

1. Requesting Agency
TOWN OF MANCHESTER

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

- A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.
- B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.
- C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1	<p>ACCOUNTING RECORDS</p> <p>Quantity: Dates: Audit: <u>Municipal, County, State, or Federal Audit</u></p> <p>Accounting records found in county and municipal agencies may be destroyed according to "RECOMMENDATION A" unless "RECOMMENDATION B" (RETAIN PERMANENTLY) or "NONRECORD" status is indicated:</p> <ol style="list-style-type: none"> General Ledgers - Books of Final Entry, RECOMMENDATION B (RETAIN PERMANENTLY). Receipts and Disbursements Journals and Counter Cash Books are disposable under RECOMMENDATION A. However, in cases in which General Ledgers (Item 1) are not found or have not been maintained, the Journals covering the period for which Ledgers are missing are considered to be the books of final entry and are to be permanently retained according to RECOMMENDATION B. Payroll Journals may be destroyed according to RECOMMENDATION A only if an Employee History Card or comparable personnel record is permanently retained giving salary received and changes in status, date of birth and dates of employment. If Employee History Cards are not used, the Payroll Journals or comparable records are subject to RECOMMENDATION B (RETAIN PERMANENTLY). IBM or other punched cards used for accounting purposes, including those prepared for payrolls and master indexes which are periodically replaced, are considered NONRECORD within the 	

7. Agency, Division or Bureau Representative

Kenny L. Wilton Signature Mayor Title June 21, 1973 Date

<p>Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.</p> <p><u>7/12/73</u> Date <u>Muriel L. Percoll</u> Archivist</p>	<p>Disposal Authorized as Indicated in Col. 6 by Board of Public Works.</p> <p>____ Date <u>[Signature]</u> Secretary</p>
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RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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1 (cont.)	<p>meaning of the statute governing nonrecord material (Annotated Code of Maryland, 1957 Edition, as amended, Art. 41, Sec. 179) and may be destroyed as soon as no longer needed by the office.</p> <p>All of the following records and record series (Items 5 - 20) are disposable under RECOMMENDATION A:</p> <ul style="list-style-type: none">5. Bank books, statements, and deposit slips.6. Cancelled checks, check copies, and check stubs.7. Reconciliation and trial balance sheets.8. Budget records, papers, and work sheets.9. Requisitions and purchase orders.10. Delivery orders and receipts, receiving reports.11. Paid bills, vouchers and invoices, with attached papers.12. Paid tax bills and paid delinquent tax lists.13. Receipt books and receipt copies, including tax receipt copies.14. Monthly, quarterly, and annual financial reports to local and State agencies.15. Daily, weekly, and monthly time sheets; gasoline withdrawal tickets and mileage reports.16. Pay and Receiving Warrants and Transmittals.17. Payroll exceptions.18. Assessment Lists are prepared from the County Assessment Records for use as Tax Collection Books which are closed out at the end of the tax year. A delinquent tax list is prepared for uncollected taxes (Item 11).19. Withholding forms and statements (local, State, and Federal).20. Paid Bonds and Coupons. <p>RECOMMENDATION: A. RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p> <p>B. RETAIN PERMANENTLY.</p>	

RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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GENERAL FILES

Quantity:

Dates:

File Arrangement: Chronological or by subject

The General Files are composed of general correspondence and papers, reports, studies, surveys, and memoranda, relating to the internal and external activities and administration of the office.

Printed and mimeographed material, and extra copies of records of which one copy is retained according to the recommendation below, are considered "NONRECORD" within the meaning of the statute governing nonrecord material (Ann. Code of Maryland, 1957 Edition as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.

Material having continuing legal or administrative value, beyond the three-year limitation, to the operation of the office should be retained until such value ceases.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.