

Hall of Records Commission

PAGE NO. 1. ✓

1. Requesting Agency

STATE DEPARTMENT OF HEALTH

2. Division or Bureau of Requesting Agency

OFFICE OF DEPUTY DIRECTOR
DIVISION OF VITAL RECORDS AND STATISTICS

3. Authorization Requested (Check only one of the squares below).

SEE ALSO SCHEDULE 332 -
COUNTY HEALTH DEPTG

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. BIRTH CERTIFICATES

Form No.: VS-A1 - Certificate of Live Birth

Size: 7" x 8 1/2"

Quantity and Dates: 132 drawers (3" x 5"), 1898-1913
1352 volumes (7" x 8 1/2"), 1914 - -
(Total 175 cubic feet)

File Arrangement: Annual, by county and alphabetical therein

Annual Accumulations: 18 linear feet (7 cu. ft.)

Index: Yes, see Item 2

The birth certificate is prepared in triplicate by the physician or midwife who retains the triplicate (white) copy. The original (blue) and duplicate (pink) are forwarded to the local Registrar of Vital Statistics for transmittal to the Division of Vital Records and Statistics. The duplicate then is sent to the County Health Department for filing. The local registrar records the essential data in a copybook. Prior to November 1955, the local registrar retained a stub form summarizing the information on the certificate. To meet statutory requirements as interpreted by the Attorney General these records must be retained permanently (Art. 43, Sec. 14 of the Annotated Code of 1951 and 31 Opinions of the Attorney General 124).

The Division receives birth certificates for births occurring in the counties; for births occurring in Baltimore City the certificates are filed in the City Health Department.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Clemens W. Lewis
Signature

Chief Bar Mgt
Title

1/5/56

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.

1/5/56
Date

Marion S. Radloff
Archivist

JAN 9 1956

Date

John L. ...
Secretary

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.

4. Item No.

2. INDEX TO BIRTH CERTIFICATES

1898-1919

18 volumes, 8 1/2" x 11", alphabetical, shows child's surname, given name, father's given name, mother's given name, date of birth, and county.

1920-1930

170 drawers, 3" x 5" cards, shows the same information as the earlier index plus the Soundex Code number.

1930 - -

55 quadruple row drawers, 2 1/4" x 3" cards, shows the same information as the 1920-1930 index.

41 cu. ft.

Since 1920 the file is in ten year units, filed by Soundex system according to the child's surname; a cross reference by the mother's maiden name is given in cases of illegitimacy. Information shown is child's surname and given name, father's given name, mother's maiden name, date of birth, county and town, date filed, color, sex, number of children this delivery, and the Soundex code number. The index has been microfilmed from 1920 to 1953 and the film stored at Deer's Head State Hospital. Since 1954 the Division has been sending a positive copy to the National Office of Vital Statistics and retaining the negative for Civil Defense security purposes.

RECOMMENDATION: RETAIN PERMANENTLY.

3. DEATH CERTIFICATES

Form No.: VS.A 15, Certificate of Death
VS.A 15A, Certificate of Death for Medical Examiners

Size: 7 1/4" x 8 1/2"

Quantities and Dates: 150 drawers (4" x 6"), 1898-1911

1300 volumes (7 1/4" x 8 1/2"), 1911 -

(Total 125 cubic feet)

Annual Accumulation: 15 linear feet (6 cu. ft.)

Index: Yes, see Item 4.

APPROVED BY
BOARD OF PUBLIC WORKS

Date JAN 9 1956

The death certificate is prepared in quadruplicate by the physician or funeral director, or if submitted by the Medical Examiner, a fifth copy is prepared and retained by him. The quadruplicate copy is retained by the physician or hospital. The triplicate copy is the burial or transit permit, and is filed with the local registrar for transmittal to the State Department of Health. The original and duplicate are forwarded to the local registrar who in turn sends

APPROVED
HALL OF RECORDS COMMISSION

Secretary

4.
Item
6.

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.

the original to the Division of Vital Records and Statistics and the duplicate to the County Health Department. The Division receives death certificates for deaths occurring in the counties only; for deaths occurring in Baltimore City the certificates are filed in the City Health Department.

To meet statutory requirements as interpreted by the Attorney General, death certificates must be retained permanently in their original form (Art. 43, Sec. 14 of the Annotated Code of 1951 and 31 Opinions of the Attorney General 124).

RECOMMENDATION: RETAIN PERMANENTLY.

4. INDEX TO DEATH CERTIFICATES

Size: 2 1/2" x 3"
Dates: 1898 - -
Quantity: 220 quadruple row drawers

The index to deaths is arranged in five year units and filed in straight alphabetical order. Information shown is deceased's name, color, age, date of death, and county. The index has been micro-filmed through 1952 and the film stored at Deer's Head State Hospital. Since 1952 a positive copy of the microfilm has been forwarded to the National Office of Vital Statistics and the Department of Health retains the negative copy for security purposes.

RECOMMENDATION: RETAIN PERMANENTLY.

5. STILLBIRTH CERTIFICATE

Form No.: V.S. A 10
Quantity: 13 volumes
Size: 7" x 8 1/2"
Dates: 1946 - -
File Arrangement: Annual units by surname of deceased
Index: No

10 cu. ft. ANNUAL ACCUMULATION - 1 cu. ft.
The certificate is prepared in quadruplicate by the physician or midwife who retains the quadruplicate and transmits the other copies to the local registrar. The registrar retains the triplicate and forwards the original and duplicate to the Division of Vital Records and Statistics; the duplicate is then sent to the County Health Officer. Prior to January 1, 1956, the physician or midwife and registrar retained a stub form summarizing the information on the certificate. This form was superseded by the quadruplicate form in 1956. Before 1946 the stillbirth certificate was executed on both the birth and death certificate forms.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

Date: JAN 9 1956

[Signature]
Secretary

4. Item

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.

6. MARRIAGE CERTIFICATES

Size: 7" x 8 1/2"

Quantity: 29 1/2 binders (7" x 8 1/2") plus 218 transfiles in storage (total 350 cubic feet)

Dates: 1914 - -

File Arrangement: 1914-1939, Russell Soundex System
1940-1950, County only (no further classification)

1951 - - , Numerical

Annual Accumulation: 5 cubic feet

Indexed: Yes, see Item 7

The marriage certificate is prepared in quadruplicate by the Clerk of the Court upon receipt of an application.

Original - Signed by the clergyman and given to the bridal couple

Duplicate - Certified to by the Court and forwarded to the Division of Vital Records and Statistics

Triplicate - Retained by the Clerk

Quadruplicate - Retained by the officiating clergyman

The recommendation for this item applies only to the copy filed in the Division of Vital Records and Statistics.

RECOMMENDATION: RETAIN PERMANENTLY

7. INDEX TO MARRIAGE RECORDS

1914-1930 (inclusive) 2 1/2 volumes, 8 1/2" x 11", typewritten, indexed according to Russell Soundex System. Shows groom's name, bride's maiden name, age, race, state or county of birth of both groom and bride, date of marriage, and county where license was issued.

1931-1939 (inclusive) The certificates are filed in Soundex order by name of groom; there is no index.

1940-1950 (inclusive) The certificates are filed by county; there is no further file subdivision and no index.

1951 - - 8 volumes, 11" x 12", prepared monthly on punch card tabulating equipment, cross indexed by groom's and bride's names. An annual alphabetical index by groom's name is also prepared. The index shows groom's name, bride's name, county of license and the Division of Vital Statistics file number.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED
BOARD
Dec. 9 1955
[Signature]

4.

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.

8. DIVORCE CERTIFICATES

Form No.: VSA 24, Report of Divorce or Annulment of Marriage

Size: 7" x 8 1/2"

Dates: 1914 - -

Quantity: 38 drawers in storage

Annual Accumulation: 1 drawer (+ 1/2 cu ft = .62)

File Arrangement: By month by county and alphabetical therein

Index: No

24 cu. ft.

By year, by county, & filing date (final action)

The divorce or annulment certificate is prepared by the Clerk of the Court and forwarded to the Division of Vital Records and Statistics.

RECOMMENDATION: RETAIN PERMANENTLY

9. CORRESPONDENCE - CERTIFICATION

Quantity: 36 drawers (54 cubic feet)

Dates: 1952 - -

File Arrangement: Alphabetical by name of applicant

Annual Accumulation: 12 drawers

Audit: State

Correspondence concerned only with certification of births and deaths for which a fee is received.

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

10. CERTIFIED COPY SERVICE - ACCOUNTING RECORDS

Quantity: 3 drawers (4 1/2 cubic feet)

Dates: 1952 - -

File Arrangement: Chronological

Annual Accumulation: 1 drawer (1 1/2 cubic feet)

Audit: State

Records included in this item are:

VS.E 67 Cash Journal - Daily - shows name of applicant for certificate, name of registrant, amount received, and type of fee, date and whether photostatic copies or typed copies, and any refunds.

Copy of Transmittal to Comptroller (another copy in the Accounting Division).

VS.E 57 Cash Reconciliation - monthly

RA-1 Remittance Advice (copy) from State Treasurer.

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

*Not bound by -
see comment by -
records not
for any purpose
see
file
information*

APPROVED
HALL OF RECORDS COMMISSION

[Handwritten signature]

4.	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.
----	---	---

11. PUNCH CARDS (IBM) BIRTH, DEATH, AND MARRIAGE

Quantity: 100 cubic feet
Dates: 1925 - -
Annual Accumulation: 5 cubic feet

Punch cards are prepared from birth, death, and marriage certificates. They are used for various statistical purposes and to prepare the marriage index. The cards are considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of 1951).

12. PUNCH CARDS - MEDICAL SERVICE PAYMENTS

Quantity: 75 cubic feet
Dates: 1953 - -
Annual Accumulation: 25 cubic feet

Payments to doctors, pharmacists, and dentists for medical services under the State medical care program are processed on punch card equipment. Cards are punched to consolidate monthly payments to each payee, and to prepare vouchers and payment tabulations. Approximately 250,000 cards are used annually for this purpose. Since the cards are an intermediate step in the payment of the bills and are not necessary for audit, they are considered non-record within the meaning of the statute governing non-record material (Art. 43, Sec. 155, Annotated Code of 1951).

*continued
accounting
Aug. 1953*

APPROVED
HALL OF RECORDS COMMISSION

JAN 9 1956

[Signature]