Sescribe records accurately. Include title, form number, purpose, size of documents, inclusive dates, quantity (cubic or linear feet), and show recommended retention period.  1 CARBON COPIES OF CHECKS  Used to reconcile cancelled checks as they are returned. Occasional reference is made to them when a question arises regarding specific original checks which have not been returned. Check copies are necessary for audit purposes. An 50 x 17 s sheet, occupies 16 drawers (36 audit feet) for the most recent 10 month period in the Treasurer's Annapolis offices and 172 cubic feet in the basement of the State Office Building, Annapolis, for the period July 1, 1917 to January, 1953. Total, 208 cubic feet. Copies of 5 checks are on each sheet. Filed numerically according to check numbers. Approximate rate of accumulation is 100 cubic feet per year.  RECOMMENDATION: Retain 3 years or until audited, whichever is later, and then destroy.  2. PASS BOOKS  The Treasurer's pass books have the same purpose and uses that any other depositor's pass book has. Depositors' pass books are of varying sizes as issued by different banks. Active books occupy 3 linear feet (r cubic foot) in the Treasury offices and 21 cubic feet in the basement storeroom for the period 1897 to 1951. Rate of accumulation is less than 1 cubic foot per year.  RECOMMENDATION: Retain 3 years or until sudited after final entry and then destroy.  7. Agency, Division or Sureau Representative	A Dispose of present accumulation. No	AMNAPOLIS OFFICE  one of the squares below).  C	
A Authorization Requested (Check only one of the squares below).  A Dispose of present accumulation is anticipated. Records lation. The records for which is anticipated. Records lation. The records will cease that the period have ceased to have eased to have value to warrant their of time indicated. The method of time indicated.  1.	A Dispose of present accumulation. No	AMNAPOLIS OFFICE  one of the squares below).  C	Treduca attick when the
Dispose of present accumulation, No additional accumulation, No additional accumulation there is a continuing accumulation as anticipated. Records to have value to warrant retention. The records will cease have ceased to have value to warrant retention after the period of time indicated.  1. S. Doscription of Records form number, purpose, size of documents, inclusive dates, quantity (cubic or linear feet), and show recommended retention period.  1. CARBON COPIES OF CHECKS  Teed to reconcile cancelled checks as they are returned. Occasional reference is made to them when a question arises regarding specific original checks which have not been retented. Check copies are necessary for audit purposes. An 85° x 175° sheet, occupies 18 drawers (36 cubic feet) for the most recent 10 menth period in the Treasurer's Annapolis offices and 172 cubic feet in the basement of the State Office Building, Annapolis, for the period July 1, 1917 to January, 1951. Total, 205 cubic feet. Copies of 5 checks are on each sheet. Filed numerically according to check numbers. Approximate rate of accumulation is 100 cubic feet per year.  RECOMMENDATION: Retain 3 years or until audited, whichever is later, and then destroy.  2. PASS BOOKS  The Treasurer's pass books have the same purpose and uses that any other depositor's pass book has. Depositors' pass books are of varying sizes as issued by different banks. Active books occupy 3 linear feet (5 cubic feet) in the Dassent storerons for the period 1897 to 1951. Rate of accumulation is least than 1 cubic foot per year.  RECOMMENDATION: Retain 3 years or until audited after final entry and then destroy.  2. Agency, Division or Euroau Representative  WHALLEW BRIEF DESTRUCTIONS Accided as Indicated in Disposal Authorized as Indicated in	A Dispose of present accumulation. No	one of the squares below).	
Dispose of present accumulation. No dule for records for which there is a continuing accumulation to there is a continuing accumulation there is a continuing accumulation to the is a thickness of the warrant retendance of the period of the	A B Establish accumulation. No dule for r	c	
No.  No.  No.  No.  No.  No.  No.  No.	is anticipated. Records lation. The re have ceased to have to have value value to warrant reten-	records for which original ori	als: Originals rofilmed would d for the period
Used to reconcile cancelled checks as they are returned. Occasional reference is made to them when a question arises regarding specific original checks which have not been returned. Chock copies are necessary for audit purposes. An 82 x 172 sheet, occupies h8 drawers (36 cubic feet) for the most recent 10 month period in the Treasurer's Annapolis offices and 172 cubic feet in the basement of the State Office Building, Annapolis, for the period July 1, 19h7 to January, 1953. Total, 208 cubic feet. Copies of 5 checks are on each sheet. Filed numerically according to check numbers. Approximate rate of accumulation is h0 cubic feet per year.  RECOMMENDATION: Retain 3 years or until audited, whichever is later, and then destroy.  2. PASS BOOKS The Treasurer's pass books have the same purpose and uses that any other depositor's pass books are of varying sizes as issued by different banks. Active books occupy 3 linear feet (* cubic foot) in the Treasury offices and 21 cubic feet in the basement storeroom for the period 1897 to 1951. Rate of accumulation is less than 1 cubic foot per year.  RECOMMENDATION: Retain 3 years or until audited after final entry and then destroy.  Quief Deputy Treasure:  OCT 1 4 195 Schedule Authorized as Indicated in  Disposal Authorized as Indicated in	Item Describe records accurately. Inc No. purpose, size of documents, inclu	clude title, form number, asive dates, quantity (cubic	6. Recommendation of Hall of Records and Roard of Public Works.
Signature Title Date  Schedule Authorized as Indicated in Disposal Authorized as Indicated in	casional reference is made to the regarding specific original check turned. Check copies are necessary 17 x 17 sheet, occupies he draw the most recent 10 month period in offices and 172 cubic feet in the Office Building, Annapolis, for the January, 1953. Total, 208 cubic are on each sheet. Filed numeric numbers. Approximate rate of accept year.  RECOMMENDATION: Retain 3 years of is later, and then destroy.  2. PASS BOOKS  The Treasurer's pass books have that any other depositor's pass to books are of varying sizes as issactive books occupy 3 linear feet Treasury offices and 21 cubic feet room for the period 1897 to 1951. less than 1 cubic foct per year.  RECOMMENDATION: Retain 3 years of entry and then destroy.	em when a question arises ks which have not been re- ary for audit purposes. An awers (36 cubic feet) for in the Treasurer's Annapolis e basement of the State the period July 1, 19h7 to feet. Copies of 5 checks cally according to check cusulation is 40 cubic feet or until audited, whichever the same purpose and uses book has. Depositors' pass sued by different banks. t (* cubic foot) in the est in the basement store- Rate of accumulation is or until audited after final	append of Real
Schedule Authorized as Indicated in Disposal Authorized as Indicated in	1. Agency. Division or Bureau Represent		OCT 1 4 1953
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Form HR-RM la (9-1-53)Hall of Records Commission

3.

## REQUEST FOR RECORD RETENTION SCHEDULE (Continuation Sheet)

SCHEDULE NO.

Page No. 🏚

Description of Records Describe records accurately. Include title, form number, Item purpose, size of documents, inclusive dates, quantity (cubic No. or linear feet), and show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

CORRESPONDENCE - GENERAL

Consists of all correspondence other than that dealing with insurance of State properties. Includes such material as correspondence with individuals, banks, Federal, State and out-of-state agencies, newspapers and periodicals, all types of business enterprises, duplicate copies of invoices, letters of transmittals for corporation taxes, bank statements, etc., all pertaining to the daily functions of the State Treasury. Occupies 6 drawers (11 cubic feet) in the Treasury offices, April 1950 to date and 5h drawers (97 cubic feet) in the basement storeroom, 1905 to March, 1950. Total 108 cubic feet. Filed alphabetically by name of respondent. Approximate rate of accumulation is 2 cubic feet per year. RECOMMENTATION: Retain 10 years after creation or receipt

and then destroy.

CORRESPONDENCE - INSURANCE

Correspondence is filed in alphabetical sequence by name of correspondent; deals with insurance coverage of various State properties. Occupies & drawers (7 cubic feet) in the Treasury offices, January 1, 1949 to date, and 15 drawers (27 cubic feet) in the basement storeroom, 1928 through 1948. Total, 34 cubic feet. Approximate rate of accumulation is 1 cubic foot per year. > THIS FIRST THE TOWN IN ILLY THE

RECOMMENDATION: Retain 10 years after receipt or creation and then destroy.

DAILY BANK STATEMENT

Lists, alphabetically, each bank in which State funds are deposited and the amount on that day. Of the two copies, the original is sent to the Treasurer's office in Baltimore, and the carbon is posted on the bulletin board in the Annapolis office. This retention schedule pertains solely to the carbon (or bulletin board) copy. This 3-page, 62 x 13" daily statement is prepared in duplicate; occupies 6 linear inches in the Chief Deputy Treasurer's office, and h cubic feet in the basement storeroom for the period 1939 to 1953. approximate rate of accumulation is less than I cubic foot per year.

RECOMMENDATION: Retain 5 years and then destroy.