Contracts agreements of large amounts.

<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 type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) Date _____</p>	<p>9. Volume</p> <p>_____</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> <hr/> <p>10. Annual Accumulation</p> <p>_____</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>
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<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>As needed</p>	<p>12. File Becomes Inactive After</p> <p>_____</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>No schedule exists</p>
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<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>122 S. Division Street Salisbury, MD 21801</p> <p>Administrative Assistant's File Cabinet</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>
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<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>
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<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 until 7 years after expiration; then destroy.</p>
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19. Name and Title of Preparer Andrea D. Berstler, Director	20. Telephone Number 410-749-3612, x 113	21. Date April 17, 2013
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Instructions -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

AGENCY RECORDS INVENTORY

PAGE 9 OF 24

1. Department/Agency
Wicomico County Free Library

2. Division
Administration

3. Unit

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

4. Record Series Title
Correspondence.

5. Earliest Year/Latest Year
1980 to 2012

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Correspondence related to the management and operation of the library.

7. Record Series Format(s) List all

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

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) Date
Fiscal Year

9. Volume

Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) - Banker Storage Boxes

10. Annual Accumulation

Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) - Banker Storage Boxes

11. File is Used

- Daily Weekly Monthly Annually
As needed

12. File Becomes Inactive After

- Number Month(s) Year(s)
No schedule exists

13. Current Location(s) (Bldg., Floor, Room)

122 S. Division Street Salisbury, MD 21801
Administrative Assistant's File Cabinet

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes No

Permission from Director

16. Audit Requirements

- None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes No

18. Recommended Retention

Retain Permanently.

19. Name and Title of Preparer
Andrea D. Berstler, Director

20. Telephone Number
410-749-3612, x 113

21. Date
April 17, 2013

Instructions -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

1. Department/Agency
Wicomico County Free Library

2. Division
Accounting

3. Unit

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

4. Record Series Title
Donations.

5. Earliest Year/Latest Year
2000 to 2012

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Documentation of all donations and if specified or unspecified.

7. Record Series Format(s) List all

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

8. Record Series Sequence

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (specify)
Date Fiscal Year

9. Volume

Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify)

10. Annual Accumulation

Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify)

11. File is Used

- Daily Weekly Monthly Annually
- As needed

12. File Becomes Inactive After

- Number Month(s) Year(s)
- No schedule exists

13. Current Location(s) (Bldg., Floor, Room)
122 S. Division Street Salisbury, MD 21801
Administrative Assistant's File Cabinet

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes No

16. Audit Requirements

- None State Federal Independent County

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes No

18. Recommended Retention

Retain for 7 years; then destroy.

19. Name and Title of Preparer
Andrea D. Berstler, Director

20. Telephone Number
410-749-3612, x 113

21. Date
April 17, 2013

<p>1. Department/Agency Wicomico County Free Library</p>	<p>2. Division Human Resources</p>	<p>3. Unit</p>
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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>4. Record Series Title Employment Applications.</p>	<p>5. Earliest Year/Latest Year 2006 to 2012</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.)
Job Applications.

<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 type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Date</u> <u>Fiscal Year</u></p>	<p>9. Volume</p> <p>_____</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 checked="" type="checkbox"/> Other (specify)</p> <hr/> <p>10. Annual Accumulation</p> <p>_____</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 checked="" type="checkbox"/> Other (specify)</p>
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<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><input type="checkbox"/> As needed</p>	<p>12. File Becomes Inactive After</p> <p>_____</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>No schedule exists</p>
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<p>13. Current Location(s) (Bldg., Floor, Room) 122 S. Division Street Salisbury, MD 21801 Personnel File Cabinet in Director's Office</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>
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<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Permission by Director</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>
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<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 3 years from record creation; then destroy.</p>
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<p>19. Name and Title of Preparer Andrea D. Berstler, Director</p>	<p>20. Telephone Number 410-749-3612, x 113</p>	<p>21. Date April 17, 2013</p>
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1. Department/Agency Wicomico County Free Library	2. Division Accounting	3. Unit
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DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title Financial Statements, year end.	5. Earliest Year/Latest Year 1980 to 2012
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6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Financial statements of all financial transactions by account number and year end records for auditor.

<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 checked="" type="checkbox"/> Other (specify) <u>Computer Server</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Date Fiscal Year</u></p>	<p>9. Volume</p> <p>_____</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 checked="" type="checkbox"/> Other (specify)</p> <hr/> <p>10. Annual Accumulation</p> <p>_____</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 checked="" type="checkbox"/> Other (specify)</p>
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<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>As needed</p>	<p>12. File Becomes Inactive After</p> <p>_____</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>No schedule exists</p>
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<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>122 S. Division Street Salisbury, MD 21801</p> <p>Storage Room</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>
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<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><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 type="checkbox"/> Federal <input type="checkbox"/> Independent <input checked="" type="checkbox"/> County</p>
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<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 Permanently.</p>
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19. Name and Title of Preparer Andrea D. Berstler, Director	20. Telephone Number 410-749-3612, x 113	21. Date April 17, 2013
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<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 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 13 OF 24</p>
1. Department/Agency Wicomico County Free Library	2. Division Accounting	3. Unit
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title General ledgers, year-end trial balance and journals.		5. Earliest Year/Latest Year 1980 to 2012
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Ledgers of monthly and year-end – income statements, trial balance and budget report.		
7. Record Series Format(s) 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 checked="" type="checkbox"/> Other (specify) <u>Computer Server</u>	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Date</u>	9. Volume _____ 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)
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually As needed		10. Annual Accumulation _____ 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)
12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) No schedule exists		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
13. Current Location(s) (Bldg., Floor, Room) 122 S. Division Street Salisbury, MD 21801 3 years in the Accountant's Office, prior years in storage room		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent <input checked="" type="checkbox"/> County
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain Permanently.
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		19. Name and Title of Preparer Andrea D. Berstler, Director
20. Telephone Number 410-749-3612, x 113		21. Date April 17, 2013

Instructions -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

1. Department/Agency
Wicomico County Free Library

2. Division
Accounting

3. Unit

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

4. Record Series Title
Grants, funded.

5. Earliest Year/Latest Year
2000 to 2012

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Detailed records pertaining to grand expenditures, processing and reimbursement.

7. Record Series Format(s) List all

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

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) Date Fiscal Year

9. Volume

Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

10. Annual Accumulation

Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

11. File is Used

- Daily Weekly Monthly Annually

As needed

12. File Becomes Inactive After

Number Month(s) Year(s)

No schedule exists

13. Current Location(s) (Bldg., Floor, Room)

122 S. Division Street Salisbury, MD 21801
Financial Records Accountant's File Cabinet, Paper Applications are in
Administrative Assistant's File Cabinet

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes No

16. Audit Requirements

- None State Federal Independent County

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes No

18. Recommended Retention

Retain 7 years after closure; then destroy.

19. Name and Title of Preparer
Andrea D. Berstler, Director

20. Telephone Number
410-749-3612, x 113

21. Date
April 17, 2013

Instructions -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

1. Department/Agency Wicomico County Free Library	2. Division Human Resources	3. Unit
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DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title Department of Homeland Security Employment Eligibility Verification Form I-9.	5. Earliest Year/Latest Year 2005 to 2012
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6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
I-9 forms signed by all employees with proof of social security number and a date of birth.

7. Record Series Format(s) 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) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____ Date _____	9. Volume _____ 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) _____
		10. Annual Accumulation _____ 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) _____

11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually As needed	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) No schedule exists
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13. Current Location(s) (Bldg., Floor, Room) 122 S. Division Street Salisbury, MD 21801 Accounting Office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Administrative Staff Only	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent
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17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain 3 years after hire date; then destroy.
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19. Name and Title of Preparer Andrea D. Berstler, Director	20. Telephone Number 410-749-3612, x 113	21. Date April 17, 2013
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Instructions -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

AGENCY RECORDS INVENTORY

PAGE 16 OF 24

1. Department/Agency
Wicomico County Free Library

2. Division
Accounting

3. Unit

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

4. Record Series Title
Internal Audit Reports.

5. Earliest Year/Latest Year
2005 to 2012

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Auditor documentation of end of year audit.

7. Record Series Format(s) List all

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

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) Date
Fiscal Year

9. Volume

Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

10. Annual Accumulation

Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

11. File is Used

Daily Weekly Monthly Annually

As needed

12. File Becomes Inactive After

Number Month(s) Year(s)

No schedule exists

13. Current Location(s) (Bldg., Floor, Room)

122 S. Division Street Salisbury, MD 21801
Administrative Assistant's File Cabinet

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

Yes No

16. Audit Requirements

None State Federal Independent County

17. Is an Index System used? If yes, explain briefly and describe requirements

Yes No

18. Recommended Retention

Retain 3 years; then destroy.

19. Name and Title of Preparer
Andrea D. Berstler, Director

20. Telephone Number
410-749-3612, x 113

21. Date
April 17, 2013

1. Department/Agency Wicomico County Free Library	2. Division Accounting	3. Unit
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DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title Invoices (to customers, from vendors).	5. Earliest Year/Latest Year 2000 to 2012
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6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Copies of invoices by vendor.

<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 checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Date</u></p>	<p>9. Volume</p> <p>_____</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 checked="" type="checkbox"/> Other (specify)</p> <hr/> <p>10. Annual Accumulation</p> <p>_____</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 checked="" type="checkbox"/> Other (specify)</p>
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<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>As needed</p>	<p>12. File Becomes Inactive After</p> <p>_____</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>No schedule exists</p>
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<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>122 S. Division Street Salisbury, MD 21801</p> <p>3 years in Accounting Office, prior years in Storage Room</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>
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<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><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 type="checkbox"/> Federal <input type="checkbox"/> Independent <input checked="" type="checkbox"/> County</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 7 years; then destroy.</p>
---	---

19. Name and Title of Preparer Andrea D. Berstler, Director	20. Telephone Number 410-749-3612, x 113	21. Date April 17, 2013
--	---	----------------------------

Instructions -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		AGENCY RECORDS INVENTORY PAGE 18 OF 24	
1. Department/Agency Wicomico County Free Library		2. Division Accounting		3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Payroll records and summaries including expense reports and records related to employee leave (Equal Pay Act, Fair Labor Standards Act).			5. Earliest Year/Latest Year 2000 to 2012		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Records contain details regarding payroll calculation and leave usage and tracking.					
7. Record Series Format(s) 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 checked="" type="checkbox"/> Other (specify) <u>Computer Server</u>		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Date</u>		9. Volume _____ 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)	
		10. Annual Accumulation _____ 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)			
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly and As needed		12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) <input type="checkbox"/> No schedule exists			
13. Current Location(s) (Bldg., Floor, Room) 122 S. Division Street Salisbury, MD 21801 3 years in Accounting Office, prior years in Storage Room		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Department Operation Procedures		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent <input checked="" type="checkbox"/> County			
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Stored by pay period, alphabetical by name		18. Recommended Retention Retain 7 years; then destroy.			
19. Name and Title of Preparer Andrea D. Berstler, Director		20. Telephone Number 410-749-3612, x 113		21. Date April 17, 2013	

Instructions -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

1. Department/Agency
Wicomico County Free Library

2. Division
Human Resources

3. Unit

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

4. Record Series Title
Personnel files, terminated employees.

5. Earliest Year/Latest Year
2000 to 2012

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Employee records as years of service, records of all types of leave and increases in wages.

7. Record Series Format(s) List all

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

8. Record Series Sequence

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (specify) _____

9. Volume

Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify) _____

10. Annual Accumulation

Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify) _____

11. File is Used

- Daily Weekly Monthly Annually

As needed

12. File Becomes Inactive After

- Number Month(s) Year(s)

No schedule exists

13. Current Location(s) (Bldg., Floor, Room)

122 S. Division Street Salisbury, MD 21801
Director's Office File Cabinet and Storage Room

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes No

Department Operation Procedures

16. Audit Requirements

- None State Federal Independent County

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes No

Alphabetically

18. Recommended Retention

Retain 7 years after termination; then destroy.

19. Name and Title of Preparer

Andrea D. Berstler, Director

20. Telephone

Number
410-749-3612, x
113

21. Date

April 17, 2013

<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 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 20 OF 24</p>
1. Department/Agency Wicomico County Free Library	2. Division Accounting	3. Unit
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Petty Cash Vouchers.	5. Earliest Year/Latest Year 2005 to 2012	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Expenses paid by cash.		
7. Record Series Format(s) 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) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Date</u> <u>Fiscal Year</u>	9. Volume _____ 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) _____ 10. Annual Accumulation _____ 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) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually As needed	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) No schedule exists	
13. Current Location(s) (Bldg., Floor, Room) 122 S. Division Street Salisbury, MD 21801 Accounting Office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent <input checked="" type="checkbox"/> County	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain 3 years; then destroy.	
19. Name and Title of Preparer Andrea D. Berstler, Director	20. Telephone Number 410-749-3612, x 113	21. Date April 17, 2013

Instructions -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

1. Department/Agency
Wicomico County Free Library

2. Division
Accounting

3. Unit

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

4. Record Series Title
Retirement and pension records including summary plan description (Employment Retirement Income Security Act).

5. Earliest Year/Latest Year
1980 to 2012

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Documentation of Retirement Plan and payroll deductions for both State Retirement Systems and 403B Plan.

7. Record Series Format(s) List all

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

8. Record Series Sequence

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (specify)
Date

9. Volume

Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify)

10. Annual Accumulation

Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify)

11. File is Used

- Daily Weekly Monthly Annually

As needed

12. File Becomes Inactive After

Number Month(s) Year(s)

No schedule exists

13. Current Location(s) (Bldg., Floor, Room)

122 S. Division Street Salisbury, MD 21801
3 years in Accounting Office and prior years in Storage Room

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes No

Department Operation Procedure

16. Audit Requirements

- None State Federal Independent County

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes No

Alphabetically

18. Recommended Retention

Retain 7 years: then destroy.

19. Name and Title of Preparer
Andrea D. Berstler, Director

20. Telephone Number
410-749-3612, x 113

21. Date
April 17, 2013

Instructions -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

1. Department/Agency
Wicomico County Free Library

2. Division
Accounting

3. Unit

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

4. Record Series Title
Tax returns and worksheets.

5. Earliest Year/Latest Year
1980 to 2012

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Copies of 5500 and 990 tax reports prepared by auditors.

7. Record Series Format(s) List all

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

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) Date
Fiscal Year

9. Volume

- Number
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

10. Annual Accumulation

- Number
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

11. File is Used

- Daily Weekly Monthly Annually
As needed

12. File Becomes Inactive After

- Number Month(s) Year(s)
No schedule exists

13. Current Location(s) (Bldg., Floor, Room)

122 S. Division Street Salisbury, MD 21801
Administrative Assistant's File Cabinet

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes No

16. Audit Requirements

- None State Federal Independent County

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes No

18. Recommended Retention

Retain 7 years; then destroy.

19. Name and Title of Preparer
Andrea D. Berstler, Director

20. Telephone Number
410-749-3612, x 113

21. Date
April 17, 2013

Instructions -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

1. Department/Agency
Wicomico County Free Library

2. Division
Human Resources

3. Unit

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

4. Record Series Title
Timesheets, books, cards.

5. Earliest Year/Latest Year
2000 to 2012

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Employee timesheets which reports days worked and any time taken off (sick, vacation, personal and minus time).

7. Record Series Format(s) List all

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

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) Date
Fiscal Year

9. Volume

Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

10. Annual Accumulation

Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

11. File is Used

- Daily Weekly Monthly Annually

As needed

12. File Becomes Inactive After

Number Month(s) Year(s)

No schedule exists

13. Current Location(s) (Bldg., Floor, Room)

122 S. Division Street Salisbury, MD 21801
1 year in Accounting Office and prior year in Storage Room

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes No

16. Audit Requirements

- None State Federal Independent County

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes No

18. Recommended Retention

Retain 7 years; then destroy.

19. Name and Title of Preparer
Andrea D. Berstler, Director

20. Telephone Number
410-749-3612, x 113

21. Date
April 17, 2013

Instructions -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

1. Department/Agency Wicomico County Free Library	2. Division Accounting	3. Unit
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DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title Vouchers for payments to vendors, employees, etc. (includes employee/office Travel & entertainment expense reimbursement (Title VII of the Civil Rights Act of 1964, The Americans with Disabilities Act, Age Discrimination in Employment Act).	5. Earliest Year/Latest Year 2000 to 2012
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6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Payment documentation to vendor and employees.

7. Record Series Format(s) 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) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____ <u>Date Fiscal Year</u>	9. Volume _____ 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) _____
		10. Annual Accumulation _____ 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) _____

11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually As needed	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) No schedule exists
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13. Current Location(s) (Bldg., Floor, Room) 122 S. Division Street Salisbury, MD 21801 Accounting Office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent <input checked="" type="checkbox"/> County
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17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain 7 years; then destroy.
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19. Name and Title of Preparer Andrea D. Berstler, Director	20. Telephone Number 410-749-3612, x 113	21. Date April 17, 2013
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