

# RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

<b>Schedule Number</b> <small>(To be completed by DGS/Records Management Division)</small>	787A
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**Agency Information**

Department / Agency	Maryland Department of Health
Division / Unit	<b>Behavioral Health Administration/Service Access and Practice Innovation</b>
Mission Statement/Link to division/unit website	<a href="https://health.maryland.gov/bha/Pages/Service%20Access%20and%20Practice%20Innovation.aspx">https://health.maryland.gov/bha/Pages/Service%20Access%20and%20Practice%20Innovation.aspx</a>

**Schedule Information**

Supersedes Schedule(s)	
Amends Schedule(s)	787

**Preparer Information**

Name of Preparer	Walter Zerrlaut
Title of Preparer	Records Officer Designee
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Date	6/15/22

**Agency Approval**

Name of Agency Director	Greer Dorsey
Agency Director Signature	<i>Greer A. Dorsey</i>
Date	11/3/2022

**State Archivist Approval**

State Archivist Signature	<i>G. Sullivan</i>
Date	11/28/22

If scanning, scan to Maryland State Archives standards and destroy originals. Scanned images must be kept in accordance with the same retention periods assigned to the paper version of the record. A certificate of records disposal request must be submitted to the MDH Records Management Office for review and approval prior to the disposal of any record materials identified in this records schedule. This includes paper records that are scanned immediately upon receipt, paper records that have reached maturity and electronic records that have reached maturity. After disposal, a disposal certificate will be filed with the Maryland State Archives by the MDH Records Office.

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

AGENCY DRUG ABUSE ADMINISTRATION		EXECUTIVE OFFICES
Item No.	Description	Retention
1.	<p><u>ACCOUNTING RECORDS</u></p> <p>This series includes all standard STATE accounting forms as well as other accounting media which provide supporting data for the special and general accounting records.</p> <p>Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of a records series be altered, the schedule may be amended to reflect such changes.</p> <p>Each agency will use all or some of the following records which are governed by the indicated retention period:</p> <p><u>A. General Accounting Records</u></p> <p>Certificate of Deposit and Bank Deposit Slips Distribution of Charges Memorandum of Adjustments Monthly Report of State Funds Collected and Deposited</p> <p><u>B. Special Accounting Records</u></p> <p>Reports of audits conducted by the Legislative Auditors</p> <p>Reports of audits conducted by persons or agencies other than the Legislative Auditors</p> <p>Books of Final Entry - General Ledgers</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for ten (10) years, then destroy.</p> <p>Retain permanently.</p> <p>Retain permanently.</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

3/19/80 *Richard Hamilton* Director  
Date Signature Title

4/24/80 *[Signature]* State Archivist  
Date

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

SCHEDULE  
NO. **787**

PAGE  
NO. 2 of 2

Item No.	Description	Retention
	<p><u>C. Budget and Fiscal Planning Records</u></p> <ul style="list-style-type: none"> <li>Budget Estimates</li> <li>Budget Schedule Amendment</li> <li>Materials and Supplies Physical Inventory</li> <li>Report of Fixed Assets</li> <li>Report of Materials and Supplies</li> <li>Request for Position Action</li> </ul>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
	<p><u>D. Payroll Accounting Records</u></p> <ul style="list-style-type: none"> <li>Employee Roster Card File</li> <li>Payroll and Check Register</li> <li>Payroll Exceptions Time Report</li> <li>Payroll Transmittals</li> <li>Payroll Warrants</li> </ul>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
	<p><u>E. Miscellaneous Accounting Records</u></p> <ul style="list-style-type: none"> <li>Bank Books, Statements, and Deposit Receipts</li> <li>Budget Papers and Work Sheets</li> <li>Cancelled Checks, Check Copies and Check Stubs</li> <li>Delivery Orders and Receipts</li> <li>Gas Withdrawal Tickets and Mileage Reports</li> <li>Memorandum Receipt and Property Condemnation Reports</li> <li>Paid Bills and Invoices</li> <li>Paid Bonds and Coupons</li> <li>Periodic Financial Reports to Local/State Agencies</li> <li>Receipt Copies and Stubs</li> <li>Receiving Reports</li> <li>Reconciliation and Trial Balance Sheets</li> <li>Renewable Licenses</li> <li>Requisitions and Purchase Orders</li> <li>Stock Record Cards</li> <li>Time Sheets</li> <li>Withholding Tax Forms and Statements (Local, State and Federal)</li> </ul>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
	<p><u>F. Purchasing Records</u></p> <ul style="list-style-type: none"> <li>Actual Emergency and Repairs Report</li> <li>Copy of Contract Awarded</li> <li>Credit Memorandum</li> <li>Notice of Award of Contract</li> <li>Out-of-Schedule Requisition for Supplies</li> <li>Purchase Order</li> <li>Report of Partial Delivery</li> <li>Requisition for Supplies (also Agency Interoffice Requisitions)</li> </ul>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>