

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

Schedule No.
C1203
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Agency

KENT COUNTY

Division/Unit

OFFICE OF FINANCE

Item No.

Description

Retention

1

Cash Receipts - All reports & back up for daily collections

Cash post listing
Cash receipts updates
Cash receipts edit listing-all depts.
Adjusting journal edit list-tax, ut, bp
Adjusting journal update list-tax, ut, bp, all depts.
Revenue forms
Other supporting documentation
Account activity listing
Print out of bank transactions

Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.

2

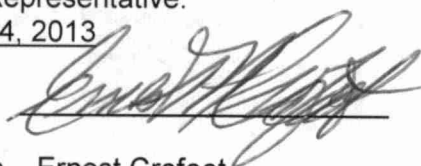
Accounts Payable - All reports & back up for weekly check processing, by check date

Expenditure approval listing
Check register
A/P batch control log
Check copies
Payment forms
Invoices & other supporting documentation

Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.

Schedule Approved by Department, Agency, or Division Representative.
Date April 24, 2013

Signature



Typed Name Ernest Crofoot

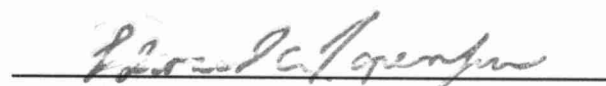
Title County Administrator

Schedule Authorized by State Archivist

Date

6/5/2013

Signature



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RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
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**Item
No.**

Description

Retention

3

Journal Entries - filed by group, by month

Adjusting journal update list
Adjusting journal edit list (1st page with authorization)
Pink journal entry form
Supporting documentation

Retain for five (5) years
and until all audit
requirements have been
fulfilled, then destroy.

4

Cash Post Listings - Daily reports of all collections

Cash post listing
Payment update register- recap by entity-year
Tax billing interface listing- generated journal entries page

Retain for five (5) years
and until all audit
requirements have been
fulfilled, then destroy.

5

1099's - Copies of annual 1099's & supporting reports &
reconciliations

Annual summary & transmit of US info returns
1099 register
2 copies of each 1099
1099 vendor detail from vendor master
1099 register for 1099 misc.
Excel list for all vendors
List of over \$600 +

Retain for seven (7) years
and until all audit
requirements have been
fulfilled, then destroy.

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Item No.	Description	Retention
6	<p>Bank Reconciliations - Bank reconciliations for all County accounts</p> <p>Bank reconciliations Bank statements Account activity listing Outstanding check register Voided check register Supporting documentation from bank (automated clearing house, stop payments, etc.)</p> <p>Deposit Reports - Daily deposit reconciliation of bank deposits to cash receipts posting reports</p> <p>Deposit report Copies of bank deposits Cash post listing Daily check listing</p> <p>Wire Transfer Requests - All documentation used to initiate wire transfers out of bank accounts</p> <p>Monthly summary Original wire transfer request Fax confirmation of wire transfer request Signed copy of wire transfer request from issuing bank Supporting documentation for wire Receipt or print screen of bank processing wire</p> <p>Interest Distribution Reports -Documentation of monthly bank interest distribution among county funds</p> <p>Print screen of monthly interest in bank account Pooled equity interest distribution fund summary-last page Journal entry</p>	<p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p>

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Item No.	Description	Retention
7	Biweekly Payroll Registers – Filed by pay date	Retain for seven (7) years and until all audit requirements have been fulfilled, then destroy.
8	Cumulative Quarterly Payroll Registers – Filed by pay date	Retain for seven (7) years and until all audit requirements have been fulfilled, then destroy.
9	Pension Schedules - Biweekly pension contribution & salary report for each employee who participates in the Maryland State Retirement Maryland State Retirement remittance reconciliation Revenue transmittal Secure file upload utility- confirmation page Adjustment before tax register-Md State Retirement State retirement report-Program PR575LMD PAYRLLN- pension report printed in notepad	Retain for seven (7) years and until all audit requirements have been fulfilled, then destroy.
10	Timesheets - Timesheets by pay period by department Employee time sheet Leave requests Overtime authorizations	Retain for seven (7) years and until all audit requirements have been fulfilled, then destroy.

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Item No.	Description	Retention
11	Payroll Journal Entries – Filed by month Adjusting journal update list Adjusting journal edit list (1 st page with authorization) Pink journal entry form Supporting documentation	Retain for seven (7) years and until all audit requirements have been fulfilled, then destroy.
12	W-2's - All forms & reconciliations associated with filing W-2's W-2 edit listing W-2's W-2 reconciliation Confirmation of filing status	Retain for seven (7) years and until all audit requirements have been fulfilled, then destroy.
13	Federal & State Tax Forms - Biweekly & quarterly payroll tax filings 941's Maryland unemployment report Electronic Federal Tax Payment System deposit confirmation page Federal tax register Bank Automated Clearing House validation report Payroll register total page State tax register Comptroller of Maryland withholding confirmation page	Retain for seven (7) years and until all audit requirements have been fulfilled, then destroy.

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Item No.	Description	Retention
14	<p>Monthly Property Tax reconciliation Box #1 - All reports & backup associated with monthly property tax collections & distributions to towns & state</p> <p>Daily post - summary of daily collections Payment forms to towns Public debt report of collectors of state taxes State tax journal entry Claim for multiple refunds- E-16 Homeowner tax credit verification report (HTC Form 103) Verification of recaptured homeowner's tax credits</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
15	<p>Monthly Property Tax reconciliation Box #2 - All reports & backup associated with monthly property tax collections & distributions to towns & state</p> <p>Assessment change report Tax credit certificate - homeowner's tax credit Report of additions/deductions to the assessable base (OCE) Reconciliation of payable/receivable balances to outstanding tax report Report of collection of agricultural transfer tax Report of collection of agricultural transfer tax-woodland</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
16	<p>Tax Rolls - Alphabetical listing by district of tax & assessment information by taxpayer</p> <p>Kent County tax rolls</p>	<p>Retain permanently. Transfer to State Archives every 10 years.</p>

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Item No.

Description

Retention

17

Tax Sale Certificates - Tax sale certificates & all related redemption/execution back up

- Real estate tax sale certificate
- State Department of Assessment & Taxation database screen prints
- Redemption backup
 - Tax sale redemption form
 - Certificate of redemption
 - Redemption payment, revenue, & petty cash form
- Deed Execution backup
 - Writ of summons
 - Complaint to foreclose rights of redemption
 - Affidavit of title search
 - Affidavit of compliance with section 14-833(A-1) of the property-tax article
 - Order of publication
 - Notice of interested parties
 - Judgment of foreclose the right of redemption
 - Intake sheet
 - Deed execution form
 - Deed copy
 - Deed execution payment, revenue, & petty cash form
 - Correspondence to property owner

Retain for ten (10) years and until all audit requirements have been fulfilled, then destroy.

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Item No.	Description	Retention
18	<p>Annual Tax Sale Backup - All documents & file relating to annual tax sale</p> <p>Prior year sales- not eligible listing Bankruptcy- not eligible listing Delinquent accounts under \$250- not eligible listing Town requests for properties to be sold-final bill & legal notices Water Wastewater Services trail balance & spreadsheet-final bill & legal notices Tax delinquent list & spreadsheet-final bill & legal notices Town requests for properties to be sold-advertisement Water Wastewater Services trial balance & spreadsheet-advertisement Tax delinquent list & spreadsheet-advertisement Consolidated listing of properties to be advertised Copy of tax sale advertisement Town requests for properties to be sold-sale-final Water Wastewater Services trial balance & spreadsheet-sale-final Tax delinquent list & spreadsheet-sale-final Bidder receipts Tax sale certificate status summary Tax sale bidder list</p>	<p>Retain for four (4) years and until all audit requirements have been fulfilled, then destroy.</p>

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Item No.	Description	Retention
19	<p>Water Wastewater Quarterly Billings - All records relating to quarterly water wastewater billing</p> <p>Account-Equivalent Dwelling Unit summary Journal entry Off cycle billing register Billing report #1 Billing report #3 Consumption summary Billing summary Cycle billing registers</p>	<p>Retain for two (2) years and until all audit requirements have been fulfilled, then destroy.</p>
20	<p>Cash Position & Projection Report - Actual & projected cash balances by week</p> <p>Cash position & projection report Account activity report</p>	<p>Retain for two (2) years and until all audit requirements have been fulfilled, then destroy.</p>

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Item No.	Description	Retention
21	Budget Amendments - Budget amendment documents & reconciliations to adopted budgets Amended budget document Resolution Proposed budget amendment schedules Supporting documentation	Retain for ten (10) years and until all audit requirements have been fulfilled, then destroy.
22	Budget Work Papers - Work papers for annual budget process Summary of revenues, expenditures, fund balance Summary expense schedules by category Property tax calculation Proposed budget backup Public hearing presentation Proposed to adopted changes	Retain for ten (10) years and until all audit requirements have been fulfilled, then destroy.
23	Adopted Budget Documents	Retain for ten (10) years and until all audit requirements have been fulfilled, then destroy.
24	Budget Adjusting Journal Entries - Budget adjusting journal entries filed by type, then # Budget adjustment update list Kent County budget adjustment journal entry form (green) Supporting documentation Budget spread back up Amended budget balance verification report Adopted & amended budget report for departments	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.

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Item No.	Description	Retention
25	Audit Work papers - Audit work papers by year for all funds	Retain permanently. Transfer to State Archives every 10 years.
26	Audited Financial Statements Audited Financial Statements Management Letter Uniform Financial Report (UFR) Single Audit	Retain permanently. Transfer to State Archives every 10 years.
27	Grants - All paperwork associated with grants received by county Grant agreements/Memorandum Of Understanding (MOU) Grant awards Grant modifications Reimbursement requests Grant budget schedules Grant summary by quarter (revenues & expenditures) Balance sheet work papers	Retention based on grant requirements, then destroy.
28	Fixed Asset Reports - Listing of all fixed assets by asset # & supporting invoices & back up Cumulative annual activity report Invoices & backup by asset	Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.

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		AGENCY RECORDS INVENTORY Page 1 Of	
1. DEPARTMENT/AGENCY Kent County		2. DIVISION Office of Finance		3. UNIT	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE CASH RECEIPTS				5. EARLIEST YEAR / LATEST YEAR 2007 TO Present	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). *All reports & back up for daily collections -Cash post listings -Adjusting journal edit list-tax, ut, bp -Cash receipts updates -Revenue Forms -Cash receipts edit listing-all departments -Other supporting documentation -Adjusting journal edit list-tax, ut, bp, all depts -Account activity listing -Print out of bank transactions					
7. RECORD SERIES FORMAT(S)		8. RECORD SERIES SEQUENCE		9. VOLUME	
<input checked="" type="checkbox"/> Letter Size Microfilm <input checked="" type="checkbox"/> Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)		<input checked="" type="checkbox"/> Alphabetical Numerical Chronological Geographical Other (Specify)		<input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number 10x12x15 Storage Box	
				10. ANNUAL ACCUMULATION	
				<input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number 10x12x15 Storage Box	
11. FILE IS USED			12. FILE BECOMES INACTIVE AFTER		
Daily Weekly Monthly <input checked="" type="checkbox"/> Annually			_____ Number Month(s) 5 Year(s)		
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Basement/Office			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input checked="" type="checkbox"/> No		
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No			16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No			18. RECOMMENDED RETENTION Use General Retention & Disposal Schedule		
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE	

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		AGENCY RECORDS INVENTORY	
				Page 1 Of	
1. DEPARTMENT/AGENCY Kent County		2. DIVISION Office of Finance		3. UNIT	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE Accounts Payable				5. EARLIEST YEAR / LATEST YEAR 2007 TO Present	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). *All reports & back up for weekly check processing, by check date -Expenditure approval listing -Check register -A/P batch control log -Check copies -Payment forms -Invoices & other supporting documentation					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input checked="" type="checkbox"/> Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical Numerical Chronological Geographical Other (Specify)		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) Number 10x12x15 Storage Box	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) Number 10x12x15 Storage Box	
11. FILE IS USED Daily Weekly Monthly <input checked="" type="checkbox"/> Annually		12. FILE BECOMES INACTIVE AFTER Number Month(s) 5 Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Basement/Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input checked="" type="checkbox"/> No			
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Use General Retention & Disposal Schedule			
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE	

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		AGENCY RECORDS INVENTORY Page 1 Of	
1. DEPARTMENT/AGENCY Kent County		2. DIVISION Office of Finance		3. UNIT	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE Journal Entries				5. EARLIEST YEAR / LATEST YEAR : 2007 TO Present	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). *Filed by group, by month -Adjusting journal update list -Adjusting journal edit list (1st page with authorization) -Pink journal entry form -Supporting documentation					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input checked="" type="checkbox"/> Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical Numerical Chronological Geographical Other (Specify)		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number 10x12x15 Storage Box	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number 10x12x15 Storage Box	
11. FILE IS USED Daily Weekly Monthly <input checked="" type="checkbox"/> Annually		12. FILE BECOMES INACTIVE AFTER _____ Number Month(s) 5 Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Basement/Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Use General Retention & Disposal Schedule			
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE	

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		AGENCY RECORDS INVENTORY Page 1 Of	
1. DEPARTMENT/AGENCY Kent County		2. DIVISION Office of Finance		3. UNIT	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE Cash Post Listings				5. EARLIEST YEAR / LATEST YEAR 2007 TO Present	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). *HTE daily reports of all collections -Cash post listing -Payment update register-recap by entity-year -Tax billing interface listing-generated journal entries page					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input checked="" type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input type="checkbox"/> Other (Specify)		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box	
11. FILE IS USED Daily Weekly Monthly <input checked="" type="checkbox"/> Annually		12. FILE BECOMES INACTIVE AFTER _____ Number Month(s) 5 Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Basement/Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Use General Retention & Disposal Schedule			
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1. DEPARTMENT/AGENCY Kent County		2. DIVISION Office of Finance		3. UNIT	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE 1099's				5. EARLIEST YEAR / LATEST YEAR 2005 TO Present	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). *1099's-Copies of annual 1099's & supporting reports & reconciliations -Annual summary & transmit of US info returns -Excel list for all vendors -1099 register -List of over \$600 + -2 copies of each 1099 -1099 vendor detail from vendor master -1099 register for 1099 misc.					
7. RECORD SERIES FORMAT(S) Letter Size Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape <input checked="" type="checkbox"/> Other (Specify) 8 1/2 x 5		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical Numerical Chronological Geographical Other (Specify)		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) Number 10x12x15 Storage Box	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) Number 10x12x15 Storage Box	
11. FILE IS USED Daily Weekly Monthly <input checked="" type="checkbox"/> Annually			12. FILE BECOMES INACTIVE AFTER Number Month(s) 7 Year(s)		
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Basement/Office			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input checked="" type="checkbox"/> No		
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				Page 1 Of	
1. DEPARTMENT/AGENCY Kent County		2. DIVISION Office of Finance		3. UNIT	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE Bank Reconciliations				5. EARLIEST YEAR / LATEST YEAR 2007 TO Present	
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 reconciliations for all county accounts -Bank reconciliations -Bank statements -Account activity listing -Outstanding check register -Voided check register -Supporting documentation from bank (ach's, stop payments, etc.)					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)		8. RECORD SERIES SEQUENCE Alphabetical <input checked="" type="checkbox"/> Numerical Chronological Geographical Other (Specify)		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) Number 10x12x15 Storage Box	
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15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Use General Retention & Disposal Schedule			
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE	

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		AGENCY RECORDS INVENTORY Page 1 Of	
1. DEPARTMENT/AGENCY Kent County		2. DIVISION Office of Finance		3. UNIT	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE Deposit Reports				5. EARLIEST YEAR / LATEST YEAR 2007 TO Present	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). *Daily deposit reconciliation of bank deposits to cash receipts posting reports -Deposit report -Copies of bank deposits -Cash post listing -Daily check listing					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)		8. RECORD SERIES SEQUENCE Alphabetical <input checked="" type="checkbox"/> Numerical Chronological Geographical Other (Specify)		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number 10x12x15 Storage Box	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number 10x12x15 Storage Box	
11. FILE IS USED Daily Weekly Monthly <input checked="" type="checkbox"/> Annually		12. FILE BECOMES INACTIVE AFTER _____ Number Month(s) 5 Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Basement/Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Use General Retention & Disposal Schedule			
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE	

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	AGENCY RECORDS INVENTORY Page 1 Of
1. DEPARTMENT/AGENCY Kent County	2. DIVISION Office of Finance	3. UNIT
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. RECORDS SERIES TITLE Wire Transfer Requests	5. EARLIEST YEAR / LATEST YEAR 2007 TO Present	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). *All documentation used to initiate wire transfers out of bank accounts -Monthly summary -Original wire transfer request -Fax confirmation of wire transfer request -Signed copy of wire transfer request from issuing bank -Supporting documentation for wire -Receipt or print screen of bank processing wire		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)	8. RECORD SERIES SEQUENCE Alphabetical <input checked="" type="checkbox"/> Numerical Chronological Geographical Other (Specify)	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number 10x12x15 Storage Box 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number 10x12x15 Storage Box
11. FILE IS USED Daily Weekly Monthly <input checked="" type="checkbox"/> Annually	12. FILE BECOMES INACTIVE AFTER _____ Month(s) 5 Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Basement/Office	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No	16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Use General Retention & Disposal Schedule	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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		AGENCY RECORDS INVENTORY Page 1 Of	
1. DEPARTMENT/AGENCY Kent County		2. DIVISION Office of Finance		3. UNIT	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE Interest Distribution Reports				5. EARLIEST YEAR / LATEST YEAR 2007 TO Present	
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 monthly bank interest distribution among county funds -Print screen of monthly interest in bank account -Pooled equity interest distribution fund summary-last page -Journal entry					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input type="checkbox"/> Other (Specify)		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box	
11. FILE IS USED Daily Weekly Monthly <input checked="" type="checkbox"/> Annually		12. FILE BECOMES INACTIVE AFTER _____ Number Month(s) 5 Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Basement/Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Use General Retention & Disposal Schedule			
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE	

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	AGENCY RECORDS INVENTORY Page 1 Of
1. DEPARTMENT/AGENCY KENT COUNTY	2. DIVISION Office of Finance	3. UNIT
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. RECORDS SERIES TITLE Biweekly Payroll Registers-Filed by date Cumulative Quarterly Payroll Registers	5. EARLIEST YEAR / LATEST YEAR 2005 TO Present	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). *Any and all documentations associated with Biweekly & Quarterly Payroll Registers		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input type="checkbox"/> Other (Specify)	8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box
11. FILE IS USED Daily Weekly Monthly <input checked="" type="checkbox"/> Annually	12. FILE BECOMES INACTIVE AFTER _____ Number Month(s) 7 Year(s)	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Basement/Office	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No	16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Use General Retention & Disposal Schedule	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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		AGENCY RECORDS INVENTORY Page 1 Of	
1. DEPARTMENT/AGENCY Kent County		2. DIVISION Office of Finance		3. UNIT	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE Pension Schedules				5. EARLIEST YEAR / LATEST YEAR 2005 TO Present	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). Pension Schedules-Biweekly pension contribution & salary report for each employee who participates in the Maryland State Retirement. *Maryland State Retirement remittance reconciliation *Revenue transmittal *Secure file upload utility-confirmation page *Adjustment before tax register-MD State Retirement *State retirement report-Program PR575LMD *PAYRLLN-pension report printed in notepad					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input type="checkbox"/> Other (Specify)		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box	
		10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box			
11. FILE IS USED Daily Weekly Monthly <input checked="" type="checkbox"/> Annually		12. FILE BECOMES INACTIVE AFTER _____ Number Month(s) 7 Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Basement/Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Use General Retention & Disposal Schedule			
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE	

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		AGENCY RECORDS INVENTORY Page 1 Of	
1. DEPARTMENT/AGENCY Kent County		2. DIVISION Office of Finance		3. UNIT	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE Payroll Timesheets				5. EARLIEST YEAR / LATEST YEAR 2005 TO Present	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). Timesheets-Timesheets by pay period by department *Employee timesheet *Leave Requests *Overtiem authorizations					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input type="checkbox"/> Other (Specify)		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box	
11. FILE IS USED Daily Weekly Monthly <input checked="" type="checkbox"/> Annually		12. FILE BECOMES INACTIVE AFTER _____ Number Month(s) 7 Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Basement/Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Use General Retention & Disposal Schedule			
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE	

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		AGENCY RECORDS INVENTORY Page 1 Of	
1. DEPARTMENT/AGENCY Kent County		2. DIVISION Office of Finance		3. UNIT	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE Payroll Journal Entries				5. EARLIEST YEAR / LATEST YEAR 2005 to Present	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). Payroll Journal Entries-Filed by Month *Adjusting journal update list *Adjusting journal edit list (1st page with authorization) *Pink journal entry form *Supporting documentation					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input type="checkbox"/> Other (Specify)		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box	
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. FILE BECOMES INACTIVE AFTER _____ Number Month(s) 7 Year(s)		
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Basement/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) & regs <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		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. RECOMMENDED RETENTION Use General Retention & Disposal Schedule		
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE	

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	AGENCY RECORDS INVENTORY
		Page 1 Of
1. DEPARTMENT/AGENCY Kent County	2. DIVISION Office of Finance	3. UNIT
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. RECORDS SERIES TITLE W-2's	5. EARLIEST YEAR / LATEST YEAR TO Permanent	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). W-2's - All forms & reconciliations associated with filing W-2's * W-2 edit listing * W-2's * W-2 reconciliation * Confirmation of filing status		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input type="checkbox"/> Other (Specify)	8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. FILE BECOMES INACTIVE AFTER _____ Month(s) Year(s) Permanently Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Basement/Office/Lynch	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) & regs <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Payroll Personnel Only	16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Use General Retention & Disposal Schedule	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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	AGENCY RECORDS INVENTORY Page 1 Of
1. DEPARTMENT/AGENCY Kent County	2. DIVISION Office of Finance	3. UNIT
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. RECORDS SERIES TITLE Federal & State Tax Forms	5. EARLIEST YEAR / LATEST YEAR 2005 to Present	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). Federal & State Tax Forms-Biweekly & quarterly payroll tax filings *941's *Maryland Unemployment report *EFTPS deposit confirmation page *Federal tax register *PNC ACH validation report *Payroll register total page *State tax register *Comptroller of Maryland withholding confirmation page		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)	8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical Numerical Chronological Geographical Other (Specify)	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box
11. FILE IS USED Daily Weekly Monthly <input checked="" type="checkbox"/> Annually	12. FILE BECOMES INACTIVE AFTER _____ Month(s) 7 Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Basement/Office	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No	16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Use General Retention & Disposal Schedule	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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		AGENCY RECORDS INVENTORY Page 1 Of	
1. DEPARTMENT/AGENCY Kent County		2. DIVISION Office of Finance		3. UNIT	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE Maryland Property Tax Reconciliation Box #1				5. EARLIEST YEAR / LATEST YEAR 2009 TO Present	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). All reports & backup associated with monthly property tax collections & distributions to towns & state *Daily post-summary of daily collections *Homeowner tax credit verifications report (HTC form 103) *Payment forms to towns *Public debt report of collectors of state taxes *State tax journal entry *Claim for multiple refund- E-16 *Verification of recaptured homeowner's tax credits					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input type="checkbox"/> Other (Specify)		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box	
		10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box			
11. FILE IS USED Daily Weekly <input checked="" type="checkbox"/> Monthly Annually		12. FILE BECOMES INACTIVE AFTER _____ Number Month(s) 3 Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Basement/Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Use General Retention & Disposal Schedule			
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE	

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		AGENCY RECORDS INVENTORY Page 1 Of	
1. DEPARTMENT/AGENCY Kent County		2. DIVISION Office of Finance		3. UNIT	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE Maryland Property Tax Reconciliation Box #2				5. EARLIEST YEAR / LATEST YEAR 2009 TO Present	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). All reports & backup associated with monthly property tax collections & distributions to towns & state. *Assessment change report *Tax credit certificate-homeowner's tax credit *Report of additions/deductions to the assessable base (OCE) *Reconciliation of payable/receivable balances to outstanding tax report *Report of collection of agricultural transfer tax (woodland)					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input type="checkbox"/> Other (Specify)		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box	
11. FILE IS USED Daily Weekly <input checked="" type="checkbox"/> Monthly Annually			12. FILE BECOMES INACTIVE AFTER _____ Month(s) 3 Year(s) Number		
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Basement/Office			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input checked="" type="checkbox"/> No		
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No			16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No			18. RECOMMENDED RETENTION Use General Retention & Disposal Schedule		
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE	

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		AGENCY RECORDS INVENTORY Page 1 Of
	1. DEPARTMENT/AGENCY Kent County	2. DIVISION Office of Finance	3. UNIT
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
4. RECORDS SERIES TITLE Tax Rolls		5. EARLIEST YEAR / LATEST YEAR TO Permanent	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). Alphabetical listing by district of tax & assessment information by taxpayer *Kent County Tax Rolls			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input type="checkbox"/> Other (Specify)		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)	
		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box	
		10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box	
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually		12. FILE BECOMES INACTIVE AFTER _____ Month(s) Year(s) Permanently Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Basement/Office/Lynch		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Use General Retention & Disposal Schedule	
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER	21. DATE

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		AGENCY RECORDS INVENTORY Page 1 Of 2	
1. DEPARTMENT/AGENCY Kent County		2. DIVISION Office of Finance		3. UNIT	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE Tax Sale Certificates				5. EARLIEST YEAR / LATEST YEAR 2002 TO Present	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). Tax sale certificates & all related redemption/execution back up *Real estate tax sale certificate *SDAT database screen prints *Redemption backup -tax sale redemption form -certificate of redemption -redemption payment, revenue & petty cash forms					
(Continued to Page 2)					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical Numerical Chronological Geographical Other (Specify)		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number 10x12x15 Storage Box	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number 10x12x15 Storage Box	
11. FILE IS USED Daily Weekly Monthly <input checked="" type="checkbox"/> Annually		12. FILE BECOMES INACTIVE AFTER _____ Number Month(s) 10 Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Basement/Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Use General Retention & Disposal Schedule			
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE	

Kent County
Office of Finance
Tax Sale Certificates
(Page 2 Continued)

*Deed execution backup

- writ of summons
- complaint of foreclose rights of redemption
- affidavit of title search
- affidavit of compliance with section 14-833 (A-1) of
the property-tax article
- order of publication
- notice of interested parties
- judgment of foreclose the right of redemption
- intake sheet
- deed execution form
- deed
- deed execution payment, revenue & petty cash form
- correspondence to property owner

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		AGENCY RECORDS INVENTORY Page 1 Of 2	
1. DEPARTMENT/AGENCY Kent County		2. DIVISION Office of Finance		3. UNIT	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE Annual Tax Sale Backup				5. EARLIEST YEAR / LATEST YEAR 2008 TO Present	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). All documents & files relating to annual tax sale *prior year sales-not eligible listing *bankruptcy-not eligible listing *delinquent accounts under \$250-not eligible listing *town requests for properties to be sold-final bill & legal notices *WWS trial balance & spreadsheet-final bill & legal notices *tax delinquent list & spreadsheet-final bill & legal notices (Continued to Page 2)					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input type="checkbox"/> Other (Specify)		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box	
11. FILE IS USED Daily Weekly Monthly <input checked="" type="checkbox"/> Annually		12. FILE BECOMES INACTIVE AFTER _____ Month(s) 4 Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Basement/Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Use General Retention & Disposal Schedule			
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE	

Kent County
Office of Finance
Annual Tax Sale Backup
(Page 2 Continued)

- *town requests for properties to be sold-advertisement
- *WWS trial balance & spreadsheet-advertisement
- *Tax delinquent list & spreadsheet-advertisement
- *consolidated listing of properties to be advertised
- *copy of tax sale advertisement
- *town requests for properties to be sold-sale-final
- *WWS trial balance & spreadsheet-sale-final
- *Tax delinquent list & spreadsheet-sale-final
- *bidder receipts
- *tax sale certificate status summary
- *tax sale bidder list

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		AGENCY RECORDS INVENTORY	
				Page 1 Of	
1. DEPARTMENT/AGENCY Kent County		2. DIVISION Office of Finance		3. UNIT	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE Water Wastewater Quarterly Billings				5. EARLIEST YEAR / LATEST YEAR 2010 TO Present	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). All records relating to quarterly water wastewater billing *account/EDU summary *billing summary *Journal entry *cycle billing registers *off cycle billing register *billing report #1 *billing report #3 *consumption summary					
7. RECORD SERIES FORMAT(S) X Letter Size Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)		8. RECORD SERIES SEQUENCE X Alphabetical X Numerical Chronological Geographical Other (Specify)		9. VOLUME X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) Number 10x12x15 Storage Box	
10. ANNUAL ACCUMULATION X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) Number 10x12x15 Storage Box					
11. FILE IS USED Daily Weekly Monthly <input checked="" type="checkbox"/> Annually		12. FILE BECOMES INACTIVE AFTER Number Month(s) 2 Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Basement/Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) X Yes No Department of Water & Wastewater Services			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Use General Retention & Disposal Schedule			
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE	

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		AGENCY RECORDS INVENTORY Page 1 Of	
1. DEPARTMENT/AGENCY Kent County		2. DIVISION Office of Finance		3. UNIT	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE Cash Position & Projection Report				5. EARLIEST YEAR / LATEST YEAR 2010 TO Present	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). Actual & projected cash balances by week * cash position & projection report * account activity report					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input type="checkbox"/> Other (Specify)		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box	
11. FILE IS USED Daily Weekly <input checked="" type="checkbox"/> Monthly Annually		12. FILE BECOMES INACTIVE AFTER _____ Number Month(s) 2 Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Basement/Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Use General Retention & Disposal Schedule			
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE	

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		AGENCY RECORDS INVENTORY Page 1 Of	
1. DEPARTMENT/AGENCY Kent County		2. DIVISION Office of Finance		3. UNIT	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE Budget Amendments Adopted Budget Documents				5. EARLIEST YEAR/ LATEST YEAR TO Permanent	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). *Budget amendment documents & reconciliations to adopted budgets -amended budget document -resolution -proposed budget amendment schedules -supporting documentation					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)		8. RECORD SERIES SEQUENCE Alphabetical Numerical <input checked="" type="checkbox"/> Chronological Geographical Other (Specify)		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number 10x12x15 Storage Box	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number 10x12x15 Storage Box	
11. FILE IS USED Daily Weekly Monthly <input checked="" type="checkbox"/> Annually		12. FILE BECOMES INACTIVE AFTER _____ Month(s) Year(s) Permanently Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Basement/Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Use General Retention & Disposal Schedule			
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE	

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		AGENCY RECORDS INVENTORY Page 1 Of	
1. DEPARTMENT/AGENCY Kent County		2. DIVISION Office of Finance		3. UNIT	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE Budget Work Papers				5. EARLIEST YEAR / LATEST YEAR TO Permanent	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). Work papers for annual budget process *Summary of revenues, expenditures, fund balance *summary expense schedules by category *property tax calculations *proposed budget backup *public hearing presentation *proposed to adopted changes					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input type="checkbox"/> Other (Specify)		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box	
11. FILE IS USED Daily Weekly Monthly <input checked="" type="checkbox"/> Annually		12. FILE BECOMES INACTIVE AFTER _____ Month(s) Year(s) Permanently Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Basement/Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Use General Retention & Disposal Schedules			
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE	

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		AGENCY RECORDS INVENTORY Page 1 Of	
1. DEPARTMENT/AGENCY Kent County		2. DIVISION Office of Finance		3. UNIT	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE Budget Adjusting Journal Entries				5. EARLIEST YEAR / LATEST YEAR 2007 TO Present	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). Budget adjusting journal entries filed by type, then # *budget adjustment update list *kent county budget adjustment journal entry form (green) *budget spread back up *amended budget balance verification report *adopted & amended budget report for departments *supporting documentation					
7. RECORD SERIES FORMAT(S) X Letter Size Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)		8. RECORD SERIES SEQUENCE Alphabetical X Numerical Chronological Geographical Other (Specify)		9. VOLUME X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) Number 10x12x15 Storage Box	
11. FILE IS USED Daily Weekly Monthly X Annually		12. FILE BECOMES INACTIVE AFTER Number Month(s) 5 Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Basement/Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes X No			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes X No		16. AUDIT REQUIREMENTS None X State Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes X No		18. RECOMMENDED RETENTION Use General Retention & Disposal Schedules			
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE	

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		AGENCY RECORDS INVENTORY Page 1 Of	
1. DEPARTMENT/AGENCY Kent County		2. DIVISION Office Of Finance		3. UNIT	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE Audit Work Papers Audited Financial Statements				5. EARLIEST YEAR / LATEST YEAR TO Permanent	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). Audit Work Papers-audit work papers by year for all funds Audited Financial Statements *Management letter *Uniform Financial Report (UFR) *Single Audit					
7. RECORD SERIES FORMAT(S)		8. RECORD SERIES SEQUENCE		9. VOLUME	
<input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input type="checkbox"/> Other (Specify)		<input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)		<input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box	
11. FILE IS USED			12. FILE BECOMES INACTIVE AFTER		
Daily Weekly Monthly <input checked="" type="checkbox"/> Annually			_____ Month(s) Year(s) Permanently Number		
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Basement/Office			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes No Copies are presented to County Commissioners		
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No			16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No			18. RECOMMENDED RETENTION Use General Retention & Disposal Schedule		
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE	

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		AGENCY RECORDS INVENTORY Page 1 Of	
1. DEPARTMENT/AGENCY Kent County		2. DIVISION Office of Finance		3. UNIT	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE Grants-all paperwork associated with grants received by county				5. EARLIEST YEAR / LATEST YEAR TO Various Lengths	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). Grant Agreements/MOU's Grant awards Grant modifications Reimbursement requests Grant budgte schedules Grant summary by quarter (revenues & expenditures) Balance sheet work papers					
7. RECORD SERIES FORMAT(S)		8. RECORD SERIES SEQUENCE		9. VOLUME	
<input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input type="checkbox"/> Other (Specify)		<input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)		<input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box	
				10. ANNUAL ACCUMULATION	
				<input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box	
11. FILE IS USED			12. FILE BECOMES INACTIVE AFTER		
Daily Weekly Monthly <input checked="" type="checkbox"/> Annually			_____ Number Month(s) Year(s) Various Lengths		
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Basement/Office			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes No Agency who the grant partains too has copy		
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No			16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No			18. RECOMMENDED RETENTION Use General Retention & Disposal Schedules		
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE	

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		AGENCY RECORDS INVENTORY Page 1 Of	
1. DEPARTMENT/AGENCY Kent. County		2. DIVISION Office of Finance		3. UNIT	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE Fixed Asset Reports				5. EARLIEST YEAR / LATEST YEAR TO Permanent	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). Listing of all fixed assets by asset # & supporting invoices & back up *cumulative annual activity report *invoices & backup by asset					
7. RECORD SERIES FORMAT(S)		8. RECORD SERIES SEQUENCE		9. VOLUME	
<input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input type="checkbox"/> Other (Specify)		<input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)		<input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box	
				10. ANNUAL ACCUMULATION	
				<input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number 10x12x15 Storage Box	
11. FILE IS USED			12. FILE BECOMES INACTIVE AFTER		
Daily Weekly Monthly <input checked="" type="checkbox"/> Annually			_____ Number Month(s) Year(s) Permanently		
13. CURRENT LOCATION(S) (Bldg., Floor, Room)			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
Basement/Office			Yes <input checked="" type="checkbox"/> No		
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs			16. AUDIT REQUIREMENTS		
Yes <input checked="" type="checkbox"/> No			None <input checked="" type="checkbox"/> State Federal Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)			18. RECOMMENDED RETENTION		
Yes <input checked="" type="checkbox"/> No			Use General Retention & Disposal Schedules		
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE	