

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

SCHEDULE NO. 245
PAGE NO. 2 ✓

1. Requesting Agency

DEPARTMENT OF INFORMATION

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. CORRESPONDENCE: REQUESTS FOR INFORMATION

Dates: 1949 - -
Quantity: 70 cubic feet
File Arrangement: By month and date of receipt therein
Annual Accumulation: 12 cubic feet
Disposable Amount: 70 cubic feet

Correspondence in this file consists of postcards and letters requesting information about the State which require no answer other than sending the publications or photographs desired. Inquiries which require an individual answer are maintained in a separate correspondence file. The correspondence requiring no answer is considered non-record within the meaning of the statute governing non-record material (Article 41, Section 155, Annotated Code of Maryland, 1951 Edition).

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Earl K. Kerbaugh
Signature

Director
Title

3/8/56
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.

3/9/56
Date

Maria S. Oudoff
Archivist

Date

Secretary