

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, 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.	<p><b>CENTRAL CORRESPONDENCE FILE</b> Correspondence of the Department is maintained in this central file at 120 West Redwood Street, Baltimore. It is filed according to a numerical classification scheme, consisting of 30 primary categories, each extending into several secondary classifications. A file classification manual is maintained by the Department as an index to the correspondence file.</p> <p><u>Titles Excluded From This Recommendation</u></p> <p>The retention recommendation for the Central Correspondence File does not include the following file items, which must be retained for periods longer than the bulk of the file (given with their classification scheme numbers). These exceptions to this recommendation are covered by separate retention schedule items.</p> <table border="1"> <thead> <tr> <th><u>Classification No.</u></th> <th><u>File Title</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Opinions of the Attorney General (State Law Department)</td> </tr> <tr> <td>1-1</td> <td>Legislation (Letters to and from the Governor).</td> </tr> <tr> <td>14-1</td> <td>Institutions and Child Placing Agencies</td> </tr> <tr> <td>19-1</td> <td>U.S. Childrens Bureau - Annual Plans and Budget</td> </tr> </tbody> </table>	<u>Classification No.</u>	<u>File Title</u>	1	Opinions of the Attorney General (State Law Department)	1-1	Legislation (Letters to and from the Governor).	14-1	Institutions and Child Placing Agencies	19-1	U.S. Childrens Bureau - Annual Plans and Budget	<p>Approved Hall of Records Commission</p>
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14-1	Institutions and Child Placing Agencies											
19-1	U.S. Childrens Bureau - Annual Plans and Budget											

7. Agency, Division or Bureau Representative

Signature

Title

Date

*T. G. S. White*, Director 12-7-53

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

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

12/10/53  
Date

*Merrin S. Radloff*  
Signature

DEC 11 1953  
Date

*Melrose*  
Signature

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.
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<u>Classification No.</u>	<u>File Title</u>
20 1-1	State Plan
20 1-1-2	Legislation
20 1-1-3	Plans, Instructions, etc.
20 1-2-2	Merit System Review
20 1-3-2	Administrative Cost Distribution
20 1-5-1	Administrative Review by Periods

The following file items are no longer used and no additions have been made to the present accumulation for several years. Authorization to destroy these items will be covered by a separate schedule, (except Items 22 and 27).

<u>Classification No.</u>	<u>File Title</u>
✓ 12	C.C.O. Enrollment
13	W.P.A.
✓ 16	Distribution of Surplus Commodities
22	Forms
✓ 25	Homes for the Aged
27	Sample Case Records

With respect to No. 22, "Forms" and No. 27, "Sample Case Records" this is non-records material as defined in Article 41, Section 155 of the 1951 Annotated Code. As such, it can be disposed of at the discretion of the Department.

Titles Covered By This Schedule

<u>Classification No.</u>	<u>File Title</u>
0	Rules and Regulation - Manual
1-2	Legislation Council
2	Board - County Welfare
3	The State Office
4	Estimates, Budgets, Sources of Funds
5	Personnel Procedures
6	Establishing Eligibility (Public Assistance)
7	Registration and Filing
8	Statistical Reporting
9	Grievances, Appeals and Fair Hearings
10	Accounting, Disbursing
11	Financial Reporting
14	Child Welfare Services (exception noted)
15	Not used
17	Services Not Otherwise Classified

APPROVED BY  
BOARD OF PUBLIC WORKS  
Date ... DEC. 14, 1953

*[Signature]*  
Secretary

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Classification No.	File Title
18	State Resources - Other Agencies
19	U.S. Childrens Bureau (exception noted)
20	U.S. Social Security Board (exceptions noted)
21	Directories
23	Committees
24	Organizations - National, Federal and States
26	Certification for Hospitalization

The material included in this item is correspondence only; there are no records requiring audit or any other type of record for which a longer retention period would be required. That part of the correspondence file for which this recommendation is applicable occupies 88 drawers (132 cubic feet) for the years 1947 to date, 29 drawers (43.5 feet) in the second floor storeroom and 31 drawers (46.5 cubic feet) for the period 1933 - 1948 in the third floor storeroom. (Total 222 cubic feet.) The annual rate of accumulation is approximately 10 drawers (15 cubic feet).  
RECOMMENDATION: Retain for 3 years after creation or receipt and then destroy.

2. CORRESPONDENCE - OPINIONS OF THE ATTORNEY GENERAL, STATE LAW DEPARTMENT (CLASSIFICATION SCHEME NO. 1)  
Correspondence with the Attorney General and the State Law Department regarding opinions and legal advice is filed chronologically and occupies 1 drawer in the Central Correspondence File for the years 1935 to date (1 1/2 cubic feet).  
RECOMMENDATION: Retain permanently.

3. CORRESPONDENCE - LEGISLATION - LETTERS TO AND FROM THE GOVERNOR (CLASSIFICATION SCHEME NO. 1-1)  
Correspondence consisting primarily of a monthly letter to the Governor describing the activities of the Department, particularly with regard to complaints received by the Governor's office concerned with some phase of the Department's functions. Other correspondence relates to legislation and budget matters. Filed chronologically, it occupies 1 drawer (1 1/2 cubic feet), 1938 to date.  
RECOMMENDATION: Retain 4 years after creation or receipt and then destroy; period of retention to coincide with the Governor's term of office.

4. CORRESPONDENCE - TRAINING SCHOOLS (CLASSIFICATION SCHEME NO. 11-1)  
This consists of correspondence with the four training schools under the immediate supervision of the Department (Boy's

APPROVED BY  
 BOARD OF PUBLIC WORKS  
 Date DEC 14 1953

*J. McInerney*  
 Secretary

*Approved  
Hall of Records  
Commission*

*Approved  
Hall of Records  
Commission*

*Approved  
Hall of Records  
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	<p>Village of Maryland, Maryland Training School for Boys, Barrett School for Girls and Montrose School for Girls). The file occupies 7 drawers (10½ cubic feet), 1943 to date, and accumulates about 1 drawer (1½ cubic feet) per year. It is filed according to the institution and chronologically therein. RECOMMENDATION: Retain for 3 years after receipt or creation and then destroy.</p>	
5.	<p>CORRESPONDENCE - CHILD PLACING AGENCIES - PART III OF CASE FOLDER (CLASSIFICATION SCHEME NO. 14-1) Consists of correspondence with Child Placing Agencies and is contained in a 3-part case folder. The parts are: I, Progress II, Documentary, and III, Correspondence. This recommendation applies only to Part III - Correspondence. (Parts I and II are included as Schedule Item No. 6.) Dates vary according to the dates the agency was licensed. The correspondence occupies an estimated 1 drawer (1½ cubic feet). The case folder is filed alphabetically. RECOMMENDATION: Retain for 3 years after creation or receipt and then destroy.</p>	<p><i>Approved Hall of Records Commission</i></p>
6.	<p>CHILD PLACING AGENCIES - PARTS I AND II OF CASE FOLDERS (CLASSIFICATION SCHEME NO. 14-1) Records of each Child Placing Agency licensed by the Department are retained in individual 10" x 12" heavy red manila folders. Part I, Progress - is fastened to the left hand binder and contains evaluation reports and progress reports, both prepared by Departmental inspectors. Part II, Documentary - is fastened to the right hand binder. Material in this "Part" includes the approval of the State Board of Education (in letter form), sanitary inspection reports, fire inspection reports, annual budget and/or financial reports and lists of Board members. All of this material is periodically superseded by subsequent reports and inspections. (Record material not included in the recommendation for this item is included in Item No. 7.) All of the records in the case folders occupy 3 drawers (4½ cubic feet) in the Central Correspondence file. The annual rate of accumulation is less than 1 drawer per year and the case folder is filed alphabetically. RECOMMENDATION: Withdraw from active file at the time a subsequent report or inspection is submitted and retain in an inactive file for 3 years and then destroy. If no subsequent report or inspection is filed, retain for 3 years after the licensee has gone out of business at which time the entire folder will be destroyed.</p>	<p><i>Approved Hall of Records Commission</i></p>
7.	<p>CHILD PLACING AGENCIES - CONSTITUTION AND BY-LAWS, FACE SHEET AND APPLICATION OF THE CASE FOLDER (CLASSIFICATION SCHEME NO. 14-1) This material - the Constitution and By-Laws of the Child</p>	<p><i>Approved Hall of Records Commission</i></p>

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BOARD OF PUBLIC WORKS  
Date..DEC. 14. 1953.

*J. McCreary*  
Secretary

4. Item No.	5. Description of Records	6. Recommendation of Hall of Records and Board of Public Works.																
8.	<p><b>STATE PLAN FILE</b> Includes the following:</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>Classification No.</u></th> <th style="text-align: left;"><u>File Title</u></th> </tr> </thead> <tbody> <tr> <td>19-1</td> <td>U.S. Children's Bureau - Annual Plans and Budget</td> </tr> <tr> <td>20 1-1</td> <td>Social Security Board - State Plan Legislation</td> </tr> <tr> <td>20 1-1-2</td> <td></td> </tr> <tr> <td>20 1-1-3</td> <td>Plans, Instructions, etc.</td> </tr> <tr> <td>20 1-2-2</td> <td>Merit System Review</td> </tr> <tr> <td>20 1-3-2</td> <td>Administrative Cost Distribution</td> </tr> <tr> <td>20 1-5-1</td> <td>Administrative Review by Periods</td> </tr> </tbody> </table> <p>Material in this file consists of correspondence, reports, reviews, plans, instructions, approvals, etc. All dealing with the relationships of the State Department of Public Welfare and Federal agencies, in particular, meeting Federal requirements. This material is filed chronologically within the classification number and occupies 6 drawers (9 cubic feet) 1935 to date. Rate of accumulation is less than one drawer (approximately 1 cubic foot) per year. <b>RECOMMENDATION:</b> Retain permanently.</p>	<u>Classification No.</u>	<u>File Title</u>	19-1	U.S. Children's Bureau - Annual Plans and Budget	20 1-1	Social Security Board - State Plan Legislation	20 1-1-2		20 1-1-3	Plans, Instructions, etc.	20 1-2-2	Merit System Review	20 1-3-2	Administrative Cost Distribution	20 1-5-1	Administrative Review by Periods	<p>Approved Hall of Records Commission</p> <p>BOARD OF PUBLIC WORKS Date ..... DEC 14, 1953</p> <p><i>[Signature]</i> Secretary</p>
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