

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

Schedule No. 3014

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Agency Maryland Judiciary-	Division/Unit Administrative Office of the Courts, the District Court Headquarters, and all Judiciary Administrative & Fiscal Records
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Item No.	Description	Retention
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This schedule supersedes schedules 750 and 751 for the Administrative Office of the Courts as well as parts of Circuit Court schedule 2330 sections I and II, and District Court schedule 2219 sections I and V.

Paper records can be scanned in compliance with applicable Maryland Rules (*i.e.* Rule 16-919 and 20-106), the paper records destroyed, and the images retained in accordance with this schedule. Paper records will be scanned in accordance with the following standards: Archival file format: Group 4 Tiff or PDF/A (PDF is acceptable for non-permanent records)
Minimum Resolution: 300 dpi.

GENERAL ACCOUNTING RECORDS

1

- a) Certificates of Deposit & Bank Deposit Slips
- b) Bank Statements & Records
- c) Canceled Checks, Check Copies and Check Stubs
- d) Accounts Payable Invoices & Payment Files
- e) Receiving Reports
- f) Vendor Files
- g) Bank & Treasury Reconciliation Files
- h) General Ledger & Trial Balance Records
- i) Financial System Reconciliation Files
- j) Ledger Adjustments
- k) Reports of State Funds Collected and Deposited
- l) 1099 Forms
- m) Periodic Financial Reports to Local & State Agencies
- n) Gas Withdrawal Transactions & Mileage Reports
- o) Travel Policies & Files
- p) Escrow Fiscal Records
- q) Annual Reports to Comptroller of Treasury of Abandoned or Unclaimed Property, and related documentation

Retain for four (4) years, and until all audit and legal requirements have been fulfilled, then may destroy.

2

BUDGET & FISCAL PLANNING RECORDS

- a) Budget Formulation Documents
- b) Requests for Positions
- c) Budget Submission to Legislature
- d) Budget Justification to Legislature
- e) Response to Fiscal Notes
- f) Budget Appropriations
- g) Budget Amendments
- h) Annual Position Identification Number (PIN) Report

Retain for ten (10) years, and until all audit requirements have been fulfilled, then may destroy.

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Item No.	Description	Retention
3	<p><u>AUDIT & FISCAL YEAR END ACCOUNTING RECORDS</u></p> <ul style="list-style-type: none"> a) Reports of audits conducted by the Legislative Auditors b) Reports of audits conducted by persons or agencies other than the Legislative Auditors c) Books of Final Entry – General Ledgers d) Month 13, Final Year-End FMIS Reports e) Fiscal Year-end Closings Schedules & Forms 	<p>Retain for eight (8) years, and until all audit requirements have been fulfilled, then may destroy.</p>
4	<p><u>COMPENSATION RECORDS</u></p> <ul style="list-style-type: none"> a) Payroll Timesheets & Time Reports b) Payroll Transmittals c) Employee Leave Records 	<p>Retain for four (4) years, and until all audit and legal requirements have been fulfilled, then may destroy.</p>
5	<p><u>HUMAN RESOURCES RECORDS</u></p> <ul style="list-style-type: none"> a) Sage ABRA Suite & Connect Employee Personnel Records b) Employee Performance Evaluations c) Employee Employment Transactions d) Confidential Medical Files/Workman's Comp/Americans with Disabilities (ADA), Family and Medical Leave Act (FMLA) e) Recruitment Files f) I-9 Employment Eligibility Verification Form g) Human Resource Policies h) Classification & Compensation Files & Studies 	<p>Retain for seven (7) years after the employee leaves employment, and until all audit and legal requirements have been fulfilled, then may destroy.</p> <p>Retain for three (3) years after the employee leaves employment, and until all audit and legal requirements have been fulfilled, then may destroy.</p> <p>Retain for ten (10) years and until all audit and legal actions have been completed, whichever is later, then may destroy.</p>

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6	<p><u>JUDICIAL NOMINATIONS</u></p> <p>a) Judicial Vacancy Files - all material related to a vacancy for a judge except for applications and writing samples which will be governed by b) and c) below. Includes files for those appointed and those not appointed. Includes copies of records shared with other agencies, including the Governor's Office and the Commission assigned to conducting interviews for the position.</p> <p>b) Candidate Applicant Files and Writing Samples - for those not appointed.</p> <p>c) Appointee's Application and Writing Samples - for those appointed</p> <p>d) Judicial Nominating Commission Files - records related to the judicial nomination process but not associated with a specific vacancy. Examples include executive orders.</p> <p>e) Governor's Purchasing Card Files - records related to expenses associated with filling judicial vacancies, such as advertising fees.</p>	<p>Retain for seven (7) years, then may destroy.</p> <p>Retain in personnel file. Retain for seven (7) years after the employee leaves employment and until all audit and legal requirements have been fulfilled, then may destroy.</p> <p>Retain for four (4) years after the governor has left office, and until all audit and legal requirements have been fulfilled, then may destroy.</p> <p>Retain for five (5) years, and until all audit requirements have been fulfilled, then may destroy.</p>
7	<p><u>FIXED ASSETS RECORDS</u></p> <p>a) Fixed Assets Receiving Reports</p> <p>b) Year-end Fixed Asset Reports</p> <p>c) Physical Inventory of Fixed Assets</p> <p>d) Reconciliation of Physical Inventory to Fixed Asset Reports</p> <p>e) Excess Property Disposal Reports</p> <p>f) Approval Forms for Donations of Fixed Assets to Non-Profit Organizations</p> <p>g) Annual Fixed Asset Insurance Survey Reports</p>	<p>Retain for eight (8) years, and until all audit and legal requirements have been fulfilled, then may destroy.</p>

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Item No.	Description	Retention
8	<p><u>REQUISITION, PROCUREMENT & CONTRACT FILES</u></p> <ul style="list-style-type: none"> a) Pre-award procurement files b) Post-award procurement files- RFPs, protest documents, contracts, affidavits, modifications, amendments, contract performance records c) Purchase Orders d) Memorandum of Understanding (MOU) Agreements, Modifications, and Amendments e) Procurement-Card (P-card) Files f) Software Licensing Agreements & Entitlements 	<p>Retain until all audit requirements have been fulfilled, then may destroy.</p> <p>Retain for ten (10) years after contract close-out, and until all audit and legal actions have been completed, whichever is later, then may destroy.</p> <p>Retain for five (5) years, and until all audit requirements have been fulfilled, then may destroy.</p> <p>Retain until all software has been decommissioned from production use, and until after the end of the contract, and until all audit and legal actions have been completed, whichever is later, then may destroy.</p>
9	<p><u>GRANT FILES</u></p> <ul style="list-style-type: none"> a) Notice of Funding Availability (NOFA) and Grant Conditions b) Grant applications and supporting documentation c) Grant agreements d) Grant budget files e) Grant invoices and supporting documents f) Progress and Statistical Reports g) Financial Reconciliations 	<p>Retain grant files for four (4) years after the grant has closed, and until all audit and legal requirements have been fulfilled, and until all the terms and conditions have been met, then may destroy.</p>

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10	<p><u>MISCELLANEOUS ACCOUNTING & ADMINISTRATIVE RECORDS</u></p> <ul style="list-style-type: none"> a) Paid Bonds & Coupons, Forfeitures with Names & Case Numbers, Dates, Sureties, and Amount b) Renewable Licenses c) Judicial Financial Disclosure Statements- Annual Instructions and Forms d) Lease agreements & correspondence e) Facility Maintenance Records f) Construction drawings/renovation project files g) Computer-aided Design (CAD) files h) Security Incident Report i) Vehicle Registration Searches 	<p>Retain for ten (10) years, and until the end of the renewal period, and until all audit and legal requirements have been fulfilled, then may destroy</p> <p>Retain for four (4) years after lease expiration and until all audit and legal requirements have been fulfilled, then may destroy.</p> <p>Retain for three (3) years, and until all legal requirements are fulfilled, then may destroy.</p>
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Item No.	Description	Retention
11	<p><u>MARYLAND JUDICIARY ADMINISTRATION</u></p> <p>a) Agendas, reports, special studies, conferences, minutes of:</p> <ul style="list-style-type: none"> - Conference of Administrative Judges - Conference of Circuit Judges - District Court Chief Judge's Committee - District Court Chief Clerks' Subcommittee - Conference of Circuit Court Clerks - Conference of Orphans Court Judges - Conference of Circuit Court Magistrates - Judicial Council and Workgroups - Maryland Judicial Conference <p>b) Wiretap – Applications and/or Orders</p> <ul style="list-style-type: none"> - Applications and orders authorizing interception of communication by wiretap or electronic survey - Wiretap – Applications and/or Orders <p>c) All Temporary and Transitory Records</p> <ul style="list-style-type: none"> - Duplicates, drafts, working papers, meeting notes, materials gathered for reference, exhibition, manuals, emails of transitory value. 	<p>Retain for five (5) years, then may destroy.</p> <p>Retain for twelve (12) years, then may destroy.</p> <p>May be destroyed at the discretion of the employee.</p>

Schedule Approved by Department, Agency, or Division Representative.

Date 4.17.2023

Signature Pamela Harris

Title State Court Administrator

Schedule Authorized by State Archivist

Date 4/25/23

Signature [Signature]