

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

Schedule No. M259

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Agency

TOWN OF COTTAGE CITY

Division/Unit

GENERAL GOVERNMENT/
ADMINISTRATIVE OFFICES

Item No.

Description

Retention

1

Accounts Payable Records
Documents related to the payment for goods and services: vouchers, correspondence, invoices, ledger books and cards, etc

Retain for five (5) fiscal years then destroy

2

Receipts
Records of cash received by the agency: receipt slips, receipt books, receipt ledgers, etc.

Retain five (5) fiscal years then destroy.

3

Banking Records
Bank statements, deposit books & slips, check registers and cancelled checks.

Retain three (3) fiscal years then destroy.

4

Petty Cash Records
Documents related to petty cash accounting.

Retain for three (3) fiscal years then destroy.

5

Audit Reports
Results of audits conducted by the town accounting firm and/or other auditing agencies.

PERMANENT
Retain five (5) fiscal years then transfer to the archives. (Maryland State Archives)

Schedule Approved by Department, Agency, or Division Representative.

Date May 28, 2009

Signature *Phyllis W. Robinson*

Typed Name Phyllis W. Robinson

Title CHAIRMAN-COMMISSIONER

Schedule Authorized by State Archivist

Date 16 Jun 09

Signature *Edward C. J. [unclear]*