

1. Requesting Agency **STATE DEPARTMENT OF PUBLIC WELFARE** 2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No. 5. Description of Records
Describe records accurately. Include title, form number, purpose, size of documents, inclusive dates, quantity (cubic or linear feet), and show recommended retention period.

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

1. **SOCIAL DATA CARDS**
File consists of case cards for individuals applying for State aid. Several forms (all 9" x 11") were used, both State and Federal, as follows:

Federal Forms

RS 201-1 Case Accepted for Aid to Dependent Children
RS 203-2 Case Closed - Aid to Blind
RS 202-1 Aid to Dependent Children
RS 201-1 Individual Accepted for Old Age Assistance

Board of State Aid and Charities Forms

417-A Case Approved for General Public Assistance
417-B Application Denied for General Public Assistance
514 & 516 Old Age Disbursement Payrolls
No Number Monthly Source Card

The cards are filed by county and then alphabetically by name of applicant. These cards were used for programs which have been discontinued or which have been absorbed into other programs. The cards have no further value. The file occupies 42 drawers (63 cubic feet) in the third floor store-

*Approved
Hall of Records
Commission*

7. Agency, Division or Bureau Representative

Signature

Title

Director 12-7-53
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

12/10/53
Date

Morris S. Redoff
Signature

DEC 14 1953
Date

J. Melusker
Signature

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, purpose, size of documents, inclusive dates, quantity (cubic or linear feet), and show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
2.	<p>room (120 W. Redwood Street, Baltimore, Maryland) for the period 1935 to 1940.</p> <p>INDIVIDUAL HOSPITAL HISTORY REPORTS The report forms which are on 5" x 8" paper (unnumbered form) were prepared in pencil by the attending physician at the time the patient was admitted to the hospital. The use of this form was discontinued some years ago. The file occupies 1 drawer (1-1/2 cubic feet) for the period 1934 to 1939.</p>	<p>Approved Hall of Records Commission</p> <p>APPROVED BY BOARD OF PUBLIC WORKS Date ... DEC. 14 - 1953 Secretary</p>