

Hall of Records

to be Submitted to the Records Management Division

PAGE NO. 1

Commission

Hall of Records Commission

1. Requesting Agency *DOWN PART OF TIDEWATER ADMIN*
DEPARTMENT OF TIDEWATER FISHERIES

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.

This schedule includes the records of the listed agencies:

Maryland Shellfish Commission	1906-1916
Conservation Commission	1916-1922
Conservation Department	1923-1939
Department of Tidewater Fisheries	1939 - -

The first three agencies listed were the predecessors of the present Department of Tidewater Fisheries. The records of these earlier agencies are located in the Department of Budget and Procurement Warehouse where they were stored in 1946. No reference has been made to this material since being placed in storage. Wherever the term "warehouse" is used in this schedule, it refers to the Department of Budget and Procurement Warehouse.

1. MINUTES

Listed below are the Minutes of the Department and its predecessors. It will be noted that not all of the minutes have been located.

1906-1916	Maryland Shellfish Commission, 1 volume, Department Office
1916-June 5, 1918	Conservation Commission - - missing
June 6, 1918-June 1, 1927	Conservation Commission and Conservation Department, 2 letterboxes, Warehouse.
June 2, 1927-June 2, 1930	Conservation Department - - missing
June 3, 1930-Sept. 7, 1932	Conservation Department, looseleaf binder, Warehouse.

(continued)

7. Agency, Division or Bureau Representative

John P. James
Signature

Chairman
Title

11/8/55
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.

11/9/55
Date

Morris S. Radloff
Archivist

McLuskey
Secretary

APPROVED
HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

Item No.

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

Sept. 8, 1932-Nov. 5, 1933 Conservation Department - missing
Nov. 6, 1933-Feb. 25, 1935 Conservation Department, looseleaf binder, Warehouse
1935 - - Conservation Department and Department of Tidewater Fisheries, 5 volumes, in Department office.

RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER ALL MINUTES PRIOR TO FEBRUARY 25, 1935 TO THE HALL OF RECORDS.

2. REGULATIONS REGARDING OPENING AND CLOSING OF OYSTER BARS

Quantity: 1 legal-size drawer (2 cubic feet)
Dates: 1934 - -
File Arrangement: Chronological
Annual Accumulation: 1 linear inch

A function of the Department is the promulgation of regulations opening and closing oyster bars for oystering purposes. Regulations are approved by the Attorney General; copies are also filed with the Department of Legislative Reference, the Secretary of State and the Court of Appeals. Each regulation must be published in the county newspapers. This file contains a certified copy of the regulation, the approval of the Attorney General, the publisher's notarized certification and letters of transmittal to and acknowledgment from the three offices where the regulation is filed. The copy of the regulation maintained in this file is the only signed copy and is the only copy admissible as evidence in court cases.

RECOMMENDATION: RETAIN PERMANENTLY.

3. COMMERCIAL FISHING LICENSES

Quantity: 12 legal-size drawers (24 cubic feet)
Dates: 1941 - -
File Arrangement: Numerical
Annual Accumulation: 2 cubic feet
Indexed: by County and Alphabetically therein
Audited by: State

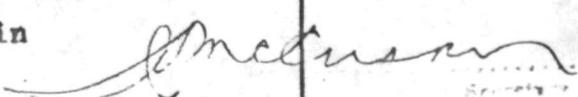
To conserve and restore the fish supply in the tidewaters of the State, the Department limits the number of commercial fishermen and their equipment through the issuance of licenses. Because of the methods of issuing licenses and controlling the number of licenses this file must be retained permanently (Article 66C, Sections 291-295, Annotated Code of 1951).

The file consists of folders for each applicant containing: the original application, annual renewal applications, duplicates of licenses issued, and all correspondence.

RECOMMENDATION: RETAIN PERMANENTLY

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APPROVED BY
PUBLIC WORKS



5. Description of Records

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

4. LEDGERS AND JOURNALS - PERMANENT BOOKS OF ACCOUNT

Dates: 1906 - 1940

The permanent books of account, listed below, are presently stored in the Warehouse:

Maryland Shell Fish Commission

- ✓ Ledger No. 1 1906-1908
- ✓ General Ledger 1909-1914
- ✓ Journal No. 1 1906-1916

Conservation Commission

- Journal 1916-1922

Conservation Department

- ✓ General Journal June 1918 - Dec. 31, 1926
- ✓ General Ledger 1918 - 1935
- General Journal October 1922 - November 1929
- Journal March 1930 - September 1933
- Journal February 1932 - November 1936
- ✓ Journal September 1933 - March 1937
- ✓ Journal April 1937 - September 1940

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO THE HALL OF RECORDS.

5. TONGERS' LICENSES

- Size: 3½" x 8½"
- Quantity: 6 cubic feet
- Dates: 1953 - - in office, 1949-1952 in office storage area, 1936-1937 in Warehouse
- File Arrangement: Chronological
- Annual Accumulation: ½ cubic foot
- Disposable Amount: 2 cubic feet

Oyster tongers' licenses are issued annually by the Clerks of Court. Attached to the license is a stub which is removed by Department of Tidewater Fisheries inspectors at the time they check the licenses during the tonging season. The Inspector forwards the stub to the Department where it is used for statistical purposes.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

6. CRAB POT AND DRIDGING LICENSES

- Quantity: 2 legal-size drawers, 2 transfiles in storage

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HALL OF RECORDS COMMISSION

[Signature]
SECRETARY

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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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continued

(total 8 cubic feet)

Dates: 1943 - -

File Arrangement: by year and numerically therein

Annual Accumulations: 1 cubic foot

Disposable Amount: 5 cubic feet

Audited by: State

File contains the application for license and a copy of the license, which is issued annually. There is little or no reference to the file beyond the license year except for audit purposes.

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

7. REGISTER OF TITLE TO OYSTER LANDS

Quantity: 8 volumes

Dates: 1906 - -

Indexed: Alphabetical - each volume

Chapter 711, Section 85, Acts of 1906 required the Maryland Shellfish Commission to maintain a Register of Titles to Oyster Lands. This Register has been kept by each agency succeeding to the duties of the Commission. Up to October 5, 1936, entries were handwritten; since that date a duplicate of the lease has been pasted in the volume. The lease shows the location of the bed (exact survey data is noted), number of acres, and date of issue. Transfers of leases are also shown in the volume. Leases run for twenty-three years; transfers cannot exceed the time of the original lease.

RECOMMENDATION: RETAIN PERMANENTLY.

8. OYSTER LEASE FILE

Quantity: 15 legal-size drawers (30 cubic feet)

Dates: 1920 - -

File Arrangement: Alphabetical

Annual Accumulations: 1 cubic foot

Audited by: State

A folder for each application for lease is prepared containing the following records:

- Application
- Oyster bed survey - worksheet
- A copy of the lease
- Correspondence

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Index to Register, 1907-1909 destroyed - see 192-2

[Handwritten signature]

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4.
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6. Recommendation of Hall of Records and Board of Public Works.

The folder is transferred to an inactive file after the lease expires, is canceled, or is transferred and the final audit completed. There is no reference to the inactive records. Earlier records, presently stored in the Warehouse, which will be destroyed through the operation of this schedule include:

Applications for leases - 11 volumes, one for each tidewater county, 1906 - 1917.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER EXPIRATION OF LEASE, CANCELLATION OR TRANSFER AND THEN DESTROY, PROVIDING THE FINAL AUDIT HAS BEEN COMPLETED.

9. OYSTER LEASE ACCOUNT CARD

Size: 3" x 6"
Quantity: 1 cubic foot
Dates: 1915 - -
File Arrangement: Alphabetical
Annual Accumulation: less than 1/2 inch
Audited by: State

A card is maintained for each lease showing name of lease holder, his address, location of oyster bed, acres, expiration date of lease, volume and folio where lease is recorded, and each annual payment. The cards are referred to for several years after the lease expires, is transferred, or canceled. Inactive cards are maintained separately.

RECOMMENDATION: RETAIN PERMANENTLY.

10. ADVERTISEMENTS - OYSTER GROUND APPLICATIONS

Quantity: 3 cubic feet
Dates: 1940 - -
File Arrangement: Chronological
Audited by: State

Applications for oyster ground leases must be advertised in the county newspaper for four consecutive weeks by the Department. This file contains the letter of transmittal to the newspaper publisher and the publisher's notarized certification that the application was advertised. There is occasional reference to the file during the term of the lease. Leases run for twenty-three years. This item includes the following material presently stored in the Warehouse:

HALL OF RECORDS COMMISSION
APPROVED

[Handwritten signature]

REQUEST FOR RECORDS RETENTION SCHEDULE
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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.
	<p>Application Advertisements, Oyster Ground Leases, 3 volumes 1914-1924, 1916-1925, 1927-1929 Application Book - Oyster License, 1909 - 1916</p> <p>RECOMMENDATION: RETAIN FOR TWENTY-SIX YEARS AND THEN DESTROY.</p>	
11.	<p><u>NEWSPAPER ADVERTISEMENTS OYSTER GROUND LEASES - CLIPPINGS</u></p> <p>Quantity: 4 volumes (1½ cubic feet) Dates: 1940 - - File Arrangement: Chronological Annual Accumulation: 1 linear inch Disposable Amount: 1 cubic foot</p> <p>Copies of oyster ground lease applications advertised in county newspapers are pasted in volumes. They are used to check the accuracy of the advertisement.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY</p>	
12.	<p><u>OYSTER PACKERS INSPECTION TAX</u></p> <p>Size: 5" x 8" Quantity: 5 cubic feet Dates: 1940 - - File Arrangement: Alphabetical Annual Accumulation: 1 linear foot Audited by: State</p> <p>This form is prepared annually, one for each packer; it shows name and location of packer, date and tax paid. Payments are also posted in the permanent books of account. After the audit there is no reference to the cards.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDIT, WHICHEVER IS LATER, AND THEN DESTROY.</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p> <p>RECEIVED BY PUBLIC WORKS 1955</p> <p><i>[Signature]</i></p>
13.	<p><u>OYSTER PACKERS REPORTS</u></p> <p>Quantity: 14 transfiles in storage (total 14 cubic feet) Dates: 1940 - - File Arrangement: Annually and alphabetically therein Annual Accumulation: 4 cubic feet Disposable Amount: 30 cubic feet Audited by: State</p> <p>This file contains the application for license to buy, sell, market, pack, or can oysters, a copy of the license, correspondence, and the weekly report of oyster inspection tax. Besides being necessary for tax collection purposes, the weekly report is vital for the collection of oyster shells which, by law, must be returned to the</p>	

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
NO. 193PAGE
NO. 7

5. Description of Records

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

Ray bottom. This item includes the following material presently located in the Warehouse.

Oysters Taken - 1 volume, 1926-1927
Application for Packer's License - 1 volume, 1927 - 1939
Oyster Packers' Reports, 8 transfiles, 1927-28 and 1934-40
Oyster Packers' correspondence, 2 transfiles, 1927 and 1936-37
Weekly Oyster Packers' Statement, 1 volume, 1927 - 1930.

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

14. SHELL PLANTING RECORDS

Quantity: 2 legal-size drawers in office, 4 transfer files in storage (total 12 cubic feet)

Dates: 1940 - -

File Arrangement: by year and alphabetically therein

Annual Accumulation: 1 cubic foot

Disposable Amount: 9 cubic feet

Audited by: State

This file consists of records dealing with the planting of oyster shells in the various oyster beds of the State. These records are: the shell planting contract, certificate of shells received and planted, tally sheets, shell loading tickets, and some correspondence. After the audit there is no reference to the records.

This item includes the following material presently located in the Warehouse:

Shell planting reports, 7 transfiles, 1931 - 1939
Record - Bushels taken by whom, 1 volume, 1914 - 1918

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

15. DEPUTY COMMANDERS AND INSPECTORS CORRESPONDENCE

Quantity: 1 legal-size drawer - office; 4 transfiles - office storage; 11 transfiles - Warehouse (total 30 cubic feet)

Dates: 1926 - -

File Arrangement: Alphabetical by year

Annual Accumulation: 4 linear inches

Disposable Amount: 28 cubic feet

This file contains correspondence between the Department and the Deputy Commanders and Inspectors. It is concerned with the functions of these field employees, and consists largely of requests for

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ED BY
WORK

SECRETARY

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of Hall of Records
and Board of Public
Works.

equipment, data regarding tax receipts, and an occasional request to make an investigation. Since 1949 different office procedures have reduced the rate of annual accumulation from 2 linear feet to its present 3 or 4 inches.

RECOMMENDATION: RETAIN FOR THREE YEARS, AND THEN DESTROY.

16. GENERAL CORRESPONDENCE

Quantity: 78 cubic feet
 Dates: 1916 - -
 File Arrangement: Alphabetical
 Annual Accumulation: 4 cubic feet
 Disposable Amount: 65 cubic feet

Correspondence concerned with the functions of the agency; it is with individuals, State, Federal, local, and other state agencies, etc. Correspondence included in this item is listed below.

1916	Maryland Shellfish Commission, 1 transfile in Warehouse
1922-1940	Conservation Department, 19 transfiles in Warehouse
1944, 1946-47	Department of Tidewater Fisheries, 4 transfiles in Warehouse
1934, 1941-43 1945, 1948-51	Department of Tidewater Fisheries, 9 transfiles in office storage
1949-50, 1952 - -	Department of Tidewater Fisheries, 3 transfiles and 2 legal-size drawers - active file.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

17. ACCOUNTING RECORDS

Quantity: 10 drawers and 5 transfiles - office
 4 transfiles - office storage
 4 transfiles - Warehouse (total 45 cubic feet)
 Dates: 1936 - -
 File Arrangement: Chronological
 Annual Accumulation: 5 cubic feet
 Disposable Amount: 30 cubic feet
 Audited by: State and Federal

This item includes all standard accounting forms used by State agencies as supporting data to the final book of entry. The final book of entry is to be retained permanently. Specifically the supporting records are:

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REQUEST FOR RECORDS RETENTION SCHEDULE
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Hall of Records
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17 (cont.)

Comptroller of the Treasury

Form No.

Title

E-1 and E-1	Transmittal
DD-1	Certificate of Deposit and Bank Deposit Slip
R-2 (formerly MR-2)	Monthly Report of State Funds Collected and Deposited
	Distribution of Unexpended and Obligated Balances
	Monthly Statement of Balances

Purchasing Bureau (Department of Budget and Procurement)

1-A	Requisition for Supplies
47-A	Purchase Order
100-16	Out-of-Schedule Requisition for Supplies
39A and 40A	Stores Requisition
CF-2	Copy of Contract Awarded
27A	Copy of Contract Awarded
CF-3	Copy of Contract Awarded
	Delivery Invoice
26A	Notice of Award of Contract
52	Credit Memorandum
51	Report of Partial Delivery

Budget Bureau (Department of Budget and Procurement)

B.P. Inv. R101	Report of Fixed Assets (Annual)
B.P. Inv. R102	Report of Materials and Supplies (Annual)
B.P. Inv. 6	Materials and Supplies Physical Inventory (Annual)
RR-40	Request for Position Action
P.P. Inv. 1	Stores Record
P.P. Inv. 2	Equipment Record
B.P. Inv. 3	Motor Vehicle Record
	Monthly Statement of Balances
	Memorandum of Adjustment

Others:

Vendors Invoices
Bank Deposit Slips
Bank Statements
Canceled Checks
Bank Deposit Receipts
Vouchers
Check stubs
Tax Receipts - for oysters taken from State Oyster Beds
Reserved area tax certificate

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HALL OF RECORDS COMMISSION
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RECEIVED BY
WORKS

Melissa

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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7(cont.)

The recommendation for this item includes the accounting records of the Department's predecessors. The permanent books of account of the early agencies are listed in Item 4. Specifically, the records included are:

Maryland Shell Fish Commission

Cash Book, 1907 - 1910
 Cash No. 1, 1907 - 1914
 Cash Book - Receipts and Disbursements, 1908 - Sept. 1, 1917.
 Record and Information Service, payments for services, 1906-1907.
 Receipts and Deposits, 1912 - 1916
 Trial Balance, 1908 - 1915
 General Rent Book, 1907
 Rent Book - Somerset, Vicomico, St. Mary's, Worcester, 1907-08
 Rent Book - Dorchester, Talbot, Queen Anne's, 1907-1908
 Rent Ledger, 1906 - 1911
 Record Fee Book, No. 1, 1907-1914
 Invoices - pasted in book, 1908 - 1910
 Day Book, No. 1, 1906 - 1908

Conservation Commission

Cash Book - Receipts and Disbursements - 1920 - 1922
 Cash Book - 1917 - 1920
 Cash Receipts - 1916 - 1919
 Petty Cash Book, 1916 - 1919
 Record of Oyster Inspection Tax, 1916 - 1918
 Record of Oyster Inspection Tax, 1918 - 19, 1919 - 20
 Receipts and Disbursements, 1918 - 1920
 Inventory and Payroll - 1916
 Rent, 1916 - 1920
 Voucher Records, 1916 - 1918
 Voucher Records, 1918 - 1919
 Vouchers, 1918

Conservation Department

Cash Receipts No. 3, October 1926 - September 1930
 Cash Book, 1924-1925
 Cash Disbursements, 1925-1928
 Receipts - Union Trust Company, 1925-1929
 Receipt Book, April 1929 - August 1931
 Petty Cash Book, April 1925 - December 1928
 Bank Reconciliation Book, January 1927 - July 1929
 Cash Vouchers, May 1928 - September 1930
 Receipts and Disbursements, October 1931 - July 1937
 Receipts, April 1927 - April 1929
 Check and Voucher Register, September 1929 - September 1930

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7(cont.)

- Disbursements - Equitable Trust Company, October 1925 - October 1932
- Pay Book - Disbursements, October 1922 - March 1925
- Deposit Book, 1922 - 1924
- Receipts - February 1934 - December 1936
- Cash Book, 1929 - 1936
- Check Register - Sept. 1928 - Oct. 1929
- Rent Ledger, 1921 - 1926
- Rent Ledger, No. 3, 1927 - 1929
- Rent Ledger, No. 3, Part 2, 1927 - 1929
- Receipts - December 1936 - March 1939
- Old License Book, 1927 - 1930
- Pay checks - 3 bundles, 1926 - 1931
- Duplicate Checks - 2 bundles, 1926-28, 1930-31
- Checks - Payrolls, 1929
- Canceled Checks, Bank Statements - 3 boxes, 1922 - 1929
- Cash Receipts, July 1919 - Sept. 1926
- Receipts - rent and taxes, 1927 - 1937
- Rent Roll - 1917 - 1925
- Receipts, Sept. 1931 - Jan. 1934
- Receipts, Dec. 1924 - March 1927
- Pay Record, 1934 - 1940
- Receipts, 1922 - 1927
- Vouchers, 1925 - 1939
- Canceled Checks, check stubs, payrolls, transmittals, various dates, 1920 - 1930
- Payrolls, transmittals, 1932 - 1942
- Budget, trial balances, etc., 1931-39
- Disbursements, August 1937 - August 1943

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

18. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE

PAYROLL (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. C-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. C-2, Item 1-d, approved by the Board of Public Works, January 11, 1954)

PAYROLL EXCEPTIONS, Additions and Exceptions - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. C-2, Item 3-b, approved by the Board of Public Works, January 11, 1954)

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McLuskey

4.
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6. Recommendation of Hall of Records and Board of Public Works.

PAY WARRANTS - The agency copy is to be retained for three years or until audited, Federal and State, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954)

RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954)

TRANSMITTAL FORM E-1 or E-1 (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).

19. PERSONNEL LEAVE RECORDS

Quantity: 6 cubic feet
Dates: 1949 - -
File Arrangement: Alphabetical
Annual Accumulation: 1 cubic foot
Disposable Amount: 2 cubic feet
Audited by: State

Included in this item are:

The leave record card - standard state-wide form SEC-128A
Daily attendance report - field employees only - information on this form is transferred to the leave record card
Leave Requests
Doctor's Certificates

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDIT, WHICHEVER IS LATER, AND THEN DESTROY

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