DGS-550-1 REV. 7/86

### DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE NO.1406 - 10

		RECORD	S RETENTION A	ND DISPOSAL SCHE	DULE	PAGE NO. 1 of 5	
		t of Publ	ic Safety				
and C	orre	ctional So Agency	ervices	D1V1	sion of Co Division		
Item							
No.		<del></del>	Description	on	Rete	ntion	
	FIN	ANCE AREA	<u>:</u>				
1.	<u>GEN</u>	ERAL ACCO	UNTING RECORD	<u>os:</u>			
	А. В. С.	Deposit Memorand STARS Re	um of Adjustm ports	nents	(3) ye until requir been f	for three ars and all audit ements have ulfilled,	
		The repo are not followin	limited to, s	series include, b some or all of th	out then,	destroy.	
		(1) A30	401 Detail of Posted	Transactions			
		(2) A30	402 Trial Bal Ledger Ac	ance of General			
		(3) A30	406 Monthly S Revenue	Statement of Agen	ncy		
		(4) A30	451 Statement Expenditu				
2.	SPE	CIAL ACCO	UNTING RECORD	OS:	Retain i	tem 2A in of	fice
	Α.	Reports	of audits cor	nducted by the	for five	(5) years a l audit requ	ind iire-
	В.	Legislat Reports	ive Auditors. of audits cor		ments ar ns Items 2B	e met, then and 2C perm n office for	destroy nanent.
	c.	Auditors		-	(5) year	s then trans land State A	sfer to

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

Signature

# RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1406 - 10 PAGE NO. 2 of 5

Item	Description	Retention
3.	BUDGET AND FISCAL PLANNING RECORDS:	
	A. Budget Estimates B. Budget Schedule Amendment C. Request for Position Action D. Food Reports E. Laundry Reports F. Motor Vehicle Mileage Reports (MFOM) G. Personal Mileage Reports H. Overtime Reports	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	I. Projections of Expenditures	Retain for one (1) year, then destroy.
4.	PAYROLL ACCOUNTING RECORDS:	
	<ul> <li>A. Employee Roster Card File</li> <li>B. Payroll and Check Register</li> <li>C. Payroll Exception Time Report</li> <li>D. Employee Time Cards and Time Sheets</li> <li>E. Positive Time Reports (Contractual Employees)</li> <li>F. Wage Garnishments</li> </ul>	Retain for three (3) years and until all audit requirements hav been fulfilled, then destroy.
5.	INMATE ACCOUNT RECORDS:	
J•	A. Computerized Inmate Statements B. Inmate Commissary Account Cards C. Inmate Ledger Cards	Retain for three years, then send to the State Records Center for seventeen (17) years, then destroy.
	D. Inmate Vouchers E. Inmate Register Receipts F. Inmate Time Sheets	Retain for three (3) years and until all audit requirements hav been fulfilled, then destroy.
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## RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO.1406 - 10 PAGE NO. 3 of 5

		[NO. 3 OI 5
Item No.	Description	Retention
6.	A. Materials Requisitions B. Receiving Reports C. Outdated Perpetual Inventory Cards D. Physical Inventory Reports E. Over and Under Reports F. Stolen Property Reports G. Excess Property Reports H. Spoilage Reports I. Department of General Services Property Transmittals J. Property Records	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.  Retain for life of property and three (3) years after property has been disposed
7.	LOCAL JAIL REIMBURSEMENT RECORDS:  A. Law and Legal Opinions B. Formula II Base File C. Schedule of Payments and Projected Payments D. Audit Reports E. Financial Records F. Schedule of Inmate Days MISCELLANEOUS ACCOUNTING RECORDS:	Review annually and destroy obsolete material Retain for five (5) years, then destroy.
	A. Bank Books, Statements, and Deposit B. Receipts C. Cancelled Checks, Check Copies and Check Stubs D. Delivery Orders and Receipts E. Gas Withdrawal Tickets F. Paid Bills and Invoices G. Receipt Copies and Stubs H. Receiving Reports I. Requisitions and Purchase Orders	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	J. Accounts Payable Files K. Federal Grants Files L. Special Project Files M. Welfare Fund Reports N. Board of Public Works Agenda O. Accounts Receivable Records P. Abandoned Property Lists Q. Central Collection Lists R. Abatement Lists S. Petty Cash Reconciliation Schedules	

### DGS-550-1A RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1406 - 10 PAGE NO. 4 of 5

		NO: 4 01 5
Item	Danadahina	Detertion
No.	Description	Retention
9.	T. Motor Vehicle Titles  MISCELLANEOUS CORRESPONDENCE	Retain until vehicle is disposed of, then send title with vehicle according to instructions from DGS.
	The records in this series include, but are not limited to, some or all of the following:	Retain for one (1) year, then destroy.
	A. Letters to and from Counties B. Letters about inmates accounts C. Letters about inmate and employee property claims	
10.	STATE USE INDUSTRIES SERIES:	
	A. MAPICS Fixed Asset Report/ Depreciation Summary	Retain for three (3) years and
	B. Expenditure Summary by Object/ Sub-object	until all audit requirements have
	C. Transaction Analysis by Subobject	been fulfilled,
	D. Computer History	then destroy.
	E. Tag Shop Production Report	
	F. Meat Shop Production Summary G. Inmate Evaluation for Base Pay/ Incentive	
	H. Customer Invoices	
	I. Customer Statements	
	J. Accounts Receivable Aged Trial Balance	
	K. Customer Orders	
	L. Pickup Notices	
	M. Exchange Notices	
	N. Order Maintenance Forms O. Pick Lists	
	P. Receipt of Goods	
·	Q. Invoice Registers	
	R. A/R Cash Receipts & Adjustment Transaction Registers	
	S. A/R Unload/Load Report	,
	T. Order Entry Forms; Regular, Special & Immediate Release	
	U. DANO1 Report	
}	V. Item Master List	
	W. Commission Worksheet   X. State Customer Yearly Commission	
	Worksheet	
	Y. Yearly Commission Worksheet Z. Item Price List	
	100 11100 11100	

#### DGS-550-1A RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1406 - 10 PAGE NO. 5 of 5

m	Description		Retention
Cm a m			
STAT	E USE INDUSTRIES SERIES (Continued):	<u> </u>	
AA.	Open Order by Item	İ	
AB.	Customer Master File List	1	
AC.	Customer Slip to List		
AD.	General Ledger Posting Reports	1	
AE.	SUI Financial Statements		
AF.	Daily Stock Relief Report	ļ	
AG.	Stock Movement Report In-House Purchase Order	Į.	
AI.	Inventory Stock Status Review		
AJ.	Inventory Transaction Register	1	
AK.	Inventory Batch Logs	İ	
AL.	FIFO Transaction Reconciliation	İ	
İ	Report		
AM.	Accounting Cost Summary Report	1	
AN.	Journal Entry Files		
AO.	Sales Journal/Report		
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	RECORDS MANAGE 7278 WATE P.O. I	GENERAL SERVICES EMENT DIVISION ERLOG ROAD BOX 278 EYLAND 20794	AGENCY RECORDS INVENTORY  PAGE / OF 10	
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Co		3. UNIT Finance AND USED AS A UNIT FOR	
DEFINITION-RECORD SERIES - REFEREN	CE AS WELL AS RET	TENTION AND DISPOS	ITION PURPOSES	
4. RECORD SERIES TITLE Finance General Accounting Re	ecords		5. EARLIEST YEAR/LATEST YEAR  TO	
	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)	
A. Certificate of Deposit Deposit Slips		Po	etail of Transactions	
B. Memorandum of Adjustme C. STARS Reports	ents		rial Balance of General edger Accounts	
The reports in this seare not limited to, so following:	eries include, ome or all of	but the		
7. RECORD SERIES FORMAT(S)	6. RECORD SERIE	S SEQUENCE	9. VOLUME	
LETTER SIZE " MICROFILM	- ALPHABETI	CAL	FILE DRAWER(S)	
C LEGAL SIZE COMPUTER TAPE	- NUMERICAL		☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S)	
BOUND BOOK   FLOPPY DISK	CHRONOLOG	ICAL	NUMBER   OTHER (SPECIFY)	
AUDIO TAPE   VIDEO TAPE	□ GEOGRAPHI	CAL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPE	cify)	FILE DRAWER(S)  MICROFILM REEL(S)  RUMBER COMPUTER TAPE(S)	
11. FILE IS USED  ADAILY WEEKLY	- MONTHLY	ſ	S INACTIVE AFTER MONTH(S) PEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FL	.OOR , ROOM )	(	ERIES DUPLICATED ELSEVHERE? EGIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS THE YES		16. AUDIT REQUII	REMENTS  ATE	
17. IS AN INDEX SYSTEM USED! (IF BRIEFLY AND DESCRIBE ANY HA			Retain for three (3) years and until all audit requirements have been fulfilled, then, destroy.	
. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Myles Carpeneto, Director of Procurement Services	(301) 764-4113		5/1/91	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE 2 OF 10
1. DEFARTMENT/AGENCY Public Safety and	2. DIVISION		3. UNIT
Correctional Services	Division of Co		Finance
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECOR	DS NORMALLY FILED	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	CE AS REAL AS RET	ENTION AND DISPOS	
Finance Special Accounting Re	ecords		5. EARLIEST YEAR/LATEST YEARTO
		TYPES OF INCOME	ATION/DOCUMENTS/FORMS FOUND
A. Reports Legisla B. Reports or agence Auditors	cles other tha	ducted by the ducted by pers n Legislative	RPOSE OR FUNCTION OF THE SEPIES
7. RECORD SERIES FORMAT(S)	8. RECORD SERIE	6 SEQUENCE	9. VOLUME
LETTER SIZE MICROFILM	- ALPHABETI	CAL	FILE DRAWER(S)
LEGAL SIZE COMPUTER TAPE	D NUMERICAL		□ MICROFILM REEL(S) □ COMPUTER TAPE(S)
D BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL	NUMBER D OTHER (SPECIFY)
AUDIO TAPE O VIDEO TAPE	□ GEOGRAPHI	CAL	10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	OTHER(SPECIFY)		FILE DRAWER(S)  MICROFILM REEL(S)  RUNNER COMPUTER TAPE(S)
DAILY DEEKLY	□ MONTHLY		S INACTIVE AFTER MONTH(S)
13. CURRENT LOCATION(S) (BLDG., FI	LOOR, ROOM)		ERIES DUPLICATED ELSEWHERE?
15. ACCESS RESTRICTIONS TO YES		16. AUDIT REQUI	REMENTS
17. IS AN INDEX SYSTEM USED! (IF		18. RECOMMENDE	D RETENTION
O YES D NO		i ( a	ermanent. Retain n office for Five 5) years, there- fter transfer to D. St. Archives.
. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
Myles Carpeneto, Director of			51/KI
Procurement Services	(301) 764-4113		<u> </u>

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF G RECORDS MANAGE 7278 WATE P.O. B JESSUP, MAR	MENT DIVISION RLOO ROAD OX 275	AGENCY RECORDS INVENTORY  PAGE 3 OF 10	
1. DEPARTMENT/AGENCY Public Safety and Correctional Services DEFINITION-RECORD SERIES. A GROUP	2. DIVISION  Division of Cor		3. UNIT Finance AND USED AS A UNIT FOR	
	E AS WELL AS RET			
	mendment ion Action eage Reports (	. INCLUDE THE PU	MATION/DOCUMENTS/FORMS FOUND PROSE OR FUNCTION OF THE SERVES	
7. RECORD SERIES FORMAT(S)  LETTER SIZE   MICROFILM  LEGAL SIZE   COMPUTER TAPE  BOUND BOOK   FLOPPY DISK  AUDIO TAPE   VIDEO TAPE  OTHER(SPECIFY)	LETTER SIZE   MICROFILM   ALPHABETI  LEGAL SIZE   COMPUTER TAPE   NUMERICAL  BOUND BOOK   FLOPPY DISK   CHRONOLOG  AUDIO TAPE   VIDEO TAPE   GEOGRAPHI		9. VOLUME    FILE DRAWER(S)   MICROFILM REEL(S)   COMPUTER TAPE(S)   OTHER(SPECIFY)    OTHER(SPECIFY)    FILE DRAWER(S)   MICROFILM REEL(S)   RUBBER   COMPUTER TAPE(S)	
DAILY DEEKLY	OMONTHLY	NUMBER 14. IS RECORD S	COTHER(SPECIFY)  S INACTIVE AFTER  MONTH(S) D YEAR(S)  ERIES DUPLICATED ELSEWHERE?	
15. ACCESS RESTRICTIONS OF YES (IF YES, CITE LAW(S) & REGULATION OF THE PRINCIPLE AND DESCRIBE ANY HARD YES ON NO	YES, EXPLAIN	16. AUDIT REQUIREMENTS  NONE STATE D FEDERAL D INDEPENDENT  18. RECOMMENDED RETENTION  Retain for three (3) years and until all audit requirements have been fulfilled,		
Myles Carpeneto, Director of Procurement Services	20. TELEPHONE N	then destro	21. DATE 5/1/9)	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FOREARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	RECORDS MANAGE	RLOO ROAD IOX 275	AGENCY RECORDS INVENTORY  PAGE 4 OF 10	
	2. DIVISION  Division of Correction  OF RELATED REGORDS NORMALLY FILED			
4. RECORD SERIES TITLE Finance Payroll Accounting Re	•	ENTION AND DISPOS	5. EARLIEST YEAR/LATEST YEAR TOTO	
	THE SERIES.  Ard File Register Time Report As and Time Sh	INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND PROSE OR FUNCTION OF THE SEPTES	
7. RECORD SERIES FORMAT(S)  □ LETTER SIZE □ MICROFILM  □ LEGAL SIZE □ COMPUTER TAPE □ BOUND BOOK □ FLOPPY DISK □ AUDIO TAPE □ VIDEO TAPE □ OTHER(SPECIFY)	8. RECORD SERIES  ALPHABETIC  NUMERICAL  CHRONOLOG  GEOGRAPHIC  OTHER(SPEC	CAL CAL	9. VOLUME    FILE DRAWER(S)   MICROFILM REEL(S)   COMPUTER TAPE(S)   OTHER(SPECIFY)  10. ANNUAL ACCUMULATION   FILE DRAWER(S)   MICROFILM REEL(S)   RUMBER   COMPUTER TAPE(S)	
DAILY WEEKLY  13. CURRENT LOCATION(S) (BLDG.,FL	□ MONTHLY	12. FILE BECOMES INACTIVE AFTER    MONTH(S)   YEAR(S)    14. IS RECORD SERIES DUPLICATED ELSEWHERE?   (IF YES, SPECIFY AGENCY OR OFFICE)   YES   NO		
15. ACCESS RESTRICTIONS THE YES		16. AUDIT REQUI	REMENTS  ATE - FEDERAL - INDEPENDENT	
17. IS AN INDEX SYSTEM USED! (IF BRIEFLY AND DESCRIBE ANY HA		Retain for (3) years until all requirement been fulfithen destr	three and audit ats have lled,	
Myles Carpeneto, Director of Procurement Services	20. TELEPHONE N (301) 764-4113	NUMBER	21. DATE 5/119	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	RECORDS MANAGE	RLOG ROAD OX 275	AGENCY RECORDS INVENTORY  PAGE 5 OF 10
1. DEPARTMENT/AGENCY Public Safety and	2. DIVISION		3. UNIT
Correctional Services	Division of Cor		Finance
	OF RELATED RECOR		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
			TO
Finance Inmate Account Record  6. RECORD SERIES DESCRIPTION ( PR			ATION/DOCUMENTS/FORMS FOUND
A. Computerized Inmate S B. Inmate Commissary Acc C. Inmate Ledger Cards D. Inmate Vouchers E. Inmate Register Recei F. Inmate Time Sheets	ount Cards		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIE		9. VOLUME
LETTER SIZE D MICROFILM	- ALPHABETI	CAL	□ MICROFILM REEL(S)
LEGAL SIZE COMPUTER TAPE	D NUMERICAL		COMPUTER TAPE(S)
D BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL	OTHER(SPECIFY)
O AUDIO TAPE O VIDEO TAPE	□ GEOGRAPHI	CAL	10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	OTHER(SPE	CIFY)	FILE DRAWER(S)  MICROFILM REEL(S)  NUMBER COMPUTER TAPE(S)  OTHER(SPECIFY)
11. FILE IS USED WEEKLY	□ MONTHLY	l .	ES INACTIVE AFTER  MONTH(S)
13. CURRENT LOCATION(S) (BLDG.,FI	LOOR, ROOM)	<u> </u>	PERIES DUPLICATED ELSEWHERE? PEGIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS	5 D NO	16. AUDIT REQUI	REMENTS
(IF YES, CITE LAW(S) & REGULA	T:0N(S)	□ NONE XST	ATE O FEDERAL O INDEPENDENT
17. IS AN INDEX SYSTEM USED! (IF BRIEFLY AND DESCRIBE ANY HU			<b>D</b> RETENTION Retain for 3 yrs., ne St. Records Center for 17 yrs
			rs. and until all audit ave been fulfilled, then
9. NAME AND TITLE OF PREPARER	20. TELEPHONE	YUMBER	21. DATE
Myles Carpeneto, Director of			
Procurement Services	(301) 764-4113		5/1/91

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEPARTMENT OF G RECORDS MANAGE 7278 WATE P.O. B JESSUP, MAR	MENT DIVISION RLOO ROAD OX 275	AGENCY RECORDS INVENTORY  PAGE 6 OF 10	
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor		3. UNIT Finance	
		ds normally filed Ention and dispos	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Finance Inventory Control Rec			5. EARLIEST YEAR/LATEST YEARTO	
A. Materials R B. Receiving R C. Outdated Pe D. Physical In E. Over and Un F. Stolen Prop	equisitions eports rpetual Inventory Reports der Reports erty Reports erty Reports	include the Pu	ATION/DOCUMENTS/PORMS POUND RPOSE OR FUNCTION OF THE SEPIES;	
7. RECORD SERIES FORMAT(S)  □ LETTER SIZE □ MICROFILM  □ LEGAL SIZE □ COMPUTER TAPE □ BOUND BOOK □ FLOPPY DISK □ AUDIO TAPE □ VIDEO TAPE □ OTHER(SPECIFY)	8. RECORD SERIES  ALPHABETIC  NUMERICAL  CHRONOLOG  GEOGRAPHIC  OTHER (SPEC	CAL CAL	9. VOLUME    FILE DRAWER(S)     MICROFILM REEL(S)     COMPUTER TAPE(S)     OTHER(SPECIFY)    10. ANNUAL ACCUMULATION     FILE DRAWER(S)     MICROFILM REEL(S)     RUMBER   COMPUTER TAPE(S)	
11. FILE IS USED WEEKLY	D MONTHLY		OTHER(SPECIFY) SINACTIVE AFTER MONTH(S) VEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FL	.cor, room)		ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS - YES		16. AUDIT REQUI	REMENTS  ATE   FEDERAL   INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IP BRIEFLY AND DESCRIBE ANY HA		(3) y until requi been	n for three years and ' l all audit irements have fulfilled, destroy.	
Myles Carpeneto, Director of Procurement Services	20. TELEPHONE 1 (301) 764-4113	NUMBER	21. DATE 5/1/9	

STATE STREET TO SCHEDULE   P.O. BOX 273   PAGE   O   10	INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF G	MENT DIVISION	AGENCY RECORDS INVENTORY
Public Safety and Correction Finance  DEFINITION-RECORD SERIES A SHOUP OF RELATED RECORDS NOMEMALLY FILED AND USED AS A UNIT FOR REFERENCE AS SETUL AS RETERITION AND DISPOSITION FURROWS  4. RECORD SERIES TITLE  Finance Local Jail Reimbursement  4. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND  11 THE SERIES.  A. Law and Legal Opinions  B. Formula II Base File  C. Schedule of Payments and Projected  Payments  D. Audit Reports  E. Financial Records  F. Schedule of Inmate Days  7. RECORD SERIES FORMAT(S)  D. BOUND BOOK O FLOPPY DISK  D. OTHER SIZE O MICROFILM  LETTER SIZE O MICROFILM  D. BOUND BOOK O FLOPPY DISK  D. OTHER SPECIFY)  D. OTHER SPECIFY  D. OTHER SPECIFY  D. OTHER SPECIFY  D. OTHER SPECIFY  11. FILE IS USED  D. DAILY  RECORD SERIES SEQUENCE  PAYMENT D. COMPUTER TAPE  D. OTHER SPECIFY  D. OTHER SPECIFY  D. OTHER SPECIFY  12. FILE BECOMES INACTIVE AFTER  D. OTHER SPECIFY  13. CURRENT LOCATION(S) (RLDG., FLOOR, ROOM)  14. IS RECORD SERIES DIPLICATED ELSEWHERE!  (1F YES, CITE LANS) A RESULATION(S)  15. ACCESS RESTRICTIONS  D. YES D NO  16. AUDIT REQUIREMENTS  D. NONE STATE D FEDERAL O INDEPENDENT  17. IS AN INDEX SYSTEM USED! (1F YES, EXPLAIN BRIEFLY AND DESCRIBE ANY MARDHARM/SOFTMANE)  D. YES D NO  18. RECORD SERIES DATE  19. RECORD SERIES DEPLICATED ELSEWHERE!  (1F YES, CITE LANS) A RESULATION(S)  19. RECORD SERIES DEPLICATED ELSEWHERE!  D. NONE STATE D FEDERAL O INDEPENDENT  19. RECORD SERIES DEPLICATED ELSEWHERE!  ONE STATE D FEDERAL O INDEPENDENT  19. RECORD SERIES DEPLICATED ELSEWHERE!  ONE STATE D FEDERAL O INDEPENDENT  19. RECORD SERIES DEPLICATED ELSEWHERE!  ONE STATE D FEDERAL O INDEPENDENT  19. RECORD SERIES DEPLICATED ELSEWHERE!  ONE STATE D FEDERAL O INDEPENDENT  19. RECORD SERIES DEPLICATED ELSEWHERE!  ONE STATE D FEDERAL O INDEPENDENT  19. RECORD SERIES DEPLICATED ELSEWHERE!  ONE STATE D FEDERAL O INDEPENDENT  19. RECORD SERIES SEQUENCE  19. AUDIT RECURRENCES  D NOME STATE D FEDERAL O INDEPENDENT  19. RECORD SERIES SEQUENCE  19. AUDIT RECORD SERIE		P.O. BOX 275		PAGE 7 OF 10
4. RECORD SERIES TITLE  4. RECORD SERIES TITLE  5. LARLIEST YEAR TO TO TO TO TO THE FINANCE Local Jail Reimbursement  6. RECORD SERIES DESCRIPTION (PRIEPLY DESCRIPE THE TYPES OF INPORMATION/DOCUMENTS/PORMS POUND IN THE SERIES.  A. Law and Legal Opinions  B. Formula II Base File  C. Schedule of Payments and Projected  Payments  D. Audit Reports  E. Financial Records  F. Schedule of Inmate Days  7. RECORD SERIES FORMAT(S)  D. LEGAL SIZE D MICROFILM  D. LEGAL SIZE D MICROFILM  D. LEGAL SIZE D COMPUTER TAPE  D. GEORNOLOGICAL  D. OTHER SPECIFY)  D. OTHER SPECIFY)  D. OTHER SPECIFY  D. OTHER SPECIFY  D. DAILY  D. WEDGLY  D. MONTHLY  T. FILE IS USED  D. DAILY  D. WEDGLY  D. MONTHLY  T. FILE SUSED  D. DAILY  D. WEDGLY  D. MONTHLY  T. FILE DECOMES INACTIVE ANALYSIS  D. YEAR(S)  D. YEAR(S)  T. FILE DECOMES INACTIVE ANALYSIS  D. YEAR(S)  T. FILE DECOMES INACTIVE ANALYSIS  D. YEAR(S)  T. FILE DECOMES INACTIVE ANALYSIS  D. YEAR(S)  T. FILE DECOMES INACTIVE ANALYSIS  D. YEAR(S)  T. FILE DECOMES INACTIVE ANALYSIS  D. YEAR(S)  T. S. ACCESS RESTRICTIONS  D. YEAR D. NO  T. IS AN INDEX SYSTEM USED? (IF YES EXPLAIN  BRIEFLY AND DESCRIBE ANY MARDRAME/SOFTMANE)  D. YES D. NO  T. S. AND TITLE OF PREPARER  D. TELEPHONE NAMEER  T. DATE  Myles Carpeneto, Director of	Public Safety and Correctional Services	Division of Correction		Finance
Finance Local Jail Reimbursement  6. RECORD SERIES DESCRIPTION [ PRIETLY DESCRIPE THE TYPES OF INFORMATION/DOCUMENTS/POINTS FOUND INCLUDE THE PURPOSE ON FUNCTION OF THE SERIES.  A. Law and Legal Opinions B. Formula II Base File C. Schedule of Payments and Projected Payments D. Audit Reports E. Financial Records F. Schedule of Inmate Days  7. RECORD SERIES FORMAT(S) C. LETTER SIZE O MICROFILM C. LEGAL SIZE O COMPUTER TAPE C. BOUND BOOK O FLOPPY DISK C. AUDIO TAPE C. VIDEO TAPE C. OTHER(SPECIFY)				
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C. Schedule of Payments and Projected Payments D. Audit Reports E. Financial Records F. Schedule of Inmate Days  7. RECORD SERIES FORMAT(S) C LETTER SIZE C MICROFILM C LEGAL SIZE C COMPUTER TAPE C BOARD BOOK C FLOPPY DISK C AUDIO TAPE C VIDEO TAPE C OTHER(SPECIFY) C OTHER(SPECI	6. RECORD SERIES DESCRIPTION ( IN IN IN IN IN IN IN IN IN IN IN IN IN	THE SERIES.		•
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OTHER(SPECIFY)  OTHER(SPECIFY)  OTHER(SPECIFY)  OTHER(SPECIFY)  OTHER(SPECIFY)  OTHER(SPECIFY)  OTHER(SPECIFY)  OTHER(SPECIFY)  OTHER(SPECIFY)  OTHER(SPECIFY)  II. FILE IS USED  ODAILY  ODAILY  ODAILY  OTHER(SPECIFY)  III. FILE BECOMES INACTIVE AFTER  NUMBER  OMONTH(S)  OTHER(SPECIFY)  III. FILE BECOMES INACTIVE AFTER  NUMBER  OMONTH(S)  OTHER(SPECIFY)  III. FILE BECOMES INACTIVE AFTER  NUMBER  OMONTH(S)  OTHER(SPECIFY)  III. FILE BECOMES INACTIVE AFTER  NUMBER  OMONTH(S)  OTHER(SPECIFY)  III. BECOMES INACTIVE AFTER  OTHER(SPECIFY)  III. BECOMES INACTIVE AFTER  OTHER(SPECIFY)  III. BECOMES INACTIVE AFTER  OTHER(SPECIFY)  III. BECOMES INACTIVE AFTER  OTHER(SPECIFY)  III. BECOMES INACTIVE AFTER  OTHER(SPECIFY)  III. BECOMES INACTIVE AFTER  OTHER(SPECIFY)  III. BECOMES INACTIVE AFTER  OTHER(SPECIFY)  III. BECOMES INACTIVE AFTER  OTHER(SPECIFY)  III. BECOMES INACTIVE AFTER  OTHER(SPECIFY)  III. BECOMES INACTIVE AFTER  OTHER(SPECIFY)  III. BECOMES INACTIVE AFTER  OTHER(SPECIFY)  III. BECOMES INACTIVE AFTER  OTHER(SPECIFY)  III. BECOMES INACTIVE AFTER  OTHER(SPECIFY)  III. BECOMES INACTIVE AFTER  OTHER(SPECIFY)  III. BECOMES INACTIVE AFTER  OTHER(SPECIFY)  III. BECOMES INACTIVE AFTER  OTHER(SPECIFY)  III. BECOMES INACTIVE AFTER  OTHER(SPECIFY)  III. BECOMES INACTIVE AFTER  OTHER(SPECIFY)  III. BECOMES INACTIVE AFTER  OTHER(S)  OTHER(SPECIFY)  III. BECOMES INACTIVE AFTER  OTHER(S)  OTHER(S)  OTHER(SPECIFY)  III. BECOMES INACTIVE AFTER  OTHER(S)  III. BECOMES INACTIVE AFTER  OTHER(S)  OTHER(S)  OTHER(S)  OTHER(S)  OTHER(S)  OTHER(S)  III. BECOMES INACTIVE AFTER  OTHER(S)  OTHER(S)  III. BECOMES INACTIVE AFTER  OTHER(S)  OTHER(S)  III. BECOMES INACTIVE AFTER  OTHER(S)  OTHER(S)  III. BECOMES INACTIVE AFTER  OTHER(S)  OTHER(S)  III. BECOMES INACTIVE ATTER  OTHER(S)  OTHER(S)  III. BECOMES INACTIVE ATTER				
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12. FILE BECOMES INACTIVE AFTER    DAILY   DEEKLY   THER(SPECIFY)	OTHER(SPE	:IFY)	□ MICROFILM REEL(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  15. ACCESS RESTRICTIONS		<u> </u>		—································
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  15. ACCESS RESTRICTIONS  (IF YES, CITE LAW(S) & REGULATION(S)  16. AUDIT REQUIREMENTS  (IF YES, CITE LAW(S) & REGULATION(S)  18. RECOMMENDED RETENTION  Review annually (5) years, then and destroy obsolete material  19. NAME AND TITLE OF PREPARER  Myles Carpeneto, Director of	FILE IS USED		ł.	
Second color   15. ACCESS RESTRICTIONS   16. AUDIT REQUIREMENTS   16.	DAILY & WEEKLY	- MONTHLY	NUMBER	MONTH(S) U YEAR(S)
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Review annually (5) years, then and destroy destroy.  19. NAME AND TITLE OF PREPARER  Myles Carpeneto, Director of  NAME AND TITLE OF PREPARER  20. TELEPHONE NUMBER  21. DATE  5/1/41			18. RECOMMENDE	
Myles Carpeneto, Director of	TYES D NO		and destroy	(5) years, then
		20. TELEPHONE :	NUMBER	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE	FOR EACH NEW OR RECORDS MANAGEMENT DIVISION SERIES. FORWARD 7278 WATERLOO ROAD		AGENCY RECORDS INVENTORY	
(DGS 350-1)			PAGE <u>8</u> OF <u>10</u>	
1. DEPARTMENT/AGENCY Public Safety and	2. DIVISION		3. UNIT	
Correctional Services	Division of Co	rrection	Finance	
	OF RELATED RECOR		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	· ·	ENTION AND DISPOS	5. EARLIEST YEAR/LATEST YEAR	
Finance Miscellaneous Accounting	g Records		то	
6. RECORD SERIES DESCRIPTION (BR	THE SERIES.	E TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND	
A. Bank Books, Statemen B. Receipts C. Cancelled Checks, Check Stubs D. Delivery Orders and E. Gas Withdrawal Ticker F. Paid Bills and Invoiced G. Receipt Copies and Statement Copies and Statement Copies and Statement Copies and Statement Copies and Statement Copies and Statement Copies and Statement Copies and Statement Copies and Purchase Statement Copies and Purchase Copies Statement Copies and Copies Copies and Purchase Copies Copper Copies C	eck Copies and Receipts ts ces tubs chase Orders  8. RECORD SERIES  ALPHARETICAL	K. Federal Grant Special Prome Welfare From Welfare From Welfare From Welfare From Welfare From Welfare From Abandoned Q. Central Control Cont	rants Files roject Files and Reports Public Works Agenda Receivable Records Property Lists collection Lists	
D BOUND BOOK D FLOPPY DISK D AUDIO TAPE D VIDEO TAPE	GEOGRAPHICAL  OTHER(SPECIFY)		OTHER(SPECIFY)	
			10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)			☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ COTHER(SPECIFY)	
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
DAILY WEEKLY	MONTHLY	[	MONTH(S) TYEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)  1 YES 0 NO		
15. ACCESS RESTRICTIONS TO YES TO NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS		
17. IS AN INDEX SYSTEM USED? (IF VES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)  VES D NO		*Item T Retain until vehicle is disposed of, then send title with vehicle according to instructions from Dpt. of General Services.  Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	(UMBER	21. DATE	
Myles Carpeneto, Director of	·		57/1/91	
Procurement Services	(301) 764-4113		ורוו ז פּ	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE 9 OF 10		
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Co	DIVISION vision of Correction		3. UNIT Finance	
DEFINITION - RECORD SERIES - A GROUP	OF RELATED REGOR CE AS WELL AS RET	DS NORMALLY FILE ENTION AND DISPO	D AND USED Bition purp	AS A UNIT FOR	
4. RECORD SERIES TITLE Finance Miscellaneous Correspondence				ST YEAR/LATEST YEAR	
	THE SERIES. this series in	include the Pu	URPOSE OR F	MENTS/FORMS FOUND Unction of the series	
following:  A. Letters to a  B. Letters abou	and from Count ut inmates acc ut inmate and	ies counts			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIE	8 SEQUENCE	9. VOLUME		
LETTER SIZE D MICROFILM	D ALPHANTICAL			FILE DRAWER(S)	
LEGAL SIZE COMPUTER TAPE	D NIMERICAL			MICROFILM REEL(S)	
D BOUND BOOK D FLOPPY DISK	CHRONOLOGICAL  GEOGRAPHICAL  OTHER(SPECIFY)		NUMBER	OTHER(SPECIFY)	
AUDIO TAPE D VIDEO TAPE					
OTHER(SPECIFY)				□ FILE DRAWER(S) □ MICROFILM REEL(S) □ COMPUTER TAPE(S)	
11. FILE IS USED	<u> </u>	12	<u> </u>	OTHER(SPECIFY)	
DAILY WEEKLY	TA MONTHLY	12. FILE BECOME	ES INACTIVE MONTH(S)	AFTER  VEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  12 YES 12 NO			
15. ACCESS RESTRICTIONS TO YES TO NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUI	REMENTS		
		O NONE STATE O FEDERAL O INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)  U YES U NO		18. RECOMMENDED RETENTION			
		Retain for one (1) year, then destroy.			
19. NAME AND TITLE OF PREPARER			<u> </u>	i	
	20. TELEPHONE	TUMBER	21. DATE 5/1/9	dada ar ka ka Tari	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	RECORDS MANAGE 7278 WATE P.O. E	SENERAL SERVICES MENT DIVISION URLOO ROAD SOX 275 KYLAND 20794	AGENCY RECORDS INVENTURY  PAGE 10 OF 10	
Public Safety and Correctional Services	2. Division Division of Correction		3. UNIT Finance	
DEFINITION-RECORD SERIES. A GROUP	OF RELATED RECOR	DE NORMALLY FILED	AND USED AS A UNIT POR	
4. RECORD SERIES TITLE Finance State Use Industries Ser	•	ENTION AND DISPOS	5. EARLIEST YEAR/LATEST YEAR TO	
A. MAPICS Fixed	THE SERIES. Asset Report/ tion Summary ummary by Object nalysis by Subory uction Report duction Summar tion for Base	ect/ pobject	ATION/DOCUMENTS/FORMS FOUND PROSE OR FUNCTION OF THE SEPTES)	
7. RECORD SERIES FORMAT(S)  C LETTER SIZE C MICROFILM  C LEGAL SIZE COMPUTER TAPE  D BOUND BOOK C FLOPPY DISK  AUDIO TAPE C VIDEO TAPE  OTHER(SPECIFY)	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL  OTHER(SPECIFY)		FILE DRAWER(S)    MICROFILM REEL(S)   COMPUTER TAPE(S)   OTHER(SPECIFY)  10. ANNUAL ACCUMULATION   FILE DRAWER(S)   MICROFILM REEL(S)	
11. FILE IS USED DAILY C WEEKLY	C MONTHLY		COMPUTER TAPE(S)  COMPUTER TAPE(S)  COMPUTER TAPE(S)  COMPUTER TAPE(S)  COMPUTER TAPE(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)  U YES UNO		
15. ACCESS RESTRICTIONS TYPES TO NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS		
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDE	(3) years and until all audit requirements have been fulfilled, then destroy.	
Myles Carpeneto, Director of Procurement Services	(301) 764-4113		21. DATE 5/1/91	