OCEAN CITY FINANCE DEPARTMENT RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. MB2 PAGE 1 OF

Agency	Mayor & City Council of Ocean City, Maryland	Division/Unit Finance Accounts Payable
		·
NO	DESCRIPTION	RETENTION
1	Accounts Payable Files Contains: check copy, invoice	Retain for 3 years and until all audit requirements have been fulfilled, then destroy
	Fuel Tax Files Contains: state special returns-diesel user work sheet, fuel reports, Airport fuel sheet summary, EOM fuel readings, fuel inventory analysis, pump totals reconciliation report, fleet report-fuel by department report, fuel tickets	Retain for 4 years and until all audit requirements have been fulfilled, then destroy
3	Payroli canceled checks	Retain for 3 years, then destroy
4	General Fund canceled checks	Retain for 3 years and until all audit requirements have been fulfilled, then destroy
5	Daily cash summary sheets Daily cash summary reconciliation sheet, adding machine tape, deposit ticket, adjusting journal edit list, G/L summary distribution report, batch invoice report	Retain for 3 years and until all audit requirements have been fulfilled, then destroy
6	Pension cash reconciliation and reports Contains: combined statements of plan net assets, pension journal entries, copies of email, generic check register, copies of checks, monthly reports	Retain for 3 years and until all audit requirements have been fulfilled, then destroy
7	Journal Entries: Wire transfers, correspondence, journal entry memo, involces, etc	Retain for 3 years and until all audit requirements have been fulfilled, then destroy
AP	PROVED BY DEPARTMENT, AGENCY, OR	SCHEDULE AUTHORIZED BY

	Pension cash reconciliation and reports Contains: combined statements of plan net assets, pension journal entries, copies of email, generic check register, copies of checks, monthly reports	Retain for 3 years and until all audit requirements have been fulfilled, then de	
	Journal Entries: Wire transfers, correspondence, journal entry memo, invoices, etc	Retain for 3 years and until all audit requirements have been fulfilled, then dea	
DIVIS	ROVED BY DEPARTMENT, AGENCY, OR SION REPRESENTATION E 03/10/00 MATURE MATH Buth	SCHEDULE AUTHORIZED BY STATE ARCHIVIST DATE APR 1 1 2000	
TYPE	E NAME Martha Bennett E Finance Administrator	SIGNATURE TwandC. fg	

Agency	Mayor and C	Council of Ocean Cit	y, Maryland	Division/Unit	Finance Accounts Pavable

EM O	DESCRIPTION	RETENTION
8	Bank Reconciliations Contains: bank statements, deposit tickets, copies of checks, G/L entries, canceled checks, Recycling account, copies of checks, customer reconciliation reports	Retain for three years and until all audit requirements have been fulfilled, then destro
9	Grants: Contains: boardwalk grant, ambulance grant, 98 block grant, open space, marketing grant, summary of costs, correspondence, copies of invoices, financial status reports, request for funds, final request for reimbursement	Retain for life of grant plus three years, then destroy
10	Fees/Taxes Contains: sales & use tax, admission tax, bingo receipts, alcohol license fees, rents and concessions, Wastewater rent, room tax, excise tax, copies of invoices, correspondence	Retain for three years and until all audit requirements have been fulfilled, then destro
11	Fleet reports/equipment Computer reports-equipment charges by account number, transaction update offset by account listing, fuel transaction update error list	Retain for three years and until all audit requirements have been fulfilled, then destro
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		,

TITLE

PAGE 3 OF 7

EM		
10	DESCRIPTION	RETENTION
1	Payroll Reports - Paper Payroll distribution, error listing register, direct deposit register, deduction register, hours proof listing (Employee payroll record is on the computer and maintained for three years)	Retain for three years and until all audit requirements have been fulfilled, then destroy
2	Wage Attachments Wage attachments, District Court satisfaction of judgement, payroll deduction agreement, various states	Retain for life of agreement plus three years, then destroy
3	Federal/State tax records Contains: W-3 transmittal of wage and tax statements, E4 annual survey of government employment, Maryland Quarterly, 941's. Deferred compensation plan (457), state employees credit union	Retain for three years and until all audit requirements have been fulfilled, then destroy
4	Direct Deposit Authorization Authorization form, copy of check (employee checking account), etc.	Retain for three years and until all audit requirements have been fulfilled, then destroy
5	Child Support Child Support wage withholdings, memo to establish wage withholdings	Retain for life of withholding, then destroy
6	Workers compensation (third party sick pay) Contains: report of group claims paid, US tax information monthly report, premium invoice, correspondence	Screen Annually. Destroy material having no further legal, administrative fiscal or operational value.
7	W-2 reports, year end payroll information used to create W-2 for employees	Retain for three years and until all audit requirements have been fulfilled, then destroy
	 PROVED BY DEPARTMENT, AGENCY, OR VISION REPRESENTATION	SCHEDULE AUTHORIZED BY STATE ARCHIVIST
DA	TE	DATE APR 1 1 2000

PAGE 4 OF 7

M	DESCRIPTION	RETENTION
1	Subject file Contains: budget reports, correspondence, payment/report calendar, stock requisitions, purchase orders	Retain for three years , then destroy
2	Licenses Contains: License file changes, fee calculation, business master inquiry, tax account master inquiry, correspondence, license reportoccupational license, trader's license	Retain for three years and until all audit requirements have been fulfilled, then destroy
3	Subject file Includes: Airport, Blue Cross/Blue Shield of Md, capital improvement program, discover card, investments, long term debt, Md Stadium Authority, Dun and Bradstreet, arbitrage, CNET, CAFR, revenue book, Wastewater, cash receipts, accounts receivable, etc	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serve to document the origin, development and accomplishments of the department. Transfer periodically to Maryland State Archives.
4	Employee Information Files Includes: employee evaluations, increment justifications, job descriptions, employee duties, vacation requests	Retain for three years and until all audit requirements have been fulfilled, then destroy
5	Comprehensive Annual Financial Reports (CAFR) Includes: annual financial report, correspondence	Permanent. Transfer periodically to the Maryland Archives.
6	Audit Reports: OMB Circular-A-128, single audit act of 1984, supplemental financial report	Permanent. Transfer periodically to the Maryland Archive.
DI	PPROVED BY DEPARTMENT, AGENCY, OR VISION REPRESENTATION ATE GNATURE MANY Consult	SCHEDULE AUTHORIZED BY STATE ARCHIVIST APR 1 1 2000
	PE NAME	SIGNATURE Strand C. Japan
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PAGE 5 OF 7

Agency Mayor and Council Ocean City, Maryland		Division/Unit Finance Administrative	
ITEM NO	DESCRIPTION	RETENTION	
7	Md State Uniform financial Report Information required by the Dept of Legislative services to prepare the local government financial reports, correspondence	Retain for three years and until all audit requirements have been fulfilled, then destroy	
8	Budget Reports Budget workpapers, first and second reading of the operating budget, legal notices, final fiscal year budget book	Retain for three years and until all audit requirements have been fulfilled, then destroy	
9	Audits Audit workpapers, final audit reports, correspondence, audit RFP	Permanent. Transfer periodically to the Maryland Archives	
10	Lease Financial Agreements Computer leasing, 800 MHZ, etc Contains: correspondence, cash flow analysis, lease/purchase agreement, purchase orders, schedule of payments, vehicle lease, etc	Retain for life of lease agreement plus three years, then destroy	
11	Bonds: for General Obligation, Refunding, Improvement Includes: bond proceeds bids, project schedules, expenditures, project budget report, new issue book entry, correspondence, workpapers, bond books, construction fund, etc	Retain for life of bond plus three years, then destroy	
12	Computer Reports Includes: support schedules, summary general ledger, balance sheet, summary budget report, revenue reports, budget to actual, pension, long term debt, risk management, trial balance, expenditures and encumbrances, etc.	Retain for three years and until all audit requirements have been fulfilled, then destroy	

OCEAN CITY FINANCE DEPARTMENT RECORDS RETENTION AND DISPOSAL SCHEDULE

TITLE

SCHEDULE NO. M82

PAGE 6 OF 7

EM		
10	DESCRIPTION	RETENTION
1	Property transfers forms that show seller, buyer, address, property description, amount due, etc	Retain until all audit requirements have been fulfilled, then destroy
2	Miscellaneous Accounts Receivable Contains: Misc. revenue inquiry, remittance form, adding machine tape, invoice inquiry, remittance advice, etc	Retain until all audit requirements have been fulfilled, then destroy
3	Application for business license Contains: application, license renewal	Retain until all audit requirements have been fulfilled, then destroy
4	Misc Medical Claim Payments Contains: Audit Trial reports, payments, correspondence, patient collection report, explanation of payment, remittance advice, provider voucher, insurance call-in information sheet, EMS registration face sheet	Retain for three years and until all audit requirements have been fulfilled, then destroy
5	Computer reports Contains: adjustment update register, payment update register, combined billing update, adjustment update, trial balance, cash update, cash posting, tax billing interface	Retain until all audit requirements have been fulfilled, then destroy
6	Utility Bills Includes: copy of bill, payment stub returned with payment, customer receipt, adding machine tape	Retain until all audit requirements have been fulfilled, then destroy
	Please Note: The recommendation by Roberts Organizational Services for items 1, 2, 3, 5, and 6 is as indicated.	Recommended retention: Retain for three years and until all audit requirements have been fulfilled, then destroy.
	PROVED BY DEPARTMENT, AGENCY, OR VISION REPRESENTATION	SCHEDULE AUTHORIZED BY STATE ARCHIVIST
DATE		DATE APR 1 1 2000

OCEAN CITY FINANCE DEPARTMENT RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. MB2
PAGE 7 OF 7

Agency Mayor and Council Ocean City, Maryland Division/Unit Finance Billing and Collections

EM IO	DESCRIPTION	RETENTION
7	Misc Computer Reports Charge update report, invoice billing register, cash updates, adjustment updates	Retain until all audit requirements have been fulfilled, then destroy
8	Tax Reports Includes: parcel listings, tax roll, tax payments edit list	Screen Annually. Destroy Material having no further legal, administrative, fiscal or operational value
9	Property Tax Payments Includes: remittance stub, adding machine tape, tax certificate, accounts receivable inquiry, check stub, disbursement check voucher	Retain until all audit requirements have been fulfilled, then destroy
	Please Note: the recommendation by Roberts Organizational Services for items 7 and 9 is as indicated.	Recommended retention: Retain for three years and until all audit requirements have been fulfilled, then destroy

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
OCEAN CITY	FINANCE	ACCOUNTS YAUTHORE
DEFINITION - Records Series - A group of related records	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST-YEAR
Accounts Payable Fi	les	10 1999
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series:
0 -1-0 - 1 1 1	opy; INVOICE;	
CONTRACT CONTRACT CO		
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•		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SECUENCE	File Drawer(s)
□ Letter Size □ Microfilm	Alphabetical	☐ Microfilm Reel (s) ☐ Computer Tabe (s)
□ Legal Size □ Computer Tape	□ Numerical	Other (Specify)
□ Bound Book □ Floppy Disk	☐ . Chronological	Number C. F
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
	Geographical	□ File Drawer (s)
Other (Specify)	Other (Specify)	☐ Microfilm Reel (s). ☐ Computer Tape(s)
	VENSOT	□ Other (Specify)
·	10,72,0	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
	12. THE BESSINES HASTIVE ATTEN	
■ Daily □ Weekly □ Monthly	Number D	Month(s) Year(s)
13. CURRENT, LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
CHYHAH - 1ST Floor		
Vault-CobiNets-Trailer	□ Yes	· □ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED F	
describe any hardware/software)	Retain for 3 years	and until
□ Yes □ No	all audit requireme	
5 110	been fulfilled, then	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	411 4015

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 3 OI 12
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
DOCAN CATU	FINANCE	Accounts Parkle
DEFINITION - Records Series - A group of related record		
4. RECORD SERIES TITLE Ventor Files		5. EARLIEST YEAR / LATETEST YEARTO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/accuments/forms found in the Series. Include	the purpose or function of the Series;
SAME AS #1	<u>.</u>	
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
□ Letter Size □ Microfilm	Alphabetical	File Drawer(s) Microfilm Ree! (s)
	•	□ Computer Tabe (3)
☐ Legal Size ☐ Computer Tape	Numerical .	Other (Specify)
□ Bound Book □ Floppy Disk	☐ Chronological	Number
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
□ Other (Specify)	Other (Specify)	□ Microfilm Reei (s) □ Computer Tape(s)
	Vertor	Other (Specify)
	<i>V-1.01</i> .	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily Daily Daily	D	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)
CityHAN/-1ST Floor	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite taw(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □	Federal Independent
i7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RE	
describe any hardware/software) U Yes U No	Retain for 3 year all audit requirer been fulfilled, th	nents have
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	

. 550-4 (Revised 1/93)

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page 2 01 2
1. DEPARTMENT/AGENCY CETY CITY	2 DIVISION FINANCE	3. UNIT HOCALOTS PAINTE
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE FUEL THAX TICKETS		5. EARLIEST YEAR / LATETEST YEAR TO SOLD FY
6. RECORD SERIES DESCRIPTION (Briefly describe the types of CONTAINES: STATE S WORK Sheet - F Sheet Summing NOVENTORY AND REPORT - FLEET A REPORT; FUEL TIC	_	the purpose or function of the Series: Diesel 1887 Typort Firel Lendings - Firel Les Econolistion Department
7. RECORD SEBIES FORMAT(S)	B. RECORD SERIES SEQUENCE	9. VOLUME
☑ Letter Size □ Microfilm	C Alphabetical	File Drewer(s) Microfilm Reel (s)
□ Legal Size □ Computer Tape	Numerical	Computer Tabe (3) Other (Specify)
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	□ Chronologica!	Number C/F
Other (Specify)	□ Geographical □ Other (Specify)	10. ANNUAL ACCUMULATION File Drawer (s) Microfilm Reel (s) Computer Tape(s) Other (Specify)
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1. FILE IS USED Daily Weekly Monthly	12. FILE BECOMES INACTIVE AFTER Number	Month(s)
3. CURRENT LOCATION(S) (Bidg. Floor, Room) TRAJET TRAJET	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
5. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
☐ Yes □ No		ederal D Independent
7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) □ Yes □ No	18. RECOMMENDED RET Retain for year all audit requirer been fulfilled, the	nents have
J. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page OI
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT
OCETTO CITY	FINANCE	Assauts Paymore
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE **HAY(01) - CANCELLED CA	hecks	5. EARLIEST YEAR / LATETEST YEAR TO DOD
6. RECORD SERIES DESCRIPTION (Briefly describe the types of CANCELLES Checks	information/documents/forms found in the Series. Include	the purpose or function of the Series;
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s)
□ Letter Size □ Microfilm	□ Alphabetical	☐ Microfilm Reel (s) ☐ Computer Tape (s)
□ Legal Size □ Computer Tape	Numerical	Other (Specify)
□ Bound Book □ Floppy Disk	□ . Chronological	Number Cot
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
The Other (Specify) Checks	Other (Specify)	☐ Microfilm Reel (s).☐ Computer Tape(s)
	farfai!	Other (Specify)
	Try retros	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	O	Month(s) 🗆 Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
CHYHAN-15FF100	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ Slate □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) □ Yes □ No	18. RECOMMENDED RETENTION Retain	infor 3 years,
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP MARYLAND 20794	AGENCY RECORDS INVENTORY Page 5 01 12
1. DEPARTMENT/AGENCY OCEPHOCYTY	2 DIVISION .	3. UNIT
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4 RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Toevern L fund Co	micelled checks	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/occuments/forms found in the Series. Include	e the purpose or function of the Series:
	· .	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
□ Letter Size □ Microfilm	□ Alphabetical ·	File Drawer(s) Microfilm Reet (s)
		□ Computer Tabe (s)
□ Legal Size □ Computer Tape	Numerical	Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number C
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
Other (Specify)	Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tape(s)
	Cherx #	□ Other (Specify)
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	·
Daily	Dumber	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	F7 (If was specify anency or office)
21TY HALL- 15T Floor	□ Yes	
	Tes	. u No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □	Federal Independent
i7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED	
describe any hardware/software)	Retain for 3 years	and until
□ Yes □ No	all audit requireme been fulfilled, ther	ents have a destroy
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUM	
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	Page Of L2
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
premicity	Explane	Ants-Paral
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DEFINITION - Records Series - A group of related reco	ros normally filed and used as a unit for reference as	
1. RECORD SERIES TITLE DAILY CHOST Summi	nysheets	5. EARLIEST YEAR / LATETEST YEAR
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 MACHINE TO JOURNAL EdiTLAS	_	- /
REPORT, BATCH IN	volce geport;	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s)
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d Office (apectry)	Diffe	Computer Tape(s) Other (Specify)
44 FUE IO 1050		Number
11. FILE IS USED Daily	12. FILE BECOMES INACTIVE AFTER Number	Month(s) 🗆 Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
STY HALL-1ST Floor	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RET	
describe any hardware/software) U Yes U No	Retain for 3 yea all audit require been fulfilled, tl	ments have
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION . 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
DCEAN City	FINANCE	Ants Part
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE PENSION C.		5. EARLIEST YEAR / LATETEST YEAR
Reports		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	e the purpose or function of the Series:
CONTAINS: Combine	ed STATEMENTS of	PLAN NET PESES
Persion Journay Treveric Check Be Monthly Reports	LENTIFIES, COPIES	of checks.
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7 050000 0000 5000050		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s)
✓ Letter Size	C Alphabetical	☐ Microfilm Reet (s) ☐ Computer Tabe (s)
□ Legal Size □ Computer Tape	Numerical	□ Other (Specify)
□ Bound Book □ Floppy Disk	☐ Chronological	Number
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
Dother (Specify)	□ Other (Specify)	☐ Microfilm Reel (s)
14×11	Dat	□ Computer Tabe(s) □ Other (Specify)
·	DHE	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily Ueekly Donthly	Number	Month(s) 🗅 Year(s)
13. CURRENT LOCATION(S) (Bldg. Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)
CHY HAN-15T Floor	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ I	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED F	
describe any hardware/software)	Retain for 3 years	and until
□ Yes □ No	all audit requirements been fulfilled, the	ents have
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUML	
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page S 01
		3
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
ocean City	FINANCE	.
DEFINITION - Records Series - A group of related record		well as retention and disposition ourgoses
0 0	· · · · · · · · · · · · · · · · · · ·	
4. RECORD SERIES TITLE BANK KECOK	20 WALLOWS	5. EARLIEST YEAR / LATETEST YEAR MIL TO 1999
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: BANK 5		
Checks of check. Checks - Hecoloc,	SINGHOLDUNTS	s-CANCELLAS (copies of checks
	<u> </u>	·
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☑ Letter Size □ Microfilm	□ Alphabetical	☐ File Drawer(s) ☐ Microfilm Ree! (s)
☐ Legal Size ☐ Computer Tape	Numerical	Computer Table (3) Other (Specify)
-	·	-A
□ Bound Book □ Floppy Disk	Chronological	
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
Other (Specify) Checks	Other (Specify)	☐ Microfilm Ree! (s) ☐ Computer Tabe(s)
	DATE	Other (Specify)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily D Weekly D Monthly		Month(s) □ Year(s)
	Number	
3. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
ity this lot Floor	□ Yes	□ No
ZNA Floor Storage		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal Independent
7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETE	
describe any hardware/software)	Retain for 3 year	urs and until
□ Yes □ No	all audit require been fulfilled, t	ments have
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 9 of 42
1. DEPARTMENT/AGENCY	2. DIVISION	Sots Parable
ocean city	FINANCE	Heer myner
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Journal Extres		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of		
Wire Travofers; IN	Corresponden	ce-vourne
ENTTY MEMO; IN	voices; etc.	
	•	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
De Letter Size	□ Alphaberical	□ File Drawer(s) □ Microfilm Ree! (s)
		□ Computer Tape (s)
□ Legal Size □ Computer Tape	Numerical · · ·	Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
☐ Other (Specify)	Other (Specify)	□ Microfilm Reel (s) □ Computer Tape(s)
	nate.	Other (Specify)
	DATE	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily	Umber	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
21ty Hall-1ST Floor	□ Yes	□ No
·		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDE	until
□ Yes □ No	Retain for 3 years and all audit requirements been fulfilled, then de	have
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NL	an wait

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page LB OI LB
1. DEPARTMENT/AGENCY OCENIUCITE	2 DIVISION FINANCE	Accto Payable
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE THATS		5. EARLIEST YEAR / LATETEST YEAR 1995 TO 1999
6. RECORD SERIES DESCRIPTION (Briefly describe the types of CONTAINS: BOATOLK GRANDLY OF CONTAINED FUNDES: FINAL RE	open space; open space; of corresponde	MARKETING TOTANT- ENCE; COPIES OF ReguesT for
7. RECORD SERIES FORMAT(S) Letter Size	8. RECORD SERIES SEQUENCE Alphabetical Numerical Chronological Geographical Other (Specify)	9. VOLUME File Drawer(s) Microfilm Ree! (s) Computer Tabe (s) Other (Specify)
	eg crimer	Number
11. FILE IS USED Daily	12. FILE BECOMES INACTIVE AFTER Number	Month(s) Year(s)
3. CURRENT LOCATION(S) (Bldg. Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) U Yes No	
:5. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS □ None □ State □ Federal □ Independent	
7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) □ Yes □ No	18. RECOMMENDED RETENTION REFORD FOR LAFE OF GRANT PLUS 3 YEARS, HER DESTIBLY.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	
<u> </u>	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page // Of /2
1. DEPARTMENT/AGENCY	2. DIVISION ,	3. UNIT
ocean City	FINANCE	ACCTS PAYMENCE
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR I LATETEST YEAR
Feestinges		1555 to
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: Sales-		
BINGO RECEIPTS - H.	LohoL License	Fees- Kerson
CONCESSIONS - W	saste Water K	ent-Room
TAX; etc. Exise Ti)
copies of Invoice	s; corresponden	re-
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size	Alphabetical	e File Drawer(s) Microfilm Ree! (s)
□ Legal Size □ Computer Tape	□ Numerical	☐ Computer Tabe (s) ☐ Other (Specify)
□ Bound Book □ Floppy Disk	Chronological	Number C.F.
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
□ Other (Specify)	□ Other (Specify)	□ File Drawer (s) □ Microfilm Reei (s).
		Computer Tape(s) Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily U Weekly G Monthly	Number	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Bcom)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
Lity HAH-1ST Floor	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No		ederal 🗆 Independent
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	18. RECOMMENDED RETE	
□ Yes □ No	Retain for 3 yes all audit require	ements have
19. NAME AND TITLE OF PREPARER	been fulfilled, t	nen desitoy

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(NSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 13 of 12
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
ocean city	FINANCE	Acots Payable
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE Fleet Reports/Ear	upment	5. EARLIEST YEAR / LATETEST YEAR 1995 TO 1999
6. RECORD SERIES DESCRIPTION (Briefly describe the types of COMPUTER REPORT ACCOUNT NUMBER OF ACCOUNTS LIST	3- EQUIPMENT ET-TRANSACTION	the purpose or function of the Series; CHANGES GY DUPLATE DESCRIPTION
Update Error	4151-	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
□ Letter Size □ Microfilm	☐ Alphabetical	□ File Drawer(s) □ Microfilm Reel (s) □ Computer Tape (s) .
□ Legal Size □ Computer Tape	e Numerical	Other (Specify)
☐ Bound Book ☐ Floppy Disk	G Chronological	Number
Audio Tape Video Tape Video Tape Video Tape	Geographical Other (Specify)	10. ANNUAL ACCUMULATION File Drawer (s) Microfilm Reel (s) Computer Tape(s) Other (Specify)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily Deekly Deekly	Number	Month(s) 🗆 Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) CHYHHHH-15T FIDD	14. IS RECORD SERIES DUPLICATED ELSEWHERI	E? (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes <u> </u>	□ None □ State · □ E	Federal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RE	o and until
□ Yes □ No	Retain for 3 year all audit requiren been fulfilled, the	nents have
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE.	

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Ocean City	FIVANCE	M. BENNETT
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Subject Files		1925 to 1999
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series;
INChides: Airport-	Blue Cross/Blue	Shield of M.
CADITAL IMPOSTED	next fromm.	DISCOVER CATA-
INVESTILANT - 1	- 1 J	- ml stal
Authority L	ongterndebt	- Md. Stadium
MUTHON HY; DUNT	Bradstreet AR	BITEGO-CNET-
CAFR; etc. Rever	Wie Roov Wast	el Jost
	weedly winge	wife, a over
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME A File Drawer(s)
Letter Size Microfilm	 Alphabetical 	☐ Microfilm Reel (s) ☐ Computer Tape (s)
□ Legal Size □ Computer Tape	D Numerical	Other (Specify)
Bound Book Floppy Disk	☐ Chronological	Number C, F
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
Other (Specify)	Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tape(s)
	Subvect	Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily U Weekly U 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)
HyHAll-LOTFTOOM	□ Yes	□ No
:5. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ Slate □ F	ederal Independent
77. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	2 /- /-
describe any hardware/software)	USE TREWEIGHL &	ELENTION
□ Yes □ No	Period	
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page 2 01 10
1. DEPARTMENTIAGENCY DEAN	2. DIVISION FINANCE	3. UNIT
DEFINITION - Records Series - A group of related reco		well as retention and disposition purposes.
4. RECORD SERIES TITLE EMPloyee INFORM	Introv Files	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/occuments/forms found in the Series. Include	the purpose or function of the Saries;
INCLUDES: EMPLOS JUSTIFICATIONS		NS-INCREMENT IONS-EMPloyee
Duties; Vacatio	on Requests;	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size		File Drawer(s) Microfilm Ree! (s)
U Legal Size U Computer Tape	Alphabetical D Numerical	Computer Tabe (s) Other (Specify)
□ Bound Book □ Floppy Disk	Chronological	Number C.F
☐ Audio Tape ☐ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
□ Other (Specify)	Other (Specify)	□ File Drawer (s) □ Microfilm Reel (s)
		O Computer Tape(s) Other (Specify) Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily Daily Monthly	Number	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 21ty Hall-1ST Floor	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E? (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETEN	1
□ Yes □ No	Retain for 3 year all audit require been fulfilled, t	ements have
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVI RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	3 3 (1)
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
WEAN CITY	FINANCE	1/2
DEFINITION - Records Series - A group of related reco	· · · · · · · · · · · · · · · · · · ·	rence as well as retention and disposition purposes.
4. RECORD SERIES TITLE COMPRESSOR	CAFD	5. EARLIEST YEAR / LATETEST YEAR 1900/1919
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series.	Include the purpose or function of the Series;
	FINANCIAL K	· · · · · · · · · · · · · · · · · · ·
Correspondence		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Etter Size	□ Alphabetical	☐ File Drawer(s) ☐ Microfilm Reel (s) ☐ Computer Tape (s)
□ Legal Size □ Computer Tape	Numerical	Other (Specify)
☐ Bound Book ☐ Floppy Disk	□ Chronological	Number C. F
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
□ Other (Specify)	Other (Specify)	□ File Drawer (s) □ Microfilm Reel (s)
	YEAR	Computer Tape(s) Other (Specify)
	/	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly		
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELS	EWHERE? (If yes, specify agency or office)
estyHAll-los Floor	□ Yes	3 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		manent. Transfer periodically he Maryland Archices.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PageOf
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
ocens cota	FINANCE	MB
DEFINITION - Records Series - A group of related reco	V //V///V	is well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Audit Reports		1982 1999
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	de the purpose or function of the Series;
OMB CIRCULAR-	A-128	
Single Audit Ho	Tof 1984	
Supplement fix	mucial Kepar	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
□ Letter Size □ Microfilm	☐ Alphabetical	© File Drawer(s) □ Microfilm Ree! (s)
□ Legal Size □ Computer Tape	D Numerical	Computer Tabe (s) . Other (Specify)
Bound Book	□ Chronological	Number C. F
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
□ Other (Specify)	Other (Specify)	□ File Drawer (s) □ Microfilm Ree! (s)
	YEAR	□ Computer Tape(s) □ Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	Number	Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	RE7 (If yes, specify agency or office)
HyHAH-ISTF/DOT	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □	Federal G Independent
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	18. RECOMMENDED RETENTION	
□ Yes □ No		nt. Transfer periodically ryland Archices.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER]

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
·		
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
acem city	FINANCE	MB
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE MD.	STATE	5. EARLIEST YEAR / LATETEST YEAR
UNIFORM FINANCIA	2 Report	197601999
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Saties;
Information required by the Dept. of Legislative Services to prepare the Local		
government f	NANCIAL REPOR	Ts; Corresponden
:		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size Microfilm	□ Alphabetical	☐ File Drawer(s) ☐ Microfilm Reel (s)
☐ Legal Size ☐ Computer Tape	Numerical	Computer Tabe (3) . Computer Tabe (3) . Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number C.F
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
□ Other (Specify)	☐ Other (Specify)	□ File Drawer (s) □ Microfilm Reel (s)
·	YEAR	Computer Tape(s) Other (Specify)
·		Number
11. FILE IS USED YEARLY	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	Number	Month(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E7 (If yes, specify agency or office)
Sty HALL- LOT Floor	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	
describe any hardware/software)	Retain	a for 3 years and until
□ Yes □ No	all au been	dit requirements have fulfilled, then destroy
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	
		·]

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCI AEGONDS INVENTORY
	P.O. BOX 275 JESSUP, MARYLAND 20794	Page Of 10
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
OCEAN CITY	FINANCE	MB
DEFINITION - Records series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Budget Reports		1991 to 2000
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	e the purpose or function of the Series;
BUDGET WOTK PAF	PEPS; 15T+21d	RendrogoF
The Daerating	Budget-legal	Notices-
, , ,	mager, la jac	
FINAL FISCAL YE	AR BUSGET BU	20K
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE .	9. VOLUME
-er Letter Size O Microfilm	 Alphabetical 	e File Drawer(s) □ Microfilm Ree! (s)
□ Legal Size □ Computer Tape	- Numerical	Computer Tabe (5)
⊟ Bound Book □ Floppy Disk	□ Chronologica!	Number C. F
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
Other (Specify)	Other (Specify)	□ File Drawer (s) □ Microfilm Reel (s)
	Yen	□ Computer Tabe(s) □ Other (Specify)
4.		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily Ueekly Donthly		
3. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)	
14 HAM- 15T Floor	□ Yes	D No
5. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	Federal 🗆 Independent
IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
□ Yes □ No	all audit	or 3 years and until requirements have filled, then destroy
3. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	41. VAIL

(NSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Megal City	FINDANO	MB
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference a	s well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Andito		199510 1999
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	1	
AudiT WORKPAPE	ers- FINAL A	· · · · · · · · · · · · · · · · · · ·
Correspondence	ce-Audit RF	P-
	1	
	•	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s)
Letter Size Microfilm	□ Alphabetical	☐ Microfilm Ree! (s) ☐ Computer Tabe (s)
□ Legal Size □ Computer Tape	Numerical	1 /2 Other (Specify)
Bound Book	□. Chronological	Number C-F
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
Other (Specify)	Other (Specify)	☐ Microfilm Reel (s).☐ Computer Tabe(s)
	Ven	Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily	Number	Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)
Hy HAIL IST Floor	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □	Federal O Independent
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	18. RECOMMENDED RETENTION	
□ Yes □ No		Transfer periodically vland Archices.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
OCEAN City	Finence	MR
	1 INANCE	
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
LEASE FINANCI	ing Agraements	199310 1999
6. RECORD SERIES DESCRIPTION (Briefly describe the types of		the purpose or function of the Series:
computer Lens.	ing; 800 MHZ	: etc.
CONTAINS : CON	respondent	CASH EANS
nnhhysis: Len	SP/Durahara	1/-
Purchase Orda	ace to be 1	greenew-
	as, somesure	OF THYMENS-
Vehicle Len	te; etc.	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
E Letter Size Microfilm	Alphabetical	File Drawer(s) Microfilm Ree! (s)
□ Legal Size □ Computer Tape	□ Numerical	☐ Computer Tabe (3) ☐ Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number C.F.
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
□ Other (Specify)	□ Other (Specify)	File Drawer (s) Microfilm Reel (s)
·	Subject	☐ Computer Tape(s) ☐ Other (Specify)
	SUBJECT	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	, tuning
	•	Variation in the state of the s
□ Daily		
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
Sity HAIL-1ST Floor	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION ACT 21,	NFORLIFE OF
describe any hardware/software)	Lease/Agreement plus 3 years,	
□ Yes □ No	the destroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
OceAN City	FINANCE	MB
DEFINITION - Records Series - A group of related record		well as retention and disposition purposes
4. RECORD SERIES TITLE	as normany med and used as a different following as	5. EARLIEST YEAR / LATETEST YEAR
		TO TO
BONS		1986
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/accuments/forms found in the Series. Include	the purpose or function of the Series)
FOr: GENERAL DE	igation. Befune	ding improvement
INCludes: Bond Pra		
Expenditures; Pro		
156KE BOOK ENTRY	1; Corresponde	exce; WORK
PAPERS; BOND BOD	PKS; CONSTRUCTION	on Fund; etc.
7. RECORD SERVES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
E Letter Size □ Microfilm	□ Alphabetical	File Drawer(s) Microfilm Reel (s) Computer Tree (s)
□ Legal Size □ Computer Tape	B Numerical	Computer Tabe (s) Other (Specify)
Bound Book 🗆 Floppy Disk	□ · Chronological	Number C, F
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
□ Other (Specify)	□ Other (Specify)	□ File Drawer (s) □ Microfilm Reet (s)
·	Vear	Computer Tape(s) Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily		fonth(s) Year(s)
	Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	
MY HALL- IST Floor	□ Yes	. □ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State · □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18 DECOMMENDED DETENTION O La.	6160
describe any hardware/software)	18. RECOMMENDED RETENTION RETEXALLY ROWLE DING 3 VER	of by Line of
□ Yes □ No	BONT PHIS 3 YEARS, There	
10. NAME AND TITLE OF OREGING	votioy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
-/	Z DIVISION	3. UNIT
OCEAN CITY	FINANCE	19B
DEFINITION - Records Séries - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
computer Reports		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Saries)
INCHUSES: SUPPORT	Schedules - 51	mnusky General
Leager; BALANCE	e Sheet-Summ	MARY Budget
heport : Revenue	e Reports - Busi	get to Actual;
Persion; Long	ermdebt; KISK	MANAGEMENT-
Trial Balance 1	Expenditures+ E	NCUMBRANCES;
etc.		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
□ Letter Size □ Microfilm	G Alphabetical	☐ File Drawer(s) ☐ Microfilm Reel (s) ☐ Competer Tabe (s)
□ Legal Size □ Computer Tape	Numerical	Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number C.F.
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
Other (Specify)	Other (Specify)	☐ Microfilm Reel (s)
14×1)	DATE/REPORT	☐ Computer Tape(s) ☐ Other (Specify)
,,,,,	TUPE	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily		Month(s) Year(s)
u Daily we weekly u Montiniy	Number	ionii(s) C (ear(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
Sity HAM-1ST Floor	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	1
□ Yes □ No	□ None □ State □ F	ederaì 🗆 Independent
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	18. RECOMMENDED RETENT Retain for 3 year	urs and until
□ Yes □ No	all audit require been fulfilled, t	ments have
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	41. POIL
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:S 550-4 (Revised 1/93)

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DI <u>VIS</u> ION	3. UNIT
OCEAN CITY	FINANCE	PAULOII
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
PAULDII REPORTS-	Paper	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series:
PAYTON DISTIBUTION	N; ERROT LISTING	- Register;
DITECT DEPOSITKE	gister; Deduction	DN Megister,
HONTS Front Lie	Truge	
(Employee Doure	Parlicant	La Court
(Employee Payrof), MAINTAINED FO	r 3 Years)	ne computer a
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
□ Letter Size □ Microfilm	□ Alphabetical	☐ File Drawer(s) ☐ Microfilm Ree! (s)
□ Legal Size □ Computer Tape	Numerical	Computer Table (s)
☐ Bound Book ☐ Floppy Disk	□ . Chronologica!	Number C.F.
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
Other (Specify)	Other (Specify)	□ File Drawer (s) □ Microfilm Reel (s)
14 x11	Frank Von	□ Computer Tabe(s) □ Other (Specify)
BI-Weekly	TIBLE JEHT	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	(17 (If yes, specify agency or office)
City HAH-151 Floor	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENT	
describe any hardware/software)	Retain for 3 years	
□ Yes □ No	all audit requir been fulfilled,	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
OCEAN CITY	FINANCE	PAY DI
DEFINITION - Records Series - A group of related records	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Wage Attachments		1993 to 1999
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series:
Wage Attachmen	3; District Cour	T SATISFACTION
of Judgement	PAYroll deduction	ON Hyreemen ;
10=		
VATTOUS STATES	· · · · · · · · · · · · · · · · · · ·	
	· ·	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s)
Letter Size Microfilm	□ Alphabetical	☐ Microfilm Reel (s)☐ Computer Tabe (s)
☐ Legal Size ☐ Computer Tape	□ Numerical	Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
□ Other (Specify)	Other (Specify)	□ Microfilm Reel (s)
	DATE	□ Computer Tape(s) □ Other (Specify)
<u> </u>		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily U Weekly D Monthly		
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
ity HAIL-IST FLOOR	□ Yes	⊃ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ Federal □ Independent	
7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION RELEASED FOR LIFE OF	
	18. RECOMMENDED RETENTION RETEXIN FOR LIFE OF HOMEST Plus 3 years, then	
□ Yes □ No	deotroy.	
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 3 Of 7
1. DEPARTMENT/AGENCY	2. DIVISION	3, UNIT
aceau city	FINANCE	PAYRON
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Federal State TA	x Becords	199201999
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: W-3Th	BANSWITTEL OF W	UNGE+TIAX
Statements. E	4 ANNUAL SULV	ey of hovernmen
Employment	MARYLAND QU	innterly atte
Daginery		
Deferred Comp	DENSATION PLA	NITOW,
	1-1:-10:25.00	ODDY-1-
St. Employees	(red) UNDER	egui 15
7. RECORD SEBIES FORMAT(S)	B. DECORD CERTE CENTENCE	0. VOLUME
	8. RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s)
Cetter Size Microfilm	O Alphabetical	☐ Microfilm Reel (s) ☐ Computer Tape (s)
□ Legal Size □ Computer Tape	Numerical	Other (Specify)
□ Bound Book □ Floppy Disk	☐ . Chronological	Number C.F.
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
Other (Specify)	Other (Specify)	☐ Microfilm Reet (s).
	Dot	Computer Tape(s) Other (Specify)
	DHE	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	·
		Marsh(a) B Vars(a)
Daily Deekly Deekly Monthly	Number	Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E7 (If yes, specify agency or office)
2Hy HAII- LOT FIRM	□ Yes	□ No
7-11001		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	•
□ Yes □ No	□ None □ State □ F	Federal
		·
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	18. RECOMMENDED RETENTION	on 2 record and until all
□ Yes □ No	Retain to audit red	or 3 years and until all juirements have been
- No		then destroy.
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	
		·

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Drepy City	FINANCE	
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference a	s well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
DIVECT DEPOSIT H	Apprization	1996 1999
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	te the purpose or function of the Series:
Author 12 4 tron for Check 1 109 Accou	m. copy of ch	teck (Employee
	/) = .	
	*	
7 DECORD SERVES FORMATION	A BEGOND OFFICE OFFICE	9. VOLUME
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	File Drawer(s)
Æ Cetter Size ☐ Microfilm	□ Alphabetical	☐ Microfilm Reel (s) ☐ Computer Tape (s)
□ Legal Size □ Computer Tape	Numerical	1/2 Other (Specify)
Bound Book	☐ Chronological	Number Cof
☐ Audio Tape ☐ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
Other (Specify)	□ Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tape(s)
	DATE	Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily 🗆 Weekly 🙃 Monthly	Number	Month(s)
:3. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E7 (If yes, specify agency or office)
SHY HAII-1ST FIDOR	O Yes	□ No
5. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □	Federal Independent
IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)		for 3 years and until all
□ Yes □ No	audit re	equirements have been d, then destroy.
.3. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PageOf
1. DEPARTMENT/AGENCY	2 PHACION	3. UNIT
OCEAN City	2. DIVISION	Parlel
		J HINNUTT
DEFINITION - Records Series - A group of related record	as normally hied and used as a unit for reference as	
4. RECORD SERIES TITLE Cotty Id Burpport		5. EARLIEST YEAR I LATETEST YEARTO 1999
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series:
CHILL SUPPORT WAGE	age withholding	75- Memoto
in Lange	L WITHHOPAINT,	
	•	
	• •	
:		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME Orawer(s)
Letter Size Microfilm	□ Alphabetical	☐ Microfilm Reet (s) Computer Tabe (s)
☐ Legal Size ☐ Computer Tape	C Numerical	1/2 © Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number C.F.
☐ Audio Tape ☐ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
□ Other (Specify)	□ Other (Specify)	□ File Drawer (s) □ Microfilm Reei (s)
	Dn/-	□ Computer Tape(s) □ Other (Specify)
	VHTE	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily Daily Monthly	Number	Month(s) C Year(s)
13. CURRENT LOCATION(S) (Bldg. Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
144 HAI1-15T Floor	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ Federal □ Independent	
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	18. RECOMMENDED RETENTION RELATION	w) For Life of
□ Yes □ No	Withholding, the	wfor life of wdestroy
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

: 550-4 (Revised 1/93)

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
Screence (IOS 201)	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page OI
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
OCEAN CITY	FINANCE.	PAUTOI
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE WORKS C	DMP.	5. EARLIEST YEAR / LATETEST YEAR
(THIRD PARTY SICK F.	PAY)	1991 10 1999
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/accuments/forms found in the Series. Includ	e the purpose or function of the Series:
CONTAINS: MEDONI	OF GTOUP CAM	MSPHID; U.S.
TAX INFORMATION	Monthly Repo	7- Premium
INVOICE; COLLEOD	pulence	
	•	
·		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size Microfilm	☐ Alphabetical	File Drawer(s) Microfilm Reet (s)
☐ Legal Size ☐ Computer Tape	Numerical	Computer Table (5) Computer (Specify)
Bound Book Floppy Disk	☐ Chronological	Number File Folder
☐ Audio Tape ☐ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
□ Other (Specify)	Other (Specify)	□ File Drawer (s) □ Microfilm Reel (s)
	Dut	☐ Computer Tabe(s) ☐ Other (Specify)
· · · · · · · · · · · · · · · · · · ·	DATE	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	Number	Month(s) Year(s)
:3. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)
ity HALI-10TF/DDT	□ Yes	□ No
:5. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □	Federal Independent
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	18. RECOMMENDED RETENTION Destroy materi	al having no
□ Yes □ No	further legal, a fiscal or operation	dministrative
3. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	, -

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICE RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PageOf
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
acan city	FINANCE	PAYroll
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for referen	ce as well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
W-2 REPORTS		1984 10 1999
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. In	nclude the purpose or function of the Series)
YEAR END PRYT	or Employed	ES.
	•	·
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
		□ File Drawer(s) □ Microfilm Ree! (s)
	□ Alphabetical	□ Computer Tabe (s)
□ Legal Size □ Computer Tape	Numerical	Other (Specify)
□ Bound Book □ Floppy Disk	☐ Chronological	Number Melles
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION ☐ File Drawer (s)
*Other (Specify) # 177773	Other (Specify)	□ Microfilm Reel (s)
14×11	Verk ext	☐ Computer Tape(s) ☐ Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	Number C	□ Month(s) □ Year(s)
:3. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEW	HERE? (If yes, specify agency or office)
HyHAH-IST Floor	□ Yes	_ D No
5. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
U Yes U No	□ None □ State	□ Federal □ Independent
IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	for 2 years and until all
□ Yes □ No	audit	n for 3 years and until all requirements have been ed, then destroy.
3 NAME AND TITLE OF OPERADER		
3. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	-

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page OI
100mm 0119		
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
acquaity	TIVANCE	·
DEFINITION - Records Spries - A group of related record	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
subvect file		
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: Budge	et Keports; Co	rrespondence;
PAYMENT/REDO	Troy Calend	gr; stack
REQUISITIONS:	Purchase Ora	lers;
	•	
	•	
		·
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size	Alphabetical	☐ File Drawer(s) ☐ Microfilm Reel (s)
		□ Computer Tabe (s)
□ Legal Size □ Computer Tape	□ Numerical	Other (Specify)
□ Bound Book □ Floppy Disk	□ . Chronological	Number C.F.
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
□ Other (Specify)	Other (Specify)	□ Microfilm Reel (s) □ Computer Tape(s)
	< / I	Other (Specify)
·	Subvect	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
🗆 Daily 🗆 Weekly 🗀 Monthly	a	Month(s) 🗆 Year(s)
	Number .	
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
2119 Man-131 FILL	☐ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION Retain	UFor 3 Years,
describe any hardware/software)	Hon dorting	
□ Yes □ No	THEN DESTIBL	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of	
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT	
Menil (it		LICENSE	
VEHN CITY	FINANCE		
DEFINITION - Records Spries - A group of related record	ds normally filed and used as a unit for reference as	T	
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR 1998 to 1999	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/accuments/forms found in the Series. Include	the purpose or function of the Series;	
Contains: License File Changes; Fee Calculation			
BUSINESS MASTE			
Occupational			
7 DECORD OFFICE FORMATION		la valuur	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME File Orawer(s)	
✓ Letter Size □ Microfilm	C Alphabetical	☐ Microfilm Ree! (s) ☐ Computer Tabe (s)	
□ Legal Size □ Computer Tape	Numerical	Other (Specify)	
☐ Bound Book ☐ Floppy Disk	Chronological	Number C-F	
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)	
□ Other (Specify)	□ Other (Specify)	☐ Microfilm Reel (s)	
	Data	□ Computer Tape(s) □ Other (Specify)	
	DHE	Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
		March(a) G Van(a)	
P Daily □ Weekly □ Monthly	Number	Month(s) G Year(s)	
3. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E? (If yes, specify agency or office)	
HY HALL-IST FLOOR	□ Yes	□ No	
5. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
□ Yes □ No	•	Federal Independent	
7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED		
describe any hardware/software)	Retain for 3 years a	and until all	
□ Yes □ No	audit requirements fulfilled, then destr	have been	
3. NAME AND TITLE OF PREPARER	20. TELEPHONE NUM		
		·	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. 80X 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY /	2. DIVISION	3. UNIT BIFFING
DECAN CITY	FINANCE	Collettions
DEFINITION - Records Series - A group of related record	rde normally filed and used as a unit for reference as	well as retartion and disposition purposes
	as normany med and used as a unit for ference as	
4. RECORD SERIES TITLE POPULATION TO SERIES TITLE	Secs	5. EARLIEST YEAR / LATETEST YEAR
5 PECCED SERIES DESCRIPTION / Printly describe the times of	information (documents) for a found to the Codes Leak de	the company transport the Codes
Days. Francis	Ferforms-3 Ess-Praperty	
Amount Due;	etc.	
7. RECORD SERVES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Cetter Size	- Alphabetical	File Drawer(s) Microfilm Ree! (s)
		Computer Tabe (s)
□ Legal Size □ Computer Tape	O Numerical	
□ Bound Book □ Floppy Disk	□ . Chronologica!	Number C-F
☐ Audio Tape ☐ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
□ Other (Specify)	Other (Specify)	☐ Microfilm Reei (s)
		□ Computer Tape(s) □ Other (Specify)
	Seller	<u> </u>
44 50 5 10 1050		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	E7 (If yes, specify agency or office)
City HALL-LOT Floor	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTIC	
describe any hardware/software)	Retain for 3	years and until all
□ Yes □ No	audit requir fulfilled, th	ements have been
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 01
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT BILLING
ocenocity	FINANCE.	COLLECTIONS
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
MISC. Accounts he	ceirable	1997101999
6. RECORD SERIES DESCRIPTION (Briefly describe the types of		+1
CONTAINS: MISC.	Revenue Inauir	y; Remittance
Form; Adding 1	Machine tape	, INVOICE
Warry; Remi	HANCEADVICE	es esc
,		
•		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
D Letter Size D Microfilm	□ Alphabetical	File Drawer(s) Microfilm Ree! (s)
☐ Legal Size ☐ Computer Tape	D Numerical	Computer Tabe (s)
□ Bound Book □ Floppy Disk	☐ Chronological	Number C.F.
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
Mother (Specify) Chlck 5/28	Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tape(s)
	Dinto	Other (Specify)
	DATE	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily U Weekly U 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)
sty HALL-LOT Floor	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal Independent
IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Retain for	3 years and until all
□ Yes □ No	audit requi	irements have been hen destroy.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	
	·	, .

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT BILLING
OCEAN City	FINANCE	Collections
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Application for By	sives Lieuse	1997 to 1999
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: Apply	cation; LICEN	se keneum;
•		
	•	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
□ Letter Size □ Microfilm	☐ Alphabetical	D File Drawer(s) Microfilm Reel (s)
☐ Legal Size ☐ Computer Tape	e Numerical	☐ Computer Tabe (5) ☐ Other (Specify)
☐ Bound Book ☐ Floppy Disk	□ Chronological	Number C.F.
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
of Other (Specify) Check SIZE	□ Other (Specify)	☐ File Drawer (s) ☐ Microfilm Reel (s)
· .	Data	□ Computer Tape(s) □ Other (Specify)
	VARE	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily D Weekly D 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)
119 HAN-15TF/00r	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RET	
describe any hardware/software)	Retain for 3 years	
□ Yes □ No	audit requirement fulfilled, then des	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE,	:

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
		P. History
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT (S)////CS
OCEAN CITY	TINANCE	Coffections
DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE	·	5. EARLIEST YEAR / LATETEST YEAR
MISC Medical Class	us Payrents	1978 to 1999
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: Audit	Trail Reports;	Payments;
Correspondence	, PATIENT COLLEC	TION HEPORT;
EXPLANATION OF	PHYMENT; BEMI	HANCE HAVICE;
Yourder Vouch		racce Call-in
MOTMATION	M; EMS Kegle	STRATTEN FACE_
sneel;		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s)
Letter Size	Alphabetical	☐ Microfilm Reet (s) ☐ Computer Tape (s)
🗆 Legal Size 💢 Computer Tape	Numerical	3 Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number CF
☐ Audio Tape ☐ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
□ Other (Specify)	Other (Specify)	☐ File Drawer (s) ☐ Microfilm Reel (s)
		□ Computer Tape(s) □ Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily		
13. CURRENT LOCATION(S) (Bidg. Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
sty HAH-15T Floor	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal Independent
IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENT	
	Retain for 3 years and until all audit requirements have been	
□ Yes □ No	fulfilled, then	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page 5 01 9
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT BILLING
WEAN CITY	TINANCE	W/Jec/IDN
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Computer Kepor	5	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/accuments/forms found in the Serjes. Inclyde	the purpose or function of the Series:
CONTAINS: Adjus	TMENT Update	Register;
PAYMENT upda	te Register-	compined
Billing Update; Adjustment update: Trial		
BALANCE CASH	update; CASH	POSTING;
TAX BILLING/Wherf	ACE;	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
□ Letter Size □ Microfilm	□ Alphabetical	□ File Drawer(s) □ Microfilm Ree! (s) □ Computer Face (s)
□ Legal Size □ Computer Tape	□ Numerical	Other (Specify)
□ Bound Book □ Floppy Disk	□ . Chronological	Number
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
DOINER (Specify) WINTOWS	Other (Specify) 14B1DUS	□ File Drawer (s) □ Microfilm Reel (s)
. /	Office (Specify)	☐ Computer Tape(s)
14×11		Other (Specify)
·		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
a Daily		Month(s)
	Number	
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERI	E7 (If yes, specify agency or office)
sty HALL-1STF/DOT	□ Yes	D No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	Federal Independent
7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTIO	
describe any hardware/software)	Retain for	3 years and until all
□ Yes □ No	audit requi	rements have been nen destroy
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	
1 ·	· ·	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT BI//129/
Oceno City	FINANCE	Collections
DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Utility Bills		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series:
Includes: copy of	Bill; Payment	-Stub returned
With Payment,	- Customer Be	rceipt - Adding
MACHINE TAPE;		
	•	
:	- -	
	· · · · · · · · · · · · · · · · · · ·	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
□ Letter Size □ Microfilm	□ Alphabetical	Microfilm Reel (s) Computer Tabe (s)
☐ Legal Size ☐ Computer Tape	Numerical	Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number C.F.
□ Audio Tage □ Video Tage	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
Fother (Specify) Weck 5)2C	Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tape(s)
·	Date	□ Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily Daily Monthly	D :	Month(s) 🗆 Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
1ty HA11-15T Floor	□ Yes	a No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal 🗆 Independent
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	18. RECOMMENDED RF Retain for 3 years	s and until all
□ Yes □ No	audit requiremen fulfilled, then des	ts have been
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
· · · · · · · · · · · · · · · · · · ·	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP MARYLAND 20794	Page 01
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT BILLING!
OCEAN CITY	FINANCE	collection
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
MISC Computer,	Reports	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	e the purpose or function of the Series;
CHARGE UPLATE,	Report NVOICE	e BIIING REGISTER
CHOR UPSAJES; PR	a fusiment upon	765
	•	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME □ File Drawer(s)
□ Letter Size □ Microfilm	Alphabetical	☐ Microfilm Ree! (s) ☐ Computer Table (s)
□ Legal Size □ Computer Tape	Numerical	Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number
□ Audio Tepe □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION ☐ File Orawer (s)
Mother (Specify)	□ Other (Specify)	☐ Microfilm Reei (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) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERI	E7 (If yes, specify agency or office)
City HAN-1STFloor	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes <u></u> □ No	□ None □ State □ I	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENT	
describe any hardware/software)		rears and until all ments have been destroy
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page S Of S
1. DEPARTMENT/AGENCY.	2. DIVISION	3. UNIT BILLING
OCEAN CITY	FINANCE	collections
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
TAX REPORTS		02000
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
Edit LIST;	LISTING TAX RO	off- TAX PAYMENT
	· · · · · · · · · · · · · · · · · · ·	
	•	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME □ File Orawer(s)
□ Letter Size □ Microfilm	□ Alphabetical	Microfilm Real (s) Computer Table (s)
☐ Legal Size ☐ Computer Tape	Numerical	Other (Specify) BINDERS
□ Bound Book □ Floppy Disk	☐ Chronological	Number C.F.
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION ☐ File Drawer (s)
Other (Specify) Manageria	Other (Specify)	☐ Microfilm Reel (s),☐ Computer Tape(s)
14×11		Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Baily G Weekly G Monthly	(Month(s) C Year(s)
O OURDENI LOCATIONES OU SELECTIONES	Number	
3. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	
11/1/11/10/1	□ Yes	□ No
5. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal 🗆 Independent
IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETEN Destroy material l further legal, adm	having no inistrative
□ Yes □ No	fiscal or operation	
3. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
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1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT BIHING
Ocene City	FINANCE	Collections
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 / LATETEST YEAR
Property Tax Paux	nexts	1997 to 1999
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series;		
INCLUSES: REMITTANCE STUB; Adding WACHINE		
TAPE, TAX Certificate, Accounts hecenable		
Waury, check stub; Disbursement		
Check Voucher.		
	· · · · · · · · · · · · · · · · · · ·	·
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
□ Letter Size □ Microfilm	□ Alphabetical	☐ File Drawer(s) ☐ Microfilm Reel (s)
□ Legal Size □ Computer Tape	e Numerical	Computer Tabe (s)
□ Bound Book □ Floppy Disk	□ Chronologicat	Number
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
Other (Specify) Check 5/20	Other (Specify)	□ File Drawer (s) □ Microfilm Reel (s)
		□ Computer Tape(s) □ Other (Specify)
	DAte	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily U Weekly U Monthly		
	Number	
:3. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)	
My HAN-1ST Floor	The Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS	
☐ Yes ☐ No ☐ None ☐ State ☐ Federal ☐ Independent		
7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENT	
describe any hardware/software)	Retain for 3 years and until all	
□ Yes □ No	audit requirements have been fulfilled, then destroy.	
3. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	
) .		