

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
To be Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE NO. 26  
PAGE NO. 1

1. Requesting Agency: **SECRETARY OF STATE**  
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.

*Superseded by No. 457*

4. Item No. | 5. Description of Records  
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

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

**1. RESIGNATIONS AND DECLINATIONS**

This file consists of the letters of resignation from individuals appointed by the Governor to various appointive offices throughout the State or letters of individuals declining appointment to such offices and copies of letters from the Governor accepting the resignation or declination. Occasionally, other related correspondence is included. Correspondence relating to an individual is inserted in a 4" x 10" manila envelope on which the individual's name, position and filing date is indicated. This correspondence when unfolded averages 8 1/2" x 11" in size. The envelopes are filed chronologically for the years 1908 to date and occupy one document drawer in the office and 1 1/4 document drawers (3 1/2 cubic feet) in the State House basement. This material accumulates less than 1/2 cubic foot per year. Approximately 3/2 cubic feet will be disposed of when this schedule is approved.

RECOMMENDATION: RETAIN PERMANENTLY. MICROFILM ORIGINALS AFTER FOUR YEARS RETENTION.

*Approved Hall of Records Commission*

**2. LEGISLATIVE AGENTS AND COUNSEL**

Any group or individual employing a legislative agent or counsel must register the name of such agent or counsel with the Secretary of State, provide a statement of compensation and expenses incurred by this employment and indicate the legislation in which the employing party is interested. (Art. 40, Sec. 6, Annotated Code of 1951.)

The material (generally 8 1/2" x 11") relative to an individual agent or counsel is folded and inserted in a 4" x 10" manila envelope and is filed in chronological order. Information indicated on the envelope is the name of the counsel or agent, by whom employed, the date of filing and the date the statement of expenses was filed.

7. Agency, Division or Bureau Representative  
*James P. Brock* Signature      *Adm. Asst.* Title      *7/4/54* 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.

*2-5-54* Date      *Morris S. Duffell* Archivist      *8 1954* Date      *McLusker* Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

4. Item No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

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

The contents of an envelope generally consists of the following documents:

Letter to the Secretary of State in which an individual is designated to act as counsel or agent for an organization, individual or group of individuals, etc.

Copy of the letter from the Secretary of State acknowledging receipt of the above.

Statement of expenses incurred by the agent or counsel and his compensation.

Other materials which may be included in the envelope are:

Copy of a letter from the Secretary of State requesting that the statement of expenses be filed.

Related correspondence.

In conjunction with this file, a permanent register of legislative agents or counsel is maintained in liber form. This, however, contains only the name of the agent or counsel and the name or names of his employers. The file of envelopes occupies, for the years 1908 to date, 10 document drawers (3 cubic feet) in the basement, and 2 drawers (1/2 cubic foot) in the office - a total of 3 1/2 cubic feet. The annual rate of accumulation is less than 1/2 cubic foot. Approximately 3 cubic feet of material will be destroyed upon approval of this schedule.

RECOMMENDATION: RETAIN PERMANENTLY. MICROFILM ORIGINALS AFTER FOUR YEARS RETENTION.

3. PROCLAMATIONS

This file contains an original of the proclamation, a copy of the order to the printer, and correspondence from and to interested groups and individuals. The documents vary in size from 8 1/2" x 11" to 10" x 17". The material relating to each proclamation is folded and inserted in a 4" x 10" manila envelope and filed chronologically. The file for the years 1900 to date occupies 1 drawer (2 cubic feet) in the office and 19 letter size transfer cases (6 cubic feet) in the basement of the State House, a total of 8 cubic feet. The annual rate of accumulation is less than 1 cubic foot. Approximately 6 cubic feet of material will be destroyed upon approval of this schedule.

RECOMMENDATION: RETAIN PERMANENTLY. MICROFILM ORIGINALS AFTER FOUR YEARS RETENTION.

APPROVED BY  
BOARD OF PUBLIC WORKS  
Date.....54

*[Signature]*  
Secretary

Approved  
Hall of Records  
Commission

Approved  
Hall of Records  
Commission