

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

SCHEDULE NO. **261**  
PAGE NO. **1.**

1. Requesting Agency: **BALTIMORE CITY**  
2. Division or Bureau of Requesting Agency: **CLERK OF THE COURT OF COMMON PLEAS**

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  
Dates: 1950 - -  
Quantity: 4 cubic feet  
File Arrangement: In two year accumulations and alphabetical therein  
Annual Accumulation: 1 cubic foot  
Disposable Amount: 1 cubic foot  
Correspondence with individuals, private firms, various State and county agencies, etc., concerned with the functions of the Clerk's office.  
RECOMMENDATION: RETAIN FOR THREE YEARS; THEN REMOVE AND RETAIN PERMANENTLY RECORDS HAVING CONTINUING ADMINISTRATIVE AND LEGAL VALUE AND DESTROY ALL OTHER MATERIAL.

2. LICENSES  
Dates: 1947 - -  
Quantity: 91 cubic feet  
File Arrangement: Chronological  
Annual Accumulation: 12 cubic feet  
Audit: Monthly City Audit and State Audit  
Disposable Amount: 35 cubic feet  
Applications for, and stub records and carbon copies of the following annual licenses issued by the Clerk of Court:

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7. Agency, Division or Bureau Representative  
Frank C. Robey Clerk, Court of Common Pleas August 2nd, 1956  
Signature Title Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.  
8/3/56 Marie S. Radell  
Date Archivist

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.  
AUG 8 1956 [Signature]  
Date Secretary

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**Anglers**  
**Beer and Wine**  
**Billiard Table**  
**Bowling Alley**  
**Carnival**  
**Chain Store**  
**Cigarette**  
**Circus**  
**Clammers**  
**Clam Dealers**  
**Cleaning, Dyeing and Pressing**  
**Construction Firm or Company**  
**Crabber**  
**Crab Dealer**  
**Garage**  
**Hawker and Peddler**  
**Horse and Jack**  
**Hucksters**  
**Hunting**

**Laundry**  
**Liquor**  
**Motion Picture Show**  
**Motion Picture Machine**  
**Music Box**  
**Plumbers and Gasfitters**  
**Restaurant or Eating Place**  
**Show**  
**Soda Water Fountain**  
**Solid Fuel**  
**Storage Warehouse**  
**Theatre**  
**Tonger**  
**Trader**  
**Trading Stamp Company**  
**Vending Machine**  
**Wholesale Dealers in Farm Machinery**


All licenses are prepared in three copies, and in all cases the first copy goes to the licensee and the third copy is retained by the Clerk. Second copies of Anglers and Hunting licenses are sent to the Department of Game and Inland Fish. Second copies of all other licenses go to the State Comptroller or the City, depending on whether the State or City derives revenues from the license. All licenses except Anglers and Hunting licenses are recorded in the License Books. Gross amounts received each day for licenses are recorded in the Receipts and Disbursements Book, which is a permanent financial record of the office.

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

**3. ASSESSMENT TICKETS**

**Size: 3" x 5"**  
**Dates: 1949 - -**  
**Quantity: 30 cubic feet**  
**File Arrangement: Annual and alphabetical therein**  
**Annual Accumulation: 3 cubic feet**  
**Disposable Amount: 21 cubic feet**

Before a license to sell goods and chattels may be issued, the Clerk must receive a certificate showing that the license applicant has paid his taxes for the year preceding. (Sec. 1, Art. 56, Annotated Code of Maryland, 1951 Edition). This certificate is

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 APR 6 1953  
  
 SECRETARY

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prepared by the City Bureau of Receipts, Department of the Treasurer, and contains entries which show name and address of licensee, code data, and assessed valuation of stock and of fixtures. The certificate is then delivered to the Clerk, who posts the fact of payment and the assessed valuation of stock to the Street Address Cards series of his License Cards File. After posting is accomplished, the Clerk has no further use for the Assessment Ticket.

**RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.**

**LICENSE CARDS FILE**

Size: 3" x 5"  
 Dates: 1949 - -  
 Quantity: 70 cubic feet  
 File Arrangement: See below  
 Annual Accumulation: 10 cubic feet  
 Disposable Amount: 30 cubic feet

License Cards are prepared annually in three series of which the first two concern all licenses except liquor licenses, and the third concerns liquor licenses only.

1. Street Address Cards - white cards arranged by street address of licensee. Entries show name and address of licensee, type of license or types of licenses if the licensee has more than one, date of license, stamp "paid" indicating payment of taxes for the year preceding, and amount of stock assessment. The last two entries are posted from the Assessment Tickets. These cards are used as a mailing list for the distribution of license applications, and as a check to determine if the licensee has paid his taxes. Payment of taxes is an essential condition in obtaining a license under Sec. 1, Art. 56, Annotated Code of Maryland, 1956 Edition.
2. Name Cards - yellow cards arranged by names of licensees. These cards contain the same information as the Street Address Card, except for the stamp indicating tax payment and the amount of stock assessment. They are used only to locate a license account by name when it cannot be found by address. The Name Cards are considered non-record within the meaning of the Statute governing non-record material. (Article 41, Section 155, Annotated Code of Maryland, 1951 Edition)
3. Liquor License Cards - white cards arranged by street address of licensee. These cards contain the same information as the Name Cards. They are used to mail out applications.

None of these card series are required by law to be maintained. They are used only for convenience of reference within the office.

**RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.**

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SECRETARY OF PUBLIC WORKS

AUG 10 1950

*[Signature]*  
SECRETARY

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5. RECEIPTS

Dates: 1914 - -  
Quantity: 16 cubic feet  
File Arrangement: Chronological  
Annual Accumulation: 1 cubic foot  
Disposable Amount: 13 cubic feet  
Audit: State

The following types of receipts are prepared in receipting for money received in the Clerk's office:

1. Removal and transfers receipts: Prepared for fees for recording in the License Books and removal of licensed businesses from one address to another, and for recording transfers of business ownership.
2. Liquor Removal and Transfers Receipts: Same as Item 1 above, except that they are used only for transfers and removals of establishments having liquor licenses.
3. Certified Copies and miscellaneous receipts: Used mainly in receipting for fees received for certified copies of Marriage Licenses.
4. Advanced Costs Receipts - Used to receipt for fees paid when filing law cases.
5. Final Cost Book - Used to receipt for fees paid when law cases have been completed.

All five receipts are on printed, pre-numbered forms, and are prepared in duplicate. The original goes to the payor and the copy remains in the office. Gross amounts receipted for each day are recorded in the Receipts and Disbursements Book, which is a permanent financial record of the Clerk's office.

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

6. ADMINISTRATIVE ACCOUNTING RECORDS

Quantity: 47 cubic feet  
Dates: 1921 - -  
Annual Accumulations: 2 cubic feet  
File Arrangement: Chronological  
Disposable Amount: 41 cubic feet  
Audit: State Audit

This item includes the following accounting records, used as supporting data to the final books of entry. The transactions

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**5. Description of Records**

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

which they concern are recorded in the Receipts and Disbursements Book, which is a permanent financial record of the office.

Paid invoices and bills, and receipts for office supplies and services connected with the operation of the Clerk's office.

Banking records, including check stubs, canceled checks, bank statements, deposit slips, and bank books of the Clerk's office.

Copies of monthly and annual reports to the State Comptroller, and worksheets used in compiling these reports.

Copies of payrolls and supporting documents sent to the Employee's Retirement System.

Correspondence with the State Comptroller and other State officials regarding fiscal matters.

State Treasurer's Warrants.

Marriage License Tickets used solely for internal office accounting.

Central Purchasing Papers (Now obsolete)

Daily Cash Sheets, Cash Slips, and Work sheets

Daily Records of Licenses Sold

Void Marriage Licenses.

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

**TRIAL DOCKET AND NON-JURY TRIAL DOCKET**

Dates: 1863-1955  
Quantity: 25 cubic feet (81 volumes)  
File Arrangement: Chronological  
Annual Accumulation: None  
Disposable Amount: 2 1/2 cubic feet

These dockets were used to schedule cases for trial in court. Entries show plaintiff, defendant, date of trial, result, and trial number. All information contained in the dockets is duplicated in the Cases Instituted Docket, which is the permanent legal record of the court proceedings.

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The Trial Dockets (also called Trial Calendars at times) were purely administrative records of only temporary use, and have no legal value.

In 1955 the function of scheduling cases for trial in court was assumed by the Central Assignment Commission, and as a result the Trial Dockets series has been discontinued.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

7.

JURY ROLL BOOK

Dates: 1900 - -  
 Quantity: 2 cubic feet  
 Annual Accumulation: Less than  $\frac{1}{2}$  cubic foot  
 Disposable Amount: 2 cubic feet  
 Audit: City

The Jury Roll Book is used to record the court attendance of jurors, for pay purposes. Entries show name of juror, attendance record for each day, total number of days, and amount earned.

Lists of jurors are permanently recorded among the papers in each case file.

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

8.

COURT WORK SHEETS

Dates: 1930 - -  
 Quantity: 4 cubic feet  
 File Arrangement: Chronological  
 Annual Accumulation:  $\frac{1}{2}$  cubic foot  
 Disposable Amount:  $2\frac{1}{2}$  cubic feet

This item consists of Daily Bulletins, Jury Slips, and Case Number Sheets which are administrative records of temporary value used in organizing the work of the court and in announcing the court's schedule to the public. These records contain no information of permanent legal value that is not recorded in the court dockets or in the case files.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

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*[Signature]*

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9. CARD INDEX OF MARRIAGES

Size: 4" x 6"  
Dates: 1851 - -  
Quantity: 60 cubic feet  
File Arrangement: Alphabetical by bridegroom  
Annual Accumulation: 1 cubic foot  
Disposable Amount: None

This card index contains one card for each marriage licensed in Baltimore City since 1851. Entries show addresses, ages, color, nativity, occupation, and status of bride and groom, and any blood relationship, date of marriage, date return filed, name of minister, and remarks. Entries are on one side only.

The cards are designed only as a convenience for the office, and are not a legal record. The information which they contain is permanently recorded in the Marriage Records of the Clerk's office, which contain separate indexes in each volume.

The total number of cards from 1851 through 1955 is 639,481. All cards for the years 1851 through 1865, numbering 22,837, have been culled from the main collection and are now stored in the basement of the Courthouse.

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER CARDS FOR PERIOD 1851-1865 TO THE HALL OF RECORDS.

10. LICENSE BOOKS

Dates: 1890 - -  
Quantity: 130 cubic feet  
File Arrangement: Chronological  
Annual Accumulation: 5 cubic feet  
Disposable Amount: 115 cubic feet  
Index: Alphabetical index in each volume.

A record of all Traders, Liquor, and miscellaneous licenses is kept in the License Books, which consist of the following series:

- |                               |                 |
|-------------------------------|-----------------|
| Billiard                      | Miscellaneous   |
| Chain Store                   | Moving Pictures |
| Cigarette                     | Music Box       |
| Cigarette Machines            | Plumbers        |
| Cleaning, Dyeing and Pressing | Removals        |
| Construction Firm             | Restaurant      |
| Garage                        | Soda Fountain   |
| Laundry                       | Solid Fuel      |
| Liquor                        | Traders         |
| License Transfers             | TRANSFERS       |

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Entries show date of issuance and the name, address and zone number of licenses.

The law requires a book record of liquor licenses (Art. 2B, Sec. 136, Annotated Code of Maryland), but does not require book records of other types of licenses. The license books are not used for accounting and are not audited. They are not referred to in the course of office business, and contain no information that is not in the more accessible License Cards file. In brief, the License Books, excepting those recording Liquor Licenses, serve no useful purpose.

Nothing in this item applies to marriage records.

- A. **RECOMMENDATION: RETAIN LICENSE BOOKS CONTAINING RECORDS OF LIQUOR LICENSES PERMANENTLY.**
- B. **RECOMMENDATION: RETAIN ALL OTHER LICENSE BOOKS FOR THREE YEARS AND THEN DESTROY.**

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ADMINISTRATIVE DIVISION  
PUBLIC WORKS  
AUG 6 1956

*[Signature]*  
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