

1. Requesting Agency **STATE TREASURER** 2. Division or Bureau of Requesting Agency **ANNAPOLIS OFFICE**

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

*quantity*

*Approved  
Hall of Records  
Commission*

**1. CARBON COPIES OF CHECKS**  
Used to reconcile cancelled checks as they are returned. Occasional reference is made to them when a question arises regarding specific original checks which have not been returned. Check copies are necessary for audit purposes. An 8 1/2" x 17 1/2" sheet, occupies 48 drawers (36 cubic feet) for the most recent 10 month period in the Treasurer's Annapolis offices and 172 cubic feet in the basement of the State Office Building, Annapolis, for the period July 1, 1947 to January, 1953. Total, 208 cubic feet. Copies of 5 checks are on each sheet. Filed numerically according to check numbers. Approximate rate of accumulation is 40 cubic feet per year.  
**RECOMMENDATION:** Retain 3 years or until audited, whichever is later, and then destroy.

*quantity*

*Approved  
Hall of Records  
Commission*

**2. PASS BOOKS**  
The Treasurer's pass books have the same purpose and uses that any other depositor's pass book has. Depositors' pass books are of varying sizes as issued by different banks. Active books occupy 3 linear feet (1/2 cubic foot) in the Treasury offices and 21 cubic feet in the basement storeroom for the period 1897 to 1951. Rate of accumulation is less than 1 cubic foot per year.  
**RECOMMENDATION:** Retain 3 years or until audited after final entry and then destroy.

7. Agency, Division or Bureau Representative  
*[Signature]* (Chief Deputy Treasurer) **OCT 14 1953**  
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.  
**Oct. 15, 1953** *[Signature]* **OCT 19 1953** *[Signature]*  
Date Signature Date Signature

REQUEST FOR RECORD RETENTION SCHEDULE  
(Continuation Sheet)

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.
✓ 3.	<p><b>CORRESPONDENCE - GENERAL</b> Consists of all correspondence other than that dealing with insurance of State properties. Includes such material as correspondence with individuals, banks, Federal, State and out-of-state agencies, newspapers and periodicals, all types of business enterprises, duplicate copies of invoices, letters of transmittals for corporation taxes, bank statements, etc., all pertaining to the daily functions of the State Treasury. Occupies 6 drawers (11 cubic feet) in the Treasury offices, April 1950 to date and 5 1/2 drawers (97 cubic feet) in the basement storeroom, 1905 to March, 1950. Total 108 cubic feet. Filed alphabetically by name of respondent. Approximate rate of accumulation is 2 cubic feet per year. RECOMMENDATION: Retain 10 years after creation or receipt and then destroy.</p>	<p>Approved Hall of Records Commission  # 39</p>
✓ 4.	<p><b>CORRESPONDENCE - INSURANCE</b> Correspondence is filed in alphabetical sequence by name of correspondent; deals with insurance coverage of various State properties. Occupies 4 drawers (7 cubic feet) in the Treasury offices, January 1, 1949 to date, and 15 drawers (27 cubic feet) in the basement storeroom, 1928 through 1948. Total, 34 cubic feet. Approximate rate of accumulation is 1 cubic foot per year. RECOMMENDATION: Retain 10 years after receipt or creation and then destroy.</p>	<p>Approved Hall of Records Commission  # 39</p>
✓ 5.  <i>generally</i>	<p><b>DAILY BANK STATEMENT</b> Lists, alphabetically, each bank in which State funds are deposited and the amount on that day. Of the two copies, the original is sent to the Treasurer's office in Baltimore, and the carbon is posted on the bulletin board in the Annapolis office. This retention schedule pertains solely to the carbon (or bulletin board) copy. This 3-page, 8 1/2" x 11" daily statement is prepared in duplicate; occupies 6 linear inches in the Chief Deputy Treasurer's office, and 4 cubic feet in the basement storeroom for the period 1939 to 1953. Approximate rate of accumulation is less than 1 cubic foot per year. RECOMMENDATION: Retain 5 years and then destroy.</p>	<p>Approved Hall of Records Commission</p>