

Hall of Records  
Commission

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

SCHEDULE  
NO. 306

PAGE  
NO. 1

1. Requesting Agency <b>MARYLAND STATE FAIR BOARD</b>	2. Division or Bureau of Requesting Agency
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3. Authorization Requested (Check only one of the squares below).

<input type="checkbox"/> <b>A</b> Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.	<input checked="" type="checkbox"/> <b>B</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.	<input type="checkbox"/> <b>C</b> Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.
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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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1. MINUTES

Size: 12" x 10" x 1"  
 Dates: November 7, 1940 - -  
 Quantity: 1 volume  
 File Arrangement: Chronological  
 Annual Accumulation: Very small

The Minutes of the Maryland State Fair Board are a permanent record of the policy decisions, actions on programs, the allocation of funds to agricultural organizations, and the general activities of the Board. Lists of allocations granted each year are also included.

RECOMMENDATION: RETAIN PERMANENTLY

2. GENERAL FILE

Size: 8 1/2" x 11"  
 Dates: 1945 - -  
 Quantity: 18 drawers (32 cubic feet)  
 File Arrangement: By year and alphabetical therein by name or subject  
 Annual Accumulation: 1 drawer (2 cubic feet)  
 Disposable Amount: 14 drawers (25 cubic feet)

The General File contains the correspondence and other records relating to the fiscal and internal administration of the Maryland State Fair Board, the general agricultural promotion activities of the Board, and the control and allocation of funds to agricultural organizations. Specifically, the General File contains general correspondence received from and directed to individuals, agricultural organizations, municipalities, counties, and State agencies; fiscal records which are removed each year and filed separately (see Item 5); correspondence arranged in categories pertaining to the

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7. Agency, Division or Bureau Representative

<i>Richard N. Phelps</i> Signature	<i>Exec Secy</i> Title	August 9, 1957 Date
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Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.	Disposal Authorized as Indicated in Col. 6 by Board of Public Works.
8/14/57 Date	<i>Morris S. Reddick</i> Archivist
	AUG 19 1957 Date
	<i>[Signature]</i> Secretary

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(Continuation Sheet)

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**control and allocation of funds to agricultural organizations (community exhibits, fairs and shows, dairy cattle associations, swine and beef cattle associations). The individual folder for each agricultural organization within these categories may contain requests for funds, financial statements (summarizing the expenditure of allocated funds), letters of transmittal, certifications of payment, and lists of exhibitors.**

The activities and expenditures reflected in the above-mentioned records appear in brief form in the annual report of the Fair Board. According to the provisions of Article 66C, Section 62, Annotated Code of Maryland, 1951 edition, the Board is required to "... on or before December first in each year, make an annual report of its activities and expenditures to the Governor and General Assembly."

The following records are considered to have continuing legal or administrative value: opinions of the attorney general, personnel and policy rules and regulations of the Board, and inventories of equipment. These items are governed by recommendation "A". All other material in the General File is governed by recommendation "B".

- RECOMMENDATION: A. RETAIN PERMANENTLY  
B. RETAIN FOR THREE YEARS AND THEN DESTROY

3. BUDGET LEDGER

Size: 16" x 14" x 1"  
Dates: 1944 - -  
Quantity: 1 volume (1/8 cubic foot)  
File Arrangement: Chronological within each fiscal year  
Annual Accumulation: Very small  
Audit: State

The Budget Ledger is a permanent book of account which records expenditures of the Maryland State Fair Board during each fiscal year. The date, warrant number, and the amount of each warrant are posted, together with a budget item breakdown of expenditures including salaries, repair, travel, communications, office supplies, rent, insurance, and grants. Supporting records to the Budget Ledger are governed by the recommendation for Accounting Records (Item 5). The recommendation below applies only to the Budget Ledger.

RECOMMENDATION: RETAIN PERMANENTLY

4. COMMUNITY EXHIBITS LEDGER

Size: 14" x 12" x 1"  
Dates: 1942 - -  
Quantity: 1 volume (1/2 cubic foot)  
Audit: State

~~The Community Exhibits Ledger, a permanent book of account, is a~~

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record of requests for funds by Community Exhibits, funds allocated to the exhibits, and the actual grant to the exhibits. The following entries are arranged in columnar form: the title of the exhibit, the amount of funds requested, the date of approval, the date of the event, the amount of the grant which is paid, the date paid, and the county in which the event takes place. Earlier accounts appearing in this ledger which are no longer maintained include general distribution of funds, salaries, field work, etc. (1942-1948).

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5. ACCOUNTING RECORDS

Size: 8 1/2" x 11"  
Dates: 1945 - -  
Quantity: 2 cubic feet  
File Arrangement: Chronological  
Annual Accumulation: 1/2 cubic foot  
Disposable Amount: 1.5 cubic foot  
Audit: State

This item includes all standard accounting forms used by State agencies as supporting data to the final books of entry. The final books of entry of the Fair Board - - the Budget Ledger (Item 3) and the Community Exhibits Ledger (Item 4) - - are to be retained permanently. Specifically, these supporting records are:

Comptroller of the Treasury

Form No.

E-1-S	Memorandum of Adjustment
E-1 and E-1/2	Distribution of Charges
DD-1	Transmittal
R-2 (formerly HR-2)	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

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

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52 Credit Memorandum  
51 Report of Partial Delivery

Budget Bureau (Department of Budget and Procurement)

BB-1 (Rev.) Formerly BB-1, and BB-2, Budget Schedule Amendment Sheet  
B.P. Inv. R101 Report of Fixed Assets (annual)  
B.P. Inv. R102 Report of Materials and Supplies (annual)  
B.P. Inv. 6 Materials and Supplies Physical Inventory (annual)  
Budget Form  
Nos. 1 thru  
11 Budget Estimates Fiscal Year

Others

Vendors Invoices  
Bank Deposit Slips  
Bank Deposit Receipts

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

6. 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).

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).

7. 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

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*[Signature]*  
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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.**

8. LEAVE RECORDS

Dates: 1954 - -  
Quantity: Less than 1/2 cubic foot

File includes the following records:

- Leave record card - Form SEC 128-A, a standard State-wide form, prepared annually for each employee
- Leave applications
- Doctors' certificates

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

9. PHOTOGRAPHS AND MOTION PICTURES

Size: Pictures, 4" x 6"  
Motion picture film, 16mm.  
Dates: 1942 - -  
Quantity: approximately 160 rolls (16 mm.)  
10 drawers of photographs (2.5 cubic feet)  
File Arrangement: pictures: alphabetical since 1948;  
numerical 1942-1947  
Annual Accumulation: Less than 1/2 cubic foot  
Index: none

Photographs and motion pictures portray agricultural shows, fairs, exhibits, demonstrations, farms, animals, club groups, etc. Pictures which are being currently taken by the staff of the Fair Board are used in news releases. Once used, they have little further value. Motion pictures are identified as to date, but identification of subjects and events is incomplete. Still pictures taken since 1948 (having the greatest value for news releases) occupy approximately two drawers.

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*J. Meluskey*  
SECRETARY