

Wicomico County	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2391
Reporting Agency		Prepare in Duplicate
Finance Department/Accounting & Billings & Collections		Retain one (1) copy and forward original to address on left.
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
A	Daily Cash Summary Sheets	C1156	3	12/01/86-06/30/87	2.08	03/01/13	Taken to County Landfill
B	Daily Cash Summary Sheets	C1156	3	01/01/88-06/30/88	2.08	03/01/13	Taken to County Landfill
C	Daily Cash Summary Sheets	C1156	3	07/01/89-06/30/90	2.08	03/01/13	Taken to County Landfill
D	Bank reconciliations	C1156	6	07/01/92-06/30/94	2.08	03/01/13	Taken to County Landfill
E	Daily Cash Summary Sheets	C1156	3	01/01/87-12/31/88	2.08	03/01/13	Taken to County Landfill
G	Accounts Payable	C1156	1	07/01/85-10/31/86	2.08	03/01/13	Taken to County Landfill
H	Daily Cash Summary Sheets	C1156	3	07/01/81-12/30/85	2.08	03/01/13	Taken to County Landfill
I	Tax Report	C1158	4	7/1/85-6/30/92	2.08	03/01/13	Taken to County Landfill
J	Bank reconciliations	C1156	6	07/01/85-06/30/86	2.08	03/01/13	Taken to County Landfill
K	Accounts Payable	C1156	1	12/1/85-01/31/86	2.08	03/01/13	Taken to County Landfill

I hereby certify that the records listed above were disposed of as indicated.

John A. Ellis
 Signature
 DGS 550-2 (rev. 1/93)

Assistant Director
 Title of Finance Accounting

3/26/13
 Date

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Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
L	Accounts Payable	C1156	1	01/01/83-06/30/83	2.08	03/01/13	Taken to County Landfill
M	Payroll cancelled checks	C1160	9	07/01/78-06/30/79	2.08	03/01/13	Taken to County Landfill
N	Daily Cash Summary Sheets	C1156	3	01/01/87-09/30/87	2.08	03/01/13	Taken to County Landfill
O	General Ledger	C1156	12	07/01/75-06/30/76	2.08	03/01/13	Taken to County Landfill
P	Bank Reconciliations	C1156	6	07/01/86-06/30/87	2.08	03/01/13	Taken to County Landfill
Q	Daily Cash Summary Sheets	C1156	3	09/1/1983-4/30/1993	2.08	03/01/13	Taken to County Landfill
R	Accounts Payable	C1156	1	06/01/85-07/31/85	2.08	03/01/13	Taken to County Landfill
S	Daily Cash Summary Sheets	C1156	3	03/01/88-07/31/90	2.08	03/01/13	Taken to County Landfill
T	Bank reconciliations	C1156	6	07/01/87-10/31/87	2.08	03/01/13	Taken to County Landfill
U	Bank reconciliations	C1156	6	11/01/87-02/28/88	2.08	03/01/13	Taken to County Landfill

I hereby certify that the records listed above were disposed of as indicated.

John A. Ellis
 Signature
 DGS 550-2 (rev. 1/93)

Assistant Director
 Title of Finance - Accounting

3/26/13
 Date

2 Revised

Wicomico County	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469 - 2391
Reporting Agency		Prepare in Duplicate
Finance Department/Accounting & Payroll		Retain one (1) copy and forward original to address on left.
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL-REVISED

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
L	Accounts Payable	C1156	1	01/01/83-06/30/83	2.08	03/01/13	Taken to County Landfill
M	Payroll cancelled checks	C1160	9	07/01/78-06/30/79	2.08	03/01/13	Taken to County Landfill
N	Daily Cash Summary Sheets	C1156	3	01/01/87-09/30/87	2.08	03/01/13	Taken to County Landfill
P	Bank Reconciliations	C1156	6	07/01/86-06/30/87	2.08	03/01/13	Taken to County Landfill
Q	Daily Cash Summary Sheets	C1156	3	09/1/1983-4/30/1993	2.08	03/01/13	Taken to County Landfill
R	Accounts Payable	C1156	1	06/01/85-07/31/85	2.08	03/01/13	Taken to County Landfill
S	Daily Cash Summary Sheets	C1156	3	03/01/88-07/31/90	2.08	03/01/13	Taken to County Landfill
T	Bank reconciliations	C1156	6	07/01/87-10/31/87	2.08	03/01/13	Taken to County Landfill
U	Bank reconciliations	C1156	6	11/01/87-02/28/88	2.08	03/01/13	Taken to County Landfill

I hereby certify that the records listed above were disposed of as indicated.

John S. Elmer
 Signature
 DGS 550-2 (rev. 1/93)

Assistant Director of
 Title Finance - Accounting

5/3/13
 Date

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		Retention Schedule No.	Item No.				
V	Bank reconciliations	C1156	6	03/01/88-06/30/88	2.08	03/01/13	Taken to County Landfill
W	Bank reconciliations	C1156	6	07/01/88-10/30/88	2.08	03/01/13	Taken to County Landfill
X	Bank reconciliations	C1156	6	11/01/88-02/28/89	2.08	03/01/13	Taken to County Landfill
Y	Bank reconciliations	C1156	6	03/01/89-06/30/89	2.08	03/01/13	Taken to County Landfill

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John A. Ellis
 Signature
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Assistant Director
 Title of Finance -
 Accounting

3/26/13
 Date

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		Retention Schedule No.	Item No.				
AA	Accounts payable	C1156	1	07/01/84-6/30/86	2.08	03/27/13	Taken to County Landfill
AB	Accounts payable	C1156	1	12/1/86-12/31/86	2.08	03/27/13	Taken to County Landfill
AC	Daily Cash Summary Sheets	C1156	3	7/1/89-9/30/89	2.08	03/27/13	Taken to County Landfill
AD	Daily Cash Summary Sheets	C1156	3	11/13/86-6/30/89	2.08	03/27/13	Taken to County Landfill
AE	Daily Cash Summary Sheets	C1156	3	5/1/84-3/31/87	2.08	03/27/13	Taken to County Landfill
AF	Payroll Reports	C1160	1	7/1/86-6/30/87	2.08	03/27/13	Taken to County Landfill
AG	Payroll Reports	C1160	1	7/1/85-6/30/86	2.08	03/27/13	Taken to County Landfill
AH	Daily Cash Summary Sheets	C1156	3	7/1/91-6/30/92	2.08	03/27/13	Taken to County Landfill
AI	Subsidiary Ledgers	C1156	13	10/1/87-12/31/87	2.08	03/27/13	Taken to County Landfill
AJ	Time Accumulation Reports (Time Sheets)	C1160	8	10/1/85-6/30/89	2.08	03/27/13	Taken to County Landfill
AK	Daily Cash Summary Sheets	C1156	3	03/03/86-06/30/86	2.08	03/27/13	Taken to County Landfill
AL	Daily Cash Summary Sheets	C1156	3	7/1/86-8/31/86	2.08	03/27/13	Taken to County Landfill
AM	Bank reconciliations	C1156	6	7/1/86-6/30/87	2.08	03/27/13	Taken to County Landfill

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John S. Ellis
Signature

Assistant Director
Title of Finance - Accounting

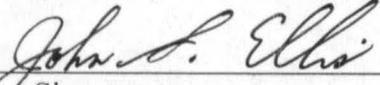
3/28/13
Date

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		Retention Schedule No.	Item No.				
AN	Bank reconciliations	C1156	6	7/1/86-7/31/91	2.08	03/27/13	Taken to County Landfill
AO	Daily Cash Summary Sheets	C1156	3	07/01/80-12/31/80	2.08	03/27/13	Taken to County Landfill
AP	Daily Cash Summary Sheets	C1156	3	07/01/86-10/31/86	2.08	03/27/13	Taken to County Landfill
AQ	Daily Cash Summary Sheets	C1156	3	07/01/84-12/31/84	2.08	03/27/13	Taken to County Landfill
AR	Daily Cash Summary Sheets	C1156	3	01/01/84-6/30/84	2.08	03/27/13	Taken to County Landfill
AS	Daily Cash Summary Sheets	C1156	3	07/01/81-12/31/84	2.08	03/27/13	Taken to County Landfill
AT	Bank reconciliations	C1156	6	07/01/84-06/30/87	2.08	03/27/13	Taken to County Landfill
AU	Accounts Payable Records	C1156	1	08/01/85-9/30/85	2.08	03/27/13	Taken to County Landfill
AV	Accounts Payable Records	C1156	1	01/01/85-11/1/86	2.08	03/27/13	Taken to County Landfill

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 Signature
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Assistant Director
 Title of Finance -
 Accounting

3/28/13
 Date