

Five general schedules were prepared for the disposal of records common to most State agencies. These schedules included items for payroll records; payroll journals; payroll exceptions, additions and deductions; pay and receiving warrants; and transmittals.

Upon distribution of general schedules for payroll records, many State agencies will be able to dispose of large accumulations of paper since payroll copies have been retained for many years. These schedules also provide the State with a plan for managing the new payroll records before they develop into storage and maintenance problems.

<i>County Agencies</i>	<i>No. of Schedules</i>	<i>No. Record Items</i>
<b>Montgomery County</b>		
Department License & Inspection ....	1	8
Department of Finance		
Office of Director .....	3	26
Division Revenue & Disbursement .....	3	6
Division of Accounts .....	2	6
Assessments Office .....	2	9
General Schedule .....	1	4
Total .....	12	59

<i>Bi-County Agencies</i>	<i>No. of Schedules</i>	<i>No. Record Items</i>
<b>Washington Suburban Sanitary Comm.</b>		
Office of Personnel .....	2	8
Water Registrar's Office .....	2	3
Cashier's Office .....	2	5
Assessment Office .....	1	3
Comptroller's Office .....	6	14
Chief Engineer .....	2	13
Total .....	15	46

A selected sample of the various types of records covered in the schedules follows:

<i>Agency</i>	<i>Type of Records</i>
State Planning Commission	Administrative and General Correspondence, Planning Study Reports and Post-war Projects.