

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

Schedule No.
 C1337

Page 1 of 2

Agency
 ST. MARY'S COUNTY GOVERNMENT

Department
 FINANCE

Division
 Finance

Item No.	Description	Retention
1	<p>I. GENERAL</p> <p>GENERAL CORRESPONDENCE - PAPER (NON-ELECTRONIC)</p> <p>Subject arrangement of original incoming letters, outgoing letters, memorandum, and any and all correspondence of the department or it's division, excluding electronic mail.</p>	<p>Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain 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.</p>
2	<p>GENERAL CORRESPONDENCE - Electronic Mail (e-mail)</p> <p>Subject arrangement of original incoming electronic mail and/or outgoing electronic mail correspondence of the department or it's division.</p>	<p>Screen semi-annually. Retain permanently any material that serves 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.</p>

Schedule Approved by Department, Agency, or Division Representative
 Date 5-11-2016
 Signature Jeannett Cudmore
 Typed Name Jeannett Cudmore
 Title Director of Finance

Schedule Authorized by Archivist
 Date 6-16-16
 Signature [Signature]

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

Schedule No.
 C1337

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 TIME REQUESTS Files may contain leave requests and/or weekly timesheets, etc.	Retain for 7 years, then destroy.
4	TIME AND ATTENDANCE-COMP TIME REQUESTS 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 correspondence, etc.	Retain for 5 years after termination, then destroy.
6	GARNISHMENTS Wage related garnishments are located in Employee Files	Retain for 9 years after employee termination date, then destroy.
7	FISCAL YEAR BUDGETS Budget revenue and expenditure files for department/division, tracking of expenses, invoices, purchase orders, check requests, 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.

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>8</u></p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Finance</p>	<p>3. Unit Finance</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title General Correspondence – Paper (Non-Electronic)</p>	<p>5. Earliest Year/Latest Year 1989 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Subject arrangement of original incoming letters, outgoing letters, memorandum, and any and all correspondence of the department or its division, excluding electronic mail.</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Computer System</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Computer system</u></p>	<p>9. Volume <u>0</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Computer System</u></p> <p>10. Annual Accumulation <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Computer System</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Active files are in Department of Finance, Chesapeake Building, 2nd Floor and other files in St. Mary's County Government Archives and in the Computer System by our Information Technology.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain 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.</p>	
<p>19. Name and Title of Preparer Patricia M. Stiegman, Deputy Director of Finance</p>	<p>20. Telephone Number 301-475-4200 x1211</p>	<p>21. Date 5-11-2016</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-798-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>2</u> OF <u>8</u></p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Finance</p>	<p>3. Unit Finance</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title General Correspondence – Electronic Mail (e-mail)</p>	<p>5. Earliest Year/Latest Year 1989 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Subject arrangement of original incoming electronic mail and/or outgoing electronic mail correspondence of the department or its division.</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Computer System</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Computer system</u></p>	<p>9. Volume <u>0</u> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Computer System</u></p> <hr/> <p>10. Annual Accumulation Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Computer System</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>40</u> Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Active files are in Department of Finance, Chesapeake Building, 2nd Floor and other files in St. Mary's County Government Archives and in the Computer System by our Information Technology.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Screen semi-annually. Retain permanently any material that serves 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.</p>	
<p>19. Name and Title of Preparer Patricia M. Stiegman, Deputy Director of Finance</p>	<p>20. Telephone Number 301-475-4200 x1211</p>	<p>21. Date 5-11-2016</p>

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<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Finance</p>	<p>3. Unit Finance</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Time and Attendance – Excludes Comp Time Requests</p>	<p>5. Earliest Year/Latest Year 1989 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Files may contain leave requests and/or weekly timesheets, etc.</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Computer System</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Computer system</u></p>	<p>9. Volume <u>0</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Computer System</u></p> <p>10. Annual Accumulation <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Computer System</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>7</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Active files are in Department of Finance, Chesapeake Building, 2nd Floor and other files in St. Mary's County Government Archives.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Retain for 7 years, then destroy.</p>	
<p>19. Name and Title of Preparer Patricia M. Stiegman, Deputy Director of Finance</p>	<p>20. Telephone Number 301-475-4200 x1211</p>	<p>21. Date 5-11-2016</p>

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<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Finance</p>	<p>3. Unit Finance</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Time and Attendance-Comp Time Requests</p>	<p>5. Earliest Year/Latest Year 1989 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Files containing comp time requests.</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Computer System</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Computer system</u></p>	<p>9. Volume <u>0</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Computer System</u></p> <p>10. Annual Accumulation <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Computer System</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>0</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Active files are in Department of Finance, Chesapeake Building, 2nd Floor and other files in St. Mary's County Government Archives.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Retain for 9 years, then destroy.</p>	
<p>19. Name and Title of Preparer Patricia M. Stiegman, Deputy Director of Finance</p>	<p>20. Telephone Number 301-475-4200 x1211</p>	<p>21. Date 5-11-2016</p>

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1. Department/Agency St. Mary's County Government		2. Division Department of Finance		3. Unit Finance	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Employee Personnel Records				5. Earliest Year/Latest Year 1989 to 2015	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Files may contain some or all of the following: evaluations, awards, training, written correspondence, etc.					
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Computer System</u>			8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Computer system</u>		9. Volume <u>0</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Computer System</u>
11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Active files are in Department of Finance, Chesapeake Building, 2 nd Floor and other files in St. Mary's County Government Archives.			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Retain for 5 years after termination, then destroy.		
19. Name and Title of Preparer Patricia M. Stiegman, Deputy Director of Finance		20. Telephone Number 301-475-4200 x1211	21. Date 5-11-2016		

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<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Finance</p>	<p>3. Unit Finance</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Garnishments</p>	<p>5. Earliest Year/Latest Year 1989 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Wage related garnishments are located in Employee Files</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Computer System</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Computer system</u></p>	<p>9. Volume <u>0</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Computer System</u></p> <p>10. Annual Accumulation <u>5</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Computer System</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>9</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Active files are in Department of Finance, Chesapeake Building, 2nd Floor and other files in St. Mary's County Government Archives.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Retain for 9 years after employee termination date, then destroy.</p>	
<p>19. Name and Title of Preparer Patricia M. Stiegman, Deputy Director of Finance</p>	<p>20. Telephone Number 301-475-4200 x1211</p>	<p>21. Date 5-11-2016</p>

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<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Finance</p>	<p>3. Unit Finance</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Fiscal Year Budgets</p>	<p>5. Earliest Year/Latest Year 1989 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Budget revenue and expenditure files for department/division, tracking of expenses, invoices, purchase orders, check requests, budget transfer requests, etc.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) Located On St. Mary's County Department of Finance's website</p>	<p>9. Volume <u>0</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Located On St. Mary's County Department of Finance's website</p> <p>10. Annual Accumulation <u>5</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Located On St. Mary's County Department of Finance's website</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Active files are in Department of Finance, Chesapeake Building, 2nd Floor and other files in St. Mary's County Government Archives.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Retain for 5 years, then destroy.</p>	
<p>19. Name and Title of Preparer Patricia M. Stiegman, Deputy Director of Finance</p>	<p>20. Telephone Number 301-475-4200 x1211</p>	<p>21. Date 5-11-2016</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>8</u> OF <u>8</u></p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Finance</p>	<p>3. Unit Finance</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Productivity Measurements</p>	<p>5. Earliest Year/Latest Year 1989 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Annual and cumulative records of statistics used to document productivity measurement as part of the annual budgeting process.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) Located On St. Mary's County Department of Finance's website</p>	<p>9. Volume ____0____ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Located On St. Mary's County Department of Finance's website</p> <hr/> <p>10. Annual Accumulation ____5____ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Located On St. Mary's County Department of Finance's website</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After ____5____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>
<p>13. Current Location(s) (Bldg., Floor, Room) Active files are in Department of Finance, Chesapeake Building, 2nd Floor and other files in St. Mary's County Government Archives.</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>18. Retain for 5 years, then destroy.</p>
<p>19. Name and Title of Preparer Patricia M. Stiegman, Deputy Director of Finance</p>	<p>20. Telephone Number 301-475-4200 x1211</p>	<p>21. Date 5-11-2016</p>