

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

Schedule No. M319

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**Agency**

MAYOR AND CITY COUNCIL OF LAUREL

**Division/Unit**

BUDGET AND PERSONNEL SERVICES/ACCOUNTING

Item No.	Description	Retention
1	<p><b>General:</b></p> <p>1 a. Accounts, Charged Off</p> <p>1 b. Balance Sheets</p> <p>1 c. Bank Deposit Records</p> <p>1 d. Bank Reconciliation Papers</p> <p>1 e. Bank Statements Account Analysis; Sweep; Credit Card; - Street and Fleet reserve</p> <p>1 f. Bankruptcy Report</p> <p>1 g. Bill of Sale of Registered Bonds</p> <p>1 h. Bill Stubs</p> <p>1 i. Bonds, Cancelled</p> <p>1 j. Bonds, Registered</p> <p>1 k. Bonds, Sales or Transfer</p> <p>1 l. Cash Receipts/ Reports</p> <p>1 m. Check Reconciliation Records</p> <p>1 n. Financial Statements, Certified</p> <p>1 o. Fixed Capital Records</p> <p>1 p. Grant Records - Federal, State &amp; Local</p> <p>1 q. Journal Entries &amp; Supporting Papers</p> <p>1 r. General Ledger Entries/ Trial Balance</p>	<p>a. -7 Years then destroy</p> <p>b. -3 Years then destroy</p> <p>c. -7 Years then destroy</p> <p>d. -7 Years then destroy</p> <p>e. -7 Years then destroy</p> <p>f. -5 Years after settlement then destroy</p> <p>g. -3 Years then destroy</p> <p>h. -7 Years then destroy</p> <p>i. -Destroy after cancellation then destroy</p> <p>j. -Permanent-Retain original and transfer copy to the State in 10 years</p> <p>k. -Retain for 15 Years (or) until retired whichever occurs later, and then destroy</p> <p>l. -7 Years then destroy</p> <p>m. -7 Years then destroy</p> <p>n. - Permanent-Retain original and transfer copy to the State in 10 years</p> <p>o. -1 Year after audit then destroy</p> <p>p. -7 Years then destroy</p> <p>q. -7 Years then destroy</p> <p>r. - Permanent-Retain original and transfer copy to the State in 10 years</p>

Schedule Approved by Department, Agency, or Division Representative.

Date 7/16/2013

Signature Michele Saylor

Typed Name Michele Saylor

Title Department Director

Schedule Authorized by State Archivist

Date 9-23-13

Signature Timothy D. Bal

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<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
2	<b><u>Accounts Payable:</u></b>	
2	a. Disbursement Records Check requests; Refunds with all supporting documentation	a. -7 Years then destroy
2	b. Check Register	b. -7 Years then destroy
2	c. Checks - Paid, Voided and Cancelled	c. -7 Years then destroy
2	d. Expense Reports, Departmental	d. -7 Years then destroy
2	e. Expense Reports, Employee	e. -7 Years then destroy
2	f. Invoices, Paid	f. -7 Years then destroy
2	g. Purchase Orders Voided with replacement PO - supporting documentation	g. -7 Years then destroy
2	h. Ledger, Accounts Payable	h. - Permanent-Retain original and transfer copy to the State in 10 years
2	i. 1099's with supporting documentation	i. -7 Years then destroy
2	j. W-9 Forms- for sub-contractors (vendors)	j. -7 Years then destroy
2	k. Confirmation Notices General and Retirement retention fund statements for daily investments going in and out of bank account.	k. -7 Years then destroy
2	l. Fleet and Postage Reports Reports show what was spent monthly, which consist of RTA (Ron Turley Associates) reports, a summary sheet and journal entry.	l. -7 Years then destroy
3	<b><u>Accounts Receivable:</u></b>	
3	a. Accounts Receivables Invoice documentation and reports;	a. -7 Years then destroy

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<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
	billing documentation	
3	b. Aging Reports, Accounts Receivable	b. -7 Years then destroy
3	c. Annual Licenses - Amusement/Alcohol/Alarm Renewal	c. -7 Years then destroy
3	d. Correspondence, Credit & Collection External communication; incoming/outgoing ground mail; memos; miscellaneous departmental info; outside agency info; etc.	d. -7 Years then destroy
3	e. Ledger, Accounts Receivable	e. - Permanent-Retain original and transfer copy to the State in 10 years
3	f. NSF (non-sufficient funds) Checks	f. -3 Years - after collection then destroy
3	g. Petty Cash Records- Included with accounts payable check request documentation	g. -7 Years then destroy
3	h. Property Asset Summary	h. -7 Years - after sale of property then destroy
3	i. Real Estate Tax Information	i. -7 Years then destroy
3	j. Taxes- Personal property; bills & statements; reports correspondence	j. -7 Years then destroy
3	k. Quarterly Tax Reports - U.S. Depart of Commerce- Real Estate/ Property taxes	k. -3 Years then destroy
3	l. Tax Exemption Status	l. -Retain until property changes ownership/ 2 years after property changed ownership
3	m. Telephone Register	m. -destroy 1 Year after book is filled
3	n. Uncollectible Accounts	n. -1 Year - after audit of Year of write-off then destroy
<b>4</b>	<b><u>Payroll:</u></b>	
4	a. Cancelled Checks: Payroll, Pension	a. -7 Years then destroy
4	b. Leave Reports	b. -7 Years then destroy
4	c. Payroll Register	c. -7 Years then destroy
4	d. Payroll Reports	d. -7 Years then destroy
4	e. Pension Reports	e. -7 Years then destroy
4	f. Timesheets/ Time Clock Reports	f. -3 Years then destroy

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Item No.	Description	Retention
	To included vacation; sick leave; comp and holidays	
<b>5</b>	<b><u>Miscellaneous Financial Documents:</u></b>	
5	a. Audit Reports, Public & Government	a. - Permanent-Retain original and transfer copy to the State in 10 years
5	b. Audit Reports (By Accountants)	b. -3 Years then destroy
5	c. Audit Reports (Internal)	c. -3 Years then destroy
5	d. Audit Work Papers, Internal	d. -7 Years then destroy
5	e. Bids, Awards, Quotes	e. -A.) Unsuccessful - 1 year then destroy B.) Successful - destroy 3 years after contract ends.
5	f. Budget Work Sheets (Computer)	f. -3 Years then destroy
5	g. Contracts – Construction	g. -3 Years After Satisfactory Completion of Contract Requirements then destroy
5	h. Contracts - Employment/Consultant	h. -3 Years After Void then destroy
5	i. Contracts - Lease & Facility Use	i. -3 Years After Void then destroy
5	j. Contracts - Vendor	j. -3 Years after completion then destroy
5	k. Correspondence, Accounting	k. -3 Years then destroy
5	l. Correspondence, Accounting	l. -7 Years for IRS then destroy
5	m. Correspondence, Credit & Collection	m. -7 Years then destroy
5	n. Correspondence, Purchase	n. -5 Years then destroy
5	o. Donations	o. -3 Years then destroy
5	p. Deeds, Titles	p. - Permanent-Retain original and transfer copy to the State in 10 years
5	q. Easements	q. - Permanent-Retain original and transfer copy to the State in 10 years
5	r. Entertainment, Gifts, & Gratuities	r. -3 Years then destroy
5	s. Fixed Assets	s. - Permanent-Retain original and transfer copy to the State in 10 years or until item is disposed of.
5	t. Loan Documents	t. -7 Years after pay off then destroy