

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. <i>C1343</i>
		Page 1 of 22
Agency- <b>Montgomery County Government (MCG) Finance Department (MCFIN)</b>		Division/Unit <b>Administrative Record Series</b>
Item No.	Description	Retention
1-1	<b><u>Volunteer Registration Forms</u></b>  <b>Risk Mgmt Administration and Operations</b>  Registration forms for volunteers working for the County.	Retain 5 years from volunteer separation of service date, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.
1-2	<b><u>Documentation in support of Revenue Sources (memorandum)</u></b>  <b>Treasury</b>  This documentation is a memorandum to the Direct Council Staff, Montgomery County Council containing revenue forecasts for the income tax, property tax, transfer and recordation taxes, fuel-energy tax, telephone tax, hotel-motel tax, and the admissions tax. This documentation is prepared twice for the budget in March and for the fiscal plan updated in December.	Retain 5 years from date issued, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.
Schedule Approved by Department, Agency, or Division Representative. Date January 16, 2019 Signature <u><i>Vicky Chen</i></u> Typed Name Vicky Chen Title Government Records Manager		Schedule Authorized by State Archivist Date <u>4-18-19</u> Signature <u><i>Timothy D. Bal</i></u>

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

Schedule No. C1343

Page 2 of 22

Agency- **Montgomery County Government (MCG)  
Finance Department (MCFIN)**

Division/Unit  
**Administrative Record Series**

Item No.	Description	Retention
1-3	<p><b><u>Training materials</u></b></p> <p><b>Risk Mgmt Administration and Operations</b></p> <p>These records consist of materials used in training on the workers' compensation program/process, such as compact disks, electronic files, slides, manuals, workbooks and other related data.</p>	<p>Screen every 10 years and destroy all material that is obsolete, superseded or no longer has administrative value. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. <i>C1343</i>
		Page 3 of 22
Agency-	Montgomery County Government (MCG) Finance Department (MCFIN)	Division/Unit Financial Record Series
Item No.	Description	Retention
6-1	<p><b><u>Comprehensive Annual Financial Report (CAFR)</u></b></p> <p><b>Debt, Cash &amp; Fiscal Projects</b></p> <p>Completed and supporting documents for submission as part of the Controller's Division annual CAFR.</p>	Retain 7 years from end of fiscal year or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.
6-2	<p><b><u>Federal Grant Records</u></b></p> <p><b>Grants</b></p> <p>Financial records, supporting documentation, financial reports, draw downs, communications between grant accountants, departmental grant managers and contacts in granting agencies for grants funded directly by the Federal government.</p>	Retain 3 years after submission of last financial report, end of litigations or audit, or for real property and equipment, after the date of the disposition of the property, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**Schedule No.** C1343

Page 4 of 22

**Agency-** Montgomery County Government (MCG)  
Finance Department (MCFIN)

**Division/Unit**  
Financial Record Series

Item No.	Description	Retention
6-3	<p><b><u>Supplier Maintenance Records</u></b></p> <p><b>Accounts Payable</b></p> <p>Supplier Data including request from Department , W-9 for vendors, ACH (Automated Clearing House) application for addition or updates to the County financial data system.</p>	<p>Retain for 7 years or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
6-4	<p><b><u>1099 Records</u></b></p> <p><b>Accounts Payable</b></p> <p>Copies of all 1099s sent to vendors and the Internal Revenue Services (IRS), IRS Tax Identification Number (TIN) matchings, and requests to correct and re-issue 1099s.</p>	<p>Retain for 7 years or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
6-5	<p><b><u>Returned Dishonored Checks</u></b></p> <p><b>Property Tax Section</b></p> <p>Checks submitted as payment of Property Taxes returned from bank unable to cash.</p>	<p>Retain 5 years from date check is returned, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**Schedule No.** C1343

Page 5 of 22

**Agency-** Montgomery County Government (MCG)  
Finance Department (MCFIN)

**Division/Unit**  
Financial Record Series

Item No.	Description	Retention
6-6	<p><b><u>Property Tax Payment Update Records</u></b></p> <p><b>Property Tax Section</b></p> <p>Reversals of tax payments, payments /correction of tax bills, redistributions, and over and shorts corrections.</p>	<p>Retain for 7 years or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
6-7	<p><b><u>Bank Account Analysis Statements</u></b></p> <p><b>Debt, Cash &amp; Fiscal Projects</b></p> <p>Documents produced by the individual banks on a monthly basis that outline the banking services and associated prices that were utilized during the month.</p>	<p>Retain 7 years from end of fiscal year, or until all audit requirements have been met, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
6-8	<p><b><u>Tax Payment Refund Records</u></b></p> <p><b>Property Tax Section</b></p> <p>Refunds of overpayments, revised bills, of credits issued for Property Taxes.</p>	<p>Retain 7 years from date refund issued, or until all audit requirements have been met, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**Schedule No.** C1343

Page 6 of 22

**Agency-** Montgomery County Government (MCG)  
Finance Department (MCFIN)

**Division/Unit**  
Financial Record Series

Item No.	Description	Retention
6-9	<p><b><u>Daily Cash Position Records</u></b></p> <p><b>Daily Cash Position Records</b></p> <p>Daily folders with daily work that includes: cash position worksheet, electronic transfers, daily bank balances, other daily activity records.</p>	<p>Retain 7 years from end of fiscal year or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
6-10	<p><b><u>Certificate of Deposit Account Registry Service (CDARS)</u></b></p> <p><b>Debt, Cash &amp; Fiscal Projects</b></p> <p>Set up documents for the CDARs program, an investment instrument.</p>	<p>Retain 7 years from end of fiscal year or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
6-11	<p><b><u>Annual Information Sheet (AIS) Records</u></b></p> <p><b>Debt, Cash &amp; Fiscal Projects</b></p> <p>Completed and supporting documents for the completion of the AIS (Annual Information Statement).</p>	<p>Retain 7 years from end of fiscal year or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**Schedule No.** C1343

Page 7 of 22

**Agency-** Montgomery County Government (MCG)  
Finance Department (MCFIN)

**Division/Unit**  
Financial Record Series

Item No.	Description	Retention
6-12	<p><b><u>Municipality Records</u></b></p> <p><b>Debt, Cash &amp; Fiscal Projects</b></p> <p>Records of transactions involving the local government municipalities with regard to the investment pool offered by Montgomery County to those entities.</p>	<p>Retain 7 years from end of fiscal year or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
6-13	<p><b><u>Banking Records</u></b></p> <p><b>Debt, Cash &amp; Fiscal Projects</b></p> <p>Completed bank forms/documents/agreements for banks providing services to the county.</p>	<p>Retain 2 years after end of agreement, then screen annually and destroy all material not needed for the conduct of business. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**Schedule No.** *C1343*

Page 8 of 22

**Agency-** **Montgomery County Government (MCG)  
Finance Department (MCFIN)**

**Division/Unit  
Financial Record Series**

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
6-14	<p><b><u>Monthly Investment Reports</u></b></p> <p><b>Debt, Cash &amp; Fiscal Projects</b></p> <p>Completed reports and supporting documents for a monthly report distributed to division directors regarding the investment portfolio and earnings rates.</p>	<p>Retain 7 years from end of fiscal year or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
6-15	<p><b><u>Annual Audit Confirmation Records</u></b></p> <p><b>Debt, Cash &amp; Fiscal Projects</b></p> <p>Listing of required recipients of annual audit confirmation letters to be prepared by the cash management group and completed requests.</p>	<p>Retain 7 years from end of fiscal year or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
6-16	<p><b><u>Payment to Others / PCard Purchase Records</u></b></p> <p><b>Property Tax Section</b></p> <p>Payment of invoices for purchases and services, employee reimbursements, excise tax refunds, Montgomery County Refundable Earned Income Credit (EIC) refunds, Payments to State Department of Assessment and Taxations (SDAT).</p>	<p>Retain 7 years from end of fiscal year or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**Schedule No.** *C1343*

Page 9 of 22

**Agency-** **Montgomery County Government (MCG)  
Finance Department (MCFIN)**

**Division/Unit  
Financial Record Series**

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
6-17	<p><b><u>Payment in Lieu of Taxes (PILOT)</u></b></p> <p><b>Property Tax Section</b></p> <p>PILOT agreements initiated by Department of Housing and Community Affairs (DHCA) and approved by the Director of Finance that provide certain abatements on real property taxes on HOC (Housing Opportunity Commission) and Non-HOC properties.</p>	<p>Retain 7 years from end of fiscal year of contract expiration or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
6-18	<p><b><u>Investment Records</u></b></p> <p><b>Debt, Cash &amp; Fiscal Projects</b></p> <p>These records include correspondence, completed forms/agreements and rate quotes.</p>	<p>Retain 7 years from investment date or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**Schedule No.** C1343

Page 10 of 22

**Agency-** Montgomery County Government (MCG)  
Finance Department (MCFIN)

**Division/Unit**  
Financial Record Series

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
6-19	<p><b>Montgomery County Refundable Earned Income Credit (EIC) Records</b></p> <p><b>Property Tax Section</b></p> <p>Eligible EIC County recipients receives EIC refund checks sent by the State but paid by the County. The credit is based on income and initiated when filing an income tax return with the State of Maryland to verify eligibility.</p> <p>The State return EIC funds to the County due to undeliverable or outstanding checks. An excel report is included with the payment.</p> <p>The County reissues EIC refunds to recipients after the State verifies eligibility and submit a written request for different reasons (stale dated check, never received, adjustments to returns, and new filing for a tax year).</p>	<p>Retain 7 years from end of fiscal year of reissuance date or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
6-20	<p><b><u>Excise Tax Collections</u></b></p> <p><b>Property Tax Section</b></p> <p>Record keeping of excise tax receipts from each account in a spreadsheet to generate a selected operations summary report for County Officials.</p>	<p>Retain 7 years from end of fiscal year of recording period or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**Schedule No.** *C1343*

Page 11 of 22

**Agency-** **Montgomery County Government (MCG)  
Finance Department (MCFIN)**

**Division/Unit  
Financial Record Series**

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
6-21	<p><b><u>Assessment Records</u></b></p> <p><b>Accounting and Fin Reporting Section</b></p> <p>Month-end assessment report generated from MUNIS (property tax billing software) revenue adjustment report, used for preparing State mandatory remittance reports and revenue forecasting.</p>	<p>Retain 7 years from end of fiscal year or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
6-22	<p><b><u>Monthly Economic Update</u></b></p> <p><b>Treasury</b></p> <p>The monthly economic update is a one-page PDF document posted on the Department's website. This document is prepared each month except for October, January, April, and July.</p>	<p>Permanent. Transfer annually the accumulated publications from the previous calendar year to the Maryland State Archives for permanent retention.</p>
6-23	<p><b><u>Excise Tax Records</u></b></p> <p><b>Property Tax Section</b></p> <p>Excise Taxes consist of the following: fuel-energy tax (MC Code 52-14), telephone tax (MC Code 52-15), room rental and transient tax (MC Code 52-16), bag tax (MC Code 52-101 - 52-107), and heavy equipment rental-gross receipt tax (Anno MD Code Article 24 Sec 9-609). Taxpayers submit a paper tax return along with remittance on a monthly and/or quarterly basis to be in compliance with Montgomery County Code and the Annotated Code of Maryland with the exception of the bag tax, which is filed and paid electronically via the County designated web site.</p>	<p>Retain 7 years from end of fiscal year or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**Schedule No.** C1343

Page 12 of 22

**Agency-** Montgomery County Government (MCG)  
Finance Department (MCFIN)

**Division/Unit**  
**Financial Record Series**

Item No.	Description	Retention
6-24	<p><b><u>Payroll Register</u></b></p> <p><b>Payroll</b></p> <p>Register Report shows Hours Paid, amounts Paid, deductions and taxes withheld of employee paychecks.</p>	<p>Retain 100 years from paycheck date, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
6-25	<p><b><u>Year end record</u></b></p> <p><b>Accounting and Fin Reporting Section</b></p> <p>Year-end records include year-end adjustment journal entries, correcting journal entries, account reconciliation, account analysis, Comprehensive Annual Financial Report (CAFR) property tax fund work paper and related support documentation. It also includes the property tax portion of the state uniform financial report (SUFR), and Annual Information Statement (AIS) report.</p>	<p>Retain 7 years from end of fiscal year or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
6-26	<p><b><u>Property tax billing review record</u></b></p> <p><b>Accounting and Fin Reporting Section</b></p> <p>Record that documents the review process performed by the Treasury Accounting unit to making sure the billing process worked as expected before a property tax bill is sent to a taxpayer.</p>	<p>Retain 7 years from end of fiscal year or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**Schedule No.** C1343

Page 13 of 22

**Agency-** Montgomery County Government (MCG)  
Finance Department (MCFIN)

**Division/Unit**  
Financial Record Series

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
6-27	<p><b><u>Property tax billings</u></b></p> <p><b>Tax Operations Section</b></p> <p>Include real and personal property tax billing control information and reconciliation with any exception handling documents and resolutions.</p>	<p>Retain for 7 years or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
6-28	<p><b><u>Transfer and recordation cash receipts</u></b></p> <p><b>Transfer and Recordation Tax Section</b></p> <p>Include all documents supporting transfer and recordation daily cash receipts and reports</p>	<p>Retain 7 years from end of fiscal year or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
6-29	<p><b><u>Purchase Card (Pcard) Administration Records</u></b></p> <p><b>Accounts Payable</b></p> <p>These records contain Pcard monthly statements, Pcard applications, requests for credit card limit change, request to cancel credit card, request to change card holder profile. This is a card assigned to staff for the purpose of making purchases for the agency.</p>	<p>Retain for 7 years or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**Schedule No.** *CS43*

Page 14 of 22

**Agency-** **Montgomery County Government (MCG)  
Finance Department (MCFIN)**

**Division/Unit**  
**Financial Record Series**

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
6-30	<p><b><u>State Grant Records</u></b></p> <p><b>Grants</b></p> <p>Financial records, supporting documentation, financial reports, drawdowns, communications between grant accountants, departmental grant managers and contacts in granting agencies for grants funded with State money or with Federal dollars through the State.</p>	<p>Retain 7 years after submission of last financial report, end of litigations or audit, or for real property after final disposition, whichever is latest, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
6-31	<p><b><u>Financial Record</u></b></p> <p><b>General Accounting</b></p> <p>Retirement Vehicle Take-Home log sheets, copies of Journal Entries that are posted with signoffs from various departments, for year end reporting, and for periodic activity from various departments. Any supporting fund work papers prepared in relation to any financial reports (Ex: Comprehensive Annual Financial Report, State Uniform Financial Report, Agreed Upon Procedures, Actuary Reports).</p>	<p>Retain 7 years from end of fiscal year or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
6-32	<p><b><u>Financial Report Records</u></b></p> <p><b>General Accounting</b></p> <p>Comprehensive Annual Financial Report, State Uniform Financial Report, Agreed Upon Procedures</p>	<p>Permanent. Retain on-site 10 years then transfer to Maryland State Archives for permanent retention. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**Schedule No.** C1343

Page 15 of 22

**Agency-** Montgomery County Government (MCG)  
Finance Department (MCFIN)

**Division/Unit**  
Financial Record Series

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
6-33	<p><b><u>Bond Records</u></b></p> <p><b>Debt, Cash &amp; Fiscal Projects</b></p> <p>Debt Management Transcripts and General Obligation Bond Transcripts.</p>	<p>Retain 3 years from maturation of bond, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
6-34	<p><b><u>Quarterly Economic Update</u></b></p> <p><b>Treasury</b></p> <p>The quarterly economic update is a report on the latest economic data for the state of Maryland, Washington metro region, and Montgomery County. This report is prepared in October, January, April, and July. The report is posted as a PDF file on the Department's website.</p>	<p>Permanent. Transfer annually the accumulated publications from the previous calendar year to the Maryland State Archives for permanent retention.</p>
6-35	<p><b><u>Daily cash receipts</u></b></p> <p><b>Treasury Operations</b></p> <p>Includes daily cash receipt support documents, reconciliations, and reports processed by Treasury Cashiers.</p>	<p>Retain 7 years from end of fiscal year, or until all audit requirements have been met, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**Schedule No.** C1343

Page 16 of 22

**Agency-** Montgomery County Government (MCG)  
Finance Department (MCFIN)

**Division/Unit**  
**Financial Record Series**

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
6-36	<p><b><u>Tax Sale operations and redemptions</u></b></p> <p><b>Treasury Operations Section</b></p> <p>Includes document supporting tax sale activities from notification, tax sale administration, tax sale event, redemptions, and final resolutions.</p>	<p>Retain for 7 years or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
6-37	<p><b><u>Closed Rehab Loans</u></b></p> <p><b>Grants</b></p> <p>All documentation surrounding loans funded with either Community Development Block Grant or Home Investment programs.</p>	<p>Retain record 3 years after the loan is closed, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
6-38	<p><b><u>Tax Postings</u></b></p> <p><b>Property Tax Operations</b></p> <p>Property tax billing and collection records</p>	<p>Retain for 10 years or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**Schedule No.** C1843

Page 17 of 22

<b>Agency-</b>	<b>Montgomery County Government (MCG) Finance Department (MCFIN)</b>	<b>Division/Unit Financial Record Series</b>
<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
6-39	<p><b><u>Corporation and Personal Property Docket Books</u></b></p> <p><b>Property Tax Operations</b></p> <p>Tax Collection Dockets are for real, personal, levy property and for Corporations that are prepared each year and maintained in post binders. Information in the books include: when Tax Bills are paid, the date of payment and a complete record of tax detail.</p>	<p>Retain for 10 years or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
6-40	<p><b><u>Community Development Block Grant (CDBG) Loan Receipts</u></b></p> <p><b>Grants</b></p> <p>Receipts from loan payments for the Community Development Block Grant program.</p>	<p>Retain record 3 years after the loan is closed, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
6-41	<p><b><u>Assessment Dockets</u></b></p> <p><b>Property Tax Operations</b></p> <p>Real property tax and assessment information for Montgomery County by order of district, sub and account number and are used for research of property taxes paid and assessment data.</p>	<p>Permanent. Screen records every 10 years and transfer superseded versions to the Maryland State Archives for permanent retention. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

Schedule No. *C1343*

Page 18 of 22

**Agency-** Montgomery County Government (MCG)  
Finance Department (MCFIN)

**Division/Unit**  
Financial Record Series

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
6-42	<p><u>Montgomery County Property Deeds</u></p> <p><b>General Accounting</b></p> <p>Montgomery County property deeds- the County Courthouse first receives the property deeds, they are stamped with the Clerk's office date and scanned by the court, and then originals are sent to the Finance office for filing.</p>	<p>Permanent. Screen records every 10 years and transfer superseded versions to the Maryland State Archives for permanent retention. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

Schedule No. *C1348*

Page 19 of 22

**Agency-** Montgomery County Government (MCG)  
Finance Department (MCFIN)

**Division/Unit**  
Personnel Record Series

Item No.	Description	Retention
8-1	<p><b><u>Employee Timecards</u></b></p> <p><b>Payroll</b></p> <p>Records of all County employees time for payroll use.</p>	<p>Retain 10 years from pay period end date, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

Schedule No. *C1343*

Page 20 of 22

**Agency-** Montgomery County Government (MCG)  
Finance Department (MCFIN)

**Division/Unit**  
Property Record Series

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
9-1	<p><u>Property Schedules</u></p> <p><b>Risk Mgmt Administration and Operations</b></p> <p>Historical record of property insured by self-insurance program.</p>	<p>Permanent. Retain in the Montgomery County Records Center for 20 years, then transfer to Maryland State Archives for permanent retention.</p>

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**Schedule No.** C1343

Page 21 of 22

**Agency-** Montgomery County Government (MCG)  
Finance Department (MCFIN)

**Division/Unit**  
Risk Management Record Series

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
10-1	<p><b><u>Self Insurance Plan Records</u></b></p> <p><b>Risk Mgmt Administration and Operations</b></p> <p>Member Agency Agreements and Amendments, and Annual Actuarial Reports.</p>	<p>Permanent. Screen records every 10 years and transfer superseded versions Maryland State Archives for permanent retention. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
10-2	<p><b><u>Loss Run Records</u></b></p> <p><b>Risk Mgmt Administration and Operations</b></p> <p>Loss Reports from the County's claims contractor, used to conduct the annual actuarial study for the Self Insurance Program.</p>	<p>Retain 10 years or until all insurance requirements have been met, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
10-3	<p><b><u>Insurance Policies</u></b></p> <p><b>Risk Mgmt Administration and Operations</b></p> <p>A historical archive of old liability insurance policies that may still contain coverage if a loss dates back to them.</p>	<p>Permanent. Retain in the Montgomery County Records Center for 20 years, then transfer to Maryland State Archives for permanent retention.</p>

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

Schedule No. *C1343*

Page 22 of 22

<b>Agency-</b>	<b>Montgomery County Government (MCG) Finance Department (MCFIN)</b>	<b>Division/Unit Risk Management Record Series</b>
----------------	--	--

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
10-4	<p><b>Self Insurance Program Claims – Liability</b></p> <p><b>Risk Mgmt Administration and Operations</b></p> <p>The County contracts with an independent firm to administer the Self Insurance claims program. Archival liability claims (paper files) are stored at the County's Records Storage Center. As of 7/1/12, liability claims records are electronic.</p>	<p align="center"><b>100</b></p> <p>Retain for years from date of occurrence, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
10-5	<p><b><u>Self Insurance Program Claims -- Workers' Compensation</u></b></p> <p><b>Risk Mgmt Administration and Operations</b></p> <p>The County contracts with an independent firm to administer the Self Insurance claims program. Archival workers' compensation claims (paper files) are stored at the County's Records Storage Center. As of 7/1/12, workers' compensation claims records are electronic.</p>	<p>Retain 100 years from separation date, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
10-6	<p><b><u>OSHA 300 log</u></b></p> <p><b>Occupational Safety &amp; Health</b></p> <p>A report from our third party administered database that lists all the recordable injuries\illnesses in a given Calendar year. This report is printed and given to Departments to be posted for 60 days.</p>	<p>Retain 60 days, then destroy.</p>

Montgomery County Records Inventory  
Department of Finance

1-1

Series	Volunteer Registration Forms
Division	Risk Management
Unit	Risk Mgmt Administration and Operations
Description	Registration forms for volunteers working for the County.
Format	Electronic, Paper
Record Series Sequence	Chronological
Volume	5 boxes, 10gb
Annual Accumulation	1gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	101 Monroe Street, 15th Floor, Rockville
Is Record Series Duplicated Elsewhere?	Yes
LocationofOtherCopy	Department using volunteers
Access Restrictions?	Personal Information Protection Act (PIPA), Md. Code Ann. Comm. Law 14-3504
Audit Requirements	
Is an Index system used?	no
Retention	Retain 5 years from inactive date, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

Series	Documentaion in support of Revenue Sources (memorandum)
Division	Treasury
Unit	Treasury
Description	This documentation is a memorandum to the Direct Council Staff, Montgomery County Council containing revenue forecasts for the income tax, property tax, transfer and recordation taxes, fuel-energy tax, telephone tax, hotel-motel tax, and the admissions tax. This documentation is prepared twice for the budget in March and for the fiscal plan updated in December.
Format	Paper
Record Series Sequence	Chronological
Volume	4 boxes
Annual Accumulation	
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	255 Rockville Pike, Rockville
Is Record Series Duplicated Elsewhere?	No
LocationofOtherCopy	
Access Restrictions?	no
Audit Requirements	
Is an Index system used?	no
Retention	Retain five years from date issued, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

Series	Training materials
Division	Risk Management
Unit	Risk Mgmt Administration and Operations
Description	These records consist of materials used in training on the workers' compensation program/process, such as compact disks, electronic files, slides, manuals, workbooks and other related data.
Format	Electronic, Paper
Record Series Sequence	Chronological
Volume	5 boxes, 10gb
Annual Accumulation	1gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	101 Monroe Street, 15th Floor, Rockville
Is Record Series Duplicated Elsewhere?	Yes
LocationofOtherCopy	Department using volunteers
Access Restrictions?	no
Audit Requirements	
Is an index system used?	no
Retention	Screen every 10 years and destroy all material that is obsolete, superseded or no longer has administrative value. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

6-1

Series	Comprehensive Annual Financial Report (CAFR)
Division	Debt, Cash & Fiscal Projects
Unit	Debt, Cash & Fiscal Projects
Description	Completed and supporting documents for submission as part of the Controller's Division annual CAFR.
Format	Electronic (pdf), Paper
Record Series Sequence	Chronological
Volume	10 boxes, 7gb
Annual Accumulation	1gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	Internal County Server
Is Record Series Duplicated Elsewhere?	Yes
Location of Other Copy	101 Monroe Street, 15th Floor, Rockville
Access Restrictions?	no
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain 7 years from end of fiscal year, or until all audit requirements have been met, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

6-2

Series	Federal Grant Records
Division	Controller
Unit	Grants
Description	Financial records, supporting documentation, financial reports, drawdowns, communications between grant accountants, departmental grant managers and contacts in granting agencies for grants funded directly by the Federal government.
Format	Paper
Record Series Sequence	Numerical
Volume	22 boxes
Annual Accumulation	3 boxes
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	101 Monroe Street, 8th Floor, Rockville
Is Record Series Duplicated Elsewhere?	Yes
Location of Other Copy	in the Department who owns the grant
Access Restrictions?	no
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain 3 years after submission of last financial report, end of litigations or audit, and for real property and equipment, after the date of the disposition of the property, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

Series	Supplier Maintenance Records
Division	Controller
Unit	Accounts Payable
Description	Supplier Data including request from Department , W-9 for vendors, ACH (Automated Clearing House) application for addition or updates to the County financial data system.
Format	Electronic
Record Series Sequence	Numerical
Volume	7gb
Annual Accumulation	1gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	Internal County Server
Is Record Series Duplicated Elsewhere?	Yes
LocationofOtherCopy	Internal County Server
Access Restrictions?	Personal Information Protection Act (PIPA), Md. Code Ann. Comm. Law 14-3504
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain for 7 years or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

6-4

Series	1099 Records
Division	Controller
Unit	Accounts Payable
Description	Copies of all 1099s sent to vendors and the Internal Revenue Services (IRS), IRS Tax Identification Number (TIN) matchings, and requests to correct and re-issue 1099s.
Format	Paper
Record Series Sequence	Numerical
Volume	22 boxes
Annual Accumulation	3 boxes
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	101 Monroe Street, 8th Floor, Rockville
Is Record Series Duplicated Elsewhere?	No
LocationofOtherCopy	
Access Restrictions?	Personal Information Protection Act (PIPA), Md. Code Ann. Comm. Law 14-3504
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain for 7 years or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

Series	Returned Dishonored Checks
Division	Treasury
Unit	Property Tax Section
Description	Checks submitted as payment of Property Taxes returned from bank unable to cash.
Format	Paper
Record Series Sequence	Chronological
Volume	4 boxes
Annual Accumulation	1 box
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	255 Rockville Pike, Rockville
Is Record Series Duplicated Elsewhere?	Yes
LocationofOtherCopy	CheckAgain web site
Access Restrictions?	no
Audit Requirements	
Is an Index system used?	no
Retention	Retain 5 years from date check is returned, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

6-6

Series	Property Tax Payment Update Records
Division	Treasury
Unit	Property Tax Section
Description	Reversals of tax payments, payments /correction of tax bills, redistributions, and over and shorts corrections.
Format	Paper
Record Series Sequence	Alphabetical
Volume	4 boxes
Annual Accumulation	1 box
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	255 Rockville Pike, Rockville
Is Record Series Duplicated Elsewhere?	No
LocationofOtherCopy	
Access Restrictions?	no
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain for 7 years or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

Series	Bank Account Analysis Statements
Division	Debt, Cash & Fiscal Projects
Unit	Debt, Cash & Fiscal Projects
Description	Documents produced by the individual banks on a monthly basis that outline the banking services and associated prices that were utilized during the month.
Format	Electronic
Record Series Sequence	Alphabetical
Volume	7gb
Annual Accumulation	1gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	Internal County Server
Is Record Series Duplicated Elsewhere?	Yes
LocationofOtherCopy	Internal County Server
Access Restrictions?	no
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain 7 years from end of fiscal year, or until all audit requirements have been met, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

6-8

Montgomery County Records Inventory  
Department of Finance

Series	Tax Payment Refund Records
Division	Treasury
Unit	Property Tax Section
Description	Refunds of overpayments, revised bills, of credits issued for Property Taxes.
Format	Paper
Record Series Sequence	Chronological
Volume	4 boxes
Annual Accumulation	1 box
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	255 Rockville Pike, Rockville
Is Record Series Duplicated Elsewhere?	No
Location of Other Copy	
Access Restrictions?	no
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain 7 years from date refund issued, or until all audit requirements have been met, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

6-9

Series	Daily Cash Position Records
Division	Debt, Cash & Fiscal Projects
Unit	Debt, Cash & Fiscal Projects
Description	Daily folders with daily work that includes: cash position worksheet, electronic transfers, daily bank balances, other daily activity records.
Format	Electronic, Paper
Record Series Sequence	Chronological
Volume	15 boxes, 7gb
Annual Accumulation	1gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	Internal County Server
Is Record Series Duplicated Elsewhere?	Yes
LocationofOtherCopy	101 Monroe Street, 15th Floor, Rockville
Access Restrictions?	no
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain 7 years from end of fiscal year or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

6-10

Series	Certificate of Deposit Account Registry Service (CDARS)
Division	Debt, Cash & Fiscal Projects
Unit	Debt, Cash & Fiscal Projects
Description	Set up documents for the Certificate of Deposit Account Registry Service (CDARS) program, an investment instrument.
Format	Electronic, Paper
Record Series Sequence	Numerical
Volume	10 boxes, 7gb
Annual Accumulation	1gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	Internal County Server
Is Record Series Duplicated Elsewhere?	Yes
LocationofOtherCopy	101 Monroe Street, 15th Floor, Rockville
Access Restrictions?	no
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain 7 years from end of fiscal year or until all audit requirements have been fulfilled, whichever is later. then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

6-11

Series	Annual Information Sheet (AIS) Records
Division	Debt, Cash & Fiscal Projects
Unit	Debt, Cash & Fiscal Projects
Description	Completed and supporting documents for the completion of the AIS (Annual Information Statement). This Annual Information Statement is prepared to provide certain general information concerning the County and its operations. Included is information on the County 1) government, organizational structure and services, 2) financial information, 3) annual budgets, 4) results of previous fiscal years 5) retirement system, 6) revenue sources, and 7) selected demographic and economic statistics, and information including population, employment and income.
Format	Electronic, Paper
Record Series Sequence	Chronological
Volume	10 boxes, 7gb
Annual Accumulation	1gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	Internal County Server
Is Record Series Duplicated Elsewhere?	Yes
LocationofOtherCopy	101 Monroe Street, 15th Floor, Rockville
Access Restrictions?	no
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain 7 years from end of fiscal year or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

6-12

Series	Municipality Records
Division	Debt, Cash & Fiscal Projects
Unit	Debt, Cash & Fiscal Projects
Description	Records of transactions involving the local government municipalities with regard to the investment pool offered by Montgomery County to those entities.
Format	Electronic, Paper
Record Series Sequence	Alphabetical
Volume	15 boxes, 7gb
Annual Accumulation	1gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	Internal County Server
Is Record Series Duplicated Elsewhere?	No
Location of Other Copy	
Access Restrictions?	no
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain 7 years from end of fiscal year or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

Series	Banking Records
Division	Debt, Cash & Fiscal Projects
Unit	Debt, Cash & Fiscal Projects
Description	Completed bank forms/documents/agreements for banks providing services to the county.
Format	Electronic, Paper
Record Series Sequence	Alphabetical
Volume	10 boxes, 7gb
Annual Accumulation	1gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	Internal County Server
Is Record Series Duplicated Elsewhere?	Yes
LocationofOtherCopy	101 Monroe Street, 15th Floor, Rockville
Access Restrictions?	no
Audit Requirements	
Is an Index system used?	no
Retention	<i>2 years after end of agreement, then screen annually</i> Screen every 2 years after end of agreement and destroy all material that is obsolete, superseded or the administrative need is met. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

Series	Monthly Investment Reports
Division	Debt, Cash & Fiscal Projects
Unit	Debt, Cash & Fiscal Projects
Description	Completed reports and supporting documents for a monthly report distributed to division directors regarding the investment portfolio and earnings rates.
Format	Electronic, Paper
Record Series Sequence	Chronological
Volume	10 boxes, 7gb
Annual Accumulation	1gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	Internal County Server
Is Record Series Duplicated Elsewhere?	Yes
LocationofOtherCopy	101 Monroe Street, 15th Floor, Rockville
Access Restrictions?	no
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain 7 years from end of fiscal year or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

Series	Annual Audit Confirmation Records
Division	Debt, Cash & Fiscal Projects
Unit	Debt, Cash & Fiscal Projects
Description	Listing of required recipients of annual audit confirmation letters to be prepared by the cash management group.
Format	Electronic
Record Series Sequence	Chronological
Volume	10gb
Annual Accumulation	1gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	Internal County Server
Is Record Series Duplicated Elsewhere?	Yes
LocationofOtherCopy	101 Monroe Street, 15th Floor, Rockville
Access Restrictions?	no
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain 7 years from end of fiscal year or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

Series	Payment to Others / PCard Purchase Records
Division	Treasury
Unit	Property Tax Section
Description	Payment of invoices for purchases and services, employee reimbursements, excise tax refunds, Montgomery County Refundable Earned Income Credit (EIC) refunds, Payments to State Department of Assessment and Taxations (SDAT).
Format	Paper
Record Series Sequence	Alphabetical
Volume	4 boxes
Annual Accumulation	
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	255 Rockville Pike, Rockville
Is Record Series Duplicated Elsewhere?	Yes
LocationofOtherCopy	Accounts Payable for over \$10000
Access Restrictions?	Personal Information Protection Act (PIPA), Md. Code Ann. Comm. Law 14-3504
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain 7 years from end of fiscal year or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

6-17

Series	Payment in Lieu of Taxes (PILOT)
Division	Treasury
Unit	Property Tax Section
Description	Payment in Lieu of Taxes (PILOT) agreements initiated by Department of Housing and Community Affairs (DHCA) and approved by the Director of Finance that provide certain abatements on real property taxes on HOC (Housing Opportunity Commission) and Non-HOC properties.
Format	Paper
Record Series Sequence	Numerical
Volume	4 boxes
Annual Accumulation	1 box
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	255 Rockville Pike, Rockville
Is Record Series Duplicated Elsewhere?	Yes
Location of Other Copy	DHCA
Access Restrictions?	no
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain 7 years from end of fiscal year of contract expiration or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

Series	Investment Records
Division	Debt, Cash & Fiscal Projects
Unit	Debt, Cash & Fiscal Projects
Description	These records include correspondence, completed forms/agreements and rate quotes.
Format	Electronic, Paper
Record Series Sequence	Alphabetical
Volume	10 boxes, 7gb
Annual Accumulation	1gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	Internal County Server
Is Record Series Duplicated Elsewhere?	Yes
LocationofOtherCopy	101 Monroe Street, 15th Floor, Rockville
Access Restrictions?	no
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain 7 years from investment date or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

6-19

Series	Montgomery County Refundable Earned Income Credit (EIC) Records
Division	Treasury
Unit	Property Tax Section
Description	Eligible Earned Income Credit (EIC) County recipients receive EIC refund checks sent by the State but paid by the County. The credit is based on income and initiated when filing an income tax return with the State of Maryland to verify eligibility. The State return EIC funds to the County due to undeliverable or outstanding checks. An excel report is included with the payment. The County reissues EIC refunds to recipients after the State verifies eligibility and submit a written request for different reasons (stale dated check, never received, adjustments to returns, and new filing for a tax year).
Format	Electronic, Paper
Record Series Sequence	Alphabetical
Volume	3 boxes, 10 gb
Annual Accumulation	1 gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	255 Rockville Pike, Rockville
Is Record Series Duplicated Elsewhere?	Yes
LocationofOtherCopy	Comptroller of MD/Revenue Adm
Access Restrictions?	Personal Information Protection Act (PIPA), Md. Code Ann. Comm. Law 14-3504
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain 7 years from end of fiscal year of reissuance date or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

6-20

Montgomery County Records Inventory  
Department of Finance

Series	Excise Tax Collections
Division	Treasury
Unit	Property Tax Section
Description	Record keeping of excise tax receipts from each account in a spreadsheet to generate a selected operations summary report for County Officials.
Format	Electronic, Paper
Record Series Sequence	Alphabetical
Volume	3 boxes, 10 gb
Annual Accumulation	1 gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	255 Rockville Pike, Rockville
Is Record Series Duplicated Elsewhere?	Yes
LocationofOtherCopy	Internal County Server
Access Restrictions?	no
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain 7 years from end of fiscal year of recording period or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
 Department of Finance

6-21

Series	Assessment Records
Division	Treasury
Unit	Accounting and Fin Reporting Section
Description	Month end assessment report generated from MUNIS (property tax billing software) revenue adjustment report, used for preparing State mandatory remittance reports and revenue forecasting.
Format	Electronic
Record Series Sequence	Chronological
Volume	10gb
Annual Accumulation	1gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	Internal County Server
Is Record Series Duplicated Elsewhere?	No
LocationofOtherCopy	
Access Restrictions?	no
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain 7 years from end of fiscal year or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

Series	Monthly Economic Update
Division	Treasury
Unit	Treasury
Description	The monthly economic update is a one-page PDF document posted on the Department's website. This document is prepared each month except for October, January, April, and July. It contains updates on selected economic indicators including Leading Indicators, Coincident Indicators, Consumer Confidence Index, Consumer Price Index, Retail Trade, Employment, Unemployment, Constuction and Real Estate. The indicators are shown for the Current Period, the Prior Year's Period and Year to Date.
Format	Electronic (pdf), Paper
Record Series Sequence	Chronological
Volume	3 boxes, 10 gb
Annual Accumulation	1 gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	255 Rockville Pike, Rockville
Is Record Series Duplicated Elsewhere?	No
LocationofOtherCopy	
Access Restrictions?	no
Audit Requirements	
Is an Index system used?	no
Retention	Permanent. Transfer annually the accumulated publications from the previous calendar year to the Maryland State Archives for permanent retention.

Montgomery County Records Inventory  
Department of Finance

6-23

Series	Excise Tax Records
Division	Treasury
Unit	Property Tax Section
Description	Excise Taxes consist of the following: fuel-energy tax (MC Code 52-14), telephone tax (MC Code 52-15), room rental and transient tax (MC Code 52-16), bag tax (MC Code 52-101 - 52-107), and heavy equipment rental-gross receipt tax (Anno MD Code Article 24 Sec 9-609). Taxpayers submit a paper tax return along with remittance on a monthly and/or quarterly basis to be in compliance with Montgomery County Code and the Annotated Code of Maryland with the exception of the bag tax, which is filed and paid electronically via the County designated web site.
Format	Electronic, Paper
Record Series Sequence	Alphabetical
Volume	3 boxes, 10 gb
Annual Accumulation	1 gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	255 Rockville Pike, Rockville
Is Record Series Duplicated Elsewhere?	Yes
LocationofOtherCopy	Internal County Server
Access Restrictions?	no
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain 7 years from end of fiscal year or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

6-24

Series	Payroll Register
Division	Controller
Unit	Payroll
Description	Register Report shows Hours Paid, amounts Paid, deductions and taxes withheld of employee paychecks.
Format	Electronic, Microfilm/fiche, Paper
Record Series Sequence	Chronological
Volume	50 boxes, 500gb
Annual Accumulation	10gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	255 Rockville Pike, Rockville
Is Record Series Duplicated Elsewhere?	No
LocationofOtherCopy	
Access Restrictions?	Personal Information Protection Act (PIPA), Md. Code Ann. Comm. Law 14-3502
Audit Requirements	
Is an Index system used?	no
Retention	Retain 100 years from paycheck date, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
 Department of Finance

Series	Year End Record
Division	Treasury
Unit	Accounting and Fin Reporting Section
Description	Year-end records include year-end adjustment journal entries, correcting journal entries, account reconciliation, account analysis, Comprehensive Annual Financial Report (CAFR) property tax fund work paper and related support documentation. It also includes the property tax portion of the state uniform financial report (SUFR), and Annual Information Statement (AIS) report.
Format	Electronic
Record Series Sequence	Alphabetical
Volume	10gb
Annual Accumulation	1gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	Internal County Server
Is Record Series Duplicated Elsewhere?	No
LocationofOtherCopy	
Access Restrictions?	no
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain 7 years from end of fiscal year or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

Series	Property Tax Billing Review Record
Division	Treasury
Unit	Accounting and Fin Reporting Section
Description	Record that documents the review process performed by the Treasury Accounting unit to making sure the billing process worked as expected before a property tax bill is sent to a taxpayer.
Format	Electronic
Record Series Sequence	Chronological
Volume	10gb
Annual Accumulation	1gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	Internal County Server
Is Record Series Duplicated Elsewhere?	No
LocationofOtherCopy	
Access Restrictions?	no
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain 7 years from end of fiscal year or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

Series	Property Tax Billings
Division	Treasury
Unit	Tax Operations Section
Description	Include real and personal property tax billing control information and reconciliation with any exception handling documents and resolutions.
Format	Paper
Record Series Sequence	Numerical
Volume	4 boxes
Annual Accumulation	1 box
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	255 Rockville Pike, Rockville
Is Record Series Duplicated Elsewhere?	No
LocationofOtherCopy	
Access Restrictions?	Personal Information Protection Act (PIPA), Md. Code Ann. Comm. Law 14-3504
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain for 7 years or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

Series	Transfer and Recordation Cash Receipts
Division	Treasury
Unit	Transfer and Recordation Tax Section
Description	Include all documents supporting transfer and recordation daily cash receipts and reports
Format	Paper
Record Series Sequence	Chronological
Volume	4 boxes
Annual Accumulation	1 box
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	255 Rockville Pike, Rockville
Is Record Series Duplicated Elsewhere?	No
LocationofOtherCopy	
Access Restrictions?	no
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain 7 years from end of fiscal year or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed

Montgomery County Records Inventory  
 Department of Finance

6-29

Series	Purchase Card (Pcard) Administration Records
Division	Controller
Unit	Accounts Payable
Description	These records contain Purchase Card monthly statements, Purchase Card applications, requests for credit card limit change, request to cancel credit card, request to change card holder profile.
Format	Electronic, Paper
Record Series Sequence	Alphabetical
Volume	22 boxes, 14gb
Annual Accumulation	3 boxes, 2gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	101 Monroe Street, 8th Floor, Rockville
Is Record Series Duplicated Elsewhere?	No
LocationofOtherCopy	
Access Restrictions?	Personal Information Protection Act (PIPA), Md. Code Ann. Comm. Law 14-3504
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain for 7 years or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

6-30

Series	State Grant Records
Division	Controller
Unit	Grants
Description	Financial records, supporting documentation, financial reports, drawdowns, communications between grant accountants, departmental grant managers and contacts in granting agencies for grants funded with State money or with Federal dollars through the State.
Format	Paper
Record Series Sequence	Numerical
Volume	22 boxes
Annual Accumulation	3 boxes
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	101 Monroe Street, 8th Floor, Rockville
Is Record Series Duplicated Elsewhere?	Yes
LocationofOtherCopy	in the Department who owns the grant
Access Restrictions?	no
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain 7 years after submission of last financial report, end of litigations or audit, or for real property after final disposition, whichever is latest, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

Series	Financial Record
Division	Controller
Unit	General Accounting
Description	Retirement Vehicle Take-Home logsheets , copies of Journal Entries that are posted with signoffs from various departments, for year end reporting, and for periodic activity from various departments. Any supporting fund workpapers prepared in relation to any financial reports (Ex: Comprehensive Annual Financial Report, State Uniform Financial Report, Agreed Upon Procedures, Actuary Reports).
Format	Electronic, Paper
Record Series Sequence	Alphabetical
Volume	22 boxes, 14gb
Annual Accumulation	10 boxes, 2gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	101 Monroe Street, 8th Floor, Rockville
Is Record Series Duplicated Elsewhere?	Yes
LocationofOtherCopy	Internal County Server
Access Restrictions?	Personal Information Protection Act (PIPA), Md. Code Ann. Comm. Law 14-3502
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain 7 years from end of fiscal year or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

6-32

Series	Financial Report Records
Division	Controller
Unit	General Accounting
Description	Comprehensive Annual Financial Report- The report is prepared pursuant to the provisions of Article 2, Section 214 of the Charter of the County (prepare an Annual Financial Report containing a detailed account of all monies received and paid out by the County), and includes the independent auditors' opinion, issued by the County Council appointed independent public accounting firm, as provided by Article 3, Section 315 of the County Charter. The State Uniform Financial Report, required by The Annotated Code of Maryland, Article 24, Section 2-101, is a report on Variable Rate Debt, Interest Rate Exchange Agreements or Swaps, and Other Derivatives Including Futures and Options. The Agreed Upon Procedure Report outlines standards when it hiring an external party to perform an audit. The procedures, which are called audit standards, are designed and agreed upon by the entity conducting the audit, as well as any appropriate third parties.
Format	Paper
Record Series Sequence	Alphabetical
Volume	22 boxes
Annual Accumulation	10 boxes
File is used	Annually
File becomes inactive after	On receipt by Records Center
Open Record Location 1	8th Floor Controller's Office
Is Record Series Duplicated Elsewhere?	No
Location of Other Copy	
Access Restrictions?	no
Audit Requirements	
Is an Index system used?	no
Retention	Permanent. Retain on-site 10 years then transfer to Maryland State Archives for permanent retention. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

Series	Bond Records
Division	Debt, Cash & Fiscal Projects
Unit	Debt, Cash & Fiscal Projects
Description	Debt Management Transcripts and General Obligation Bond Transcripts. Records relating to bonded indebtedness, including revenue bond issues, special assessment bonds, general obligation bond issues and other types of debt transactions.
Format	Paper
Record Series Sequence	Numerical
Volume	10 boxes
Annual Accumulation	2 boxes
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	101 Monroe Street, 15th Floor, Rockville
Is Record Series Duplicated Elsewhere?	No
Location of Other Copy	
Access Restrictions?	no
Audit Requirements	
Is an Index system used?	no
Retention	Retain 3 years from maturation of bond, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

Series	Quarterly Economic Update
Division	Treasury
Unit	Treasury
Description	The quarterly economic update is a report on the latest economic data for the state of Maryland, Washington metro region, and Montgomery County. This report is prepared in October, January, April, and July. The report is posted as a PDF file on the Department's website.
Format	Electronic (pdf), Paper
Record Series Sequence	Chronological
Volume	3 boxes, 10 gb
Annual Accumulation	1 gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	255 Rockville Pike, Rockville
Is Record Series Duplicated Elsewhere?	No
Location of Other Copy	
Access Restrictions?	no
Audit Requirements	
Is an Index system used?	no
Retention	Permanent. Transfer annually the accumulated publications from the previous calendar year to the Maryland State Archives for permanent retention.

Montgomery County Records Inventory  
Department of Finance

6-35

Series	Daily Cash Receipts
Division	Treasury
Unit	Treasury Operations
Description	Includes daily cash receipt support documents, reconciliations, and reports processed by Treasury Cashiers.
Format	Paper
Record Series Sequence	Chronological
Volume	4 boxes
Annual Accumulation	
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	255 Rockville Pike, Rockville
Is Record Series Duplicated Elsewhere?	No
Location of Other Copy	
Access Restrictions?	no
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain 7 years from end of fiscal year, or until all audit requirements have been met, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

6-36

Series	Tax Sale Operations and Redemptions
Division	Treasury
Unit	Treasury Operations Section
Description	Includes document supporting tax sale activities from notification, tax sale administration, tax sale event, redemptions, and final resolutions.
Format	Paper
Record Series Sequence	Chronological
Volume	4 boxes
Annual Accumulation	1 box
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	101 Monroe Street, 15th Floor, Rockville
Is Record Series Duplicated Elsewhere?	No
Location of Other Copy	
Access Restrictions?	no
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain for 7 years or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

Series	Closed Rehab Loans
Division	Controller
Unit	Grants
Description	All documentation surrounding loans funded with either Community Development Block Grant or Home Investment programs.
Format	Paper
Record Series Sequence	Numerical
Volume	22 boxes
Annual Accumulation	3 boxes
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	101 Monroe Street, 8th Floor, Rockville
Is Record Series Duplicated Elsewhere?	No
Location of Other Copy	
Access Restrictions?	no
Audit Requirements	
Is an Index system used?	no
Retention	Retain record 3 years after the loan is closed, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
Department of Finance

Series	Tax Postings
Division	Treasury
Unit	Property Tax Operations
Description	Property tax billing and collection records
Format	Paper
Record Series Sequence	Chronological
Volume	4 boxes
Annual Accumulation	1 box
File is used	Annually
File becomes inactive after	On receipt by Records Center
Open Record Location 1	Montgomery County Records Center
Is Record Series Duplicated Elsewhere?	No
Location of Other Copy	
Access Restrictions?	no
Audit Requirements	
Is an Index system used?	no
Retention	Retain for 10 years or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.
Earliest Year/Latest Year	

Montgomery County Records Inventory  
Department of Finance

Series	Corporation and Personal Property Docket Books
Division	Treasury
Unit	Property Tax Operations
Description	Tax Collection Dockets are for real, personal, levy property and for Corporations that are prepared each year and maintained in post binders. Information in the books include: when Tax Bills are paid, the date of payment and a complete record of tax detail.
Format	Paper
Record Series Sequence	Chronological
Volume	4 boxes
Annual Accumulation	1 box
File is used	Annually
File becomes inactive after	On receipt by Records Center
Open Record Location 1	255 Rockville Pike, Rockville
Is Record Series Duplicated Elsewhere?	No
Location of Other Copy	
Access Restrictions?	no
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain for 10 years or until all audit requirements have been fulfilled, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

6-40

Montgomery County Records Inventory  
Department of Finance

Series	Community Development Block Grant (CDBG) Loan Receipts
Division	Controller
Unit	Grants
Description	Receipts from loan payments for the Community Development Block Grant program.
Format	Paper
Record Series Sequence	Numerical
Volume	22 boxes
Annual Accumulation	3 boxes
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	101 Monroe Street, 8th Floor, Rockville
Is Record Series Duplicated Elsewhere?	No
Location of Other Copy	
Access Restrictions?	no
Audit Requirements	
Is an Index system used?	no
Retention	Retain record 3 years after the loan is closed, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
 Department of Finance

6-41

Series	Assessment Dockets
Division	Treasury
Unit	Property Tax Operations
Description	Real property tax and assessment information for Montgomery County by order of district, sub and account number and are used for research of property taxes paid and assessment data. The dockets constitute the official County record of real property assessment.
Format	Paper
Record Series Sequence	Chronological
Volume	4 boxes
Annual Accumulation	1 box
File is used	Annually
File becomes inactive after	On receipt by Records Center
Open Record Location 1	255 Rockville Pike, Rockville
Is Record Series Duplicated Elsewhere?	No
Location of Other Copy	
Access Restrictions?	no
Audit Requirements	
Is an Index system used?	no
Retention	Permanent. Screen records every 10 years and transfer superseded versions Maryland State Archives for permanent retention. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
 Department of Finance

6-42

Series	Montgomery County Property Deeds
Division	Controller
Unit	General Accounting
Description	Montgomery County property deeds- the County Courthouse first receives the property deeds, they are stamped with the Clerk's office date and scanned by the court, and then originals are sent to the Finance office for filing.
Format	Paper
Record Series Sequence	Numerical
Volume	22 boxes
Annual Accumulation	3 boxes
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	Montgomery County Records Center
Is Record Series Duplicated Elsewhere?	Yes
LocationofOtherCopy	50 Maryland Ave, Rockville
Access Restrictions?	no
Audit Requirements	
Is an Index system used?	??
Retention	<i>Permanent. Screen records every 10 years and transfer superseded versions to MSA. Retain record 10 years after property is disposed of, then destroy.</i>

8-1

Montgomery County Records Inventory  
Department of Finance

Series	Employee Timecards
Division	Controller
Unit	Payroll
Description	Records of all County employees time for payroll use.
Format	Electronic, Microfilm/fiche, Paper
Record Series Sequence	Alphabetical
Volume	22 boxes, 500gb
Annual Accumulation	10gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	255 Rockville Pike, Rockville
Is Record Series Duplicated Elsewhere?	No
Location of Other Copy	
Access Restrictions?	Personal Information Protection Act (PIPA), Md. Code Ann. Comm. Law 14-3503
Audit Requirements	
Is an Index system used?	no
Retention	Retain 10 years from pay period end date, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
 Department of Finance

9-1

Series	Property Schedules
Division	Risk Management
Unit	Risk Mgmt Administration and Operations
Description	Historical record of property insured by self-insurance program. Property schedules must be retained in order to show which properties were covered at the time the policy was written.
Format	Electronic (pdf), Paper
Record Series Sequence	Numerical
Volume	5 boxes, 10gb
Annual Accumulation	1gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	101 Monroe Street, 15th Floor, Rockville
Is Record Series Duplicated Elsewhere?	No
Location of Other Copy	
Access Restrictions?	no
Audit Requirements	
Is an Index system used?	no
Retention	Permanent. Retain in the Montgomery County Records Center for 20 years, then transfer to Maryland State Archives for permanent retention.

Montgomery County Records Inventory  
Department of Finance

10-1

Series	Self Insurance Plan Records
Division	Risk Management
Unit	Risk Mgmt Administration and Operations
Description	Member Agency Agreements and Amendments, and Annual Actuarial Reports. These are the agency agreements that serve as insurance policies for the self insured portion of the coverage.
Format	Electronic (pdf), Paper
Record Series Sequence	Alphabetical
Volume	5 boxes, 10gb
Annual Accumulation	1gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	101 Monroe Street, 15th Floor, Rockville
Is Record Series Duplicated Elsewhere?	Yes
LocationofOtherCopy	Office of County Attorney
Access Restrictions?	no
Audit Requirements	
Is an Index system used?	no
Retention	Permanent. Retain paper records until scanned to Maryland State Archives' standards, then transfer paper records to Montgomery County Records Center for 20 years, then to Maryland State Archives for permanent retention. Screen scanned images every 10 years, transfer all images that are no longer needed for administrative purposes to the Maryland State Archives.

Montgomery County Records Inventory  
Department of Finance

10-2

Series	Loss Run Compact Discs(CDs)
Division	Risk Management
Unit	Risk Mgmt Administration and Operations
Description	Loss Reports from the County's claims contractor, used to conduct the annual actuarial study for the Self Insurance Program. These reports provide a record of claims that have been filed and adjusted. Having this record will help prevent duplicate claims.
Format	CD-DVD
Record Series Sequence	Chronological
Volume	1 box
Annual Accumulation	1gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	101 Monroe Street, 15th Floor, Rockville
Is Record Series Duplicated Elsewhere?	No
LocationofOtherCopy	
Access Restrictions?	no
Audit Requirements	
Is an Index system used?	no
Retention	Retain 10 years or until all insurance requirements have been met, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
 Department of Finance

10-3

Series	Insurance Policies
Division	Risk Management
Unit	Risk Mgmt Administration and Operations
Description	A historical archive of old liability insurance policies that may still contain coverage if a loss dates back to them. These are policies, usually in excess of a self insured portion of coverage, that may still contain coverage if a loss dates back to them.
Format	Electronic (pdf), Paper
Record Series Sequence	Chronological
Volume	5 boxes, 10gb
Annual Accumulation	1gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	101 Monroe Street, 15th Floor, Rockville
Is Record Series Duplicated Elsewhere?	No
Location of Other Copy	
Access Restrictions?	no
Audit Requirements	
Is an Index system used?	no
Retention	Permanent. Retain in the Montgomery County Records Center for 20 years, then transfer to Maryland State Archives for permanent retention.

Montgomery County Records Inventory  
Department of Finance

10-4

Series	Self Insurance Program Claims -- Liability
Division	Risk Management
Unit	Risk Mgmt Administration and Operations
Description	The County contracts with an independent firm to administer the Self Insurance claims program. Archival liability claims (paper files) are stored at the County's Records Center. These are the actual Liability claims that have been adjusted. These records may be tied to subsequent claims and are required for adjusting those claims. As of 7/1/12, liability claims records are electronic.
Format	Electronic, Paper
Record Series Sequence	Alphabetical
Volume	10 boxes
Annual Accumulation	3 boxes
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	101 Monroe Street, 15th Floor, Rockville
Is Record Series Duplicated Elsewhere?	No
LocationofOtherCopy	
Access Restrictions?	HIPAA
Audit Requirements	
Is an Index system used?	no
Retention	Retain for 100 years from date of occurrence, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
 Department of Finance

10-5

Series	Self Insurance Program Claims -- Workers' Compensation
Division	Risk Management
Unit	Risk Mgmt Administration and Operations
Description	The County contracts with an independent firm to administer the Self Insurance claims program. Archival workers' compensation claims (paper files) are stored at the County's Records Storage Center. These records may be tied to subsequent claims and are required for adjusting those claims. As of 7/1/12, workers' compensation claims records are electronic.
Format	Electronic, Paper
Record Series Sequence	Alphabetical
Volume	10 boxes
Annual Accumulation	3 boxes
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	101 Monroc Street, 15th Floor, Rockville
Is Record Series Duplicated Elsewhere?	No
LocationofOtherCopy	
Access Restrictions?	HIPAA
Audit Requirements	
Is an Index system used?	no
Retention	Retain 100 years from separation date, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.

Montgomery County Records Inventory  
 Department of Finance

10-6

Series	OSHA 300 log
Division	Risk Management
Unit	Occupational Safety & Health
Description	A report from our third party administered database that lists all the recordable injuries\illnesses in a given Calendar year. This report is printed and given to Department's to be posted for 60 days.
Format	Electronic
Record Series Sequence	Chronological
Volume	10gb
Annual Accumulation	1gb
File is used	Annually
File becomes inactive after	On receipt by Records Center
OpenRecordLocation1	Internal County Server
Is Record Series Duplicated Elsewhere?	No
LocationofOtherCopy	
Access Restrictions?	no
Audit Requirements	Independent
Is an Index system used?	no
Retention	Retain 60 days, then destroy.