

Hall of Records  
Commission

To be submitted to the Records Management Division  
Hall of Records Commission

PAGE NO. 1. ✓

1. Requesting Agency <b>DEPARTMENT OF EDUCATION</b>	2. Division or Bureau of Requesting Agency <b>DIVISION OF FINANCE AND RESEARCH</b>
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3. Authorization Requested (Check only one of the squares below).

<input type="checkbox"/> <b>A</b> Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.	<input type="checkbox"/> <b>B</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.	<input checked="" type="checkbox"/> <b>C</b> Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.
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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. ANNUAL REPORT OF THE BOARD OF EDUCATION - COUNTY

Each County Board of Education submits an annual report to the State Department. The report is prepared in duplicate only - the County Board retaining one copy. The form, with a few minor changes, has remained the same from 1918 to 1954. It is a 14 x 16 bound pamphlet of 17 pages.

The report is a statistical picture of the County School System, showing number and type of schools, teachers employed, days of instruction, sources of income, summary of disbursements and the expenditure and cost per pupil by school. The reports in this form occupy 6 feet at Towson State Teacher's College for the years 1917 to 1946, and 3 feet in the Division office for the years 1946 to date.

A new form first used in 1954 consists of 25 one-sided pages which present a detailed financial picture of the County School system. This form has 6 parts. They are: current fund, school construction fund, debt service for school construction, status of school debt, value of school property and the Certification by the County Superintendent of Schools.

The reports are used as a means of budget control, budget forecasting, reconciliation of State and Federal funds, and other audit purposes. They are also used for research and statistical purposes.

**RECOMMENDATION: RETAIN PERMANENTLY, MICROFILM AND DESTROY ORIGINALS AFTER FIVE YEARS. RETAIN MICROFILM PERMANENTLY.**

*Approved by  
Hall of Records  
Commission*

7. Agency, Division or Bureau Representative

*[Signature]* \_\_\_\_\_ *Asst State Suppt* \_\_\_\_\_ *8/2/54* \_\_\_\_\_  
Signature Title 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.

*8/5/54*  
Date

*Mona S. Radloff*  
Archivist

AUG 9 1954  
Date

*[Signature]*  
Secretary