

REQUEST FOR RECORDS RETENTION SCHEDULE

to be Submitted to the Records Management Division

Hall of Records Commission

1. Requesting Agency

MARYLAND TRAFFIC SAFETY COMMISSION

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. MINUTES

Size: 8 1/2" x 11"
Dates: 1954 - -
Quantity: 1 folder
File Arrangement: Chronological

Minutes of the Traffic Safety Commission constitute the permanent record of policy decisions and activities of the Commission. Prior to 1954, Minutes of the Traffic Safety Commission are contained in the Minutes of the State Roads Commission.

RECOMMENDATION: RETAIN PERMANENTLY.

2. GENERAL CORRESPONDENCE FILE

Size: 8 1/2" x 11"
Dates: 1940 - -
Quantity: 27 drawers (48.5 cubic feet)
File Arrangement: Alphabetical by subject
Annual Accumulation: 5.5 cubic feet
Disposable Amount: 32.5 cubic feet

Included in this file of correspondence and papers are the general operating records of the Commission. Much of the correspondence consists of incoming and copies of outgoing letters to State agencies or officials, civic groups, Federal agencies, business firms, local and national safety organizations, automobile clubs and women's

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4/21/57

7. Agency, Division or Bureau Representative

Paul E. Burke
Signature

Chairman
Title

5/3/57
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.

5/22/57
Date

Morris S. Rudell
Archivist

MAY 28 1957
Date

J. Melusker
Secretary

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(Continuation Sheet)

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and fraternal organizations. Related records concerned with planning, development, and publicity for traffic safety activities are:

- Reports and statistical summaries
- Safety publications and brochures
- Traffic safety campaign case folders
- Memoranda and copies of Minutes of State Roads Commission
- Newspaper clippings and news releases

Housekeeping records include:

- Requisitions for supplies and equipment
- Budget requests
- Leave and other personnel records

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

3. CORRESPONDENCE: WOMEN'S ACTIVITIES

- Size : 8 1/2" x 11"
- Dates: 1954 - -
- Quantity: 2 cubic feet
- File Arrangement: Alphabetical by subject or name of organization
- Annual Accumulation: 1 cubic foot

This file contains letters received and copies of letters sent to women's social and professional organizations on a national, state, or local level. Subject matter relates to promoting safety campaigns.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

4. ACCOUNTING RECORDS

- Dates: 1940 - -
- Quantity: Included in Item 2 (before 1954)
2 drawers (1955 - -)
- File Arrangement: Chronological
- Disposable Amount: Included in Item 2

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

Comptroller of the Treasury

Form No.

Memorandum of Adjustment

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APPROVED BY
SECRETARY OF PUBLIC WORKS

[Signature]
SECRETARY

6869

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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<p>E-1-S E-1 and E-$\frac{1}{2}$ DD-1 R-2 (formerly MR-2)</p>	<p>Distribution of Charges Transmittal Certificate of Deposit and Bank Deposit Slip Monthly Report of State Funds Collected and Deposited Distribution of Unexpended and Obligated Balances Monthly Statement of Balances</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p>
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Purchasing Bureau (Department of Budget and Procurement)

<p>1-A 47-A 100-16 39-A and 40-A CF-2 CF-1 100/24 27-A CF-3 26-A 52 51</p>	<p>Requisition for Supplies Purchase Order Out-of-Schedule Requisition for Supplies Stores Requisition Copy of Contract Awarded Capital Fund Requisition for Equipment Actual Emergency and Repairs Report Copy of Contract Awarded Copy of Contract Awarded Delivery Invoice Notice of Award of Contract Credit Memorandum Report of Partial Delivery</p>	<p style="text-align: center;">APPROVED BY BOARD OF PUBLIC WORKS MAY 28 1957</p>
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Budget Bureau (Department of Budget and Procurement)

<p>BB-1 (Rev.) B.P. Inv. R101 B.P. Inv. R102 B.P. Inv. 6 Budget Form Nos. 1 thru 11</p>	<p>Formerly BB-1 and BB-2, Budget Schedule Amendment Sheet Report of Fixed Assets (annual) Report of Materials and Supplies (annual) Materials and Supplies Physical Inventory (annual) Budget Estimates Fiscal Year (13 pages including farm statement)</p>	<p style="text-align: center;">APPROVED BY SECRETARY</p>
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RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

5. 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).

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(Continuation Sheet)

Hall of Records
Commission

4.
Item
b.

5. Description of Records

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

PAYROLL EXCEPTIONS, ADDITIONS AND DEDUCTIONS - 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 3-b, approved by the Board of Public Works, January 11, 1954).

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).

6. 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.

7. LEAVE RECORDS

Dates: 1940 - -
Quantity: Included in Item 2
File Arrangement: Alphabetical by name of employee
Disposable Amount: Included in Item 2

This 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

Leave records are included as a category within the general correspondence file maintained by the Commission.

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

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RECEIVED BY BOARD OF PUBLIC WORKS 1954 12 15 57  SECRETARY
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(Continuation Sheet)

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8. TRAFFIC COLLISION REPORT

Size: 8½" x 11"
 Dates: 1946-1954
 Quantity: 2 cubic feet
 File Arrangement: Chronological
 Disposable Amount: 2 cubic feet

This form-type statistical report is prepared by the Traffic Collision Statistical Bureau of the Maryland State Police. It is distributed to State, Federal, local, and private organizations interested in safety and accident statistics. Entries record collision and enforcement summaries (type of collision, day of week, and time of arrests and collisions). There are two sets of reports for each month - one arranged by county and the other by Police Barrack designation.

Between 1946-1954 the Traffic Safety Commission distributed the report as a service to the State Police. Since 1954, the State Police not only prepare but also send out the report. Since the Commission file is kept for convenience only, it is considered non-record within the meaning of the provisions of Article 41, 1951 Code, Section 155.

9. PHOTOGRAPHIC FILE

Size: 8½" x 11"
 Dates: 1952 - -
 Quantity: 1 file drawer (2 cubic feet)
 File Arrangement: Alphabetical by subject
 Annual Accumulation: 4 linear inches

This file contains photographs of parades, safety groups, accident scenes, and general activities related to promotion of traffic safety. Photos are used occasionally to accompany news releases.

RECOMMENDATION: RETAIN PERMANENTLY.

10. REFERENCE PUBLICATIONS

Dates: 1953 - -
 Quantity: 2 cubic feet
 File Arrangement: By subject
 Annual Accumulation: 1 cubic foot
 Disposable Amount: 1 cubic foot

These are publications received from and distributed to State, Federal, local, and private organizations interested in traffic safety. All are non-record within the meaning of Article 41, 1951 Code, Section 155.

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HALL OF RECORDS COMMISSION

APPROVED BY
 BOARD OF PUBLIC WORKS
 MAY 28 1957
[Signature]