Schedule No. DEPARTMENT OF GENERAL SERVICES C1337 RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE Page 1 of 2 Agency Division Department ST. MARY'S COUNTY GOVERNMENT FINANCE Finance Item No. Retention Description **GENERAL** GENERAL CORRESPONDENCE - PAPER (NON-ELECTRONIC) 1 Subject arrangement of original incoming letters, Screen annually. Destroy material outgoing letters, memorandum, and any and all having no further administrative, fiscal, correspondence of the department or it's division, excluding legal, or operational value. Retain electronic mail. permanently any material that serves to document the origin, development, and accomplishments of the department or its divisions. Transfer annually to the St. Mary's County Government Archives. Correspondence and data that are the subject of a legal hold for litigation shall be preserved until such time as the Office of the County Attorney for St. Mary's County Government notifies the Department that document destruction can resume. GENERAL CORRESPONDENCE - Electronic Mail (e-mail) Subject arrangement of original incoming electronic mail and/or Screen semi-annually. Retain outgoing electronic mail correspondence of the department or it's permanently any material that serves division. to document the origin, development, and accomplishments of the department or its divisions and transfer annually to the St. Mary's County Government Archives. Electronic mails that are the subject of a legal hold for litigation shall be preserved until such time as the Office of the County Attorney for St. Mary's County Government notifies the Department that document destruction can resume. All other electronic mails are retained by the St. Mary's County Technology Division in accordance with the St. Mary's County Technology Policy as follows: Incoming and outgoing e-mail messages stored on county servers are preserved and accessible for 40 months after which time they are purged from the system. Schedule Approved by Department, Agency, Schedule Authorized by Archivist or Division Representative 5+11-2016 Date Domett Signature Typed Name Jeannett Cudmore Signature Title Director of Finance

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

Schedule No. C1337

¥	RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDUL	E	Page 2 of 2
Agency ST. MARY	'S COUNTY GOVERNMENT	Department FINANCE	Division Finance
Item No.	Description		Retention
	I. GENERAL (contd)		
3	TIME AND ATTENDANCE - EXCLUDES COMP TI	ME REQUESTS	
	Files may contain leave requests and/or weekly timesheets, etc.		Retain for 7 years, then destroy.
4	TIME AND ATTENDANCE-COMP TIME REQUEST	гѕ	
	Files containing comp time requests.		Retain for 9 years, then destroy.
5	EMPLOYEE PERSONNEL RECORDS		
	Files may contain some or all of the following: evaluations, awards, training, written correspondent	ce, etc.	Retain for 5 years after termination, then destroy.
6	GARNISHMENTS		
	Wage related garnishments are located in Employe	e Files	Retain for 9 years after employee termination date, then destroy.
7	FISCAL YEAR BUDGETS		tommunon date, then destroy.
1 1	Budget revenue and expenditure files for department tracking of expenses, invoices, purchase orders, charequests, budget transfer requests, etc.		Retain for 5 years, then destroy.
8	PRODUCTIVITY MEASUREMENTS		
	Annual and cumulative records of statistics used to document productivity measurement as part of the annual budgeting process.		Retain for 5 years, then destroy.

Instructions –Type or Print a separate DEPARTMENT OF GENERAL SERVICE				AGENCY RECORDS INVENTORY	
form for each new or revised record	RECORDS MANAGEMENT DIVISIO				
series. Forward with Records Retention 7275 Waterloo Road, P.O. Box 275					
Schedule (DGS 550-1) Jessup, Maryland 20794				PAGE1 OF _6	
410-799-1930					
Department/Agency Division				3. Unit	
St. Mary's County Government	Department of Finance			Finance	
DEFINITION: RECORD SERIES: A group of	f related records normally filed and used as a unit for	reference a	s well	as retention and disposition purposes.	
4. Record Series Title				5. Earliest Year/Latest Year	
General Correspondence - Paper (Non-Ele	ctronic)			1989 to 2015	
6. Record Series Description (Briefly describ	be the types of information/documents/forms found in	the series.	Includ	e the purpose or function of the series.)	
Subject arrangement of original incoming le	tters, outgoing letters, memorandum, and any and all	correspond	ence c	of the department or its division, excluding	
electronic mail.					
7. Record Series Format(s) List all		8. Record Seri			
Letter Size Microfilm		Sequence		_0	
C. Control of the Control			al	7467356	
Legal Size Computer Tape				File Drawer(s)	
Audio Tape Floppy Disk		☐ Numerical		☐ Microfilm Reel(s) ☐ Computer Tape(s)	
C vindo tabo		○ Chronologi	ical	Other (specify)_ Computer System	
☐ Bound Book ☐ Video Tape		☐ Geographi	ical	10. Annual Accumulation	
Other (specify)Computer System		☐ Geographii	(Jan	10. Annual Accumulation	
		Other (spe		Number	
		_ Computer sy	stem	⊠ File Drawer(s)	
	1			Microfilm Reel(s)	
	- 1			Computer Tape(s)	
				Other (specify)Computer System	
11. File is Used				le Becomes Inactive After	
☐ Daily ☐ Weekly ☐ Monthly			1		
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify		
	uilding, 2 nd Floor and other files in St. Mary's County Government Arch	hives and	agency or office.)		
in the Computer System by our information Technology. 15. Access Restrictions (If Yes, cite Law(s) & Regulation)	(a)		Yes No 16. Audit Requirements		
Yes No	9)		None ☐ State ☐ Federal ☑ Independent		
17. Is an Index System used? If yes, explain briefly and	describe requirements		18. Recommended Retention		
☐ Yes ⊠ No			Screen annually. Destroy material having no		
			further administrative, fiscal, legal, or operational value. Retain permanently any material that serve		
			to do	ocument the origin, development, and	
			acco	omplishments of the department or its divisions.	
			Tran	sfer annually to the St. Mary's County	
			Gove	ernment Archives. Correspondence and data	
			that	are the subject of a legal hold for litigation shall	
			be p	reserved until such time as the Office of the	
			Cour	nty Attorney for St. Mary's County Government	
			notifi	ies the Department that document destruction	
C			can	resume.	
19. Name and Title of Preparer		20.		21. Date	
		Telepi	Telephone		
Patricia M. Stiegman, Deputy Director of Finance Numb			Number 5-11-2016		
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Instructions –Type or Print a separate	DEPARTMENT OF GENERAL SE	ERVICES		AGENCY RECORDS INVENTORY		
form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE2 OF _8		
Department/Agency Division				3. Unit		
St. Mary's County Government	Department of Finance			Finance		
DEFINITION: RECORD SERIES: A group of	I of related records normally filed and used as a ur	nit for reference	as well	as retention and disposition purposes.		
4. Record Series Title				5. Earliest Year/Latest Year		
General Correspondence - Electronic Mail	(e-mail)			1989 to 2015		
6. Record Series Description (Briefly descri	be the types of information/documents/forms fou	nd in the series	. Includ	e the purpose or function of the series.)		
	lectronic mail and/or outgoing electronic mall cor					
7. Record Series Format(s) List all		8. Record S		9. Volume		
		Sequence		_0		
Letter Size Microfilm				Number		
Legal Size Computer Tape		Alphabe	tical	File Drawer(s)		
		Numerio	al	☐ Microfilm Reel(s)		
Audio Tape Floppy Disk				Computer Tape(s)		
☐ Bound Book ☐ Video Tape		Chronol	ogical	Other (specify)_ Computer System		
Other (specify)Computer System		☐ Geograp	phical	10. Annual Accumulation		
		Other (s	pecify)	Number		
		_ Computer	system	File Drawer(s)		
				☐ Microfilm Reel(s) ☐ Computer Tape(s)		
				Other (specify)Computer System		
11. File is Used			12. Fi	le Becomes Inactive After		
	-			40		
Daily Weekly Monthly	Manually Annually			Number Month(s) Year(s)		
Current Location(s) (Bldg., Floor, Room) Active files are in Department of Finance, Chesapeake B in the Computer System by our Information Technology.	Suilding, 2 nd Floor and other files in St. Mary's County Government	ent Archives and	agend	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation	(s)			udit Requirements		
☐ Yes ⊠ No			□ None □ State □ Federal ☒ Independent			
17. Is an Index System used? If yes, explain briefly and	describe requirements		Recommended Retention Screen semi-annually. Retain permanently any			
☐ Yes ☐ No						
			mate	erial that serves to document the origin,		
			development, and accomplishments of the			
				artment or its divisions and transfer annually to		
			the St. Mary's County Government Archives.			
			Electronic mails that are the subject of a legal hold for litigation shall be preserved until such time as the Office of the County Attorney for St. Mary's			
				nty Government notifies the Department that		
				ument destruction can resume. All other		
				tronic mails are retained by the St. Mary's		
			Cou	nty Technology Division in accordance with the		
			St. N	Mary's County Technology Policy as follows:		
		Incoming and outgoing e-mail messages sto				
			county servers are preserved and accessible			
		ths after which time they are purged from the				
19. Name and Title of Preparer		20.	syste	21. Date		
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Teleph				5.11.2016		
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Instructions -Type or Print a	DEPARTMENT OF GENERAL SERVICES		AGENCY RECORDS INVENTORY			
separate form for each new or	RECORDS MANAGEMENT DIVISION					
revised record series. Forward with						
	7275 Waterloo Road, P.O. Box 275		PAGE3 OF _8			
Records Retention Schedule (DGS	Jessup, Maryland 20794 410-799-1930					
550-1)						
Department/Agency	2. Division		3. Unit			
St. Mary's County Government	Department of Finance		Finance			
DEFINITION: RECORD SERIES: A gr	oup of related records normally filed and used as a unit for refe	rence as well a	s retention and disposition purposes.			
4. Record Series Title			5. Earliest Year/Latest Year			
Time and Attendance - Excludes Com	p Time Requests		1989 to 2015			
6. Record Series Description (Briefly d	escribe the types of information/documents/forms found in the	series. Include	the purpose or function of the series.)			
Files may contain leave requests and/	or weekly timesheets, etc.					
7. Record Series Format(s) List all		8. Record Series	9, Volume			
☐ Lefter Size ☐ Microfilm		Sequence	_0			
Letter Size Microfilm			Number File Drawer(s)			
Legal Size Computer Tape		E2 / springers.com				
		☐ Numerical	☐ Microfilm Real(s) ☐ Computer Tape(s)			
Audio Tape Floppy Disk		N				
☐ Bound Book ☐ Video Tape		Chronological	Other (specify)_ Computer System			
			10. Annual Accumulation			
Other (specify)Computer System		Geographical	_1			
		⊠ Other	Number			
		(specify)				
		Computer	☐ Microfilm Reel(s)			
		system	Computer Tape(s)			
			Olher (specify)_ Computer System			
11. File is Used		12. File Bed	comes Inactive After			
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☐ Daily ☐ Weekly ☐ Mont	hly Annually	Number	☐ Month(s) ⊠ Year(s)			
13. Current Location(s) (Bidg., Floor, Room)		14. Is Reco	rd Series Duplicated Elsewhere? (If yes, specify agency or			
Active files are in Department of Finance, Chesap	eake Building, 2 nd Floor and other files in St. Mary's County Government Archives	office.)				
			Yes No			
15. Access Restrictions (If Yes, cite Law(s) & Reg ☐ Yes ☐ No	ulation(s)	16. Audit R	tequirements			
		Non	e Stale Federal Mindependent			
17. Is an Index System used? If yes, explain briefly and describe requirements			ain for 7 years, then destroy.			
☐ Yes ⊠ No		To. Reta	in for 7 years, then desiroy.			
19. Name and Title of Preparer			21. Date			
		Telephone				
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Instructions – Type or Print a DEPARTMENT OF GENERAL SERVICES				AGENCY RECORDS INVENTORY		
separate form for each new or RECORDS MANAGEMENT DIVISION						
revised record series. Forward with 7275 Waterloo Road, P.O. Box 275						
Records Retention Schedule (DGS	Jessup, Maryland 20794			PAGE4 OF _8		
550-1)	410-799-1930					
Department/Agency	2. Division		- 1	3. Unit		
St. Mary's County Government	Department of Finance		1.1	Finance		
DEFINITION: RECORD SERIES: A gri	Dup of related records normally filed and used as a unit for refe	erence	as well as	retention and disposition purposes.		
4. Record Series Title				5. Earliest Year/Latest Year		
Time and Attendance-Comp Time Req	uests			1989 to 2015		
6. Record Series Description (Briefly d	escribe the types of information/documents/forms found in the	serie	s. Include	the purpose or function of the series.)		
Files containing comp time requests.						
7. Record Series Format(s) List all	DATE OF STREET	8. Red	cord Series	9. Volume		
		Seque	ance	_0		
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		□ N	umerical	☐ Microfilm Reel(s) ☐ Computer Tape(s)		
☐ Audio Tape ☐ Floppy Disk		521				
☐ Bound Book ☐ Video Tape		Chron	ological	Other (specify)_Computer System		
				10. Annual Accumulation		
Other (specify)Computer System		Geographical		_1		
		× o	ther	Number		
		(speci	ify) _	⊠ File Drawer(s)		
		Comp	NP IOLE	Microfilm Reel(s)		
		syster	n	Computer Tape(s)		
				Other (specify) Computer System		
11. File is Used	BULL BUILDING SAISE		12. File Beco	omes inactive After		
			9			
☐ Daily ☐ Weekly ☐ Month	hly 🖾 Annually		Number	☐ Month(s) ☐ Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Recon	d Series Duplicated Elsewhere? (If yes, specify agency or		
Active files are in Department of Finance, Chesap	eake Building, 2 [™] Floor and other files in St. Mary's County Government Archives		office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regu	ulation(s)		☐ Yes ☑ No 16. Audit Requirements			
☐ Yes ⊠ No						
			☐ None	a ☐ State ☐ Federal ☑ Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes No			18. Retain for 9 years, then destroy.			
19. Name and Title of Preparer			0.	21. Date		
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Patricia M. Stiegman, Deputy Director of Finance			umber	5-11-2016		
Patricia M. Stiegman, Deputy Director of Finance		301-475-				
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Instructions –Type or Print a separate	DEPARTMENT OF GENERAL SERVICES			AGENCY RECORDS INVENTORY		
form for each new or revised record	RECORDS MANAGEMENT DIVISION					
series. Forward with Records	7275 Waterloo Road, P.O. Box 275					
Retention Schedule (DGS 550-1)				PAGE5 OF _8		
retention scriedule (DGS 550-1)	Jessup, Maryland 20/94 410-799-1930	Jessup, Maryland 20794 410-799-1930				
1. Department/Agency	2. Division		3. Unit			
St. Mary's County Government	Department of Finance			Finance		
DEFINITION: RECORD SERIES: A group	o of related records normally filed and used as a unit for	r reference	as we	all as retention and disposition purposes.		
4. Record Series Title				5. Earliest Year/Latest Year		
Employee Personnel Records			1989 to 2015			
6. Record Series Description (Briefly des	cribe the types of information/documents/forms found in	n the series.	Inch	ude the purpose or function of the series.)		
	wing: evaluations, awards, training, written corresponde					
7. Record Series Format(s) List all	a	I, Record Series		9. Volume		
		Sequence	. 7	_0		
Letter Size Microfilm		Of Almback attack		Number		
Legal Size Computer Tape				☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s)		
		Numerical				
Audio Tape Floppy Disk						
☐ Bound Book ☐ Video Tape	☑ Chronologic		al	Other (specify)_ Computer System		
		☐ Geographical ☐ Other (specify)		10. Annual Accumulation5 Number		
Other (specify)Computer System						
		Computer system	em	⊠ File Drawer(s)		
				☐ Microfilm Reel(s)		
				Computer Tape(s)		
				Other (specify)Computer System		
11. File is Used			12. File	Becomes Inactive After		
			_5			
☐ Daily ☐ Weekly ☐ Monthly			Numbe	☐ Month(s) ☑ Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify			
Active files are in Department of Finance, Chesapeak	e Building, 2 nd Floor and other files in St. Mary's County Government Ar	A		office.)		
16 Access Destrictions Of Vac site Laudel F Conde	lon(e)			Yes No		
15. Access Restrictions (If Yes, cite Law(s) & Regulat ☐ Yes ☐ No	(a)			16. Audit Requirements ☐ None ☐ State ☐ Federal ☒ Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes No			18. F	Retain for 5 years after termination, then destroy.		
19. Name and Title of Preparer		20.		21. Date		
		Telepho	one			
		Number		5-11-2016		
Patricia M. Stiegman, Deputy Director of	Finance	301-478		0-11-2010		
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Instructions –Type or Print a separate	DEPARTMENT OF GENERAL SERVICE	EG	AGENCY RECORDS INVENTORY	
form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	PAGE6 OF _8		
Department/Agency St. Mary's County Government	Division Department of Finance	3. Unit Finance		
Record Series Title Garnishments	of related records normally filed and used as a unit for	r reference a	5. Earliest Year/Latest Year 1989 to 2015	
Record Series Description (Briefly described Wage related garnishments are located in	cribe the types of information/documents/forms found in Employee Files	the series.	Include the purpose or function of the series.)	
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 System		Record Series equence Alphabetical Numerical Chronological Geographical Other (specify) Computer system	9. Volume	
☐ Daily ☐ Weekly ☐ Monthly ☐ Annually 13. Current Location(s) (Bidg., Floor, Room) Active files are in Department of Finance, Chesapeake Building, 2™ Floor and other files in St. Mary's County Government Archives. 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			Number	
☐ Yes ☑ No 17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No			□ None □ State □ Federal ☑ Independent 18. Retain for 9 years after employee termination date, then destroy.	
19. Name and Title of Preparer Patricia M. Stiegman, Deputy Director of Finance No. Stiegman, Deputy Director of Finance			21. Date 5-11-2016	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Retention Schedule (DGS 550-1) Jessup, Maryland 20794			PAGE7 OF _8		
	410-799-1930				
1. Department/Agency	2. Division			3. Unit	
St. Mary's County Government	Department of Finance			Finance	
DEFINITION: RECORD SERIES: A grou	p of related records normally filed and used as a unit fo	r reference	as we	all as retention and disposition purposes.	
4. Record Series Title				5. Earliest Year/Latest Year	
Fiscal Year Budgets			1989 to 2015		
	cribe the types of information/documents/forms found in	the series	Incl	ude the numose or function of the series \	
Budget revenue and expenditure files for	department/division, tracking of expenses, invoices, pu	urchase or	ders, c	heck requests, budget transfer requests, etc.	
7. Record Series Format(s) List all	III C	Record Serie equence	15	9. Volume 0	
□ Letter Size □ Microfilm	9	equence		Number	
		Alphabetica	d		
Legal Size Computer Tape		☐ Numerical ☐ Chronological			
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Other (specify)		Geographic Other (speciocated On St. fary's County Department of	cify)	10. Annual Accumulation5 Number Splie Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)_ Located On St. Mary's County	
11. File is Used			12 File	Department of Finance's website Becomes Inactive After	
☐ Daily ☐ Weekly ☐ Monthly			5_ Number		
			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		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes No			18. Retain for 5 years, then destroy.		
			20. 21. Date		
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Patricia M. Stiegman, Deputy Director of	rinance	Number 301-475-		2.50 mm m m m m m m m m m m m m m m m m m	
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Instructions –Type or Print a separate DEPARTMENT OF GENERAL SERVICES						
form for each new or revised record RECORDS MANAGEMENT DIVISION						
series. Forward with Records	7275 Waterloo Road, P.O. Box 275			PAGE8 OF _8		
Retention Schedule (DGS 550-1)	Jessup, Maryland 20794 410-799-1930					
Department/Agency	2. Division			3. Unit		
St. Mary's County Government	Department of Finance			Finance		
DEFINITION: RECORD SERIES: A group	I o of related records normally filed and used as a unit fo	or reference	e as w	L ell as retention and disposition purposes.		
4. Record Series Title				5. Earliest Year/Latest Year		
Productivity Measurements			1989 to 2015			
6. Record Series Description (Briefly description)	cribe the types of information/documents/forms found i	n the serie	es. Inc	lude the purpose or function of the series.)		
	s used to document productivity measurement as par					
	o sood to doodn's it producting models offer do put	t or the dir	rour be	agoting process.		
7. Record Series Format(s) List all		8. Record Series		9. Volume 0		
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		Chronolog	ical	Other (specify)_ Located On St. Mary's County		
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		Mary's County Department of		☐ File Drawer(s)		
				Microfilm Reel(s)		
		Finance's we	osite	Computer Tape(s)		
				Other (specify) Located On St. Mary's County Department of Finance's website		
11. File is Used			12. Fil	e Becomes Inactive After		
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☐ Daily ☐ Weekly ☐ Monthly			Number			
13. Current Location(s) (Bldg., Floor, Room)			14. ls	Record Series Duplicated Elsewhere? (If yes, specify agency or		
Active files are in Department of Finance, Chesapeake	e Building, 2 nd Floor and other files in St. Mary's County Government A	ment Archives. office		office.)		
45 Access Destrictions (MVcs alte Levels & Destriction			☐ Yes ☐ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation ☐ Yes ☐ No	on(s)		16. A	udit Requirements		
Tes No		ı		None State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Retain for 5 years, then destroy.			
Yes No						
19. Name and Title of Preparer			20. 21. Date			
			hone			
Patricia M. Stiegman, Deputy Director of Finance			er	5-11-2016		
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