

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

Hall of Records
Commission

1. Requesting Agency

STATE TOBACCO WAREHOUSE

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, 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.

1.

RECEIVING BOOKS

As hogsheads of tobacco are brought into the State Tobacco Warehouse for storage, they are numbered in sequence. This number, the name of the shipper or grower and any private markings of the grower are entered in the warehouse Receiving Book. An exact duplicate of the warehouse book is prepared for use in the Tobacco Warehouse office. The warehouse book is used primarily as a control of the number painted on each hogshead as it is received. Entries are made in pencil and because of the conditions prevailing in the warehouse, the book becomes soiled and almost illegible within a few months. The office copy of the Receiving Book is used for issuing certificates (see Item 2) to the owner of the tobacco. It is the control book for all tobacco deposited in the warehouse. Entries in the office book are made in ink; the book is retained in the office and its physical condition is better preserved than that of the warehouse copy. Since the warehouse book is a duplicate of the office book, the warehouse copy is considered non-record within the meaning of the statute governing non-record materials (Art. 41, Sec. 155, 1951 Code) and may be destroyed at the discretion of the custodian. The following recommendation is concerned with the office copy of the Receiving Book. These books (7 1/2" x 12") occupy 4 linear feet (2 1/2 cubic feet) for the years 1937 to date. The annual rate of accumulation is 3 linear inches. Approximately 2 cubic feet of material will be destroyed upon approval of this schedule.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DATE OF LAST ENTRY AND THEN DESTROY.

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2.

CANCELED CERTIFICATES

Certificates (3-1/4" x 9") showing ownership of the tobacco are issued in the name of the grower at the time the tobacco is received (one for each hogshead) into the Tobacco Warehouse. The certificates

7. Agency, Division or Bureau Representative

Walter K. [Signature] Administrative Assistant Feb. 4, 1954
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.

2-5-54

Date

Morris S. Radloff
Archivist

FEB 8 1954

Date

[Signature]
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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are prenumbered and are in bound books. They are removed from the book as issued, leaving a stub in the binding (see Item 3). The certificates, which are issued in original only, are negotiable instruments and must be presented at the warehouse before the tobacco it represents can be released. After the tobacco has been removed from the warehouse and the certificates have been canceled, they are needed only for audit purposes. Certificates are bundled together by shipment and are stored chronologically in boxes. The present accumulation for the period 1919 to date occupies 49 cubic feet. The present annual rate of accumulation is about 1 1/2 cubic feet. Approximately 45 cubic feet of material will be disposed of upon approval of this schedule.

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

*Approved
Hall of Records*

3. STUBS OF CERTIFICATES ISSUED

The stubs remaining in the books after the certificates have been issued measure 4 1/2" x 16-1/4" (five entries on each stub); each book is 2 inches thick. Information on the stubs indicates the name of the grower, date the hogshead was opened for inspection, hogshead number, gross, tare and net weights, location of the hogshead in the warehouse, date of conversion to storage (tobacco in the name of the grower is stored free of charge; six months after tobacco is sold and the warehouse notified, storage charges are begun), and the date the hogshead is shipped out of the warehouse. Tobacco cannot be shipped until the Certificate is returned to the warehouse and reconciled with the stub. The stubs are also used as an inventory of hogsheads in the warehouse. Stub books presently occupy 2 1/2 cubic feet for the years 1944 to date. The annual rate of accumulation is 8 linear inches. Approximately 2 cubic feet of material will be destroyed upon approval of this schedule.

RECOMMENDATION: RETAIN THE STUB BOOKS FOR THREE YEARS AFTER ALL CERTIFICATES IN THE BOOK HAVE BEEN RECONCILED OR UNTIL COMPLETELY AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

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4. SHIPPING BOOKS

Four different shipping books are maintained by the Tobacco Warehouse. These are:

- Grower Shipping Book
- Storage Shipping Book
- R. J. Reynolds Shipping Book
- Winstead Shipping Book

Separate books are maintained for Reynolds and Winstead because of the large number of shipments made to them. Information in the books indicates the hogshead number, the date of shipment and the consignee. They are used for shipping and inventory control and for audit purposes. The books measure 5 1/2" x 12" and are generally 1 1/2" thick. The present accumulation for the period 1945 to date occupies 1/2 cubic feet. Approximately 1/4 cubic foot of material will be

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Secretary

replace original certificates in warehouse.

How are shipping books reconciled? who compares to

Person checking to see if on books or hogshead

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destroyed upon approval of this schedule.

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

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5.

CORRESPONDENCE

The correspondence (generally 8 1/2" x 11") deals with the function of the agency and is with tobacco companies, State agencies, etc. It is filed alphabetically by name of correspondent and occupies 1 1/2 drawers (2 cubic feet) for the years 1944 to date. The annual accumulation is approximately 4 to 6 linear inches. Disposal of this material, upon approval of this schedule, will be approximately 1 cubic foot.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CREATION OR RECEIPT AND THEN DESTROY.

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Date ... FEB ... 1954

J. McCreary
Secretary