

RECORDS RETENTION AND DISPOSAL SCHEDULE

City of College Park		Finance Department
AGENCY		DIVISION
Item No.	Description	Retention
	<p>Determine sources and collects and accounts for all City revenues. Processes and accounts for all disbursements. Conducts financial analysis of City financial status and makes financial projections. Assists in budget preparation.</p> <p>Manages personnel affairs and accounts, wage scales, counselling, administers personnel policies, assists in hiring and separations.</p> <p>Responsible for purchasing according to City laws and procedures, assisting in bid preparation, advertising, screening bidders and recommending the award of contracts.</p> <p>Follows Federal, state and county legislation and advises of potential impacts of such legislation and makes recommendations as to City position on such matters. Assists in framing City legislation.</p> <p><u>Accounting Records</u></p> <p>A. The Finance Department has proposed to retain the following records for a specified period and/or until audited by an authorized external auditor.</p> <p><u>Type of Record</u></p> <ol style="list-style-type: none"> 1. Vouchers and Disbursements 2. Record Check Registers 3. Payroll Time Cards 4. Employee Payroll Cards 5. W2 Forms 6. Federal Withholding Reports 7. Other Payroll Records 8. Bank Statements 9. Real Estate & Corporate Tax Bills 10. Leave Slips 	<p>4 yrs.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

9/14/82

Sam J. Shore

City
Administrator

Date

Signature

Title

Date

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

City of College Park (Finance Department)

Item No.	Description	Retention
	<u>Type of Record (Cont'd)</u>	
11.	Daily Collection Records & Receipts	4 yrs.
12.	Budget Papers & Worksheets	1 yr.
13.	Journal Entry Records	4 yrs.
14.	Vendor Cards	4 yrs.
15.	Inactive Personnel Files	2 yrs.
16.	Payroll Registers	4 yrs.
17.	Personnel Applications	90 days
18.	Expired Insurance Policies	4 yrs.
19.	Traders & Liquor Licenses	4 yrs.
20.	Correspondence Files	2 yrs.
21.	List of Delinquent Taxes	4 yrs.
22.	Expired Contracts and Agreements	3 yrs.
23.	General Ledger Cards	Retained Permanently
24.	Property Cards	
25.	Budgets	
26.	Audit Reports	
27.	Assessment Rolls	
28.	Active Personnel Files	

JS