

QUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. M-10

Hall of Records Commission

PAGE NO. 1.

1. Requesting Agency: CITY OF ROCKVILLE, MONTGOMERY COUNTY
2. Division or Bureau of Requesting Agency: FINANCE DEPARTMENT, Cashier

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. CASHIER'S DAILY RECEIPT RECORD

Size: 11" x 18" x 2"
Dates: 1956 - -
Quantity: 3 post binders
File Arrangement: Chronological
Audit: Annual external audit

The Cashier keeps a daily record of all cash received at the Municipal Building for General and Special Accounts, Water and Sewer Fund, Police, Permits, Taxes, and Special Assessments. Each entry shows the date and name of the payee, the account credited, and if permits are issued the permit number. At the close of business each day, bank deposit slips are prepared in triplicate, one copy remains in the Cashier's File, two are sent to the bank with the deposit and one is returned to be attached to the Daily Cash Summary Sheet which is prepared daily for the Accounting Division (Schedule M-12) with the machine tape and machine summary sheet attached giving totals collected and deposited by accounts. This record ceases to have further value to the office after audit as totals are posted in the Accounting Division to permanently retained records.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative
[Signature] Director of Finance 5/10/62
Signature Title Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission. Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

5/15/1962 Morris S. Orloff MAY 17 1962 [Signature]
Date Archivist Date Secretary

QUEST FOR 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.
2.	<p><u>RECEIPT COPIES</u></p> <p>Size: 4" x 6" Dates: 1955 - - Quantity: 1 file drawer, 10 cartons File Arrangement: Chronological Audit: Annual external audit</p> <p>Receipts for taxes appear in the files of the Tax Division (Schedule M-13) and for Water and Sewage in the Water Division (Schedule M-9). All other receipts are made out in triplicate by the Cashier and distributed as follows:</p> <p>White copy, to payee Pink copy, remains in Cashier's file except in payments to Police in which case the pink is sent to that office. Yellow copy, is considered non-record within the meaning of the statute governing non-record material (Annotated Code of Maryland, 1957 Edition as amended, Art. 41, Sec. 179) and may be destroyed as soon as no longer needed.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	APPROVED HALL OF RECORDS COMMISSION
3.	<p><u>DOG LICENSE RECEIPTS</u></p> <p>Size: 3" x 7" Dates: 1948 - - Quantity: 7 transfiles File Arrangement: Chronological by license number Audit: Annual external audit</p> <p>These receipt copies bear the serial or license number, the date of issue, the name, address, and phone number of the payee, date of expiration and amount of the fee, the rabies shot number, and the color, sex, and breed of the dog.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p>	
4.	<p><u>DOG TAX REGISTER</u></p> <p>Size: 6" x 8" x 1/2" Dates: 1888-97, 1960 - - Quantity: 2 volumes, 3 volumes File Arrangement: Series 1, by name of street and number Series 2, by name of owner</p> <p>This record is made up of two series arranged differently but containing substantially the same information:</p>	

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4.
m
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.

Series 1 - is arranged alphabetically by the name of the street and address of the licensee giving the tag number, sex and breed of the dog.

Series 2 - is arranged alphabetically by name of licensee, giving the address and phone number, date of issue of the tag and tag number, and the sex, color, and breed of the dog.

The Dog Tax Register is used for reissuing licenses and checking on renewals.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION