

1. Requesting Agency

2. Division or Bureau of Requesting Agency

BANK COMMISSIONER

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 will 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.

REPORTS OF CONDITION

Submitted annually to Commissioner by institutions regulated by him. Filed in four categories:

A. STATE BANKS AND TRUST COMPANIES. Form 64, 8 1/2 x 14", occupy 26 drawers (52 linear feet) of which 19 drawers, for the period 1920 thru 1931, are stored at the Hall of Records.

B. MUTUAL SAVINGS INSTITUTIONS. Form MSI, 8 1/2 x 14", 1939 to date, occupy 1/2 drawer (1 linear foot).

C. CREDIT UNIONS. No form No., 14 x 17", folded for filing, included on this form are the Oaths of Directors, 1939 to date, occupy 1 drawer (2 linear feet).

D. INDUSTRIAL FINANCE COMPANIES. Form IFC, 14 x 17", folded for filing, Oaths of Directors are included on this form, 1945 to date, occupy 1 drawer (2 linear feet).

Information reported on the above forms was, at an earlier date, reported on the following forms:

Form 103-7a, Schedule A, Stocks and Bonds Owned by the Institution, 8 1/2 x 14".

Form 103-7b, Schedule B, Other Real Estate Owned, 8 1/2 x 14".

Form 103-7c, Schedule C, Mortgages and Judgments Owned, 8 1/2 x 14".

Form 103-7d, Schedule D, Due From or To National, State, Private Banks, Bankers and Trust Companies, 8 1/2 x 14".

In addition to the above forms, the Publisher's Certificate, Forms 103-7x, MSI-P or 64p, all 8 1/2 x 14", may be included with the reports. These forms indicate that the Report has been published as required by law.

Approved
Hall of Records
Commission

7. Agency, Division or Bureau Representative

Signature

Title

Date

[Signature]

Dep. Assoc. Comm.

9/11/53

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

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

Sept. 11, 1953
Date

Monie S. Radloff
Signature

9/14/53
Date

[Signature]
Secretary

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.
	<p>The Reports of Condition are checked by the Departmental Examiners at the time of the next periodical examination of the reporting institution's records. All of the accumulations mentioned above are located at the Commission office, 307 No. Euter Street, Baltimore, with the exception of the 19 drawers stored at the Hall of Records. RECOMMENDATION: Retain for five years after receipt and then destroy.</p>	
2.	<p>STOCKHOLDERS LISTS. No form No., 14 x 17", folded for filing. State Banks and Trust Companies submit these lists annually, giving the names and holdings of all stockholders. The validity of the lists is checked during the next examination of the institution. Occupy 20 drawers in Commission office for period 1932 to date, and 2 drawers for the years 1926 thru 1931 are stored at the Hall of Records. RECOMMENDATION: Retain for 3 years after receipt and then destroy.</p>	<p><i>Approved Hall of Records Commission</i></p>
3.	<p>DIRECTORS OATHS. 8 1/2 x 14", when all officers of an institution are signing the oath, or 7 x 8 1/2", when an individual officer is signing. The validity of the oath is checked at the time of the next examination. Occupy 4 drawers in Commission office for the years 1936 to date and 6 1/2 cubic feet for 1925 thru 1935 at the Hall of Records. RECOMMENDATION: Retain for 3 years after receipt and then destroy.</p>	<p><i>Approved Hall of Records Commission</i></p>
4.	<p>REPORTS OF EARNINGS AND DIVIDENDS. Form 73, 8 1/2 x 14", submitted annually by State Banks, Trust Companies and Mutual Savings Banks, used by the examiners during their examinations, occupy 2 drawers in the Commission office for period 1926 to date. RECOMMENDATION: Retain 10 years after receipt and then destroy.</p>	<p><i>Approved Hall of Records Commission</i></p>
5.	<p>ABSTRACTS OF REPORTS OF CONDITION. Form ARC, 15 x 19". Information recorded on Abstracts is derived from the Reports of Condition; ruled to accommodate entries for three years; used in preparation of consolidated charts and statistical tabulations for the Commissioner's Annual Report. Occupy 1 drawer (2 linear feet) in Commission office, 1937 to date. RECOMMENDATION: Retain for 6 years after receipt and then destroy.</p>	<p><i>Approved Hall of Records Commission</i></p>
6.	<p>CORRESPONDENCE - FINANCIAL INSTITUTIONS. Filed in three categories: (1) State Banks, Trust Companies, and Mutual Savings Banks, (2) Credit Unions and (3) Industrial Finance Companies. Occupy 57 drawers (114 linear feet), <i>including EXCHANGES</i></p>	<p><i>Approved Hall of Records Commission 32 legal files</i></p>

REQUEST FOR RECORD RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO.

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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.
7.	<p>36 of which are in the Commission office for the years 1933 to present. The remaining 21 drawers for the period 1913 to 1933 are at the Hall of Records. RECOMMENDATION: Retain 5 years after creation or receipt and then destroy.</p> <p>CORRESPONDENCE - GENERAL AND MISCELLANEOUS. Occupies 42 drawers in the Commission office for period 1939 to date, consists of correspondence with Federal and State agencies, private organizations, etc. RECOMMENDATION: Retain for 5 years after creation or receipt and then destroy.</p>	<p><i>F. L. M.</i></p> <p><i>Approved Hall of Records Commission</i></p>