

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

1. Requesting Agency

COMPTROLLER OF THE TREASURY

2. Division or Bureau of Requesting Agency

ALCOHOLIC BEVERAGES DIVISION

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. TRANSPORTATION REPORTS

Size: 8½" x 13"
Quantity: 13 drawers (26 cubic feet)
Dates: 1949 - -
File Arrangement: By year and alphabetical therein
Annual Accumulation: 2 drawers (4 cubic feet)
Disposable Amount: 18 cubic feet

The Division requires transportation companies to file monthly reports indicating shipments of alcoholic beverages into, out of, and within Maryland. The following forms are used for this purpose.

- 22AB - Alcoholic Beverages Transportation Schedule "A" - Shipments within Maryland
- 23AB - Alcoholic Beverages Transportation Schedule "B" - Shipments out of Maryland
- 24AB - Alcoholic Beverages Transportation Schedule "C" - Shipments into Maryland

These three forms show date of consignment, shipper, receiver, kind of beverage, number and type of containers, and invoice number.

21AB - Alcoholic Beverages Transportation Report - shows total number of deliveries in three categories for the month.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Leonard Brown
Signature

CHIEF CLERK ALCOHOLIC BEVERAGES DIVISION

Title

Dec 9, 1955
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.

12/8/55
Date

Morris S. Radloff
Archivist

DEC 13 1955
Date

[Signature]
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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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2. MONTHLY REPORT OF SALES BY BREWER, BOTTLER OR DISTRIBUTOR

Form No.: 25AB
 Size: 8 1/2" x 13"
 Dates: 1947 - -
 Quantity: 3 drawers (6 cubic feet)
 File Arrangement: By year and alphabetical therein
 Annual Accumulation: 1 cubic foot
 Disposable Amount: 2 cubic feet
 Audit: Internal

This report submitted by brewers is an accounting of Maryland beer excise tax stamps, crowns and lids on hand or used during the month. The reverse of the form shows to whom deliveries were made, invoice number, and quantities.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY

3. PURCHASE OR ACQUISITION REPORT

Form No.: 33AB
 Size: 8 1/2" x 13"
 Dates: 1950 - -
 Quantity: 60 drawers (120 cubic feet)
 File Arrangement: Chronological
 Annual Accumulation: 12 drawers (24 cubic feet)
 Disposable Amount: 58 cubic feet

This monthly report is filed with the Division by the retailer. All liquor purchases, excluding beer and wine, are indicated on the form. Information noted is: date of purchase, invoice number, from whom purchased or received and the address, and the amount purchased - reported in gallons.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

4. WHOLESALERS MONTHLY REPORTS

Size: 8 1/2" x 13"
 Dates: 1949 - -
 Quantity: 6 drawers and 20 linear feet (25 cubic feet)
 File Arrangement: By year and alphabetical therein
 Annual Accumulation: 4 cubic feet
 Disposable Amount: 15 cubic feet
 Audit: Internal

The forms included in this file show the monthly distribution of wines and liquors by distillers and wholesalers and an inventory of excise tax stamps. The forms are:

APPROVED
HALL OF RECORDS COMMISSION

Discontinued in
Jan. 1959

APPROVED BY
 BOARD OF PUBLIC WORKS
 Date DEC 13 1955

[Signature]
 Secretary

*Audit
twice a
year
transfer
12 years
ago*

*transfer
1 year
later 6 months*

*overlap
on fiscal
transfer
yearly*

4.
Item

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

- 34W-AB Wholesalers' Monthly Report, showing inventory and deliveries of wine and liquor, and excise tax stamp reconciliation
- 34 AB Monthly Report of Distillers, Rectifiers, Wineries, Wine Bottlers and Wholesalers, showing inventory of unfinished and finished products
- 34-1 AB Excise Tax Stamp Report, showing the monthly accounting of wine and liquor excise tax stamps.
- 34-2 AB Finished Products Acquisition, Report of Wine and Distilled Spirits, showing date, invoice number, from whom received, and amounts of wine, spirits, or alcohol
- 34-2B-AB Bulk Acquisition, Report of Wine and Distilled Spirits showing date, invoice number, from whom received, and amounts of wine or spirits.
- 34-3 AB Second Sheet to Form 34-2B-AB
- 34-3B AB Bulk Disposition, Report of Wine and Distilled Spirits, showing date, invoice number, to whom delivered, and amounts of wine, spirits, or bulk rectified products.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY

5. ORDER FOR MARYLAND WINE AND LIQUOR EXCISE TAX STAMPS

Form No.: 36 A.B.
 Size: 8½" x 11"
 Dates: 1949 - -
 Quantity: 5 cubic feet
 File Arrangement: By year and alphabetical therein
 Annual Accumulation: 1 cubic foot
 Disposable Amount: 3 cubic feet
 Audit: State and Internal

This form is used by manufacturers, wholesalers and county dispensaries when ordering Excise Tax stamps. It shows the number desired in each denomination.

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

6. BEER WHOLESALERS MONTHLY REPORTS

Size: 8½" x 13"
 Dates: 1946 - -
 Quantity: 6 drawers (12 cubic feet)
 File Arrangement: By year and alphabetical therein
 Annual Accumulation: 1½ cubic feet
 Disposable Amount: 8 cubic feet
 Audit: Internal

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
SECRETARY
Date DEC 13 1955

[Signature]
Secretary

Item
No.

5. Description of Records

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

File includes:

37 A.B. Monthly Beer Report, showing amounts and from whom purchased, breakage and leakage, sales to retailers, sales to wholesalers indicating name of purchaser. All amounts are given in case lots indicating size of containers or kegs.

37-1 A.B. Monthly Sales of Tax Paid Beer Delivered to Federal Reservations showing date, delivery ticket number, to whom delivered, and quantities.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

7. CLAIM FOR REFUND OF TAX ON BEER DELIVERED TO AND CONSUMED ON FEDERAL RESERVATIONS.

Form No.: 42 A.B.
Size: 8 1/2" x 13"
Dates: 1942 - -
Quantity: 5 drawers (10 cubic feet)
File Arrangement: Chronological
Annual Accumulation: 1 1/2 cubic feet
Disposable Amount: 6 cubic feet
Audit: State

Form shows date, delivery ticket number, name of seller, and quantities. The Maryland beer tax is refunded to purchasers of beer to be used on Federal Reservations.

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

8. OVER THIRTY-DAY REPORT AND CLEARANCE REPORT

Size: 3" x 5"
Dates: 1946 - -
Quantity: 25 drawers plus 8 cubic feet storage (total 12 cubic feet)

File Arrangement: By year and alphabetical therein
Annual Accumulation: 1 cubic foot
Disposable Amount: 8 cubic feet

The Over 30 Day Report is submitted to the Division by manufacturers or wholesalers having outstanding bills of 30 days duration. It shows the trade name, owner and address of the firm owing the unpaid obligation. The amount of the bill is also given.

The Clearance Report, also submitted by the manufacturer or wholesaler, shows the same information with the addition of the date

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BY
WORKS

Date DEC 13 1951

Secretary

plus audit

keep 4 years related to court cases

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.

No.

the bill was paid.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

9. MASTER SCHEDULES OF PRICES

Size: 8 1/2" x 13"

Dates: 1951 - -

Quantity: 5 drawers (10 cubic feet)

File Arrangement: Alphabetical in 3 month groups to July 1955 and 6 month groups thereafter

Annual Accumulation: 2 cubic feet

Disposable Amount: 1/4 cubic feet

The following forms must be submitted to the Comptroller by the individuals indicated on the form:

281 A.B. Master Schedule of Distilled Spirits and/or Wine Prices Applicable to Class B Retailers; submitted by wholesalers, shows conditions of sale, brand name, size of bottles, number in carton, age, proof, and base price.

295 A.B. Supplemental or Amended Schedule (to Form 281 A.B.), shows the same information as the Master Schedule with the addition of the new base price.

282 A.B. Master Schedule of Distilled Spirits and Wine Prices Applicable to Class A Wholesalers: submitted by manufacturer, wholesaler, or non-resident dealer; shows brand name, size of bottle, number in carton, age, proof, and base price.

295-1 A.B. Supplemental Schedule (to Form 282 A.B.) shows the same information as the Master Schedule with the addition of the new base price.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

10. LICENSE FILE

Quantity: 5 drawers (10 cubic feet)

Size: 8 1/2" x 13"

Dates: 1933 - -

File Arrangement: Alphabetical

Annual Accumulation: less than 1/2 cubic foot

Audit: State

Manufacturers, wholesalers and distributors of wine, beer, and alcoholic beverages are licensed by the Division. All licenses must be renewed annually. The file includes the following records:

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Date DEC 13 1955

[Signature]
Secretary

filed with...
2 years + current year

4.
Item
No.

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

7 AB Application for License - Manufacturer, Wholesaler, or Distributor

7-3 AB Occupational Record - submitted by individual or partnership applicants only - shows the last 10 years' employment record

7-4 AB Statement of Finances

The above three forms are submitted at the time the original application is made.

8 AB Application for Renewal of Alcoholic Beverage License (annual)

9 AB Application of Railroad, Steamship Company, or Airline Company for beer, beer and wine, or beer, wine and liquor license.

10 AB Application for one of the following permits: transportation, individual storage, public storage, public storage and transportation, non-resident dealer, import and export.

Correspondence

Bond

Complaints

Investigation Reports.

Article 2B, Sec. 138 of the Annotated Code of 1951 requires the Comptroller to "keep an accurate record of every license issued or approved... and ... an accurate record of all revocations, suspensions and cancellations of licenses and of all restrictions imposed upon any license, with a brief notation as to the cause for such action...".

RECOMMENDATION: RETAIN PERMANENTLY.

11. APPLICATION FOR BULK SALES PERMIT

Form No.: 10-3 AB

Size: 8 1/2" x 11"

Quantity: 7 drawers (1 1/2 cubic feet)

Dates: 1944 - -

File Arrangement: By year and alphabetical therein

Annual Accumulation: 1/2 drawer

Disposable Amount: 10 cubic feet

Application of licenses to dispose of total stock. The applicant can only sell to another licensee. The name and purchaser of the stock is shown on the application. A complete inventory of the stock being sold must accompany the application.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

12. AUDIT FILE

Size: 8 1/2" x 13"

(continued)

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HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

Date: DEC 13 1955

J. Mccluskey

Secretary

*Bottom
77*

4. Item No.

5. Description of Records

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

Dates: 1934 - -
Quantity: 11 drawers (22 cubic feet)
File Arrangement: Alphabetical
Annual Accumulations: 1 cubic foot
Disposable Amount: 15 cubic feet

All licensees - manufacturers, wholesalers, breweries, distillers, crown manufacturers, railroads, etc. - are audited periodically by Division auditors. Records in the file are:

- 53 AB Inventory Sheet
- 54 AB Inventory Sheet
Related audit work papers regarding production, sales, taxable and non-taxable products, stamp reconciliation, etc.
- 73 AB Summary of Audit
Comment by Auditor; any bookkeeping errors, arrearages, violations, etc. are noted in the Comments. Corrective action is taken immediately by the Division and the company. Major adjustments required by the Division are noted in the License File and become, therefore, a matter of permanent record (See Item 10).

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

Not to be destroyed by any come
back

13. MONTHLY REPORT OF LOCAL ALCOHOLIC BEVERAGE LICENSING BOARD

Form No.: 19 AB
Size: 8 1/2" x 13"
Dates: 1947 - -
Quantity: 2 drawers (4 cubic feet)
File Arrangement: By county and chronological therein
Annual Accumulations: Less than 1/2 cubic foot

Art. 2B, Sec. 138, of the Annotated Code of 1951 requires the local Boards of License Commissioners and the State Appeal Board to report all actions they take regarding licenses issued, refused, revoked, or suspended to the Comptroller. The Comptroller is further required to maintain a record of these actions.

transfer yearly

Pursuant to this statutory requirement a monthly report showing the license transactions is submitted to the Clerk of the Court by the Board of License Commissioners. The Clerk of the Court in turn forwards a copy of the report to the Division.

RECOMMENDATION: RETAIN PERMANENTLY.

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HALL OF RECORDS COMMISSION

BY
WORKS
Date: DEC 13 1955
[Signature]
Secretary

4. Item No.

5. Description of Records

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

14. BEER CROWNS AND STAMPS FILE

See dated

Dates: 1947 - -
Quantity: 4 drawers (8 cubic feet)
Annual Accumulation: 1/2 drawer
Disposable Amount: 4 cubic feet
Audit: State

Records in this file include:

- 38 AB Order for Combined Maryland and Garrett County Tax Paid Beer Crowns, used only in Garrett County where a special county tax on beer is assessed.
- 39 AB Order for Maryland Tax Paid Beer Crowns and Stamps
- 40 AB Order for Maryland Tax Paid Beer Stamps and Release of Foreign Bottled Beer.

These three forms show the number and denomination of crowns or stamps ordered, by whom ordered, and to whom delivered.

- 20 AB Pre-numbered receipt form indicating payment of tax and authorizing release of crowns from the manufacturers' inventory or stamps from the Division's inventory.

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

15. CHANGE OF DOMICILE PERMIT

1 year

Form No.: 11-1 AB
Size: 8 1/2" x 11"
Dates: 1947 - -
Quantity: 1 linear foot
File Arrangement: Alphabetical
Annual Accumulation: 1 linear inch
Disposable Amount: Less than 1/2 cubic foot

This permit is required of individuals moving private stock of alcoholic beverages into Maryland to be used for personal consumption only. An inventory of the stock is shown and the amount of tax paid indicated.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

16. EXCISE TAX ON BEER

audit

Size: 8 1/2" x 11"
Dates: 1945 - -
Quantity: 4 drawers (6 cubic feet)
File Arrangement: By year and alphabetical therein
Annual Accumulation: 1/2 cubic foot
Disposable Amount: 3 cubic feet

BOARD OF PUBLIC WORKS
Date DEC 13 1955
[Signature]
Secretary

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4
No.

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

Audit: State and Internal

The following forms are included in this file:

- 16 AB Excise Tax on Beer, submitted monthly by licensees handling beer, summarizes the amount of beer on hand and the amount disposed during the month, and also the amount and to whom sold, and the tax due the State is also shown.
- 16-1 AB Recapitulation of Monthly Sales of Beer, shown by size of containers.

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

17. MONTHLY RETURN OF RETAILERS LICENSED BY THE COMPTROLLER

Form No.: 17 AB
 Size: 8½" x 11"
 Dates: 1947 - -
 Quantity: 2 drawers (3 cubic feet)
 File Arrangement: By year and alphabetical therein
 Annual Accumulation: Less than ½ cubic foot
 Disposable Amount: 2 cubic feet
 Audit: State

The Comptroller licenses railroads, steamships, airplanes and buses to retail alcoholic beverages while they are operating within Maryland boundaries. This form, submitted monthly by each licensee, shows the quantities sold and the tax due.

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

18. REPORT OF FOREIGN BOTTLED BEER

Form No.: 25½ AB
 Size: 8½" x 13"
 Dates: 1947 - -
 Quantity: 1 drawer (2 cubic feet)
 File Arrangement: Alphabetical
 Annual Accumulation: Less than ½ cubic foot
 Disposable Amount: 1 cubic foot
 Audit: Internal

This monthly report is submitted by the importer or agent of imported foreign beer. It shows date of shipment, release number, where delivery will be made from, Maryland licensee receiving shipment, and quantity of shipment. The Maryland tax must be paid before foreign beer can be shipped into the State.

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

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HALL OF RECORDS COMMISSION

APPROVED BY
 BOARD OF PUBLIC WORKS
 Date: DEC 13 1955
J. Mccluson
 Secretary

4 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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19. MONTHLY REPORT OF CROWN AND LID MANUFACTURERS

Form No.: 26 AB
 Size: 8½" x 13"
 Dates: 1947 - -
 Quantity: 1 drawer (2 cubic feet)
 File Arrangement: Alphabetical
 Annual Accumulation: Less than ½ cubic foot
 Disposable Amount: 1 cubic foot

Sholder

Manufacturers of crowns and lids must submit this monthly report, which shows the inventory on hand, the number processed, the number delivered, and to whom delivered.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY

20. ALCOHOLIC BEVERAGES PUBLIC STORAGE REPORT

Size: 8½" x 13"
 Dates: 1947 - -
 Quantity: 2 drawers (4 cubic feet)
 File Arrangement: Alphabetical
 Annual Accumulation: ½ cubic foot
 Disposable Amount: 2 cubic feet

Sholder

Public storage or warehouse facilities accepting alcoholic beverages must file with the Division an itemized schedule of receipts and deliveries made each month with a summary for the month. The following forms are used for this purpose.

- 27 AB Alcoholic Beverages Public Storage Report - shows packages on hand and the number delivered and received during the month in three categories - wine, beer, or spirits
- 27-1 AB Public Storage Report of Beer, Wine, and Distilled Spirits Received - shows date, receipt number, number of packages, and from whom received
- 27-A AB Public Storage Report of Beer, Wine, and Distilled Spirits Shipped and Delivered - shows date, receipt number, number of packages, and to whom delivered

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY

21. EXCISE TAX RETURN FOR WINE AND DISTILLED SPIRITS

Form No.: 18 AB
 Size: 8½" x 11"
 Dates: July 1952 - -
 Quantity: 1 drawer (1½ cubic feet)
 File Arrangement: By year and alphabetical therein
 Annual Accumulation: 1 cubic foot
 Audit: State and Internal

Madison

APPROVED BY
 BOARD OF PUBLIC WORKS
 Date DEC 13 1955
J. Madison
 Secretary

APPROVED
HALL OF RECORDS COMMISSION

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.

Item No.

Since July 1952 licensees have been able to purchase excise tax stamps on credit. This monthly report submitted by the licensee shows an inventory of the stamps on hand, the number acquired during the month, any adjustments, and the tax determination.

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

22. REPORT OF DESTROYED EXCISE TAX STAMPS

Form No.: 55 AB
Size: 8 1/2" x 11"
Dates: 1947 - -
Quantity: 2 drawers (3 cubic feet)
File Arrangement: Alphabetical
Annual Accumulations: 1/2 cubic foot
Disposable Amount: 1 1/2 cubic feet
Audit: State

Licensees are credited for excise stamps for breakage, unsaleable merchandise, and wholesalers who go out of business. The reporting form shows the quantity and denomination of the stamps credited. After audit there is no further use for the report.

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

23. GENERAL CORRESPONDENCE

Dates: 1933 - -
Quantity: 7 drawers (14 cubic feet)
File Arrangement: Alphabetical
Annual Accumulations: 1/2 cubic foot
Disposable Amount: 10 cubic feet

Correspondence concerned with the functions of the Division. It is with Federal, State, local and other state agencies; civic, business, and professional organizations, individuals, etc. Correspondence with a licensee is filed in the licensee's folder (Item 10).

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

Date . . . DEC 13 1955

[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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24. INVESTIGATION FILE (BALTIMORE OFFICE)

Form No.: 61 AB
 Size: 8 1/2" x 11"
 Dates: 1947 - -
 Quantity: 31 drawers (45 cubic feet)
 File Arrangement: By county and alphabetical therein,
 Baltimore City by street number
 Annual Accumulation: 5 cubic feet
 Disposable Amount: 15 cubic feet

All retailers licensed by the County or Baltimore City Boards of License Commissioners are investigated periodically by Division investigators. The report shows the name and address of the licensee, class of license, and type of establishment. Stocks and sales invoices are checked against delivery invoices and acquisition reports, stock and stamp perforations are examined, and compliance with statutory requirements is noted. Remarks of the investigator are included on the report form. Any action on the part of the licensee made necessary as a result of the investigation must be taken immediately. All actions resulting in suspension, revocation, cancellation, or restrictions are noted on the license record in the license files of the Board of License Commissioner, the Clerk of the Court, and on the monthly report submitted to the Comptroller by the Local Board (See Item 13). The previous reports are used by the investigators for comparative purposes, however after five years retention they lose their value for this purpose.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

25. SUMMARY OF COUNTY INVESTIGATIONS (BALTIMORE OFFICE)

Form No.: 61-2 AB
 Size: 8 1/2" x 13"
 Dates: 1951 - -
 Quantity: 1 drawer (2 cubic feet)
 File Arrangement: By county and Baltimore City and chronological therein
 Annual Accumulation: 1/2 cubic foot

BOARD OF PUBLIC WORKS
 Date DEC 13 1955

[Signature]
 Secretary

This summary is prepared at the time Division investigators complete their investigations in a county. It shows the number and type of violations by retailers or wholesalers. A narrative comment discussing, in general, conditions surrounding the sale of alcoholic beverages in the county is included as a part of the report. Attached to the Summary is Form 65 AB which shows, daily, the number of visits made, and type of establishments and licensees visited each day. There is no use made of these records after five years.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY

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HALL OF RECORDS COMMISSION

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.

26. ACCOUNTING

Dates: 1934 - -
 Quantity: 15 cubic feet
 File Arrangement: Chronological
 Annual Accumulations: 1 cubic foot
 Disposable Amount: 10 cubic feet
 Audited by: State

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 these supporting records are:

Comptroller of the Treasury

Form No.

- | | |
|---------------------|---|
| E-1-S | Distribution of Charges |
| E-1 and E-1/2 | Transmittal |
| DD-1 | Certificate of Deposit and Bank Deposit Slip |
| E-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 |
| 39-A and 40-A | Stores Requisition |
| CF-2 | Copy of Contract Awarded |
| CF-1 | Capital Fund Requisition for Equipment |
| 100/24 | Actual Emergency and Repairs Report |
| 27-A | Copy of Contract Awarded |
| CF-3 | Copy of Contract Awarded |
| | Delivery Invoice |
| 26-A | Notice of Award of Contract |
| 52 | Credit Memorandum |
| 51 | Report of Partial Delivery |

Budget Bureau (Department of Budget and Procurement)

- | | |
|----------------|--|
| BB-1 (Rev.) | Formerly BB-1 and BB-2 |
| B.P. Inv. R101 | Budget Schedule Amendment Sheet |
| B.P. Inv. R102 | Report of Fixed Assets (annual) |
| B.P. Inv. 6 | Report of Materials and Supplies (annual) |
| | Materials and Supplies Physical Inventory (annual) |

APPROVED
 HALL OF RECORDS COMMISSION

SECRETARY
 BOARD OF PUBLIC WORKS
 Date: DEC 13 1955
J. Mccluskey
 Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE --
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BB-40
Budget Form Nos.
1 thru 11

Request for Position Action

Budget Estimates Fiscal Year (13 pages including farm statement)

Others

72-1 AB

Vendors Invoices
Bank Deposit Slips
Bank Deposit Receipts
Automobile Expense Record
Expense Account

74 AB

Report of Investigators Daily Calls

82 AB

Receipts and Forms Handled During Month
(Statistical)

85 AB

Receipts from Beer Tax Returns and From Sale of Beer Crowns and Stamps (monthly)

60 AB

Monthly Report of State Funds Collected and Deposited

1-1 AB

Claim or Refund
Ledger Cards
Non-Beverage Book Control
Salaries Book
Paid Assessments
Paid Service Charges
Refunds (Cash)
Budget Credits
Expense Ledger
Stubs of Licenses and Permits Issued

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

27. 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. G-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. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

Deductions -

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. G-2, Item 2-b, approved by the Board of Public Works, January 11, 1954).

APPROVED
HALL OF RECORDS COMMISSION

BU...
Date... 10 1955
[Signature]

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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.

Item No.

PAY WARRANTS - The agency copy is to be retained for three years or until audited, 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-1/2 (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).

28. MASTER AUTHORIZATION

This state-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making any changes in the pay rate. It also shows all pay deductions.

RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

29. LEAVE RECORDS

File includes the following records:

Leave record card - Form SEC 128 - A - a standard state-wide form prepared annually for each employee

Leave applications
Doctor's certificates

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

APPROVED
HALL OF RECORDS COMMISSION

Date . . . DEC 13 1955
[Signature]