

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

1. Requesting Agency COMPTROLLER OF THE TREASURY	2. Division or Bureau of Requesting Agency GENERAL OFFICE
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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.
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1. BONDS
The 9" x 14" surety and fidelity bonds of this file are for individuals or groups of individuals appointed or elected to specific positions in state and county agencies. They are filed by year and by county or agency therein. The bonds occupy 35 document type drawers (8 cubic feet) for the years 1931 to date. The annual rate of accumulation is approximately 1/2 cubic foot. Approximately 5 1/2 cubic feet will be disposed of upon approval of this schedule.

approved Hall of Records Comm.
(SEE BILTO. CO Rd. v. ED CASE D C-164 7 TOM 14)
ANNOT. CODE, 195- Ed. ART. 57, E.C.

RECOMMENDATION: RETAIN FOR ~~SIX~~ ^{FIVE} YEARS AND THEN DESTROY.

2. AGENCY BUDGET CONTROL CARD
This 7 1/2" x 9 1/2" card is prepared annually, one for each agency. It indicates the total appropriations of the agency at the beginning of the fiscal year, each expenditure made by date, warrant number, amount and the budget balance remaining. The cards are used for audit purposes and budget control. Reference to this record is very limited and no use of the cards is made after six years. They occupy 40 cubic feet for the years 1933 to date and are filed alphabetically by name of agency. Approximately 28 cubic feet will be disposed of upon approval of this schedule. The annual rate of accumulation is 2 cubic feet.

approved Hall of Records Comm.

RECOMMENDATION: RETAIN FOR SIX YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

3. CASH DISBURSEMENT CONTROL CARD
This 7 1/2" x 9 1/2" ledger card shows expenditures by budget appropriation for each agency. This card is prepared for each agency annually. Also shown are the date, warrant number and the cumulative expenditures. This information is posted in the General Cash Disbursement

approved Hall of Records Comm.

7. Agency, Division or Bureau Representative	Signature	Title	Date
	<i>[Signature]</i>	Chief Deputy Comptroller	6/22/54

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

Date: *June 23, 1954*
Archivist: *Morris S. O'Neil*

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

Date: *JUL 12 1954*
Secretary: *[Signature]*

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4.
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.

Ledger. The cards are used to check the accuracy of amounts shown on transmittals and payrolls and are necessary for audit purposes. The Cards are filed by agency and budget appropriation therein. The accumulation for the period 1932 to date occupies 11 cubic feet. The annual rate of accumulation is 1/2 cubic foot. Approximately 8 cubic feet of material will be disposed of upon approval of this schedule.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

BUSINESS LICENSES

A duplicate copy of all business licenses issued by Clerks of Court is forwarded to the Comptroller's office (Art. 56, Sec. 2, Annotated Code of 1951). This copy of the license is used to verify the fees deposited as indicated on the monthly report. After verification there is no further use made of the licenses and they are bundled and stored in the basement of the State Office Building, Annapolis, where they occupy 15 cubic feet for the period 1948 to date. The annual accumulation rate is 1 1/2 cubic feet. Approximately 7 1/2 cubic feet will be disposed of upon approval of this schedule.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

CERTIFICATES OF DEPOSIT

Certificates of Deposit (Form DD-1) 7" x 8 1/2" are received in duplicate from the depositing agency; the original is forwarded by the Comptroller to the Treasurer with the receiving warrant and the duplicate copy is filed in the Comptroller's office. After the deposit is posted in the Cash Receipts Ledger, little reference is made to the Certificates except for audit purposes. They are filed by year and alphabetically by agency therein. The present accumulation for the years 1948 to date occupies 65 cubic feet. The annual rate of accumulation is 6 drawers (9 cubic feet). Approximately 32 1/2 cubic feet of material will be disposed of upon approval of this schedule.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

MONTHLY AND ANNUAL REPORTS OF CLERKS OF COURT AND REGISTERS OF WILLS

These reports show collections made by Clerks of Court and Registers of Wills from sale of licenses, inheritance taxes, fees and commissions. The reports also show distribution of the money collected. Little reference is made to them except for audit purposes. They are filed by year and by county therein. The reports occupy 4 drawers (6 cubic feet) for the period 1948 to date. The annual rate of accumulation is 1 cubic foot. Approximately 3 cubic feet of material will be disposed of upon approval of this schedule.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

Approved Hall of
Records Comm.

Approved Hall of
Records Comm.
.....
Secretary

APPROVED BY
BOARD OF PUBLIC WORKS
..... JUL 12 1954

Approved Hall
of Records Comm.

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4 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.
7.	<p>REPORT OF COLLECTOR OF STATE TAXES This Form C.F. No. 4 (8 1/2" x 13") indicates the monthly tax collections by type of tax and the levy year for which tax was collected. Included in this file is the Report of Deductions from Taxable Basis (Form C.T. No. 1), Report of Additions to Taxable Basis (Form C.T. No. 2), and Report of Taxable Basis for the year. Each of these forms is submitted monthly by the various county Tax Collectors. There is no reference to these reports after the audit has been made. (They are audited at the county level and not in the Comptroller's office.) The reports occupy 8 cubic feet for the years 1945 to date and are filed by month and by county therein. The annual rate of accumulation is 1 cubic foot. Approximately 5 1/2 cubic feet of material will be disposed of upon approval of this schedule.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	<p>Approved Hall of Records Comm.</p>
8.	<p>MARYLAND ESTATE TAX RETURN This 8 1/2" x 13", four-sided document (Form M.E.T. No. 1) is used to compute the amount of estate tax due the State of Maryland. These forms are executed by the administrators or executors of the estates and are certified by the Registers of Wills. They must be filed for all deceased persons who were residents of Maryland at the time of their death and whose estates are subject to the Federal Estate Tax Returns. Payments of this tax are posted to the cash ledger. There is only occasional reference to the forms for a period of four to five years for purposes of reassessments or refunds. They are filed alphabetically by name of deceased and occupy 3 cubic feet for the period 1945 to date. The annual rate of accumulation is very small. Approximately 1 cubic foot will be disposed of upon approval of this schedule.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.</p>	<p>Approved Hall of Records Comm.</p> <p>APPROVED BY BOARD OF PUBLIC WORKS Date 2.11.12.1954</p> <p><i>[Signature]</i></p>
9.	<p>AUDIT REPORTS Copies of audit reports for all State agencies and all county agencies collecting State fees and taxes are submitted by the State Auditor to the Comptroller. There is very little use made of these reports except in instances where discrepancies are noted. Where such discrepancies do occur, remedial action is taken immediately and the reports serve no further purpose. They are filed by department or county and chronologically therein and occupy 7 legal size drawers (1 1/2 cubic feet) for the period 1937 to date. The annual rate of accumulation is 1 cubic foot. Approximately 10 cubic feet of material will be disposed of upon approval of this schedule.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	<p>Approved Hall of Records Comm.</p>

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Revised
Schedule
4/5-1966

6 yrs in active file
4 yrs in inactive, transfer
to Hall of Records for permanent retention