

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

SCHEDULE NO. **210**

PAGE NO. **1.** ✓

1. Requesting Agency **BOARD OF EXAMINERS AND REGISTRATION OF ARCHITECTS**      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.	<p><u>MINUTES</u></p> <p>Size: 12" x 10" x 1" Dates: 1935 - - Quantity: 3 volumes (1/4 cubic foot) File Arrangement: Chronological</p> <p>The Minutes are a record of the activities, policy decisions, and actions of the Board. The Minutes show the members present, the names of applicants for registration, the disposition of applications (approved, held for further action, registered exempt, refused, etc.), notations relating to the review of applicants' examinations, actions on the approval or revision of examination questions, and other matters brought to the attention of the Board.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p>
2.	<p><u>REGISTRATION BOOK (NUMERICAL LIST OF ARCHITECTS REGISTERED IN MARYLAND)</u></p> <p>Size: 14" x 10" x 1" Dates: 1935 - - Quantity: 1 volume File Arrangement: Numerical by registration number</p> <p>This volume contains a listing of all architects registered with the Board, showing the date of original registration and the state in which first registered. There are notations of the dates of</p>	

7. Agency, Division or Bureau Representative

*[Signature]*  
Signature

*Executive Secretary*  
Title

*November 18, 1957.*  
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.

*12/5/57*  
Date

*Morris S. DeWolf*  
Archivist

*[Signature]*  
Secretary

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.
3.	<p>of registration, and in instances where the registrant is deceased, the date of death is noted. Other entries show the type of examination taken (A, B, or reciprocal) and the date of revocation of registration (if applicable).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> <p><u>APPLICATION FOR REGISTRATION FILE</u></p> <p>Size: 8½" x 11"  Dates: 1935 - -  Quantity: Active, 3 drawers (6 cubic feet)  Inactive, 1 cubic foot: Deceased, ½ cubic foot  (total 7.5 cubic feet)  File Arrangement: Alphabetical by name of registrant  Annual Accumulation: Less than ½ cubic foot  Disposable Amount: ½ cubic foot</p> <p>The Application for Registration File contains the application forms and correspondence of individual registrants and the papers which substantiate the qualifications of the registrant. The records of registrants who have been suspended or have voluntarily allowed their registrations to lapse are retained in a suspense file separate from the records of active registrants. The un-numbered Application for Registration form is used as a folder and contains correspondence and other records which relate to an individual registrant. The form shows personal information on the registrant, professional experience, education, previous registration information, the registrant's affidavit, the registrant's examination record, and the various Board actions taken.</p> <p>The correspondence and papers which may appear in an individual's file include incoming and outgoing letters of transmittal (for registration cards, checks, etc.), certifications of previous registration from other states, letters of recommendation from individuals and firms, and copies of credentials and exhibits on file with the National Council of Architectural Registration Boards.</p> <p>Renewal of registration certificates occurs yearly. Upon payment of a renewal fee, the registrant receives a renewal card. Renewal or reinstatement of a lapsed or suspended registration does not require the submission of a new application form.</p> <p>Pending applications are held in the General File (Item 5).</p> <p>A. RECOMMENDATION: RETAIN THE APPLICATION FORM AND RECORDS WHICH SUBSTANTIATE THE REGISTRATION UNTIL THE DEATH OF THE REGISTRANT, PROVIDED THAT AT LEAST THREE YEARS HAVE ELAPSED SINCE THE DATE OF INITIAL REGISTRATION.</p> <p>B. RECOMMENDATION: RETAIN ALL OTHER MATERIAL FOR THREE YEARS AND THEN DESTROY.</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p> <p><i>McLuskey</i></p>

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.
-------------	---	---

4. FINANCIAL RECORD CARD FILE

Size: 5" x 8"  
Dates: 1935 - -  
Quantity: 1 drawer (1/2 cubic foot)  
File Arrangement: Alphabetical by surname of registrant

An individual registrant's license history and fee payment record are summarized in this file. The card for each registrant is a running record which shows his name, his registration number, address, the amounts and dates of payment of the initial registration fee, yearly renewal fees, and other fees (examination, restoration, etc.).

RECOMMENDATION: RETAIN UNTIL THE DEATH OF THE REGISTRANT AND THEN DESTROY, PROVIDED THAT AT LEAST THREE YEARS HAVE ELAPSED SINCE THE DATE OF INITIAL REGISTRATION.

5. GENERAL FILE

Size: 8 1/2" x 11"  
Dates: 1954 - -  
Quantity: Office: 1 drawer (2 cubic feet)  
Storage: 2 cubic feet (total 4 cubic feet)  
File Arrangement: Alphabetical by name or subject  
Annual Accumulation: Less than 1 cubic foot  
Disposable Amount: Less than 1 cubic foot

This is the operating and information file maintained by the Board. It contains all correspondence except that with registrants which is filed separately in the Application for Registration File (Item 3). The correspondence in the General File is with individuals, companies, and State agencies and is concerned primarily with requests for publications or information. Other material in the file consists of examination papers and records which relate to pending registration applications. Following registration, the application papers are removed and filed in the Application for Registration File (Item 3).

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

6. ACCOUNTING RECORDS

Size: 8 1/2" x 11"  
Dates: 1954 - -  
Quantity: 1/2 cubic foot  
File Arrangement: Chronological  
Disposable Amount: Less than 1/2 cubic foot  
Audit: State

This item includes all standard accounting forms used by State

APPROVED  
HALL OF RECORDS COMMISSION

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.
-------------	---	---

agencies as supporting data to the final books of entry, the Ledger and Cash Book. The final books of entry 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
GAO-1 or R-2 (formerly MR-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
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

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

APPROVED  
HALL OF RECORDS COMMISSION

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.
-------------	---	---

7. 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- $\frac{1}{2}$  (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).

8. 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.

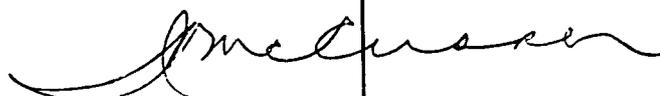
RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

9. LEAVE RECORDS

Dates: 1954 - -

File includes the following records:

APPROVED  
HALL OF RECORDS COMMISSION



QUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

Hall of Records  
Commission

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.

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.

APPROVED  
HALL OF RECORDS COMMISSION

