

## RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

<b>Schedule Number</b> <small>(To be completed by DGS/Records Management Division)</small>	C1436
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**Agency Information**

Department / Agency	St. Mary's County Treasurer
Division / Unit	N/A
Mission Statement/Link to division/unit website	<a href="https://www.stmarysmd.com/treasurer/">https://www.stmarysmd.com/treasurer/</a>

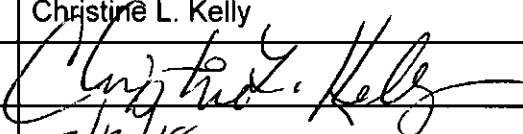
**Schedule Information**

Supersedes Schedule(s)	N/A
Amends Schedule(s)	N/A

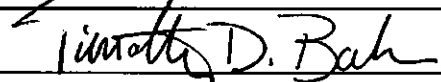
**Preparer Information**

Name of Preparer	Robert Kelly
Title of Preparer	Chief Information Officer
Preparer Email Address	<a href="mailto:Bob.Kelly@stmarysmd.com">Bob.Kelly@stmarysmd.com</a>
Preparer Telephone Number	301-475-4200 *1013
Date	7/2/18

**Agency Approval**

Name of Agency Director	Christine L. Kelly
Agency Director Signature	
Date	7/2/18

**State Archivist Approval**

State Archivist Signature	
Date	9-12-18

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> C1436 (To be completed by DGS/Records Management Division)
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<b>Records Series Title: General Files – St. Mary’s County Treasurer</b>	<b>Page 1 of 17</b>
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<b>Record Series Content</b>	General Files
<b>Record Series Function</b>	Subject files containing interoffice memos, print correspondence, printed material related to the operation of County Government.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Pdf; loose paper
<b>Volume (file drawers, gigabytes, etc.)</b>	Estimated 500 Mb; .50 File Drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Estimated 500 Mb; .50 File Drawer
<b>Current Location</b>	County File Servers; Department office
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2017 - present
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	1
<b>Retention</b>	Retain for one (1) year, then screen and destroy with the following exceptions: Scan to MD State Archives Standards any material that serves to document the origin, development and accomplishments of the department or its divisions, then destroy hard copy. Transfer digital copy to County Archives and State Archives after scanning is complete.
<b>Justification for Permanent Retention</b>	Select subject files have historical value in documenting the origin, development and significant accomplishments of the department or its divisions

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<b>Records Series Title: Time and Attendance records – St. Mary’s County Treasurer</b>	<b>Page 2 of 17</b>
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<b>Record Series Content</b>	Time and Attendance records
<b>Record Series Function</b>	Time sheets/Leave slips filled out by County employees. Excludes comp time requests – these are included in the Retention Schedules of the Finance Department.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hard copy
<b>Volume (file drawers, gigabytes, etc.)</b>	.50 File Drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	.10 File Drawer
<b>Current Location</b>	Department Files
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2013 - present
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	2
<b>Retention</b>	Retain five (5) years then destroy.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 21436</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Travel/Training Forms – St. Mary’s County Treasurer</b>	<b>Page 3 of 17</b>
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<b>Record Series Content</b>	Travel\Training Forms
<b>Record Series Function</b>	Documentation on employees' travel expenses or expenses for career training sessions.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hard copy
<b>Volume (file drawers, gigabytes, etc.)</b>	.0625 file drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	.0125 file drawer
<b>Current Location</b>	Department Files
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2013 - present
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	3
<b>Retention</b>	Retain five (5) years then destroy.
<b>Justification for Permanent Retention</b>	

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 RECORDS MANAGEMENT DIVISION  
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **C1436**  
 (To be completed by DGS/Records Management Division)

Records Series Title: **Non-Executive  
 Correspondence – St. Mary’s County Treasurer**

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<b>Record Series Content</b>	Non-Executive Email
<b>Record Series Function</b>	Internal and external email correspondence sent and received during office operations. These are "non-executive" in that they contain day-to-day administrative functions and do not document executive-level decisions.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	PDF\E-Mail
<b>Volume (file drawers, gigabytes, etc.)</b>	76 Gb
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	19 Gb (1 Gb per person)
<b>Current Location</b>	County File Servers
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	Present minus 39 months.
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	4
<b>Retention</b>	Department custody. Retain for thirty nine (39) months then destroy. Business related correspondence that is essential to a core function of another series should follow the retention period for that series.
<b>Justification for Permanent Retention</b>	

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<b>Records Series Title: Cash Receipts – St. Mary’s  County Treasurer</b>	<b>Page 5 of 17</b>
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<b>Record Series Content</b>	Cash Receipts – All reports & back up for daily collections
<b>Record Series Function</b>	Daily Collections reports, Paid receipts and supporting documentation, Mass Payment receipts and supporting documentation, Cash post listing, Cash receipts updates, Cash receipts edit listing, Tax billing interface listing, Other supporting documentation.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hard copy
<b>Volume (file drawers, gigabytes, etc.)</b>	15 File Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	5 File Drawers
<b>Current Location</b>	Department Files
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2015 - present
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	5
<b>Retention</b>	Retain hardcopy in the office for three (3) years and until all audit requirements have been fulfilled, then destroy.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 21436</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Accounts Payable – St. Mary’s County Treasurer</b>	<b>Page 6 of 17</b>
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<b>Record Series Content</b>	Accounts Payable
<b>Record Series Function</b>	All reports & back up for weekly check processing, Check copies, Payment forms (check or ach requests), Invoices & other supporting documentation.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hard copy
<b>Volume (file drawers, gigabytes, etc.)</b>	.75 File Drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	.25 File Drawer
<b>Current Location</b>	Department Files
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2015 - present
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	6
<b>Retention</b>	Retain hardcopy in the office for three (3) years and until all audit requirements have been fulfilled, then destroy.
<b>Justification for Permanent Retention</b>	

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<b>Records Series Title: 1099-INT Forms – St. Mary’s County Treasurer</b>	<b>Page 7 of 17</b>
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<b>Record Series Content</b>	1099-INT
<b>Record Series Function</b>	Documentation of interest paid as a result of the purchase of tax sale properties in excess of \$600.00, 1099-INT forms, Supporting and related reports.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hard copy
<b>Volume (file drawers, gigabytes, etc.)</b>	.0625
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	.0125
<b>Current Location</b>	Department Files
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2013 - present
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	7
<b>Retention</b>	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
<b>Justification for Permanent Retention</b>	



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Records Series Title: Bank Statements –  
 St. Mary’s County Treasurer

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<b>Record Series Content</b>	Bank Statements and Reconciliations
<b>Record Series Function</b>	Bank reconciliation, Bank statements, Account activity listing, Supporting documentation
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hard copy
<b>Volume (file drawers, gigabytes, etc.)</b>	.75 File Drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	.25 File Drawer
<b>Current Location</b>	Department Files
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2015 - present
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	8
<b>Retention</b>	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
<b>Justification for Permanent Retention</b>	

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Schedule No. **C1436**  
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Records Series Title: Deed Transfer Forms –  
 St. Mary's County Treasurer

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<b>Record Series Content</b>	Deed transfers
<b>Record Series Function</b>	State of Maryland Land Instrument Intake Sheets. These forms record the transfer of deeds to a new owner.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hard copy
<b>Volume (file drawers, gigabytes, etc.)</b>	3 File Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 File Drawer
<b>Current Location</b>	Department Files
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2015 - present
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	9
<b>Retention</b>	Retain for three (3) years then destroy.
<b>Justification for Permanent Retention</b>	

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**Records Series Title: Returned Mail – St. Mary’s  
County Treasurer**

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<b>Record Series Content</b>	Return Mail
<b>Record Series Function</b>	Postal return for bad address, no forwarding address, etc.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hard copy
<b>Volume (file drawers, gigabytes, etc.)</b>	1 File Drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 File Drawer
<b>Current Location</b>	Department Files
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2017 - present
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	10
<b>Retention</b>	Retain for one (1) year then destroy.
<b>Justification for Permanent Retention</b>	

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<b>Records Series Title: Account Adjustments – St. Mary’s County Treasurer</b>	<b>Page 11 of 17</b>
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<b>Record Series Content</b>	Adjustment Edits and Updates
<b>Record Series Function</b>	Increases and decreases, payment refunds, payment voids, write-off’s, Adjustment Edits\Updates, Additional paperwork and supporting documentation.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hard copy
<b>Volume (file drawers, gigabytes, etc.)</b>	6 File Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	2 File Drawers
<b>Current Location</b>	Department Files
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2015 - present
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	11
<b>Retention</b>	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
<b>Justification for Permanent Retention</b>	

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**Records Series Title: MVA Forms – St. Mary’s  
County Treasurer**

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<b>Record Series Content</b>	Motor Vehicle Administration - Tag Renewals
<b>Record Series Function</b>	MVA Reports and supporting documentation
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hard copy
<b>Volume (file drawers, gigabytes, etc.)</b>	.75 File Drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	.25 File Drawer
<b>Current Location</b>	Department Files
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2015 - present
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	12
<b>Retention</b>	Retain for three (3) years then destroy.
<b>Justification for Permanent Retention</b>	

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<b>Records Series Title: Tax Credits – St. Mary’s County Treasurer</b>	<b>Page 13 of 17</b>
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<b>Record Series Content</b>	Tax Credits - State Homeowners’ Tax Credits “HTC’s”, St. Mary’s County Senior “Matching” Tax Credits, St. Mary’s County Senior “Cap” Tax Credits, St. Mary’s County Senior “6510” Tax Credits, Agricultural Preservation Credits, Tobacco Barn Credits, Enterprise Zone Credits, Pilot Credits.
<b>Record Series Function</b>	Downloaded reports from State FTP site, Excel spreadsheets, Additional supporting documentation.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hard copy
<b>Volume (file drawers, gigabytes, etc.)</b>	5 Mb 6 File Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	5 Mb 2 File Drawers
<b>Current Location</b>	County File Servers; Department Files
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2015 - present
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	13
<b>Retention</b>	Scan to Maryland State Archives standards, destroy hardcopy and digital image after 3 years.
<b>Justification for Permanent Retention</b>	

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Schedule No. **C1436**  
 (To be completed by DGS/Records Management Division)

Records Series Title: Tax Sale Book – St. Mary’s  
 County Treasurer

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Record Series Content	Record of Annual Tax Sale.
Record Series Function	
Organization/ Arrangement	Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (bound book, microfilm, pdf, tif, etc.)	Hard copy
Volume (file drawers, gigabytes, etc.)	2.5 File Drawers
Annual Accumulation (file drawers, gigabytes, etc.)	.10 File Drawer
Current Location	Department Files
Audit Requirements	N/A
Date Span	1929 - present
Completeness /Gaps	None Known

Schedule Item Number	14
Retention	Permanent. Retain in Office for 25 years. Scan to Maryland State Archives standards, destroy hardcopy and transfer <sup>to</sup> State and County Archives.
Justification for Permanent Retention	The Tax Sale book is only official record of properties sold at Tax Sale Annually.

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 21436 (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Monthly Reports – St. Mary’s County Treasurer</b>	<b>Page 15 of 17</b>
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<b>Record Series Content</b>	Month End Reports and Reconciliations
<b>Record Series Function</b>	Monthly Balance Sheet, Deposit Journal, Payment Listings, Outstanding Listings, Public Debt – Report of Collectors of State Taxes, Fire and Rescue Disbursements, Agricultural Transfer Tax Report, Woodland Tax Report, Verification of Recaptured Homeowners’ Tax Credits, Homeowner Credit Redeemed Report, Bay Restoration Quarterly Reports, Alcohol License Reports.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hard copy
<b>Volume (file drawers, gigabytes, etc.)</b>	5 File Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 File Drawer
<b>Current Location</b>	Department Files
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2013 - present
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	15
<b>Retention</b>	Retain for 5 years and until all audit requirements have been fulfilled, then destroy.
<b>Justification for Permanent Retention</b>	



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<b>Records Series Title: Tax Levies – St. Mary’s County Treasurer</b>	<b>Page 16 of 17</b>
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<b>Record Series Content</b>	Tax Levy/Tax Rolls/Assessment Rolls – (Including real and personal for annual, supplemental, half year, etc.)
<b>Record Series Function</b>	Annual Tax Levy from State (Periodic Update), Supplemental Billing, Half Year Levy, Bill Print Folder and notes, Other supporting documentation
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hard copy
<b>Volume (file drawers, gigabytes, etc.)</b>	1.25 File Drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	.25 File Drawer
<b>Current Location</b>	Department Files
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	1976, 1983 - present
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	16
<b>Retention</b>	Retain for 5 years and until all audit requirements have been fulfilled, then destroy.
<b>Justification for Permanent Retention</b>	

DEPARTMENT OF GENERAL SERVICES  
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Schedule No. C1936  
 (To be completed by DGS/Records Management Division)

Records Series Title: Tax Sale Records –  
 St. Mary's County Treasurer

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<b>Record Series Content</b>	Annual Tax Sale auction records
<b>Record Series Function</b>	Tax Sale Folder, Tax Sale Certificates, Redemptions, Final Decrees, Legal documentation, excel spreadsheets and databases.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hard copy
<b>Volume (file drawers, gigabytes, etc.)</b>	5 File Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	.50 File Drawer
<b>Current Location</b>	Department Files
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2008 - present
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	17
<b>Retention</b>	Retain for 10 years and until all audit requirements have been fulfilled, then destroy.
<b>Justification for Permanent Retention</b>	