

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

Hall of Records Commission

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, 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. ALMSHOUSE STUDY WORKPAPERS
The material in this file consists of the forms used in 1939 at the time a study was made of the inmates of County Almshouses. The results of this study were published in 1939: "Report of Almshouses on the Western Shore of Maryland" and "Report of Almshouses on the Eastern Shore of Maryland." The following forms are found in this file:

- SDPW 386-1 (8 1/2" x 11") Case Record Card
- SDPW 386-5 (5" x 8") Summary of Information on Relatives of Inmates.
- Unnumbered Form (5" x 8") Physical and Mental Condition of Inmate (with recommendations).

Since publication of the study, none of this material has served any useful purpose. The workpapers are filed by case number and occupy 1 drawer (1 1/2 cubic feet).

2. QUARTERLY STATISTICAL REPORT
This report, Form 5 (8 1/2" x 11") was submitted to the Board of State Aid to Charities (predecessor agency to the State Department of Public Welfare) by various private and public welfare agencies receiving State funds from the Board. Programs of this nature have been transferred to other State agencies or completely abolished and the records remaining in the custody of the Department have been refused by the State agency presently responsible for the program. The report is of a statistical nature indicating the census, finances and supplies of the institution submitting the report. The material is filed alphabetically by name of reporting institution and occupies 3 drawers (1 1/2 cubic feet) for the period 1912 to 1928.

*Approved
Hall of Records
Commission*

*Approved
Hall of Records
Commission*

7. Agency, Division or Bureau Representative

T. Leonard Hebert
Signature

Director
Title

March 1, 1954
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.

3/5/54
Date

Morris S. Ball
Archivist

MAR 8 1954
Date *J. Melusar*
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.
3.	<p>CASE CENSUS STUDY (WORKPAPERS) The material in this file consists of the three forms used in preparing a study of Public Assistance in Maryland. The study was made in 1940 and the results were published in 1941. The three forms are:</p> <p>SDPW 406 (pink) (8" x 10") Case Census Card for Family Receiving General Public Assistance. SDPW 506 (yellow) (8" x 10") Case Receiving Old Age Assistance in September 1940. SDPW 606 (blue) (8" x 10") Family Receiving Aid to Dependent Children in September 1940.</p> <p>The cards are filed by a code symbol, the key to which cannot be re-established. The file occupies 17 metal transfiles (25 cubic feet).</p>	<p><i>Approved</i> <i>Hall of Records</i> <i>Commission</i></p>
4.	<p>APPLICATION FOR EMERGENCY CONSERVATION WORK This unnumbered (8½" x 11") U. S. Department of Labor form, Emergency Conservation Work Application Memorandum, indicates the work and educational background of the applicant. Attached to it is the Board of State Aid to Charities (predecessor agency to the State Department of Public Welfare) Form No. 5 (7" x 8½") which indicates the dependents and family resources of the applicant. The material is filed alphabetically and occupies 1 drawer (1½ cubic feet) for the year 1935.</p>	<p><i>Approved</i> <i>Hall of Records</i> <i>Commission</i></p> <p>APPROVED BY BOARD OF PUBLIC WORKS Date MAR 8 1954</p> <p><i>J. McInnis</i> Secretary</p>