

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

1. Requesting Agency <b>PUBLIC SERVICE COMMISSION</b>	2. Division or Bureau of Requesting Agency <b>SECRETARY</b>
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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 OF THE COMMISSION**

Size : 20" x 13" x 2"  
 Dates: 1910 - -  
 Quantity: 31 volumes (5 cubic feet)  
 File Arrangement: Chronological  
 Annual Accumulation: Less than 1/2 cubic foot  
 Index: Each volume indexed

The Minutes summarize the actions and decisions of the Commission. Entries show the matters coming up before the Commission (e.g. employee's certificates of convenience, applications for permits of various types, petitions, summaries of tests conducted by investigative staff, etc.), the actions taken by the Commission, and a summary of all orders issued by the Commission. The members present at each meeting are listed.

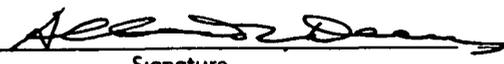
**RECOMMENDATION: RETAIN PERMANENTLY.**

**2. DOCKET BOOKS (CORRESPONDENCE CASES, FORMAL CASES, AND S.N. AND R. CASES)**

Size: 18" x 12" x 2" (average)  
 Dates: Formal and S.N. and R. Cases, 1910 - -  
 Correspondence cases, 1920 - -  
 Quantity: Correspondence, 2 volumes; formal, 5 volumes; S.N. and R., 6 volumes (total 3 cubic feet)  
 File Arrangement: Chronological  
 Annual Accumulation: Less than 1/2 cubic foot  
 Index: Volumes and card indexes, except for Correspondence cases which are indexed on cards only.

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HALL OF RECORDS COMMISSION**

7. Agency, Division or Bureau Representative

	Executive Secretary	October 30, 1957
Signature	Title	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.
11/1/57 Date	 Archivist
	 Secretary

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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.
3.	<p><b>RECOMMENDATION: RETAIN PERMANENTLY.</b></p> <p><b><u>CORRESPONDENCE CASE FILE</u></b></p> <p>Size: 8½" x 11"  Dates: c. 1920 - -  Quantity: Office, 24 drawers (43 cubic feet)  Basement, 15 drawers (27 cubic feet)  (total, 70 cubic feet)</p> <p>File Arrangement: Numerical  Annual Accumulation: 2½ drawers per year (5 cubic feet)  Disposable Amount: 20 cubic feet  Index: Separate alphabetical and numerical card indexes (Item 4)</p> <p>Mail or telephone complaints concerning services, billing, relations between companies, etc., form the basis for the Correspondence Case File. The latest ten years are filed in folders, and the earlier years, which have been removed from their folders, are stored separately. A typical folder for an individual complaint may contain any of the following records: original letter of petition or complaint, the outgoing letter of acknowledgment to the complainant, letters of justification or explanation from the company, and staff memos concerning the results of investigations by the Commission. Prior to 1920, when the Correspondence Case File was instituted, complaints were filed in the Secretary's General Correspondence File (Item 8). The recommendation below applies to all correspondence cases except those involving unusual complaints which may</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p> <p>SEARCHED SERIALIZED INDEXED FILED</p> <p>NOV 4 1957</p> <p><i>J. McEuse</i></p> <p>SECRET BY</p>

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(Continuation Sheet)

4.  
Item  
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6. Recommendation of Hall of Records and Board of Public Works.

have long term value in establishing and documenting precedents or policies.

RECOMMENDATION: RETAIN FOR TEN YEARS AND THEN DESTROY.

4. CORRESPONDENCE CASE CARD INDEXES

Size: 3" x 5", 4" x 6"

Dates: 1910 - -

Quantity: 12 drawers (1 cubic foot)

File Arrangement: Numerical by case number; alphabetical by company or individual

These files consist of a numerical and alphabetical index to the Correspondence Case Files (Item 3). Each card in the numerical file shows the date of docketing, the date of closure of the case, the litigant's name, and a summary of the nature of the complaint. Each card in the alphabetical file shows the name of the individual or company initiating the complaint, the name of the other party involved, and the correspondence case number or numbers (if more than one complaint appears on a card).

RECOMMENDATION: RETAIN PERMANENTLY.

5. FORMAL CASES

Size: 8 1/2" x 11"

Dates: 1910 - -

Quantity: 160 drawers (288 cubic feet)

File Arrangement: Numerical by case number

Annual Accumulation: 7 cubic feet (estimated)

Index: Alphabetical by company or individual (Item 6)

This file contains the official records of formal cases which have been heard by the Commission since 1910. The jacket or jackets for each case are assigned a case number and show the subject of the hearing and a list of all the papers filed during the course of the hearing. A jacket may contain the following types of records: an application for hearing, a record of the hearing, certificates (incorporation, etc.), orders of the Commissioner, exhibits, opinions of the Commissioner's General Counsel, admissions of service, and petitions.

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*[Signature]*

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6. INDEX TO FORMAL CASES

Size: 4" x 6"  
Dates: 1910 - -  
Quantity: 3 drawers (3/4 cubic feet)  
File Arrangement: Alphabetical by company or individual

The Index to Formal Cases shows the name of the individual or company, a summary of the subject or reason for the hearing, and the number of the case folder containing the full record of the hearing. More than one case involving a particular individual or company may appear on one card.

RECOMMENDATION: RETAIN PERMANENTLY.

7. S.N. and R. DOCKET FILE (SHORT NOTICE AND REPARATION)

Size: 8 1/2" x 11"  
Dates: 1913 - -  
Quantity: 19 drawers (3 1/2 cubic feet)  
File Arrangement: Numerical by case number

The S.N. and R. (Short Notice and Reparation) Docket File contains the records of Commission proceedings which allow or deny the requests of various petitioners to be exempted from rules, regulations, and statutes on less than statutory notice (30 days). Each jacket or envelope in the Docket File contains the records relating to a particular case--e.g. petitions and exhibits, orders of the Commissioner, correspondence with the petitioner, complainant, or defendant; specimen schedules or tariffs, admissions of service (of Commissioner's order). The information which appears on the outside of the jacket shows the case or docket number, a list of papers filed, and details on the hearing (e.g. attorneys involved, the date of the order to satisfy, answer, or appear for hearing, hearings held, the decisions rendered, and the date of the issue of the Commission's order. The Commission's order granting the exemption from the 30-day requirement is recorded in the Minutes of the Commission (Item 1), a permanent record.

RECOMMENDATION: RETAIN PERMANENTLY.

8. GENERAL CORRESPONDENCE

Size: 8 1/2" x 11"  
Dates: 1910 - -  
Quantity: Office, 6 cubic feet; basement, 38 cubic feet  
(total 44 cubic feet)  
File Arrangement: By year and alphabetical therein  
Annual Accumulation: 1 cubic foot  
Disposable Amount: 30 cubic feet

This file contains incoming or outgoing correspondence with

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BOARD OF PUBLIC WORKS

*Melrose*  
SECRETARY

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individuals, companies, State or Federal agencies and is concerned with complaints (prior to 1920), rates, services, requests for information, requests for hearings, transmittals, and general matters which concern the Commission. Correspondence pertaining to complaints (after 1920) which were sufficiently important to call to the attention of a service company were filed in the Correspondence Case File (Item 3). A portion of the correspondence (1915 - 1920) is arranged in 10 letter boxes in basement storage.

The recommendation below also applies to files titled "Miscellaneous Correspondence", located in basement storage.

RECOMMENDATION: RETAIN TEN YEARS AND THEN DESTROY.

9. GENERAL FILE (MISCELLANEOUS FILE)

Size: 8½" x 11"

Dates: 1936 - -

Quantity: Office, 20 drawers (36 cubic feet)  
Basement, 4 drawers (8½ cubic feet)  
(total 44.5 cubic feet)

Disposable Amount: 22 cubic feet (estimated)

Index: Subject index which indicates drawer and folder number

The General File contains operational and informational records maintained by the Office of the Secretary. The bulk of the file is made up of correspondence, reports, printed material filed with the Commission for information purposes, and workpapers of all types. The correspondence is with utilities, taxi companies, and motor carrier companies and pertains to particular subjects such as rates and fares, rural electrification, fuel shortages, strikes, etc. Specific types of material other than correspondence may include reports (e.g. utility reports on services, drafts of the Commission's annual reports, State auditor's reports); printed or mimeographed material (e.g. briefs submitted by companies, Federal Power Commission cases, ICC finance docket case materials, materials submitted by State agencies, and legislation affecting the Commission); and workpapers, such as those relating to the establishment of regulations for carriers and utilities or used in hearings and court proceedings.

RECOMMENDATION: RETAIN FOR TEN YEARS AND THEN DESTROY.

10. GENERAL OFFICE FILE (G. O. FILE)

Size: 8½" x 11"

Dates: 1910 - -

Quantity: 4 drawers (8 cubic feet)

File Arrangement: Alphabetical

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The General Office File contains material which was accumulated during the early years of the Commission's activity (1910 - c. 1920). The contents of this file reflect the Commission's regulatory activities and show the types of material which the Commission distributed or required public service companies under its jurisdiction to file with it. The file has been retained for its informational value although little or no material has been added to it in recent years. It does not contain any material resulting from hearings or court proceedings. This type of material is filed in the General File (Item 9) or in the various docket files. Specifically the General Office File contains correspondence, reports, charters, opinions of the Commission's General Counsel, circulars, and printed material arranged under various file headings (e.g. General Office (relating to Commission laws, rules, and regulations), Staff, Bookkeeping and Accounts, Minutes; Orders, opinions, decisions, reports; Railroads, Freight, Tariffs, Accidents, Statistics, Equipment, and Inspections. Because this file reflects the development of the Commission and contains a large proportion of material which documents procedures and precedents, it should be retained in its entirety.

RECOMMENDATION: RETAIN PERMANENTLY.

11. COURT OR SPECIAL FILE

Size: 8½" x 11"  
 Dates: 1925 - -  
 Quantity: 4½ drawers (8 cubic feet)  
 File Arrangement: Numerical  
 Annual Accumulation: Less than ½ cubic foot  
 Disposable Amount: 3 cubic feet (estimated)

This is a file of cases which involved the Commission as a defendant in court proceedings. The majority of these cases resulted from appeals to higher courts, particularly the Superior Court of Baltimore City or county Circuit Courts. Each jacket contains copies of court proceedings, briefs, opinions, pleadings, and subpoenas which may pertain to one case or several cases involving a particular plaintiff.

RECOMMENDATION: RETAIN FOR TWENTY YEARS AFTER CASE IS CLOSED AND THEN DESTROY.

12. PUBLIC UTILITIES TARIFF FILE

Size: 8½" x 11"  
 Dates: c. 1917 - -  
 Quantity: 5 drawers (9 cubic feet)  
 File Arrangement: Alphabetical by utility

This file contains the Secretary's copies of records which relate to utility rates, tariffs, and operations. Specifically, the file contains schedules of rates and supplements, tariffs (including

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company rules and service regulations), correspondence concerning rate schedules and fuel clauses, fuel rate adjustment reports, and utility operating reports. Division copies of records relating to rates, rules, and regulations are filed in the Engineering Division's Rate File (Schedule 318, Item 3).

**RECOMMENDATION:** RETAIN WHILE THE FILING COMPANY OR ANY SUCCESSOR CONTINUES, UNDER THE JURISDICTION OF THE COMMISSION, TO RENDER THE CLASS OF SERVICE AT THE LOCATION COVERED BY THE FILING AND FOR FIVE YEARS THEREAFTER, AND THEN DESTROY.

13. TEST BOOKS

Size: 9" x 12"  
 Dates: 1910 - -  
 Quantity: 2 volumes (1/2 cubic foot)  
 File Arrangement: Chronological

Test Books contain certifications by employees of the Commission that each will support the Federal and State Constitutions and perform his job to the best of his ability.

**RECOMMENDATION:** RETAIN PERMANENTLY

14. CONTRACTS (CONSOLIDATED GAS, ELECTRIC, LIGHT, AND POWER COMPANY OF BALTIMORE)

Size: 8 1/2" x 11"  
 Dates: 1933 - -  
 Quantity: 1 drawer (1.5 cubic feet)  
 File Arrangement: By type of contract

This file contains copies of contracts between the power company and Baltimore City, State agencies, and counties.

**RECOMMENDATION:** RETAIN PERMANENTLY.

\* 15. ACCOUNTING RECORDS - This item superseded by Sched. 426 (1964)

Size: 8 1/2" x 11"  
 Dates: 1910 - -  
 Quantity: 4 1/2 cubic feet (estimated)  
 File Arrangement: Chronological  
 Annual Accumulation: 2 1/2 cubic feet  
 Disposable Amount: 36 cubic feet  
 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--Disbursement Books, Cash Books, and Ledgers-- are to be retained permanently. Specifically, these supporting

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(\*See also Sched. # 426)

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records are:

**Comptroller of the Treasury**

Form No.

	Memorandum of Adjustment
E-1-S	Distribution of Charges
E-1 and E-2	Transmittal
DD-1	Certificate of Deposit and Bank Deposit Slip
R-2 (formerly MR-2)	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
CP-2	Copy of Contract Awarded
CP-1	Capital Fund Requisition for Equipment
100/24	Actual Emergency and Repairs Report
27-A	Copy of Contract Awarded
CP-3	Copy of Contract Awarded
	Delivery Invoice
26-A	Notice of Award of Contract
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**

- Telephone call records
- Fee Voucher (Receipt) Books
- Petty Cash Books
- Check Registers (discontinued)
- Bank Books
- War Bond Accounts
- \* Check Stubs
- Expense Account Sheets (all divisions)

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SECRETARY

*[Signature]*

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

(\* See also Sched. # 426)

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16. 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).

**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).

17. 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.**

18. LEAVE RECORDS

Form No: 128-A  
Dates: 1953 - -  
Quantity: Less than 1/2 cubic foot

File includes the following records:

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Leave Record Card - Form SEC 128-A, a standard State-wide form, prepared annually for each employee  
 Leave applications  
 Doctors' certificates  
 Attendance records (prior to 1953)

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

19. GENERAL COUNSEL CASE FILES

Size: 8 1/2" x 11"  
 Dates: 1910 - -  
 Quantity: 4 drawers (7 cubic feet)  
 File Arrangement: Numerical by case number

This file contains material resulting from informal decisions or opinions delivered by the General Counsel of the Commission. The opinions deal with such matters as the jurisdiction of the Commission in establishing grade crossings, altering contracts, fixing demurrage in inter-state shipment, acting on certain complaints, etc. Specifically, the file contains correspondence and the opinions of the Counsel, which are filed in case folders.

RECOMMENDATION: RETAIN PERMANENTLY

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