

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. *M-65*

Page 1 of 5

Agency
 Hagerstown

Division/Unit
 Administration/Finance

| Item No | Description | Retention |
|---------|--|--|
| 1 | General files -contains but not limited to: PMA audits (Penn. Manufacturers Assoc.), weekly paycheck approvals, job descriptions, inventories, retire rate calc (employee), MD state retirement annual bill, leases, W2 and 941 reports | Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives. |
| 2 | Fixed assets reports, computer generated -contains but not limited to: current cost and accumulated depreciation list, inventory adjustments and warehouse transfers | Retain for five (5) years and until all audit requirements have been fulfilled, then destroy. |
| 3 | Active/inactive CD investments -contains but not limited to: certificates of deposit, interest payment sheet, purchase sheet, safe keeping agreements, depository declaration, CD, correspondence, check copies, daily activity list | Retain for life of CD, plus three (3) years and until all audit requirements have been fulfilled, then destroy |
| 4 | Bank activity documents -contains but not limited to: correspondence, list of securities, statement of accounts, deposit account analysis, ACH forms, daily interest reports | Retain for three (3) years and until all audit requirements have been met, then destroy. |

Approved by Department, Agency or Division Representative

Date 11-10-99

Signature *Georgi Ann N. Breichner*

Type Name GeorgiAnn N. Breichner

Title City Clerk

Schedule Authorized by State Archivist

Date DEC 3 1999

Signature *Edward C. Papenfuss*

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (CONTINUATION SHEET)

Schedule No. *M-65*

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| Item No | Description | Retention |
|---------|--|--|
| 5 | General files -contains but not limited to: sales tax exempt certificates, check copies, IRS receipts, lease agreements, bond issues, various consultants; direct deposit program, investment policy, debt policy, bank agreements, correspondence, office supplies agreements, unclaimed property claim forms, Moody's rating agent, trust funds | Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives. |
| 6 | Bonds -contains but not limited to: paying agent and bond registrar agreement, correspondence, tabulation sheets, public improvements bonds, bond ordinance, summary of revenues and expenses, closing transcripts | Retain for twenty (20) years, then destroy. |
| 7 | Bank reconciliation -contains but not limited to: (computer generated) cash entries by month, statement of accounts, bank statements, worksheets, account reconciliation (computer generated) | Retain for three (3) years and until all audit requirements have been met, then destroy. |
| 8 | Capital improvements file -contains but not limited to: alpha/numerical listing of CIP, quarterly reports, correspondence, alpha file of capital improvement projects | Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives. |

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (CONTINUATION SHEET)

Schedule No. *M-65*

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| Item No | Description | Retention |
|---------|--|--|
| 9 | Annual budget reports - final | Permanent. Transfer periodically to the Maryland State Archives |
| 10 | Wire logs -contains but not limited to: daily outgoing transfer log sheets, log number, date, amount, nature of transfer, auth. Person | Retain for three (3) years and until all audit requirements have been met, then destroy. |
| 11 | Time cards | Retain for three (3) years and until all audit requirements have been met, then destroy. |
| 12 | Cancelled payroll checks | Retain for three (3) years and until all audit requirements have been met, then destroy. |
| 13 | Voucher batch listing: computer generated voucher batch lists, batch number, voucher number, invoice number, vendor number, name, date, amounts, GL account, sub account | Retain for three (3) years and until all audit requirements have been met, then destroy. |
| 14 | Pre check audit list: computer generated, cash disbursement, journal | Retain for three (3) years and until all audit requirements have been met, then destroy. |
| 15 | Petty cash disbursements: employee petty cash receipts, expense receipts, adding machine tapes | Retain for three (3) years and until all audit requirements have been met, then destroy. |
| 16 | Pool/golf course receipts: daily adding machine tapes of monies collected by the city pool and golf course | Retain for three (3) years and until all audit requirements have been met, then destroy. |

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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| Item No | Description | Retention |
|---------|--|--|
| 17 | Cash receipts: computer generated daily collections - date, account, debit, credit, journal voucher edit, cash receipts journal | Retain for three (3) years and until all audit requirements have been met, then destroy. |
| 18 | Payroll vouchers -contains but not limited to: computer generated accounts payable vouchers, deferred comp deductions, accrued vacation and sick leave, compensatory time, various health plans | Retain for three (3) years and until all audit requirements have been met, then destroy. |
| 19 | Accounts payable -contains but not limited to: vouchers, utility billing refunds, invoices, purchase orders, check request, computer generated vouchers | Retain for three (3) years and until all audit requirements have been met, then destroy. |
| 20 | Collection reports -contains but not limited to: cash receipt for fees paid to the city | Retain for three (3) years and until all audit requirements have been met, then destroy. |
| 21 | Sales journal reports - computer generated: account number, location, invoice number, line, amount | Retain for three (3) years and until all audit requirements have been met, then destroy. |
| 22 | Cash application report - computer generated: invoice number, name, line, description, previous balance, paid, balance due | Retain for three (3) years and until all audit requirements have been met, then destroy. |
| 23 | Payroll reports - computer generated -contains but not limited to: check reconciliation worksheets, manual check register, direct deposit register, payroll register, time card edit report, weekly dollars analysis report | Retain for three (3) years and until all audit requirements have been met, then destroy. |
| 24 | Solid waste delivery slips: tran. number, truck number, tag number, payment, signature of driver | Retain for three (3) years and until all audit requirements have been met, then destroy. |
| 25 | Daily deposit checkout sheets: deposit list, deposit slips, adding machine tapes | Retain for three (3) years and until all audit requirements have been met, then destroy. |
| 26 | Journal entries - computer generated: journal entry support listings, debits for G/L, proof sheets, interest accruals, wired interest | Retain for three (3) years and until all audit requirements have been met, then destroy. |

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (CONTINUATION SHEET)

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| Item No. | Description | Retention |
|----------|--|---|
| 27 | Encumbrance journal - computer generated: open purchase commitments | Retain for three (3) years and until all audit requirements have been met, then destroy. |
| 28 | Accounts receivable register - computer generated: A/R invoice register, A/R aging, A/R edit, A/R P.O., open invoices by department | Retain for three (3) years and until all audit requirements have been met, then destroy. |
| 29 | Fixed assets, accounts payable: vouchers, expense reports, receipts, invoices, purchase orders | Retain for five (5) years and until all audit requirements have been fulfilled, then destroy. |
| 30 | A/P cancelled checks | Retain for three (3) years and until all audit requirements have been met, then destroy. |
| 31 | Account analysis -contains but not limited to: payroll reconciliations, analysis of petty cash, bad debt analysis, summary of interfunds receivable/payable, loan repayments. | Retain for three (3) years and until all audit requirements have been met, then destroy. |

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

Admin-

3. UNIT

FINANCE

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

General Files

5. EARLIEST YEAR / LATEST YEAR

1988 to current

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

CONSISTS OF, but NOT LIMITED TO: PMIA Audits (PENN. MANUFACTURERS ASSOC.) Wksly PAY Check Approvals - Job Descriptions; INVENTORIES. Retirement Rate Calc. (Employee) AND state Retirement Annual Bill; ~~etc~~ Leases; W2 + 941 Reports; (over)

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) 11x14"
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) _____

6 Number CU.FT.

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

use General Files Retention

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

VARIOUS WEEKLY PAYROLL REPORTS.

1988

6 CU. FT.

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Hagerstown

Admin.

FINANCE

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

5. EARLIEST YEAR / LATEST YEAR

Fixed Assets Reports
Computer generated.

1996 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

CONSISTS OF, BUT NOT LIMITED TO: CURRENT COST & ACCUMULATED DEPRECIATION LIST; INVENTORY ADJUSTMENTS & WAREHOUSE TRANSFERS.

7. RECORD SERIES FORMAT(S)

8. RECORD SERIES SEQUENCE

9. VOLUME

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) 11x14"
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) CABINET

3
Number CU. FT.

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

Number _____

11. FILE IS USED

12. FILE BECOMES INACTIVE AFTER

- Daily
- Weekly
- Monthly

- Month(s)
- Year(s)

Number _____

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

CITY HALL - 4TH FLOOR

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

- Yes _____
- No

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

18. RECOMMENDED RETENTION

- Yes _____
- No

Retain for 5 years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

1. DEPARTMENT/AGENCY: *Hagerstown*
2. DIVISION: *Admin*
3. UNIT: *FINANCE*

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE: *Active/Inactive CD Investments*
5. EARLIEST YEAR / LATEST YEAR: *1993 TO CURRENT*

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)
CONTAINS, BUT NOT LIMITED TO: CERTIFICATES OF DEPOSIT; INTEREST PAYMENT SHEET; PURCHASE SHEET; SAFEKEEPING AGREEMENTS; DEPOSITORY DECLARATION; CD CORRESPONDENCE; CHECK COPIES; DAILY ACTIVITY LIST.

7. RECORD SERIES FORMAT(S)
 Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (Specify) _____

8. RECORD SERIES SEQUENCE
 Alphabetical
 Numerical
 Chronological
 Geographical
 Other (Specify) _____
FINANCIAL INSTT.

9. VOLUME
 File Drawer(s)
 Microfilm Reel (s)
 Computer Tape (s)
 Other (Specify) _____
15
Number *CH. FT.*
10. ANNUAL ACCUMULATION
 File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____
Number _____

11. FILE IS USED
 Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
*CITY HALL - 4TH FLOOR
5TH FLOOR*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
 Yes _____ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))
 Yes _____ No

16. AUDIT REQUIREMENTS
 None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 Yes _____ No

18. RECOMMENDED RETENTION *RETAIN FOR LIFE OF CD PLUS 3 YEARS AND UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER
Fulfilled, then destroy.

21. DATE

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

Admin.

3. UNIT

FINANCE

DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

BANK Activity Documents

5. EARLIEST YEAR / LATEST YEAR

1990 to current

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONTAINS, BUT NOT LIMITED TO: CORRESPONDENCE;
LIST OF SECURITIES - STATEMENT OF ACCOUNTS;
DEPOSIT ACCOUNT ANALYSIS; ACH FORMS;
DAILY INTEREST REPORTS

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) _____
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

9. VOLUME

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (Specify) _____

2
Number

CU. FT.

10. ANNUAL ACCUMULATION

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (Specify) _____

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
- Month(s)
- Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

20.

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

Admin

3. UNIT

Finance

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

General Files

5. EARLIEST YEAR / LATEST YEAR

1996 to Current

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.)

CONTAINS, but NOT LIMITED TO: sales Tax Exempt certificates; check copies; IRS Receipts; Lease Agreements; Bond Issues; VARIOUS CONSULTANTS; ETC.

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) _____
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

9. VOLUME

- File Drawer(s)
 - Microfilm Reel (s)
 - Computer Tape (s)
 - Other (Specify) _____
- Number 1 1/2 CK-FT.

10. ANNUAL ACCUMULATION

- File Drawer (s)
 - Microfilm Reel (s)
 - Computer Tape(s)
 - Other (Specify) _____
- Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- _____ Month(s) Year(s)
- Number _____

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Use General File Retention

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

Admin.

3. UNIT

FINANCE

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Bonds

5. EARLIEST YEAR / LATEST YEAR

1987 to current

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

CONTAINS, BUT NOT LIMITED TO = PAYING AGENT & BOND REGISTRAR AGREEMENT; CORRESPONDENCE; TABULATION SHEETS; PUBLIC IMPROVEMENTS BONDS; BOND ORDINANCE; SUMMARY OF REVENUES & EXPENSES; CLOSING TRANSCRIPTS, ETC.

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) _____
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) _____

Number _____

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- _____ Number
- Month(s)
- Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain for 20 years, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

* Howard Co. Schedule # C899
Item # 124

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

Admin.

3. UNIT

FINANCE

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

BANK Reconciliation

5. EARLIEST YEAR / LATEST YEAR

1984 Current

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONTAINS, BUT NOT LIMITED TO: (computer generated) CASH Entries by Month; STATEMENT OF ACCOUNTS; BANK STATEMENTS; WORKSHEETS - ACCOUNT Reconciliation (computer generated);

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *11x14"*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

DATE

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) _____

5
Number *CU-FT*

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- _____ Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*CITY HALL - 4TH FLOOR
5TH FLOOR*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain for 3 years AND UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN, THEN DESTROY.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

Admin.

3. UNIT

FINANCE

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

CAPITAL IMPROVEMENTS FILE

5. EARLIEST YEAR / LATEST YEAR

1987 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

CONTAINS, BUT NOT LIMITED TO: Alpha/Numerical LISTING OF CIP; QUARTERLY REPORTS; CORRESPONDENCE; Alpha FILE OF CAPITAL IMPROVEMENT PROJECTS

7. RECORD SERIES FORMAT(S)

- Letter Size, Microfilm, Legal Size, Computer Tape, Bound Book, Floppy Disk, Audio Tape, Video Tape, Other (Specify)

8. RECORD SERIES SEQUENCE

- Alphabetical, Numerical, Chronological, Geographical, Other (Specify)

9. VOLUME

- File Drawer(s), Microfilm Reel (s), Computer Tape (s), Other (Specify)

2 Number CW-FT

10. ANNUAL ACCUMULATION

- File Drawer (s), Microfilm Reel (s), Computer Tape(s), Other (Specify)

Number

11. FILE IS USED

- Daily, Weekly, Monthly

12. FILE BECOMES INACTIVE AFTER

- Number, Month(s), Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes, No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes, No

16. AUDIT REQUIREMENTS

- None, State, Federal, Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes, No

18. RECOMMENDED RETENTION

USE GENERAL FILE RETENTION

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

Admin

3. UNIT

Finance

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

General Files

5. EARLIEST YEAR / LATEST YEAR

1986 to Current

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

CONTAINS, BUT NOT LIMITED TO: Direct Deposit Program, Investment Policy; Debt Policy; BANK Agreements; Correspondence; Office supplies Agreements; Unclaimed Property claim forms; Moody's Rating Agent; Trust Funds; (over)

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) 11x14
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify)

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify)

12 Number CK. FT.

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify)

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- _____ Number
- Month(s)
- Year(s)

13. CURRENT LOCATION(S) (Bldg, Floor, Room)

City Hall - 4th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AVOID REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Use General Files Retention

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

state Aid For Police Protection
Reports; Etc. Budget Work
Papers; Payment in Lieu of Taxes;
Etc.

12 Ch. Fr.

1986

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

Admin

3. UNIT

Finance

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Annual Budget Reports

5. EARLIEST YEAR / LATEST YEAR

1973 to CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

FINAL Budget Reports

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) _____
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

9. VOLUME

- File Drawer(s)
 - Microfilm Reel (s)
 - Computer Tape (s)
 - Other (Specify) *BOXES*
- 3*
Number *CU FT*

10. ANNUAL ACCUMULATION

- File Drawer (s)
 - Microfilm Reel (s)
 - Computer Tape(s)
 - Other (Specify) _____
- Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- _____ Number
- Month(s)
 - Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*CITY HALL - 4TH FLOOR
5TH FLOOR*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and include any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

*PERMANENT. TRANSFER
Periodically to THE MD. STATE
ARCHIVES.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

ADMIN

3. UNIT

FINANCE

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Wire Logs

5. EARLIEST YEAR / LATEST YEAR

1903 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

CONTAINS, BUT NOT LIMITED TO: DAILY OUTGOING TRANSFER LOG sheets: Log #; DATE; AMOUNT; NATURE OF TRANSFER; AUTH. PERSON; ETC

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) _____
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

DATE

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) **BOXES**

3
Number **CU FT**

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
- Number
- Month(s)
- Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH FLOOR
5TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

Admin.

3. UNIT

FINANCE

DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

TIME CARDS

5. EARLIEST YEAR / LATEST YEAR

~~1979~~ Current
1977

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) _____
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

DATE

9. VOLUME

- File Drawer(s)
 - Microfilm Reel (s)
 - Computer Tape (s)
 - Other (Specify) _____
- 38
~~38~~
Number CH. FT.

10. ANNUAL ACCUMULATION

- File Drawer (s)
 - Microfilm Reel (s)
 - Computer Tape (s)
 - Other (Specify) _____
- Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- Number _____ Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH FLOOR
5TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain for 3 years,
then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

Admin.

3. UNIT

FINANCE

DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Cancelled Payroll checks

5. EARLIEST YEAR / LATEST YEAR

1990 to CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.)

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) CHECKS
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

check no.

9. VOLUME

- File Drawer(s)
 - Microfilm Reel(s)
 - Computer Tape(s)
 - Other (Specify) _____
- Number 22 CF. FT.

10. ANNUAL ACCUMULATION

- File Drawer(s)
 - Microfilm Reel(s)
 - Computer Tape(s)
 - Other (Specify) _____
- Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- _____ Month(s) Year(s)
- Number _____

13. CURRENT LOCATION(S) (Bldg, Floor, Room)

City Hall - 4th Floor
5th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Hagerstown

Admin

FINANCE

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

5. EARLIEST YEAR / LATEST YEAR

Voucher Batch Listing

1993 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*Computer generated Voucher Batch Lists
Batch no./voucher no./ invoice no./
Vendor no./ name/ date/ amount(s)/
GL ACCOUNT/ sub ACCOUNT.*

7. RECORD SERIES FORMAT(S)

8. RECORD SERIES SEQUENCE

9. VOLUME

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *11x14"*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

- File Drawer(s)
 - Microfilm Reel (s)
 - Computer Tape (s)
 - Other (Specify) *shelf*
- 16*
Number *CU-FT*

10. ANNUAL ACCUMULATION

- File Drawer (s)
 - Microfilm Reel (s)
 - Computer Tapes
 - Other (Specify) _____
- Number _____

Batch no./DATE

11. FILE IS USED

12. FILE BECOMES INACTIVE AFTER

- Daily
- Weekly
- Monthly

- _____ Number
- Month(s)
- Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

*CITY HALL - 4TH FLOOR
5th FLOOR*

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

- Yes _____
- No

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

18. RECOMMENDED RETENTION

- Yes _____
- No

Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

20.

1. DEPARTMENT/AGENCY

HAGERSTOWN

2. DIVISION

ADMIN

3. UNIT

FINANCE

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Pre check Audit List

5. EARLIEST YEAR / LATEST YEAR

1995 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

COMPUTER GENERATED / CASH DISBURSEMENT JOURNAL

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) 11x14"
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

DATE

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) shelf

Number

10 CKO FTg

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
- Month(s)
- Year(s)

Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH FLOOR
5TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

Admin.

3. UNIT

FINANCE

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Petty Cash Disbursements

5. EARLIEST YEAR / LATEST YEAR

1996 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

Employee Petty Cash Receipts;
Expense Receipts; Adding Machine
Tapes;

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) _____
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

DATE

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) _____

2 CW-FT
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- _____ Number
- Month(s)
- Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

City Hall - 4th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

Admin

3. UNIT

FINANCE

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Pool/Golf Course Receipts

5. EARLIEST YEAR / LATEST YEAR

1992 to Current

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

DAILY Adding Machine Tapes of Monies collected by the City Pool & Golf Course.

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

Other (Specify) *Tapes - Adding Machine*

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

DATE

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) _____

34
Number *CV. FT*

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- _____ Number
- Month(s)
- Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*CITY HALL - 4TH Floor
5TH Floor*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

20.

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

Admin

3. UNIT

FINANCE

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

CASH Receipts

5. EARLIEST YEAR / LATEST YEAR

1989 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

Computer generated DAILY COLLECTIONS -
DATE/ACCOUNT/ Debit/Credit
JOURNAL Voucher Edit / CASH Receipts
JOURNAL;

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) 11x14"
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Numerical
- Alphabetical
- Chronological
- Geographical
- Other (Specify) _____

DATE

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) shelf

7
Number C4. FT.

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- _____ Number
- Month(s)
- Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

City Hall - 9th Floor
5th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

20.

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

HAGERSTOWN

ADMIN.

FINANCE

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

PAYROLL VOUCHERS

5. EARLIEST YEAR / LATEST YEAR

1998 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONTAINS, BUT NOT LIMITED TO: COMPUTER GENERATED ACCOUNTS PAYABLE VOUCHERS; DEFERRED COMP DEDUCTIONS - ACCRUE VACATION + SICK LEAVE; COMPENSATORY TIME; VARIOUS HEALTH PLANS;

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) 11x14"
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

9. VOLUME

- File Drawer(s)
 - Microfilm Reel (s)
 - Computer Tape (s)
 - Other (Specify) _____
- Number 4 CU-FT.

10. ANNUAL ACCUMULATION

- File Drawer (s)
 - Microfilm Reel (s)
 - Computer Tapes
 - Other (Specify) _____
- Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- _____ Number
- Month(s)
 - Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain for 3 years and until all Audit Requirements have been fulfilled, then Destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

HAGERSTOWN

2. DIVISION

ADMIN.

3. UNIT

FINANCE

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

ACCOUNTS PAYABLE

5. EARLIEST YEAR / LATEST YEAR

1995 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONSISTS OF, BUT NOT LIMITED TO - VOUCHERS; UTILITY BILLING REFUNDS; INVOICES; PURCHASE ORDERS; CHECK REQUEST; COMPUTER GENERATED VOUCHERS;

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) _____
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

VENDOR NAME

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) _____

64
Number *ON FILE*

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tapes (s)
- Other (Specify) _____

Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number _____
 Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*CITY HALL - 4TH FLOOR
5TH FLOOR*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

20. _____

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Hagerstown

Admin

FINANCE

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

5. EARLIEST YEAR / LATEST YEAR

Collection Reports

1990 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

CONTAINS, BUT NOT LIMITED TO: CASH RECEIPT FOR ~~PERMIT~~ FEES PAID TO THE CITY.

7. RECORD SERIES FORMAT(S)

8. RECORD SERIES SEQUENCE

9. VOLUME

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *8x5-11*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

- File Drawer(s)
 - Microfilm Reel (s)
 - Computer Tape (s)
 - Other (Specify) *BOXES*
- Number *9* *CH.FT.*

10. ANNUAL ACCUMULATION

- File Drawer (s)
 - Microfilm Reel (s)
 - Computer Tape(s)
 - Other (Specify) _____
- Number _____

11. FILE IS USED

12. FILE BECOMES INACTIVE AFTER

- Daily
- Weekly
- Monthly

- Number _____
- Month(s)
- Year(s)

13. CURRENT LOCATION(S) (Bldg, Floor, Room)

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

*City Hall 4th Floor
5th Floor*

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

- Yes _____
- No

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

18. RECOMMENDED RETENTION

- Yes _____
- No

Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

20.

1. DEPARTMENT/AGENCY

HAGERSTOWN

2. DIVISION

Admin.

3. UNIT

FINANCE

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

SALES JOURNAL REPORTS

5. EARLIEST YEAR / LATEST YEAR

_____ TO *Current*

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.)

*Computer generated: Acct. No.; Location;
INVOICE No.; Line; Amount*

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *11x14"*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

DATE

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) *shelf*

1
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

20.

1. DEPARTMENT/AGENCY

HAGERSTOWN

2. DIVISION

Admin

3. UNIT

FINANCE

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

CASH Application Report

5. EARLIEST YEAR / LATEST YEAR

_____ TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

Computer generated: INVOICE #; NAME; LINE; DESCRIPTION; Prev. BAL.; PAID; BAL. Due

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) 11x14"
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

DATE

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) Shelf

Number _____

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tapes(s)
- Other (Specify) _____

Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- _____ Number
- Month(s)
- Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

1. DEPARTMENT/AGENCY
Hagerstown

2. DIVISION
Admin

3. UNIT
FINANCE

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE
*Payroll Reports
Computer generated*

5. EARLIEST YEAR / LATEST YEAR
1990 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)
CONSISTS OF, BUT NOT LIMITED TO; CHECK RECONCILIATION WORKSHEETS; MANUAL CHECK REGISTER; DIRECT DEPOSIT REGISTER; PAYROLL REGISTER; TIME CARD EDIT REPORT; WEEKLY DOLLARS ANALYSIS REPORT

7. RECORD SERIES FORMAT(S)
 Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (Specify) *11x14"*

8. RECORD SERIES SEQUENCE
 Alphabetical
 Numerical
 Chronological
 Geographical
 Other (Specify) _____

9. VOLUME
 File Drawer(s)
 Microfilm Reel (s)
 Computer Tape (s)
 Other (Specify) *CABINET*
25
Number *CLP-FTR*

10. ANNUAL ACCUMULATION
 File Drawer (s)
 Microfilm Reel (s)
 Computer Tapes(s)
 Other (Specify) _____
Number _____

11. FILE IS USED
 Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
*CITY HALL - 4TH FLOOR
5TH FLOOR*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
 Yes _____ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))
 Yes _____ No

16. AUDIT REQUIREMENTS
 None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)
 Yes _____ No

18. RECOMMENDED RETENTION
Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

20.

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

Admin.

3. UNIT

FINANCE

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Solid Waste
Delivery slips

5. EARLIEST YEAR / LATEST YEAR

_____ TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Solid Waste Haulers Delivery slips
SHOWS; TRAW.# / TRUCK # / TAG # /
PAYMENT / SIGNATURE OF DRIVER; ETC.

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) 4 x 8 1/2"
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

DATE

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) _____

1/2
Number CU-FT

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number _____ Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

20

| | | |
|---|------------------------------|---------------------------|
| 1. DEPARTMENT/AGENCY <i>Hagerstown</i> | 2. DIVISION <i>ADMIN.</i> | 3. UNIT <i>FINANCE</i> |
|---|------------------------------|---------------------------|

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

| | |
|--|---|
| 4. RECORD SERIES TITLE <i>DAILY DEPOSIT CHECKOUT SHEETS</i> | 5. EARLIEST YEAR / LATEST YEAR <i>1993 CURRENT</i> |
|--|---|

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

*CONTAINS; DEPOSIT LIST; DEPOSIT SLIPS;
ADDING MACHINE TAPES;*

| | | |
|--|---|---|
| 7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (Specify) <i>TAPES - ADDING MACHINE</i> | 8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ <i>DATE</i> | 9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <i>5</i> Number <i>CW, FT.</i> |
| | | 10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tapes (s) <input type="checkbox"/> Other (Specify) _____ Number _____ |

| | |
|--|---|
| 11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly | 12. FILE BECOMES INACTIVE AFTER _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) |
|--|---|

| | |
|--|---|
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>CITY HALL - 4TH FLOOR 5TH FLOOR</i> | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No |
|--|---|

| | |
|--|--|
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | 16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent |
|--|--|

| | |
|--|---|
| 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | 18. RECOMMENDED RETENTION <div style="border: 1px dashed black; padding: 10px; text-align: center;">Retain for 3 years and until all audit requirements have been fulfilled, then destroy.</div> |
|--|---|

| | |
|--------------------------------|--------|
| 19. NAME AND TITLE OF PREPARER | 20. TI |
|--------------------------------|--------|

1. DEPARTMENT/AGENCY
Hagerstown

2. DIVISION
Admin.

3. UNIT
FINANCE

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE
Journal Entries

5. EARLIEST YEAR / LATEST YEAR
1973 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)
*Computer generated: Journal Entry
Support Listings: ~~statements~~

Debits for G/L - Proof sheets; interest
Accruals; wired interest.*

7. RECORD SERIES FORMAT(S)
 Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (Specify) *11x14*

8. RECORD SERIES SEQUENCE
 Alphabetical - *Type*
 Numerical - *Date*
 Chronological
 Geographical
 Other (Specify) _____

9. VOLUME
 File Drawer(s)
 Microfilm Reel (s)
 Computer Tape (s)
 Other (Specify) _____
25
Number *CHPT*

10. ANNUAL ACCUMULATION
 File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____
Number _____

11. FILE IS USED
 Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
*City Hall - 4th Floor
5th Floor*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
 Yes No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))
 Yes No

16. AUDIT REQUIREMENTS
 None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)
 Yes No

18. RECOMMENDED RETENTION

Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

2

1. DEPARTMENT/AGENCY

HAGERSTOWN

2. DIVISION

ADMIN.

3. UNIT

FINANCE

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

ENCUMBRANCE JOURNAL

5. EARLIEST YEAR / LATEST YEAR

1996 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

COMPUTER GENERATED; OPEN PURCHASE COMMITMENTS; ENCUMBRANCE JOURNAL

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) 11x14"
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

DATE

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) shelf

Number 4 CU. FT.

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- _____ Number
- Month(s)
- Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH FLOOR
5TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

20.

| | | |
|---|-----------------------------|---------------------------|
| 1. DEPARTMENT/AGENCY <i>HAGERSTOWN</i> | 2. DIVISION <i>ADMIN</i> | 3. UNIT <i>FINANCE</i> |
|---|-----------------------------|---------------------------|

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

| | |
|--|--|
| 4. RECORD SERIES TITLE <i>Accounts Receivables Register</i> | 5. EARLIEST YEAR / LATEST YEAR <i>1992 to CURRENT</i> |
|--|--|

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series):
*COMPUTER generated = A/R INVOICE Register;
A/R Aging / A/R EDIT / A/R P.D. / OPEN
INVOICES by DEPT.*

| | | |
|---|---|--|
| 7. RECORD SERIES FORMAT(S) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (Specify) <i>11x14"</i> | 8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ <i>DATE</i> | 9. VOLUME <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input checked="" type="checkbox"/> Other (Specify) <i>shelf</i> <i>10</i> Number <i>CUR FT</i> |
| | | 10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number _____ |

| | |
|--|---|
| 11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly | 12. FILE BECOMES INACTIVE AFTER _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) |
|--|---|

| | |
|--|---|
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>CITY HALL 4TH FLOOR 5TH FLOOR</i> | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No |
|--|---|

| | |
|---|--|
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No | 16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent |
|---|--|

| | |
|--|--|
| 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | 18. RECOMMENDED RETENTION <i>Retain for 3 years and until all audit requirements have been fulfilled, then destroy.</i> |
|--|--|

| | |
|--------------------------------|---|
| 19. NAME AND TITLE OF PREPARER | 2 |
|--------------------------------|---|

| | | |
|---|------------------------------|---------------------------|
| 1. DEPARTMENT/AGENCY <i>HAGERSTOWN</i> | 2. DIVISION <i>ADMIN.</i> | 3. UNIT <i>FINANCE</i> |
|---|------------------------------|---------------------------|

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

| | | |
|---|---------------------|---|
| 4. RECORD SERIES TITLE <i>Accounts Payable</i> | <i>FIXED ASSETS</i> | 5. EARLIEST YEAR / LATEST YEAR <i>1979 to 1988</i> |
|---|---------------------|---|

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

Vouchers; Expense Reports; Receipts; Invoices; Purchase Orders;

| | | |
|---|---|---|
| 7. RECORD SERIES FORMAT(S) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (Specify) _____ | 8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ <i>DATE</i> | 9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <i>4</i> 100 Number <i>CW, FT.</i> |
| | | 10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number _____ |

| | |
|---|---|
| 11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly | 12. FILE BECOMES INACTIVE AFTER _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) |
|---|---|

| | |
|--|---|
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>CITY HALL - 4TH FLOOR</i> <i>5TH FLOOR</i> | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No |
|--|---|

| | |
|---|--|
| 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No | 16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent |
|---|--|

| | |
|--|--|
| 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No | 18. RECOMMENDED RETENTION Retain for <i>5</i> years and until all audit requirements have been fulfilled, then destroy. |
|--|--|

| | |
|--------------------------------|-----|
| 19. NAME AND TITLE OF PREPARER | 20. |
|--------------------------------|-----|

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

Admin.

3. UNIT

FINANCE

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

A/P cancelled checks

5. EARLIEST YEAR / LATEST YEAR

1995 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) CHECKS
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

check No.

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) _____

10 Number 10 CM. FT.

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
- Month(s)
- Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL 4TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

20.

1. DEPARTMENT/AGENCY

HAGERSTOWN

2. DIVISION

ADMIN.

3. UNIT

FINANCE

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

ACCOUNT ANALYSIS

5. EARLIEST YEAR / LATEST YEAR

1970 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

CONTAINS, BUT NOT LIMITED TO: PAYROLL RECONCILIATIONS; ANALYSIS OF PETTY CASH; BAD DEBT ANALYSIS; SUMMARY OF INTERFUNDS RECEIVABLE/PAYABLES; LOAN REPAYMENTS

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *11x14"*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

G/L ACCOUNT #

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) *Boxes*

Number *EXP. 871*

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
- Month(s)
- Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*CITY HALL - 4TH FLOOR
5TH FLOOR*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and include any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER