

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

**Schedule No.** M-226  
Page 1 of 3

**Agency**  
TOWN OF SOMERSET

**Division/Unit**  
FINANCE

Item No.	Description	Retention
1.	General Correspondence  Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to financial administration.	Screen annually and destroy the material that is no longer needed for current business. Retain permanently any material that serves to document the origin, development and accomplishments of the office. Transfer periodically to the Maryland State Archives.
2.	General Ledgers	Permanent. Transfer periodically to the State Archives.
3.	Audit Reports	Permanent. Transfer periodically to the State Archives.
4.	Cash Receipts	Retain for three years or until audited, then destroy.
5.	Permit Receipts	Retain for three years or until audited, then destroy.
6.	Paid Bonds and General Obligation Notes	Retain for three years or until audited, then destroy.
7.	Paid Bills and Invoices	Retain for three years or until audited, then destroy.

Schedule Approved by Department, Agency, or Division Representative.  
 Date Oct. 26, 2006  
 Signature *Thomas W. Carter*  
 Typed Name Thomas W. Carter  
 Title Clerk-Treasurer

Schedule Authorized by State Archivist  
 Date 11 Dec 06  
 Signature *Edward C. Speer*

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**Schedule No. M-226**

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<b>Agency</b> TOWN OF SOMERSET		<b>Division/Unit</b> FINANCE
<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
8.	Bank/Check Registers	Retain for three years or until audited, then destroy.
9.	Payroll Registers	Retain for seven years or until audited, then destroy.
10.	Bank Books, Statements and Deposit Receipts	Retain for three years or until audited, then destroy.
11.	Employee Taxes and W-2s	Retain for seven years or until audited, then destroy.
12.	Cancelled Checks	Retain for three years or until audited, then destroy.
13.	Time Sheets/Cards	Retain for three years or until audited, then destroy.
14.	Five-Year Fiscal Plans	Retain for three years or until audited, then destroy.
15.	Annual Budgets	Retain for three years or until audited, then destroy.
16.	Monthly Financial Reports	Retain for three years or until audited, then destroy.
17.	Checkbook Reconciliations	Retain for three years or until audited, then destroy.
18.	Voided Checks	Retain for three years or until audited, then destroy.
19.	State Revenue Receipts	Retain for three years or until audited, then destroy.

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**Schedule No.** M-226

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**Agency**  
TOWN OF SOMERSET

**Division/Unit**  
FINANCE

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
20.	County Revenue Receipts	Retain for three years or until audited, then destroy.
21.	Miscellaneous Revenue Receipts	Retain for three years or until audited, then destroy.
22.	Building Deposit Receipts	Retain for three years or until audited, then destroy.
23.	Tennis Permits/Receipts	Retain for three years or until audited, then destroy.
24.	Batting Cage Register/Receipts	Retain for three years or until audited, then destroy.
25.	Swimming Pool Records/Receipts	Retain for three years or until audited, then destroy.
26.	Town Hall Rental Records/Receipts	Retain for three years or until audited, then destroy.
27.	Computer-generated Accounting Program Reports	Retain for three years or until audited, then destroy.

Instructions - Type or Print a separate form for each new or revised record series, forward with record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
PO BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 27

Department/Agency  
Town of Somerset

2. Division  
Finance

3. Unit

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

Record Series title  
General Correspondence

5. Earliest Year/Latest Year  
1971 to 2006

Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Original incoming letters, copies of outgoing letters, memoranda studies, reports, directives, policies and other materials related to financial administration.

<p>Record Series Format(s)</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><u>2.0</u> cu. Ft. Number</p> <p>File Drawer(s) <input checked="" type="checkbox"/></p> <p>Microfilm Reel(s) [ ]</p> <p>Computer Tape(s) [ ]</p> <p>Other (specify) [ ]</p> <hr/> <p>10. Annual Accumulation</p> <p><u>.057</u> cu. Ft. Number</p> <p>File Drawer(s) <input checked="" type="checkbox"/></p> <p>Microfilm Reel(s) [ ]</p> <p>Computer Tape(s) [ ]</p> <p>Other (specify) [ ]</p>
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<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly</p>	<p>12. File Becomes Inactive After</p> <p><u>1</u>    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p> <p>Number</p>
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<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>TOWN HALL</p>	<p>14. Is Record Series Duplicated Elsewhere?    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p> <p>(If yes, specify agency or office)</p>
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<p>15. Access Restrictions    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p> <p>(If yes, cite Law(s) &amp; Regulations(s))</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input checked="" type="checkbox"/> Independent</p>
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<p>17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software.)    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Screen annually and destroy the material that is no longer needed for current business. Retain permanently any material that serves to document the origin, development and accomplishments of the office. Transfer periodically to the Maryland</p>
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<p>19. Name and Title of Preparer</p> <p>Thomas W. Carter, Clerk-Treasurer</p>	<p>20. Telephone number</p> <p>301-657-3211</p>	<p>21. Date State Archives.</p> <p>October 26, 2006</p>
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Instructions - Type or Print a separate form for each new or revised record series, forward with record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
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7275 WATERLOO ROAD  
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AGENCY RECORDS INVENTORY

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Department/Agency Town of Somerset	2. Division Finance	3. Unit
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DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series title General Ledgers	5. Earliest Year/Latest Year 1930 to 2006
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Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1.04 Cu. Ft.</u> Number File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) [ ] Computer Tape(s) [ ] Other (specify) [ ]
		10. Annual Accumulation <u>.013 Cu. Ft.</u> Number File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) [ ] Computer Tape(s) [ ] Other (specify) [ ]

1. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number
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3. Current Location(s) (Bldg., Floor, Room) TOWN HALL	14. Is Record Series Duplicated Elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office)
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5. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulations(s))	16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent
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7. 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 Permanent. Transfer periodically to the State Archives.
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9. Name and Title of Preparer Thomas W. Carter, Clerk-Treasurer	20. Telephone number 301-657-3211	21. Date October 26, 2006
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Instructions - Type or Print a separate form for each new or revised record series, forward with record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
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AGENCY RECORDS INVENTORY

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Department/Agency <b>Town of Somerset</b>	2. Division <b>Finance</b>	3. Unit
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DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series title <b>Audit Reports</b>	5. Earliest Year/Latest Year <b>1996 to 2006</b>
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Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <b>4 Cu. Ft.</b> Number File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) [ ] Computer Tape(s) [ ] Other (specify) [ ]
		10. Annual Accumulation <b>.4 Cu. Ft.</b> Number File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) [ ] Computer Tape(s) [ ] Other (specify) [ ]

1. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. File Becomes Inactive After <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number
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3. Current Location(s) (Bldg., Floor, Room) <b>Town Hall</b>	14. Is Record Series Duplicated Elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office)
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5. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulations(s))	16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent
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7. 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 <b>Permanent. Transfer periodically to the State Archives.</b>
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19. Name and Title of Preparer <b>Thomas W. Carter, Clerk-Treasurer</b>	20. Telephone number <b>301-657-3211</b>	21. Date <b>October 26, 2006</b>
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Instructions - Type or Print a separate form for each new or revised record series, forward with record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
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AGENCY RECORDS INVENTORY

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Department/Agency <b>Town of Somerset</b>	2. Division <b>Finance</b>	3. Unit
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DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series title <b>Cash Receipts</b>	5. Earliest Year/Latest Year <b>1976 to 2006</b>
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Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

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 type="checkbox"/> Other (specify) _____ _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ _____	9. Volume <b>157 Cu. Ft.</b> Number	File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) [ ] Computer Tape(s) [ ] Other (specify) [ ]
		10. Annual Accumulation <b>1,019 Cu. Ft.</b> Number	File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) [ ] Computer Tape(s) [ ] Other (specify) [ ]

1. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number
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3. Current Location(s) (Bldg., Floor, Room) <b>Town Hall</b>	14. Is Record Series Duplicated Elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office)
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5. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulations(s))	16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent
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7. 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 <b>Retain for 3 years or until audited, then destroy.</b>
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9. Name and Title of Preparer <b>Thomas W. Carter, Clerk-Treasurer</b>	20. Telephone number <b>301-657-3211</b>	21. Date <b>October 26, 2006</b>
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Instructions - Type or Print a separate form for each new or revised record series, forward with record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
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Department/Agency <b>Town of Somerset</b>	2. Division <b>Finance</b>	3. Unit
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DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series title <b>Permit Receipts</b>	5. Earliest Year/Latest Year <b>1976 to 2006</b>
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Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

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 type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <b>57 Cu. Ft.</b> Number File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) [____] Computer Tape(s) [____] Other (specify) [____]
		10. Annual Accumulation <b>019 Cu. Ft.</b> Number File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) [____] Computer Tape(s) [____] Other (specify) [____]

1. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number
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3. Current Location(s) (Bldg., Floor, Room) <b>Town Hall</b>	14. Is Record Series Duplicated Elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office)
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5. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulations(s))	16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent
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7. 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 <b>Retain for 3 years or until audited, then destroy.</b>
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9. Name and Title of Preparer <b>Thomas W. Carter, Clerk-Treasurer</b>	20. Telephone number <b>301-657-3211</b>	21. Date <b>October 26, 2006</b>
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Instructions - Type or Print a separate form for each new or revised record series, forward with record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
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AGENCY RECORDS INVENTORY

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Department/Agency  
Town of Somerset

2. Division  
Finance

3. Unit

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

Record Series title  
Paid Bonds and General Obligation Notes

5. Earliest Year/Latest Year  
1976 to 2006

Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

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

.24 Cu. Ft.  
Number

- File Drawer(s)
- Microfilm Reel(s) [
- Computer Tape(s) [
- Other (specify) [

10. Annual Accumulation

.005 Cu. Ft.  
Number

- File Drawer(s)
- Microfilm Reel(s) [
- Computer Tape(s) [
- Other (specify) [

1. File is Used

- Daily  Weekly  Monthly

12. File Becomes Inactive After

3  Month(s)  Year(s)  
Number

3. Current Location(s) (Bldg., Floor, Room)

Town Hall

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)

- Yes  No

5. Access Restrictions (If yes, cite Law(s) & Regulations(s))

- Yes  No

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

Retain for three years or until audited; then destroy.

19. Name and Title of Preparer

Thomas W. Carter, Clerk-Treasurer

20. Telephone number

301-657-3211

21. Date

October 26, 2006

Instructions - Type or Print a separate form for each new or revised record series, forward with record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
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AGENCY RECORDS INVENTORY

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Department/Agency <b>Town of Somerset</b>	2. Division <b>Finance</b>	3. Unit
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DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series title <b>Paid Bills and Invoices</b>	5. Earliest Year/Latest Year <b>1982 to 2006</b>
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Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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 type="checkbox"/> Other (specify) _____ _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ _____	9. Volume <b>11.4 Cu. Ft.</b> Number	File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) [ ] Computer Tape(s) [ ] Other (specify) [ ]
		10. Annual Accumulation <b>.47 Cu. Ft.</b> Number	File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) [ ] Computer Tape(s) [ ] Other (specify) [ ]

11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number
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13. Current Location(s) (Bldg., Floor, Room) <b>Town Hall</b>	14. Is Record Series Duplicated Elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office)
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15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulations(s))	16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent
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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 <b>Retain for three years or until audited, then destroy.</b>
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19. Name and Title of Preparer <b>Thomas W. Carter, Clerk-Treasurer</b>	20. Telephone number <b>301-657-3211</b>	21. Date <b>October 26, 2004</b>
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Instructions - Type or Print a separate form for each new or revised record series, forward with record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
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AGENCY RECORDS INVENTORY

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Department/Agency  
Town of Somerset

2. Division  
Finance

3. Unit

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

Record Series title  
Bank/Check Registers

5. Earliest Year/Latest Year

1997 to 2006

Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

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

114 Cu. Ft.  
Number

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

10. Annual Accumulation

1015 Cu. Ft.  
Number

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

1. File is Used

- Daily
- Weekly
- Monthly

12. File Becomes Inactive After

1  Month(s)  Year(s)  
Number

3. Current Location(s) (Bldg., Floor, Room)

Town Hall

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)

- Yes
- No

5. Access Restrictions (If yes, cite Law(s) & Regulations(s))

- Yes
- No

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

Retain for three years or until audited, then destroy.

19. Name and Title of Preparer

Thomas W. Carter, Clerk-Treasurer

20. Telephone number

301-657-3211

21. Date

October 26, 2006

Instructions - Type or Print a separate form for each new or revised record series, forward with record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
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Department/Agency <b>Town of Somerset</b>	2. Division <b>Finance</b>	3. Unit
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DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series title <b>Payroll Registers</b>	5. Earliest Year/Latest Year <b>1971 to 2006</b>
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Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

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 type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <b>1.75 Cu. Ft.</b> Number File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) [    ] Computer Tape(s) [    ] Other (specify) [    ]
		10. Annual Accumulation <b>.05 Cu Ft.</b> Number File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) [    ] Computer Tape(s) [    ] Other (specify) [    ]

11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number
--	---

13. Current Location(s) (Bldg., Floor, Room) <b>Town Hall</b>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	---

15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulations(s))	16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" 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 <b>Retain for seven years or until audited, then destroy.</b>
--	--

19. Name and Title of Preparer <b>Thomas W. Carter, Clerk-Treasurer</b>	20. Telephone number <b>301-657-3211</b>	21. Date <b>October 26, 2006</b>
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Instructions - Type or Print a separate form for each new or revised record series, forward with record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
PO BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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Department/Agency  
Town of Somerset

2. Division  
Finance

3. Unit

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

Record Series title  
Bank Books, Statements and Deposit Receipts

5. Earliest Year/Latest Year

\_\_\_\_\_ to \_\_\_\_\_

Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

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

158 Cu. Ft.  
Number

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

10. Annual Accumulation

052 Cu. Ft.  
Number

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

11. File is Used

- Daily     Weekly     Monthly

12. File Becomes Inactive After

1     Month(s)     Year(s)  
Number

13. Current Location(s) (Bldg., Floor, Room)

Town Hall

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or office)

- Yes     No

15. Access Restrictions     Yes     No  
(If yes, cite Law(s) & Regulations(s))

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 three years or until audited, then destroy.

19. Name and Title of Preparer

Thomas W. Carter, Clerk-Treasurer

20. Telephone number

301-657-3211

21. Date

October 26, 2006

Instructions - Type or Print a separate form for each new or revised record series, forward with record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
PO BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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Department/Agency  
Town of Somerset

2. Division  
Finance

3. Unit

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

Record Series title  
Employee Taxes and W-2s

5. Earliest Year/Latest Year  
1986 to 2006

Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

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

.50 Cu. Ft.  
Number

File Drawer(s)   
Microfilm Reel(s)   
Computer Tape(s)   
Other (specify)

10. Annual Accumulation

.025 Cu. Ft.  
Number

File Drawer(s)   
Microfilm Reel(s)   
Computer Tape(s)   
Other (specify)

11. File is Used

- Daily     Weekly     Monthly

12. File Becomes Inactive After

1     Month(s)     Year(s)  
Number

13. Current Location(s) (Bldg., Floor, Room)

Town Hall

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or office)

Yes     No

15. Access Restrictions     Yes     No  
(If yes, cite Law(s) & Regulations(s))

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 seven years or until audited,  
then destroy.

19. Name and Title of Preparer

Thomas W. Carter, Clerk-Treasurer

20. Telephone number

301-657-3211

21. Date

October 24, 2006

Instructions - Type or Print a separate form for each new or revised record series, forward with record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
PO BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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Department/Agency <b>Town of Somerset</b>	2. Division <b>Finance</b>	3. Unit
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DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series title <b>Cancelled Checks</b>	5. Earliest Year/Latest Year <b>1997 to 2006</b>
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Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

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 type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>2 Cu. Ft.</u> Number File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) [ Computer Tape(s) [ Other (specify) [ 10. Annual Accumulation <u>122 Cu. Ft.</u> Number File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) [ Computer Tape(s) [ Other (specify) [
--	--	--

1. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number
---	---

3. Current Location(s) (Bldg., Floor, Room) <b>Town Hall</b>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
---	--

5. Access Restrictions (If yes, cite Law(s) & Regulations(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 checked="" type="checkbox"/> Independent
--	---

7. 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 <b>Retain for three years or until audited, then destroy.</b>
--	--

19. Name and Title of Preparer <b>Thomas W. Carter, Clerk-Treasurer</b>	20. Telephone number <b>301-657-3211</b>	21. Date <b>October 26, 2006</b>
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Instructions - Type or Print a separate form for each new or revised record series, forward with record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
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JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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Department/Agency  
Town of Somerset

2. Division  
Finance

3. Unit

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

Record Series title  
Time Sheets/Cards

5. Earliest Year/Latest Year  
1998 to 2006

Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Record Series Format(s)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (specify) Time Cards
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. Record Series Sequence

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (specify) \_\_\_\_\_

9. Volume

150 Cu. Ft.  
Number

- File Drawer(s)
- Microfilm Reel(s) [ ]
- Computer Tape(s) [ ]
- Other (specify) [ ]

10. Annual Accumulation

106 Cu. Ft.  
Number

- File Drawer(s)
- Microfilm Reel(s) [ ]
- Computer Tape(s) [ ]
- Other (specify) [ ]

11. File is Used

- Daily
- Weekly
- Monthly

12. File Becomes Inactive After

1  Month(s)  Year(s)  
Number

13. Current Location(s) (Bldg., Floor, Room)

Town Hall

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)

- Yes
- No

15. Access Restrictions (If yes, cite Law(s) & Regulations(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 three years or until audited, then destroy.

19. Name and Title of Preparer  
Thomas W. Carter, Clerk-Treasurer

20. Telephone number  
301-657-3211

21. Date  
October 26, 2006

Instructions - Type or Print a separate form for each new or revised record series, forward with record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
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Department/Agency  
Town of Somerset

2. Division  
Finance

3. Unit

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

Record Series title  
Five-Year Fiscal Plans

5. Earliest Year/Latest Year  
1995 to 2006

Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

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

.28 Cu. Ft.  
Number

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

10. Annual Accumulation

.025 Cu. Ft.  
Number

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

11. File is Used

- Daily     Weekly     Monthly

12. File Becomes Inactive After

1     Month(s)     Year(s)  
Number

13. Current Location(s) (Bldg., Floor, Room)

Town Hall

14. Is Record Series Duplicated Elsewhere?     Yes     No  
(If yes, specify agency or office)

15. Access Restrictions     Yes     No  
(If yes, cite Law(s) & Regulations(s))

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 three years or until audited, then destroy.

19. Name and Title of Preparer  
Thomas W. Carter, Clerk-Treasurer

20. Telephone number  
301-657-3211

21. Date  
October 24, 2006

Instructions - Type or Print a separate form for each new or revised record series, forward with record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
PO BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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Department/Agency Town of Somerset	2. Division Finance	3. Unit
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DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series title Annual Budgets	5. Earliest Year/Latest Year 1939 to 2006
---------------------------------------	--

Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

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 type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>124</u> Cu. Ft. Number File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) [ Computer Tape(s) [ Other (specify) [ 10. Annual Accumulation <u>1003</u> Cu. Ft. Number File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) [ Computer Tape(s) [ Other (specify) [ 
--	--	---

11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number
--	---

13. Current Location(s) (Bldg., Floor, Room) TOWN HALL	14. Is Record Series Duplicated Elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office)
---	--

15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulations(s))	16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" 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 Retain for three years or until audited, then destroy.
--	---

19. Name and Title of Preparer Thomas W. Carter, Clerk-Treasurer	20. Telephone number 301-657-3211	21. Date October 26, 2006
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Instructions - Type or Print a separate form for each new or revised record series, forward with record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
PO BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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Department/Agency  
**Town of Somerset**

2. Division  
**Finance**

3. Unit

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

Record Series title  
**Monthly Financial Reports**

5. Earliest Year/Latest Year  
**1996 to 2006**

Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

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

**.02** Cu. Ft.  
Number  
File Drawer(s)   
Microfilm Reel(s) [  ]  
Computer Tape(s) [  ]  
Other (specify) [  ]

10. Annual Accumulation

**.002** Cu. Ft.  
Number  
File Drawer(s)   
Microfilm Reel(s) [  ]  
Computer Tape(s) [  ]  
Other (specify) [  ]

11. File is Used

- Daily     Weekly     Monthly

12. File Becomes Inactive After

1     Month(s)     Year(s)  
Number

13. Current Location(s) (Bldg., Floor, Room)

**Town Hall**

14. Is Record Series Duplicated Elsewhere?     Yes     No  
(If yes, specify agency or office)

15. Access Restrictions     Yes     No  
(If yes, cite Law(s) & Regulations(s))

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 three years or until audited, then destroy.**

19. Name and Title of Preparer  
**Thomas W. Carter, Clerk-Treasurer**

20. Telephone number  
**301-657-3211**

21. Date  
**October 26, 2006**

Instructions - Type or Print a separate form for each new or revised record series, forward with record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
PO BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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Department/Agency  
Town of Somerset

2. Division  
Finance

3. Unit

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

Record Series title  
Checkbook Reconciliations

5. Earliest Year/Latest Year  
1992 to 2004

Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

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

128 Cu. Ft.  
Number

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

10. Annual Accumulation

03 Cu. Ft.  
Number

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

11. File is Used

- Daily     Weekly     Monthly

12. File Becomes Inactive After

1  
Number     Month(s)     Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Town Hall

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)     Yes     No

15. Access Restrictions     Yes     No  
(If yes, cite Law(s) & Regulations(s))

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 three years or until audited, then destroy.

19. Name and Title of Preparer  
Thomas W. Carter, Clerk-Treasurer

20. Telephone number  
301-657-3211

21. Date  
October 26, 2004

Instructions - Type or Print a separate form for each new or revised record series, forward with record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
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AGENCY RECORDS INVENTORY

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Department/Agency  
Town of Somerset

2. Division  
Finance

3. Unit

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

Record Series title

Voided Checks

5. Earliest Year/Latest Year

1995 to 2006

Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

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

104 Cu. Ft.  
Number

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

10. Annual Accumulation

003 Cu. Ft.  
Number

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

1. File is Used

- Daily     Weekly     Monthly

12. File Becomes Inactive After

1     Month(s)     Year(s)  
Number

3. Current Location(s) (Bldg., Floor, Room)

Town Hall

14. Is Record Series Duplicated Elsewhere?     Yes     No  
(If yes, specify agency or office)

5. Access Restrictions     Yes     No  
(If yes, cite Law(s) & Regulations(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

Retain for three years or until audited, then destroy.

19. Name and Title of Preparer  
Thomas W. Carter, Clerk-Treasurer

20. Telephone number  
301-657-3211

21. Date  
October 26, 2006

Instructions - Type or Print a separate form for each new or revised record series, forward with record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
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AGENCY RECORDS INVENTORY

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Department/Agency  
Town of Somerset

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

Record Series title  
State Revenue Receipts

5. Earliest Year/Latest Year  
1992 to 2006

Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

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

152 Cu. Ft.  
Number

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

10. Annual Accumulation

037 Cu. Ft.  
Number

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

11. File is Used

- Daily     Weekly     Monthly

12. File Becomes Inactive After

1     Month(s)     Year(s)  
Number

13. Current Location(s) (Bldg., Floor, Room)

Town Hall

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)

- Yes     No

15. Access Restrictions (If yes, cite Law(s) & Regulations(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 three years or until audited, then destroy.

19. Name and Title of Preparer

Thomas W. Carter, Clerk-Treasurer

20. Telephone number

301-657-3211

21. Date

October 26, 2006

Instructions - Type or Print a separate form for each new or revised record series, forward with record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
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7275 WATERLOO ROAD  
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Department/Agency  
Town of Somerset

2. Division  
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DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series title  
County Revenue Receipts

5. Earliest Year/Latest Year  
1969 to 2006

Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

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

4 Cu. Ft.  
Number

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

10. Annual Accumulation

.108 Cu. Ft.  
Number

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

11. File is Used

- Daily       Weekly       Monthly

12. File Becomes Inactive After

1       Month(s)       Year(s)  
Number

13. Current Location(s) (Bldg., Floor, Room)

Town Hall

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)

- Yes       No

15. Access Restrictions (If yes, cite Law(s) & Regulations(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 three years or until audited, then destroy.

19. Name and Title of Preparer

Thomas W. Carter, Clerk-Treasurer

20. Telephone number

301-657-3211

21. Date

October 26, 2006

Instructions - Type or Print a separate form for each new or revised record series, forward with record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
PO BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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Department/Agency  
Town of Somerset

2. Division  
Finance

3. Unit

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

Record Series title  
Miscellaneous Revenue Receipts

5. Earliest Year/Latest Year  
1992 to 2006

Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

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

.14 Cu. Ft.  
Number

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

10. Annual Accumulation

.01 Cu. Ft.  
Number

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

11. File is Used

- Daily     Weekly     Monthly

12. File Becomes Inactive After

1     Month(s)     Year(s)  
Number

13. Current Location(s) (Bldg., Floor, Room)

Town Hall

14. Is Record Series Duplicated Elsewhere?     Yes     No  
(If yes, specify agency or office)

15. Access Restrictions     Yes     No  
(If yes, cite Law(s) & Regulations(s))

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 three years or until audited, then destroy.

19. Name and Title of Preparer  
Thomas W. Carter, Clerk-Treasurer

20. Telephone number  
301-657-3211

21. Date  
October 24, 2006

Instructions - Type or Print a separate form for each new or revised record series, forward with record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
PO BOX 275  
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AGENCY RECORDS INVENTORY

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Department/Agency Town of Somerset	2. Division Finance	3. Unit
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DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series title Building Deposit Receipts	5. Earliest Year/Latest Year 1981 to 2006
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Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

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 type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume 102 Cu Ft. Number File Drawer(s) [ ] Microfilm Reel(s) [ ] Computer Tape(s) [ ] Other (specify) [ ] 10. Annual Accumulation 10008 Cu Ft. Number File Drawer(s) [ ] Microfilm Reel(s) [ ] Computer Tape(s) [ ] Other (specify) [ ]
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11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number
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13. Current Location(s) (Bldg., Floor, Room) TOWN HALL	14. Is Record Series Duplicated Elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office)
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15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulations(s))	16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent
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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 Retain for three years or until audited, then destroy.
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19. Name and Title of Preparer Thomas W. Carter, Clerk-Treasurer	20. Telephone number 301-657-3211	21. Date October 26, 2006
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Instructions - Type or Print a separate form for each new or revised record series, forward with record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
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AGENCY RECORDS INVENTORY

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Department/Agency  
Town of Somerset

2. Division  
Finance

3. Unit

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

Record Series title  
Tennis Permits/Receipts

5. Earliest Year/Latest Year

1990 to 2006

Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

<p>Record Series Format(s)</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><u>118 Cu. Ft.</u> Number</p> <p>File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) [ Computer Tape(s) [ Other (specify) [  10. Annual Accumulation</p> <p><u>011 Cu. Ft.</u> Number</p> <p>File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) [ Computer Tape(s) [ Other (specify) [ </p>
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<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input checked="" type="checkbox"/> Weekly    <input type="checkbox"/> Monthly</p>	<p>12. File Becomes Inactive After</p> <p><u>1</u>    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s) Number</p>
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<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Town Hall</p>	<p>14. Is Record Series Duplicated Elsewhere?    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No (If yes, specify agency or office)</p>
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<p>15. Access Restrictions    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No (If yes, cite Law(s) &amp; Regulations(s))</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input checked="" type="checkbox"/> Independent</p>
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<p>17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software.)    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain for three years or until audited, then destroy.</p>
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<p>19. Name and Title of Preparer</p> <p>Thomas W. Carter, Clerk-Treasurer</p>	<p>20. Telephone number</p> <p>301-657-3211</p>	<p>21. Date</p> <p>October 24, 2006</p>
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Instructions - Type or Print a separate form for each new or revised record series, forward with record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
PO BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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Department/Agency Town of Somerset	2. Division Finance	3. Unit
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DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series title Batting Cage Register/Receipts	5. Earliest Year/Latest Year 2000 to 2006
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Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

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 type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) [ Computer Tape(s) [ Other (specify) [ <u>.04</u> Cu. Ft. Number 10. Annual Accumulation File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) [ Computer Tape(s) [ Other (specify) [ <u>.006</u> Cu. Ft. Number
--	--	---

1. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After Number <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)
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3. Current Location(s) (Bldg., Floor, Room) Town Hall	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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5. Access Restrictions (If yes, cite Law(s) & Regulations(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 checked="" type="checkbox"/> Independent
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7. 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 Retain for three years or until audited, then destroy.
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9. Name and Title of Preparer Thomas W. Carter, Clerk-Treasurer	20. Telephone number 301-657-3211	21. Date October 26, 2006
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Instructions - Type or Print a separate form for each new or revised record series, forward with record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
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AGENCY RECORDS INVENTORY

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Department/Agency <b>Town of Somerset</b>	2. Division <b>Finance</b>	3. Unit
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DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series title <b>Swimming Pool Records/Receipts</b>	5. Earliest Year/Latest Year <b>1984 to 2006</b>
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Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

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 type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>18</u> Cu. Ft. Number File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) [ Computer Tape(s) [ Other (specify) [ 10. Annual Accumulation <u>1036</u> Cu. Ft. Number File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) [ Computer Tape(s) [ Other (specify) [ 
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11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number
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13. Current Location(s) (Bldg., Floor, Room) <b>Town Hall</b>	14. Is Record Series Duplicated Elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office)
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15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulations(s))	16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent
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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 <b>Retain for three years or until audited, then destroy.</b>
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19. Name and Title of Preparer <b>Thomas W. Carter, Clerk-Treasurer</b>	20. Telephone number <b>301-657-3211</b>	21. Date <b>October 26, 2006</b>
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Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
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AGENCY RECORDS INVENTORY

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Department/Agency  
Town of Somerset

2. Division  
Finance

3. Unit

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

Record Series title  
Town Hall Rental Records/Receipts

5. Earliest Year/Latest Year  
1996 to 2006

Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

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

.76 Cu. Ft.    File Drawer(s)   
Number    Microfilm Reel(s)   
Computer Tape(s)   
Other (specify)

10. Annual Accumulation

.07 Cu. Ft.    File Drawer(s)   
Number    Microfilm Reel(s)   
Computer Tape(s)   
Other (specify)

11. File is Used

Daily     Weekly     Monthly

12. File Becomes Inactive After

1     Month(s)     Year(s)  
Number

13. Current Location(s) (Bldg., Floor, Room)

Town Hall

14. Is Record Series Duplicated Elsewhere?     Yes     No  
(If yes, specify agency or office)

15. Access Restrictions     Yes     No  
(If yes, cite Law(s) & Regulations(s))

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 three years or until audited, then destroy.

19. Name and Title of Preparer  
Thomas W. Carter, Clerk-Treasurer

20. Telephone number  
301-657-3211

21. Date  
October 26, 2006

Instructions - Type or Print a separate form for each new or revised record series, forward with record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
PO BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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Department/Agency  
Town of Somerset

2. Division  
Finance

3. Unit

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

Record Series title  
Computer-generated Accounting Program Reports

5. Earliest Year/Latest Year

1997 to 2006

Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

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

2 Cu Ft.  
Number

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

10. Annual Accumulation

22 Cu. Ft.  
Number

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

11. File is Used

- Daily     Weekly     Monthly

12. File Becomes Inactive After

1     Month(s)     Year(s)  
Number

13. Current Location(s) (Bldg., Floor, Room)

Town Hall

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)

- Yes     No

15. Access Restrictions (If yes, cite Law(s) & Regulations(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 three years or until audited, then destroy.

19. Name and Title of Preparer

Thomas W. Carter, Clerk-Treasurer

20. Telephone number

301-657-3211

21. Date

October 26, 2006