

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

Schedule No. M 3-89  
Page 1 of 2

**Agency** TOWN OF NORTH EAST **Division/Unit** FINANCE & ADMINISTRATION/ACCOUNTING

Item No.	Description	Retention
1.	Cash Receipts	Retain 5 years, then destroy
2.	Bank Statements and Reconciliations	Retain 5 years, then destroy
3.	Accounts Payable	Retain 5 years, then destroy
4.	Month End Closing Statements	Retain 5 years, then destroy
5.	Comprehensive Annual Financial Reports (CAFR) and Audited Financial Statements	Retain 50 years then transfer to Maryland State Archives.
6.	Year End Audit Work Papers	Retain 10 years, then destroy
7.	Manual Journal Entries	Retain 5 years, then destroy
8.	County Tax Roll and Collection Reports	Retain 5 years, then destroy
9.	Certificates of Liability Insurance	Retain 5 years, then destroy
10.	IRS Form 1099	Retain 7 years, then destroy
11.	IRS Form W-9	Retain until superseded, then destroy
12.	Budgets: Approved and Revised	Retain 20 years, then transfer to Maryland State Archives
13.	Year End Accounting System Back-Ups	Retain 10 years, then destroy
14.	Notes Receivable	Retain 5 years from date of repayment then destroy

Schedule Approved by Department, Agency, or Division Representative.

Date 12/28/16

Signature



Typed Name KENDRICK S. NATALE II

Title DIRECTOR OF FINANCE & ADMIN

Schedule Authorized by State Archivist

Date

2.10.17

Signature



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

Schedule No. *M3986*

Page 2 of 2

<b>Agency</b> TOWN OF NORTH EAST	<b>Division/Unit</b> FINANCE & ADMINISTRATION/ACCOUNTING
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Item No.	Description	Retention
15.	Bond Documents	Retain 10 years after final payment, then destroy.
16.	Developer Escrow Accounts	Retain 5 years after close of project, then destroy.
17.	Water Billing Records	Retain 5, years then destroy
18.	Property Transfer Records	Retain 2 years then destroy
19.	Payroll Records	Retain 7 years, then destroy
20.	Payroll Deduction Plan Documents	Retain 5 years after superseded, then destroy

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>1</u> OF <u>20</u>	
1. Department/Agency  TOWN OF NORTH EAST		2. Division  FINANCE & ADMINISTRATION		3. Unit  ACCOUNTING	
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 CASH RECEIPTS			5. Earliest Year/Latest Year <u>2011</u> to <u>2016</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.) CASH RECIEPTS POSTINGS, DEPOSIT TICKETS, INVOICES, BACK-UP REQUIRED TO SUBSTANTIATE AMOUNTS BY THE TOWN'S INDEPENDENT AUDITOR.					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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 <u>15</u> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>BANKER'S BOXES</u>	
				10. Annual Accumulation <u>3</u> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>BANKER'S BOX</u>	
11. File is Used  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) TOWN HALL SUPPLY ROOM, ROLLING MILL WATER TREATMENT PLANT STORAGE CONTAINER			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 RETAIN 5 YEARS THEN DESTROY		
19. Name and Title of Preparer KENDRICK S. NATALE II, DIRECTOR OF FINANCE & ADMIN		20. Telephone Number 410-287-5801		21. Date 12/01/2016	

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>2</u> OF _____
1. Department/Agency  TOWN OF NORTH EAST	2. Division  FINANCE & ADMINISTRATION	3. Unit  ACCOUNTING
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 BANK STATEMENTS AND RECONCILIATIONS	5. Earliest Year/Latest Year ___2011___ to ___2016___	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) STATEMENTS FROM FINANCIAL INSTITUTIONS REGARDING, CHECKING, SAVINGS, MONEY MARKET, AND INVESTMENT ACCOUNTS, IMAGES OF CLEARED CHECKS, RECONCILIATIONS TO GENERAL LEDGER BALANCES.		
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 ___5___ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>BANKER'S BOXES</u> _____  10. Annual Accumulation ___3___ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>BANKER'S BOX</u> _____
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 ___1___ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) TOWN HALL SUPPLY ROOM, ROLLING MILL WATER TREATMENT PLANT STORAGE CONTAINER	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 RETAIN 5 YEARS THEN DESTROY	
19. Name and Title of Preparer KENDRICK S. NATALE II, DIRECTOR OF FINANCE & ADMIN	20. Telephone Number 410-287-5801	21. Date 12/01/2016

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>3</u> OF _____	
1. Department/Agency  TOWN OF NORTH EAST		2. Division  FINANCE & ADMINISTRATION		3. Unit  ACCOUNTING	
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 ACCOUNTS PAYABLE				5. Earliest Year/Latest Year ___2011___ to ___2016___	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) PURCHASE ORDERS, INVOICES, COPIES OF ISSUED CHEKS, APPROVED WARRANT LISTS, CHECK REGISTERS, ACCOUNTS PAYABLE POSTS, TRANSACTION JOURNALS					
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 checked="" type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume ___20___ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>BANKER'S BOXES</u>	
11. File is Used  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After ___1___ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) TOWN HALL SUPPLY ROOM, ROLLING MILL WATER TREATMENT PLANT STORAGE CONTAINER			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  RETAIN 5 YEARS THEN DESTROY		
19. Name and Title of Preparer KENDRICK S. NATALE II, DIRECTOR OF FINANCE & ADMIN		20. Telephone Number 410-287-5801		21. Date 12/01/2016	

<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 _____</p>	
<p>1. Department/Agency  TOWN OF NORTH EAST</p>		<p>2. Division  FINANCE &amp; ADMINISTRATION</p>		<p>3. Unit  ACCOUNTING</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 MONTH END CLOSING STATEMENTS</p>				<p>5. Earliest Year/Latest Year ____2015____ to ____2016____</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.) FUND LEVEL PROFIT AND LOSS STATEMENTS, BUDGET TO ACTUAL COMPARISONS, BALANCE SHEETS, AND WORKPAPERS AND SYSTEM GENERATED REPORTS TO SUBSTANTIATE REPORTED BALANCES.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume ____2____ 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>BANKER'S BOXES</u> _____</p> <p>10. Annual Accumulation ____1____ 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>BANKER'S BOX</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 ____1____ Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) TOWN HALL SUPPLY ROOM, ROLLING MILL WATER TREATMENT PLANT STORAGE CONTAINER</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</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 RETAIN 5 YEARS THEN DESTROY</p>		
<p>19. Name and Title of Preparer KENDRICK S. NATALE II, DIRECTOR OF FINANCE &amp; ADMIN</p>		<p>20. Telephone Number 410-287-5801</p>		<p>21. Date 12/01/2016</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>5</u> OF _____	
1. Department/Agency  TOWN OF NORTH EAST		2. Division  FINANCE & ADMINISTRATION		3. Unit  ACCOUNTING	
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 COMPREHENSIVE ANNUAL FINANCIAL REPORTS AND AUDITED FINANCIAL STATEMENTS				5. Earliest Year/Latest Year _____1989_____ to _____2016_____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) CASH RECIEPTS POSTINGS, DEPOSIT TICKETS, INVOICES, BACK-UP REQUIRED TO SUBSTANTIATE AMOUNTS BY THE TOWN'S INDEPENDENT AUDITOR.					
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 checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>COMPACT DISK</u>		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 <u>1</u> Number <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>BANKER'S BOXES</u>	
				10. Annual Accumulation <u>1</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>BOUND BOOK &amp; CD</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) DIRECTOR OF FINANCE & ADMINISTRATION'S OFFICE			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 checked="" type="checkbox"/> State <input checked="" 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 RETAIN 50 YEARS THEN TRANSFER TO MARYLAND STATE ARCHIVES		
19. Name and Title of Preparer KENDRICK S. NATALE II, DIRECTOR OF FINANCE & ADMIN		20. Telephone Number 410-287-5801		21. Date 12/01/2016	

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>6</u> OF _____	
1. Department/Agency  TOWN OF NORTH EAST		2. Division  FINANCE & ADMINISTRATION		3. Unit  ACCOUNTING	
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 YEAR END AUDIT WORK PAPERS				5. Earliest Year/Latest Year ___2015___ to ___2016___	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) WORK PAPERS AND ASSOCIATED BACK-UP REQUIRED BY INDEPENDENT AUDITORS TO SUBSTANTIATE ACCOUNT BALANCES, MISCELLANEOUS CORRESPONDENCE FROM AUDITORS, ADJUSTING JOURNAL ENTRIES, UNIFORM FINANCIAL REPORTS					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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) <u>COMPACT DISC</u>		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume ___4___ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>.5" BINDERS</u>	
				10. Annual Accumulation ___2___ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>.5" BINDERS</u>	
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After ___1___ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) TOWN HALL DIRECTOR OF FINANCE AND ADMINISTRATION'S OFFICE, ROLLING MILL WATER TREATMENT PLANT STORAGE CONTAINER			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 checked="" type="checkbox"/> State <input checked="" 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 RETAIN 10 YEARS THEN DESTROY		
19. Name and Title of Preparer KENDRICK S. NATALE II, DIRECTOR OF FINANCE & ADMIN		20. Telephone Number 410-287-5801		21. Date 12/01/2016	



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>7</u> OF _____	
1. Department/Agency  TOWN OF NORTH EAST		2. Division  FINANCE & ADMINISTRATION		3. Unit  ACCOUNTING	
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 MANUAL JOURNAL ENTRIES			5. Earliest Year/Latest Year <u>2015</u> to <u>2016</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.) MANUAL JOURNAL ENTRY LISTINGS, POSTS, AND BACK-UP NEEDED TO SUBSTANTIATE TRANSACTIONS FOR THE ANNUAL INDEPENDENT AUDIT OF THE TOWN'S FINANCIAL STATEMENTS.					
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 checked="" type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume <u>2</u> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>BANKER'S BOXES</u> _____	
		10. Annual Accumulation <u>1</u> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>BANKER'S BOX</u> _____			
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>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) TOWN HALL SUPPLY ROOM, ROLLING MILL WATER TREATMENT PLANT STORAGE CONTAINER			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 RETAIN 5 YEARS THEN DESTROY		
19. Name and Title of Preparer KENDRICK S. NATALE II, DIRECTOR OF FINANCE & ADMIN		20. Telephone Number 410-287-5801		21. Date 12/01/2016	

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>8</u> OF _____	
1. Department/Agency  TOWN OF NORTH EAST		2. Division  FINANCE & ADMINISTRATION		3. Unit  ACCOUNTING	
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 COUNTY TAX ROLL AND COLLECTION REPORTS				5. Earliest Year/Latest Year <u>2011</u> to <u>2016</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.) MANUAL JOURNAL ENTRY LISTINGS, POSTS, AND BACK-UP NEEDED TO SUBSTANTIATE TRANSACTIONS FOR THE ANNUAL INDEPENDENT AUDIT OF THE TOWN'S FINANCIAL STATEMENTS.					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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 checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>5</u> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>BANKER'S BOXES</u> _____	
		10. Annual Accumulation <u>1</u> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>BANKER'S BOX</u> _____			
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>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) TOWN HALL SUPPLY ROOM, ROLLING MILL WATER TREATMENT PLANT STORAGE CONTAINER			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 RETAIN 5 YEARS THEN DESTROY		
19. Name and Title of Preparer KENDRICK S. NATALE II, DIRECTOR OF FINANCE & ADMIN		20. Telephone Number 410-287-5801		21. Date 12/01/2016	

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>9</u> OF _____	
1. Department/Agency  TOWN OF NORTH EAST		2. Division  FINANCE & ADMINISTRATION		3. Unit  ACCOUNTING	
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 CERTIFICATES OF LIABILITY INSURANCE				5. Earliest Year/Latest Year ___2011___ to ___2016___	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) INSURANCE CERTIFICATES ISSUED TO THE TOWN BY INDEPENDENT CONTRACTORS AS REQUIRED BY TOWN POLICY AND BID REQUIREMENTS NAMING THE TOWN AS AN ADDITIONAL INSURED ENTITY.					
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 checked="" type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume ___1___ Number  <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>BANKER'S BOXES</u> _____	
				10. Annual Accumulation ___1___ Number  <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>BANKER'S BOX</u> _____	
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After ___1___ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) TOWN HALL DIRECTOR OF FINANCE & ADMINISTRATION'S OFFICE			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 checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input 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 RETAIN 5 YEARS THEN DESTROY		
19. Name and Title of Preparer KENDRICK S. NATALE II, DIRECTOR OF FINANCE & ADMIN		20. Telephone Number 410-287-5801		21. Date 12/01/2016	

<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>10</u> OF _____</p>	
<p>1. Department/Agency  TOWN OF NORTH EAST</p>		<p>2. Division  FINANCE &amp; ADMINISTRATION</p>		<p>3. Unit  ACCOUNTING</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 IRS FORM 1099'S</p>			<p>5. Earliest Year/Latest Year ____2009____ to ____2016____</p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms in the series. Include the purpose or function of the series.) MANUAL JOURNAL ENTRY LISTINGS, POSTS, AND BACK-UP NEEDED TO SUBSTANTIATE TRANSACTIONS FOR THE ANNUAL INDEPENDENT AUDIT OF THE TOWN'S FINANCIAL STATEMENTS.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</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 ____7____ Number</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) <u>BANKER'S BOXES</u></p> <hr/> <p>10. Annual Accumulation ____1____ Number</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) <u>BANKER'S BOX</u></p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After ____1____ Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) TOWN HALL SUPPLY ROOM, ROLLING MILL WATER TREATMENT PLANT STORAGE CONTAINER</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No CONTAINS PERSONAL INFORMATION (I.E. SOCIAL SECURITY NUMBERS THAT WOULD NEED TO BE REDACTED)</p>			<p>16. Audit Requirements <input type="checkbox"/> None    <input type="checkbox"/> State    <input checked="" 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 RETAIN 7 YEARS THEN DESTROY</p>		
<p>19. Name and Title of Preparer KENDRICK S. NATALE II, DIRECTOR OF FINANCE &amp; ADMIN</p>		<p>20. Telephone Number 410-287-5801</p>		<p>21. Date 12/01/2016</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>11</u> OF _____	
1. Department/Agency  TOWN OF NORTH EAST		2. Division  FINANCE & ADMINISTRATION		3. Unit  ACCOUNTING	
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 IRS FORM W-9			5. Earliest Year/Latest Year <u>2009</u> to <u>2016</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.) MANUAL JOURNAL ENTRY LISTINGS, POSTS, AND BACK-UP NEEDED TO SUBSTANTIATE TRANSACTIONS FOR THE ANNUAL INDEPENDENT AUDIT OF THE TOWN'S FINANCIAL STATEMENTS.					
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 checked="" type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume <u>1</u> Number  <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>BANKER'S BOXES</u> _____	
		10. Annual Accumulation <u>20</u> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>FORMS</u> _____			
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>N/A</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) TOWN HALL CLERRK'S OFFICE			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No CONTAINS PERSONAL INFORMATION (I.E. SOCIAL SECURITY NUMBERS THAT WOULD NEED TO BE REDACTED)			16. Audit Requirements  <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input 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 RETAIN UNTIL SUPERSEDED THEN DESTROY		
19. Name and Title of Preparer KENDRICK S. NATALE II, DIRECTOR OF FINANCE & ADMIN		20. Telephone Number 410-287-5801		21. Date 12/01/2016	

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>12</u> OF _____	
1. Department/Agency  TOWN OF NORTH EAST		2. Division  FINANCE & ADMINISTRATION		3. Unit  ACCOUNTING	
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 BUDGETS, APPROVED AND REVISED				5. Earliest Year/Latest Year ___1986___ to ___2017___	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) ADOPTED BUDGET RESOLUTIONS, ASSOCIATED WORK PAPERS, PRESENTATIONS, LEGAL ADVERTISEMENTS, PUBLIC HEARING RECORDS, ADOPTED BUDGET AMENDMENTS.					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input checked="" 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 ___2___ Number  <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>BANKER'S BOXES</u> _____	
		10. Annual Accumulation ___1___ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>FILE</u> _____			
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After ___1___ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) TOWN HALL MAYOR'S OFFICE, ROLLING MILL WATER TREATMENT PLANT STORAGE CONTAINER			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 checked="" type="checkbox"/> State <input checked="" 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 RETAIN 20 YEARS THEN TRANSFER TO MARYLAND STATE ARCHIVES.		
19. Name and Title of Preparer KENDRICK S. NATALE II, DIRECTOR OF FINANCE & ADMIN		20. Telephone Number 410-287-5801		21. Date 12/01/2016	

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>13</u> OF _____	
1. Department/Agency  TOWN OF NORTH EAST		2. Division  FINANCE & ADMINISTRATION		3. Unit  ACCOUNTING	
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 YEAR END ACCOUTING SYSTEM BACK-UPS			5. Earliest Year/Latest Year <u>2014</u> to <u>2016</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.) COMPUTER BACK-UPS OF THE TOWNS FINANCIAL ACCOUNTING AND PAYROLL SYSTEMS CONTAINING DETAILED INFORMATION RELATED TO FINANCIAL OPERATIONS OF THE TOWN DURING THE YEAR.					
7. Record Series Format(s) List all  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input checked="" 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 .. <u>3</u> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input checked="" type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>BANKER'S BOXES</u>	
		10. Annual Accumulation <u>1</u> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input checked="" type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>BANKER'S BOX</u>			
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After .. <u>1</u> .. Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) TOWN HALL FRONT OFFICE SAFE			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Federal HIPPA regulations for self-insured entities, GP Section 4-311, GP 4-331, GP 4-336			16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input 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 <div style="border: 1px solid black; padding: 2px; display: inline-block;">           CONTAINS PERSONAL INFORMATION (I.E. SOCIAL SECURITY NUMBERS THAT WOULD NEED TO BE REDACTED)         </div>			18. Recommended Retention RETAIN 10 YEARS THEN DESTROY		
19. Name and Title of Preparer KENDRICK S. NATALE II, DIRECTOR OF FINANCE & ADMIN		20. Telephone Number 410-287-5801		21. Date 12/01/2016	

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>14</u> OF _____	
1. Department/Agency  TOWN OF NORTH EAST		2. Division  FINANCE & ADMINISTRATION		3. Unit  ACCOUNTING	
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 NOTES RECEIVABLE			5. Earliest Year/Latest Year <u>2009</u> to <u>2016</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.) APPLICATION MATERIALS FOR TOWN ADMINISTERED LOAN PROGRAMS.					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input checked="" 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 checked="" type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume <u>1</u> Number  <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>BANKER'S BOXES</u> _____  10. Annual Accumulation <u>1</u> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>FILE</u> _____	
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>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) TOWN HALL FRONT OFFICE			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No GP-4-336			16. Audit Requirements  <input type="checkbox"/> None <input checked="" 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 <div style="border: 1px solid black; padding: 2px; display: inline-block;">           CONTAINS PERSONAL INFORMATION (I.E. SOCIAL SECURITY NUMBERS THAT WOULD NEED TO BE REDACTED)         </div>			18. Recommended Retention RETAIN 5 YEARS FROM DATE OF FINAL PAYMENT, THEN DESTROY		
19. Name and Title of Preparer KENDRICK S. NATALE II, DIRECTOR OF FINANCE & ADMIN		20. Telephone Number 410-287-5801		21. Date 12/01/2016	



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>15</u> OF _____	
1. Department/Agency  TOWN OF NORTH EAST		2. Division  FINANCE & ADMINISTRATION		3. Unit  ACCOUNTING	
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 BOND DOCUMENTS			5. Earliest Year/Latest Year ___1998___ to ___2016___		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) COMPUTER BACK-UPS OF THE TOWNS FINANCIAL ACCOUNTING AND PAYROLL SYSTEMS CONTAINING DETAILED INFORMATION RELATED TO FINANCIAL OPERATIONS OF THE TOWN DURING THE YEAR.					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" 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 ___1___ Number  <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>BANKER'S BOXES</u> _____	
				10. Annual Accumulation ___1___ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>FILE &amp; BOUND BOOK</u> _____	
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After ___1___ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) TOWN HALL FRONT OFFICE			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 RETAIN 10 YEARS FROM DATE OF FINAL PAYMENT, THEN DESTROY		
19. Name and Title of Preparer KENDRICK S. NATALE II, DIRECTOR OF FINANCE & ADMIN		20. Telephone Number 410-287-5801		21. Date 12/01/2016	

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>16</u> OF _____	
1. Department/Agency  TOWN OF NORTH EAST		2. Division  FINANCE & ADMINISTRATION		3. Unit  ACCOUNTING	
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 DEVELOPER ESCROW ACCOUNTS				5. Earliest Year/Latest Year <u>2010</u> to <u>2016</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.) LEDGERS AND STATEMENTS TRACKING BALANCES HELD IN ESCROW BY THE TOWN FOR DEVELOPMENT PROJECTS DEVELOPERS ARE RESPONSIBLE FOR PAYING TOWN INCURRED COSTS.					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input checked="" 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 checked="" type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume <u>1</u> Number  <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>BANKER'S BOXES</u> _____	
		10. Annual Accumulation <u>5</u> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>FILE</u> _____			
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) TOWN HALL FRONT OFFICE			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 RETAIN 4 YEARS FROM CLOSE OF PROJECT THEN DESTROY		
19. Name and Title of Preparer KENDRICK S. NATALE II, DIRECTOR OF FINANCE & ADMIN		20. Telephone Number 410-287-5801		21. Date 12/01/2016	

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>17</u> OF _____	
1. Department/Agency  TOWN OF NORTH EAST		2. Division  FINANCE & ADMINISTRATION		3. Unit  ACCOUNTING	
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 WATER BILLING RECORDS			5. Earliest Year/Latest Year ___2010___ to ___2016___		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) SYSTEM GENERATED BILLING REPORTS AND OTHER BACK-UP REQUIRED TO SUBSTANTIATE AMOUNTS BY THE TOWN'S INDEPENDENT AUDITOR.					
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 ___12___ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>BANKER'S BOXES</u>	
		10. Annual Accumulation ___2___ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>BANKER'S BOXES</u>			
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 ___1___ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) TOWN HALL FRONT OFFICE, ROLLING MILL WATER TREATMENT PLANT STORAGE CONTAINER, TOWN HALL STORAGE ROOM			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 RETIAN 5 YEARS, THEN DESTROY		
19. Name and Title of Preparer KENDRICK S. NATALE II, DIRECTOR OF FINANCE & ADMIN		20. Telephone Number 410-287-5801		21. Date 12/01/2016	

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>18</u> OF ___	
1. Department/Agency  TOWN OF NORTH EAST		2. Division  FINANCE & ADMINISTRATION		3. Unit  ACCOUNTING	
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 PROPERTY TRANSFER RECORDS			5. Earliest Year/Latest Year <u>2013</u> to <u>2016</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.) COPIES OF MARYLAND STATE DEPARTMENT OF ASSESSMENTS AND TAXATION INTAKE SHEETS AND/OR DEED					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input checked="" type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>1</u> Number  <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>BANKER'S BOXES</u> _____	
		10. Annual Accumulation <u>50</u> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>FILE</u> _____			
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>1</u> Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) TOWN HALL FRONT OFFICE			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No CECIL COUNTY LAND RECORDS AND SDAT		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input 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 RETAIN 2 YEARS THEN DESTROY		
19. Name and Title of Preparer KENDRICK S. NATALE II, DIRECTOR OF FINANCE & ADMIN		20. Telephone Number 410-287-5801		21. Date 12/01/2016	

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>19</u> OF _____	
1. Department/Agency  TOWN OF NORTH EAST		2. Division  FINANCE & ADMINISTRATION		3. Unit  ACCOUNTING	
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 PAYROLL RECORDS			5. Earliest Year/Latest Year <u>2008</u> to <u>2016</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.) SYSTEM GENERATED PAYROLL REPORTS, TIME SHEETS, LEAVE REQUESTS, AND OTHER DOCUMENTATION REQUIRED TO SUBSTAIANTE AMOUNTS BY THE TOWN'S INDEPENDENT AUDITOR. IRS FORMS W-2 & W-3, 1096, 941, AND STATE WAGE REPORTS.					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input checked="" 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 checked="" type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume <u>14</u> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>BANKER'S BOXES</u> _____	
				10. Annual Accumulation <u>2</u> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>BANKERS BOXES</u> _____	
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) TOWN HALL CLERK'S OFFICE, STORAGE ROOM, ROLLING MILL WATER TREATMENT PLANT STORAGE CONTAINER			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Federal HIPPA regulations for self-insured entities, GP Section 4-311, GP 4-331, GP 4-336			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 RETAIN 7 YEARS THEN DESTROY		
19. Name and Title of Preparer KENDRICK S. NATALE II, DIRECTOR OF FINANCE & ADMIN		20. Telephone Number 410-287-5801		21. Date 12/01/2016	

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>20</u> OF <u>20</u>	
1. Department/Agency  TOWN OF NORTH EAST		2. Division  FINANCE & ADMINISTRATION		3. Unit  ACCOUNTING	
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 PAYROLL DEDUCTION PLAN DOCUMENTS			5. Earliest Year/Latest Year <u>2010</u> to <u>2016</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.) PLAN DOCUMENTS FOR GROUP INSURANCE, TOWN SPONSORED RETIREMENT PLANS, AND OTHER PAYROLL DEDUCTIONS.					
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 checked="" type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume <u>1</u> Number  <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>BANKER'S BOXES</u> _____	
				10. Annual Accumulation <u>3</u> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>FILE</u> _____	
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) TOWN HALL CLERK'S OFFICE			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Federal HIPPA regulations for self-insured entities			16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input 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 RETAIN 5 YEARS AFTER SUPERSEDED, THEN DESTROY		
19. Name and Title of Preparer KENDRICK S. NATALE II, DIRECTOR OF FINANCE & ADMIN		20. Telephone Number 410-287-5801		21. Date 12/01/2016	