

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

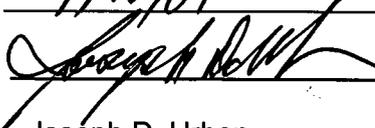
**Schedule No.** M257

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**Agency**  
City of Cumberland

**Division/Unit**  
Department of Finance - Utility Billing/Collections

Item No.	Description	Retention
<p><b><u>THIS SCHEDULE SUPERSEDES SCHEDULES M-20 AND M-21 DATED JUNE 13, 1963:</u></b></p>		
1	<p><b>PAYMENT RECEIPTS</b> These records include receipts for collection of taxes, water and sewer bills, parking and traffic tickets, on-line payments, credit card payments and any and all other monies collected for the City</p>	<p>Retain for three (3) years and until audit requirements have been fulfilled, then destroy</p>
2	<p><b>LANDLORD/TENANT FORMS</b> These records include forms filed by owners to allow water and sewer bills to be billed to tenants</p>	<p>Screen annually and destroy material having no further legal, administrative, fiscal, or operational value</p>
3	<p><b>NOTICES, LISTS OF TAGGED PROPERTIES FOR NON-PAYMENT, AND SHUT OFF LISTS</b> These records include: final notice postcards for delinquent water/sewer bills, list of accounts to be door tagged with notification of termination of service, and list of accounts marked for termination of service</p>	<p>Retain for three (3) years, then destroy</p>
4	<p><b>DEPOSIT SLIPS</b> This file includes copies of deposit slips for daily deposit of collections. The record copies of deposit slips are maintained by the Department of Finance-Administration</p>	<p>Retain for one (1) year, then destroy</p>

Schedule Approved by Department, Agency, or Division Representative.  
 Date 4/16/09  
 Signature   
 Typed Name Joseph D. Urban  
 Title City Comptroller

Schedule Authorized by State Archivist  
 Date 2 Jun 09  
 Signature 

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

**Schedule No. M257**

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<b>Agency</b> City of Cumberland	<b>Division/Unit</b> Department of Finance - Utility Billing/Collections
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Item No.	Description	Retention
5	<p><b>PROPERTY TRANSFERS</b> Property transfers are received by the State Department of Assessments and Taxation (SDAT) and show the seller, buyer, property description and full value of the property. This information is also available on the SDAT web site</p>	Retain for one year, then destroy
6	<p><b>ADJUSTMENTS TO WATER/SEWER ACCOUNTS</b> This is a record of adjustments made to accounts for various reasons including, but not limited to, leaks, penalties, insufficient checks, bankruptcies, reconnect fees</p>	Retain for a period of three (3) years and until all audit requirements have been fulfilled, then destroy.
7	<p><b>METER INSTALLATION AND DESTRUCTION RECORDS</b> These records include work orders from the Water Distribution office for the installation of new meters for entering into the City's billing systems as well as work orders for deleted meters</p>	Retain for a period of three (3) years and until all audit requirements have been fulfilled, then destroy
8	<p><b>GENERAL CORRESPONDENCE AND SUBJECT FILES</b> These files include incoming and outgoing letters relating to payment agreements, tax overpayments and returned checks, and tax sales. The files also include copies of agreements with water companies for providing water and sewer services</p>	Screen annually and retain permanently all material that serves to document the origin, development, functions and accomplishments of the Agency. Transfer periodically to the State Archives. Destroy all other material having no further administrative, fiscal, legal, or operational value.
9	<p><b>LIEN PAYMENT JOURNALS</b> These journals record liens placed against individual property owners for the amount of an assessment for improvements made by the City and contain the names and addresses of the lienees and the amount of the assessment and interest, if any. When payment is made, a notation of payment is entered and the lien is released by the City Solicitor.</p>	Retain for a period of three years after payments have been paid and liens released and until all audit requirements have been met, then destroy

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

**Schedule No.** M257

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**Agency**  
City of Cumberland

**Division/Unit**  
Department of Finance - Utility Billing/Collections

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
10	<p><b>CONSUMPTION PROOF REPORTS</b> These reports are used in preparation for billing water and sewer customers and includes account numbers, addresses, read date, meter number, previous read, current read, actual consumption, consumption adjustments, and meter status</p>	<p>Retain for a period of three years or until all audit requirements have been met, which is later, then destroy</p>
11	<p><b>ELECTRONIC REPORTS USED FOR BILLING WATER AND SEWER CUSTOMERS</b> These are reports generated for use in preparation for billing water and sewer customers and include, but not limited to, aging reports, penalty registers, and billing registers necessary for creating bills for water and sewer customers. A backup for all electronic documents is maintained and stored off-site.</p>	<p>Retain for a period of three years or until all audit requirements have been met, whichever is later, then destroy</p>

<p>Instructions Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>11</u></p>
<p>1. Department/Agency</p>	<p>2. Division  <u>Utility Billing/Collections</u></p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  <u>Payment Receipts</u></p>	<p>5. Earliest Year/Latest Year  <u>2006 to CURRENT</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <u>Receipts include taxes, water-sewer, parking &amp; traffic tickets, and various misc. collections.</u>  <u>On line payments, credit card payments.</u></p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape  <input checked="" type="checkbox"/> Other (specify) <u>CHECK SIZE</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input checked="" type="checkbox"/> Other (specify) <u>by date</u></p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s) <u>(21 drawers)</u>  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____</p> <p><u>31.5</u>  Number <u>cu.</u>  <u>ft.</u></p> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s) <u>(7 drawers)</u>  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____</p> <p><u>10.5</u>  Number <u>cu.</u>  <u>ft.</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>1</u> <input checked="" type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)  Number</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><u>City Hall Room 101/102</u></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No  <u>Hipaa Law - credit card receipts</u></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>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p><u>3 yrs and until audit requirements have been fulfilled, then destroy.</u></p>	
<p>19. Name and Title of Preparer</p> <p><u>Don S. Paul</u>  <u>Record Retention Pt. Mgr.</u></p>	<p>20. Telephone Number</p> <p><u>301-759-6420</u></p>	<p>21. Date</p> <p><u>4-15-09</u></p>

<p>Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>2</u> OF <u>11</u></p>
<p>1. Department/Agency</p>	<p>2. Division  Utility Billing/Collections</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  Landlord Tenant Forms</p>	<p>5. Earliest Year/Latest Year  _____ to _____ ?</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  A form that the owners fills out so that the bill will be sent to his/her tenant.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical  <input checked="" type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s) (1/3 drawer)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation</p> <p><input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify) folder</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>_____ <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p> <p>Number  When property is transferred or different tenant.</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  City Hall Room 101/102</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Screen annually as non permanent. Destroy material having no further legal administrative, physical, or operational value.</p>	
<p>19. Name and Title of Preparer</p>	<p>20. Telephone Number</p>	<p>21. Date</p>

<p>Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>3</u> OF <u>11</u></p>
<p>1. Department/Agency <b>Cumberland</b></p>	<p>2. Division <b>Finance</b></p>	<p>3. Unit <b>Utility Billing / Collections</b></p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title <b>Notices, Tag list, + Shut off list</b></p>	<p>5. Earliest Year/Latest Year <b>2006 to Current</b></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>These records include: Final notice postcards for delinquent water-sewer bills, Tag list is listing of water/sewer delinquent accounts to be door tagged with notification of termination. Shut off list is listing of water/sewer accounts to be terminated.</b></p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <input checked="" type="checkbox"/> File Drawer(s) (<b>13 drawer</b>) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p><b>5 cu ft.</b></p> <p>10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <b>folder</b></p> <p><b>1</b> Number</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input checked="" type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><b>4</b>    <input checked="" type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s) Number</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) <b>City Hall Room 102</b> <sup>101/</sup></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention <b>Retain for 3 yrs, then destroy</b></p>	
<p>19. Name and Title of Preparer</p>	<p>20. Telephone Number</p>	<p>21. Date</p>

<p>Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>4</u> OF <u>11</u></p>
<p>1. Department/Agency  <u>Cumberland</u></p>	<p>2. Division  <u>Finance</u></p>	<p>3. Unit  <u>Utility Billing / Collections</u></p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  <u>Deposit Slips</u></p>	<p>5. Earliest Year/Latest Year  <u>2008 to Current</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <u>Copies of deposit slips for daily deposit of collections.</u></p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape  <input checked="" type="checkbox"/> Other (specify) <u>check size</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____</p> <p><u>.4 cuft.</u>  Number</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____</p> <p><u>.2 cuft.</u>  Number</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>1</u>  Number    <input checked="" type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  <u>City Hall, Room 101/102</u></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <u>Record copy maintained by City Comptroller</u></p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p><u>1 year, then destroy.</u></p>	
<p>19. Name and Title of Preparer</p>	<p>20. Telephone Number</p>	<p>21. Date</p>

<p>Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY  PAGE <u>5</u> OF <u>11</u></p>
<p>1. Department/Agency  <u>Cumberland</u></p>	<p>2. Division  <u>Finance</u></p>	<p>3. Unit  <u>Utility Billing / Collections</u></p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  <u>Property Transfers</u></p>	<p>5. Earliest Year/Latest Year  <u>FY06</u> to <u>Current</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <u>Shows, seller, buyer, address, property description, full value.</u></p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume  <input checked="" type="checkbox"/> File Drawer(s) (<u>2 drawers</u>)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____</p> <p><u>3 cu.</u>  Number <u>ft.</u></p> <p>10. Annual Accumulation  <input checked="" type="checkbox"/> File Drawer(s) (<u>113 drawer</u>)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____</p> <p><u>1.5 cu.</u>  Number <u>ft.</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>1</u> <input checked="" type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)  Number</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  <u>City Hall Room <sup>101/</sup> 102</u></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No  <u>State Dept. of Assessment + Taxation (SDAT)</u></p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements  <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention  <u>Retain 1 piscal year, then destroy.</u></p>	
<p>19. Name and Title of Preparer</p>	<p>20. Telephone Number</p>	<p>21. Date</p>

<p>Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY PAGE <u>6</u> OF <u>11</u></p>
<p>1. Department/Agency <b>Cumberland</b></p>	<p>2. Division <b>Finance</b></p>	<p>3. Unit <b>Utility Billing / Collections</b></p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title <b>Adjustment to Water-Sewer Accounts</b></p>	<p>5. Earliest Year/Latest Year <b>2006 to CURRENT</b></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Examples of adjustments: Leaks, penalties, insufficient checks, adding reconnect fees, + bankruptcies</b></p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <input checked="" type="checkbox"/> File Drawer(s) (<b>3 drawers</b>) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p><b>4.5</b> Number <b>cu, ft.</b></p> <p>10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) (<b>1 drawer</b>) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p><b>1.5</b> Number <b>cu ft.</b></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily      <input type="checkbox"/> Weekly      <input type="checkbox"/> Monthly      <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>1</u> Number      <input checked="" type="checkbox"/> Month(s)      <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) <b>City Hall Room 101/102</b></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</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>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No <b>by type of adjustment</b></p>	<p>18. Recommended Retention</p> <p><b>3 yrs and until audit requirements have been fulfilled, then destroy.</b></p>	
<p>19. Name and Title of Preparer</p>	<p>20. Telephone Number</p>	<p>21. Date</p>

<p>Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>7</u> OF <u>11</u></p>
<p>1. Department/Agency <b>Cumberland</b></p>	<p>2. Division <b>Finance</b></p>	<p>3. Unit <b>Utility Billing / Collections</b></p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title <b>Meter Installation Records + Deletions</b></p>	<p>5. Earliest Year/Latest Year <b>2006 to CURRENT</b></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>WORK orders from Water Distribution for installation of new meters to enter into our billing system. WORK orders from Water Distribution for deleted meters.</b></p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <input checked="" type="checkbox"/> File Drawer(s) <b>(3 drawers)</b> <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p><b>4.5</b> Number <b>cu.</b> <b>ft.</b></p> <p>10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <b>(1 drawer)</b> <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p><b>1.5 cu</b> Number <b>ft.</b></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily      <input type="checkbox"/> Weekly      <input type="checkbox"/> Monthly      <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>1</u> <input checked="" type="checkbox"/> Month(s)      <input type="checkbox"/> Year(s) Number</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) <b>City Hall Room 101 / 102</b></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No <b>Water Distribution</b></p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None      <input type="checkbox"/> State      <input type="checkbox"/> Federal      <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention <b>3 yrs and until audit requirements have been fulfilled, they destroy</b></p>	
<p>19. Name and Title of Preparer</p>	<p>20. Telephone Number</p>	<p>21. Date</p>

<p>Instructions: Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY  PAGE <u>8</u> OF <u>11</u></p>
<p>1. Department/Agency <b>Cumberland</b></p>	<p>2. Division <b>Finance</b></p>	<p>3. Unit <b>Utility Billing / Collections</b></p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title <b>General Correspondence - Subject Files</b></p>	<p>5. Earliest Year/Latest Year _____ to _____</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Original incoming letters &amp; outgoing letters, relating to payment agreements, tax overpayments and returned checks, tax sales, and <sup>copies of</sup> agreements with water companies.</b></p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <b>date</b></p>	<p>9. Volume <input checked="" type="checkbox"/> File Drawer(s) <b>(3 drawers)</b> <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p><b>4.5 cu ft</b> Number</p> <p>10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <b>(1 drawer)</b> <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p><b>1.5 cu ft</b> Number</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input checked="" type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>_____ <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s) Number</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) <b>City Hall Room 101/102</b></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <b>Original agreements with water companies in City Clerks office</b></p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention <b>Screen annually, Destroy material having no further administrative, fiscal, legal or operational value.</b></p>	
<p>19. Name and Title of Preparer</p>	<p>20. Telephone Number</p>	<p>21. Date</p>

<p>Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</p>	<p>AGENCY RECORDS INVENTORY</p>
		<p>PAGE <u>9</u> OF <u>11</u></p>
<p>Department/Agency <u>City of Cumberland</u></p>	<p>2. Division <u>Finance</u></p>	<p>3. Unit <u>Utility Billing / Collections</u></p>
<p>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title <u>Lien Payment Journal</u></p>	<p>5. Earliest Year/Latest Year <u>1945 to early 1990's</u></p>	
<p>6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.</p> <p><u>Record of liens filed in amount of property assessment for improvements made by the City. Includes name and addresses of the liens, assessment, and interest if any.</u></p>		
<p>7. Record Series Format(s)</p> <p><input 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 checked="" type="checkbox"/> Other (specify) <u>11" x 12" x 2"</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical <u>By street</u></p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>3 cu ft</u></p> <p><u>11</u> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Hard Back Books</u></p> <p>10. Annual Accumulation</p> <p><u>N/A</u> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>No longer file paying</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily      <input type="checkbox"/> Weekly      <input type="checkbox"/> Monthly</p> <p><u>Occasionally</u></p>	<p>12. File Becomes Inactive After <u>liens</u></p> <p>Number _____ <u>liens are paid</u></p> <p><input type="checkbox"/> Month(s)      <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><u>Room 101/102</u></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	
<p>15. Access Restrictions      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>(If Yes, cite Law(s) &amp; Regulation(s))</p> <p><u>Kept in a locked vault</u></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>	
<p>17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p><u>Retain until paid and for three years thereafter or until all audit requirements have been met, then destroy.</u></p>	
<p>Name and Title of Preparer</p>	<p>20. Telephone Number</p>	<p>21. Date</p>

Instructions - Type or Print a separate form for each new or 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 410-799-1930		AGENCY RECORDS INVENTORY  PAGE <u>10</u> OF <u>11</u>	
1. Department/Agency <u>Cumberland</u>		2. Division <u>Finance</u>		3. Unit <u>Utility Billing / Collections</u>	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <u>Consumption Proof Rpts.</u>			5. Earliest Year/Latest Year <u>2006 to Current</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>Used in prep. of wtr/swr billing information includes; account number, address. Read date, meter number, previous read, current read, actual consumption, consumption adjustments, meter status</u>					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <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 <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ <u>13.5cuft</u> Number	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ <u>4.5cuft</u> Number	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>4</u> <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) <u>City Hall Room 101/102</u>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <u>3 Yrs. or until audited</u>		
19. Name and Title of Preparer		20. Telephone Number		21. Date	

RECORDS MEASUREMENT GUIDE

(Conversion of Holdings to Cubic Feet)

<u>Equipment/Containers</u>	<u>Cu. Ft.</u>	<u>Docket Books (Court)</u>	<u>Cu. Ft.</u>
Letter Size Drawer	1.5	1 30" x 24" x 6"	2.0
Legal Size Drawer	2.0	1 15" x 12" x 6"	1.0
Lateral 36" Width Drawer	2.0	1 8" x 12" x 6"	.5
Lateral 42" Width Drawer	2.5		
Letter Size 12" Open Shelf	1.0	<u>Tab Cards</u>	
Letter Size 15" Open Shelf	1.0	5 14" Rows (Tab)	1.0
Box (15 x 12 x 10 & 15 x 12 x 12)	1.0	3 24" Rows (Tab)	1.0
		10 12" Rows (3 x 5)	1.0
<u>Magnetic Tapes (Reels)</u>		4 12" Rows (5 x 8)	1.0
10 (3/4" Width x 2400')	1.0		
12 (3/4" Width x 1200')	1.0	<u>Printouts (Computer)</u>	
30 (3/4" Width x 600')	1.0	8-1/2 x 11" (18" thick)	1.0
		14-1/2 x 11" (10" thick)	1.0
<u>Microfilm/Film (Reels)</u>			
50 (35 mm) 100'	1.0	<u>Disc Pack (Computer)</u>	
90 (16 mm) 100'	1.0	2 3 Tier	1.0
		1 5 Tier	1.0
<u>Floppy Disc's (Word Processing)</u>		1 7 Tier	1.0
600 2"	1.0	<u>Microfiche</u>	
300 5"	1.0	4 12" Rows (4" x 8")	1.0
150 8"	1.0		

Figure 2

<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>	
				Page     of	
<b>1 DEPARTMENT/AGENCY</b> City of Cumberland		<b>2 DIVISION</b> Department of Finance		<b>3 UNIT</b> Utility Billing/Collections	
<b>DEFINITION – Record Series -</b> A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
<b>4 ELECTRONIC RECORD SERIES TITLE</b>  Water and Sewer Billing				<b>5 EARLIEST YEAR/LATEST YEAR</b>  2006 TO Current	
<b>6 INPUT - Identify source of information to be entered</b> Meter Reads			<b>7 OUTPUT - Identify the use/s of information generated by system</b> Water/Sewer Bills		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION -</b> Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.  These records represent reports necessary for the billing of water and sewer in the City of Cumberland. Attached is a listing of all reports involved in the water and sewer billing process.					
<b>9 POLICY ON ACCESS AND USE –</b> Explain or attach copy if established in writing.  The Utility Billing division has access to view all reports in the billing process; however, the MIS Division <u>only</u> is authorized to delete records. If an error is found, all reports are deleted by MIS personnel and the billing process starts over.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b>  Reports are generated bi-weekly with new reports being created. Bi-weekly reports are maintained on the system for a period of three years. Reports can be printed upon demand.					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.  Files are saved as PDF's and are used within 24-48 hours by the Finance Division. Files are also used for reference purposes by the Utility Billing and Finance divisions. Records are independently audited on an annual basis.					
<b>12 RECOMMENDED RETENTION</b> Retain for three (3) years and until audit requirements have been fulfilled, then destroy.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b>		<b>14 TELEPHONE NUMBER</b>		<b>15 DATE</b>	
<b>16 TITLE OF PREPARER</b>					
DGS 550-6					

# Attachment for Page 11

Accounts Receivable Aging Report\_2009\_03\_16\_TM\_08\_31\_01  
 Accounts Receivable Aging Report\_2009\_03\_16\_TM\_11\_06\_13  
 Accounts Receivable Aging Report\_2009\_03\_19\_TM\_08\_45\_51  
 Bank Draft Register2\_2009\_03\_20\_TM\_11\_01\_27  
 Bank Draft Register\_2009\_03\_16\_TM\_09\_53\_43  
 Bank Draft Register\_2009\_03\_16\_TM\_11\_06\_13  
 Bank Draft Register\_2009\_03\_16\_TM\_13\_56\_48  
 Billing Register\_2009\_03\_16\_TM\_09\_53\_43  
 Billing Register\_2009\_03\_16\_TM\_13\_56\_48  
 Billing Summary Rate Code\_2009\_03\_16\_TM\_09\_53\_43  
 Billing Summary Rate Code\_2009\_03\_16\_TM\_13\_56\_48  
 Billing Summary Service Type\_2009\_03\_16\_TM\_09\_53\_43  
 Billing Summary Service Type\_2009\_03\_16\_TM\_13\_56\_48  
 Billing Summary\_2009\_03\_16\_TM\_09\_53\_43  
 Billing Summary\_2009\_03\_16\_TM\_13\_56\_48  
 Deposit Application post listing\_2009\_03\_20\_TM\_11\_01\_27  
 Deposits Applied to Final Bills\_2009\_03\_20\_TM\_11\_01\_31  
 Final Billing by Rate Code\_2009\_03\_20\_TM\_11\_01\_27  
 Final Billing Register and Posted Final Bill Reg\_2009\_03\_20\_TM\_11\_01\_27  
 Final Billing Register and Posted Final Bill Reg\_2009\_03\_20\_TM\_11\_01\_31  
 Final Billing Summary by book and customer type\_2009\_03\_20\_TM\_11\_01\_27  
 Final billing summary by service type\_2009\_03\_20\_TM\_11\_01\_27  
 Final Bills Update GL Report\_2009\_03\_20\_TM\_11\_01\_27  
 GL Interface for Billing\_2009\_03\_16\_TM\_09\_53\_43  
 GL Interface for Billing\_2009\_03\_16\_TM\_09\_53\_51  
 GL Interface for Billing\_2009\_03\_16\_TM\_13\_56\_47  
 GL Interface for Billing\_2009\_03\_16\_TM\_13\_58\_04  
 Penalty Registers\_2009\_03\_16\_TM\_08\_09\_23  
 Penalty Registers\_2009\_03\_16\_TM\_08\_14\_01  
 Penalty Registers\_2009\_03\_16\_TM\_08\_31\_01  
 Penalty Registers\_2009\_03\_16\_TM\_11\_06\_13  
 Penalty Registers\_2009\_03\_19\_TM\_08\_49\_19  
 Penalty Update GL Report\_2009\_03\_16\_TM\_08\_09\_53  
 Penalty Update GL Report\_2009\_03\_16\_TM\_08\_14\_28  
 Penalty Update GL Report\_2009\_03\_16\_TM\_08\_31\_01  
 Penalty Update GL Report\_2009\_03\_16\_TM\_11\_06\_13  
 Penalty Update GL Report\_2009\_03\_19\_TM\_08\_50\_47  
 Remove Minimum Daily Bills\_2009\_03\_16\_TM\_09\_53\_51  
 Remove Minimum Daily Bills\_2009\_03\_16\_TM\_13\_58\_04  
 Transfer Account\_2009\_03\_20\_TM\_11\_01\_31