

REQUEST FOR RECORDS RETENTION SCHEDULE

to be Submitted to the Records Management Division
Hall of Records Commission

1. Requesting Agency

DEPARTMENT OF INFORMATION

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. GENERAL CORRESPONDENCE

Size: 8 1/2" x 11"
Dates: 1948 - -
Quantity: 5 drawers and 4 boxes (17 cubic feet)
File Arrangement: Alphabetical by subject
Annual Accumulation: 1 cubic foot
Disposable Amount: 10 cubic feet (estimated)

The Department of Information collects information and material relating to the State of Maryland and assembles it for distribution to interested persons and organizations. The General Correspondence file is concerned with the accomplishment of these functions and consists of correspondence and collected material. The correspondence relates specifically to requests for publications (incoming and outgoing), requests for information, publicity projects, etc. Collected material (both printed and mimeographed) consists of clippings, publications from other states, circulars from various organizations and businesses, posters, and Departmental news releases on various subjects. The file also contains Maryland historical information utilized by the Department in answering requests for information.

Certain correspondence, periodically removed from the file and stored separately, is concerned primarily with requests for information or publications, transmittal of publications, or other

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7. Agency, Division or Bureau Representative

Earle P. Roughton Director

4/1/58
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.

4/7/1958
Date

Merrin S. O'Connell
Archivist

[Signature]
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

Hall of Records
Commission

4. 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.

routine matters. The recommendations below apply to all categories in the General Correspondence file.

A. RECOMMENDATION: RETAIN PERMANENTLY ALL MATERIAL RELATING TO THE PLANNING AND EXECUTION OF PUBLIC CITY PROJECTS, CELEBRATIONS, OR OTHER SPECIAL EVENTS.

B. RECOMMENDATION: RETAIN ALL OTHER MATERIAL FOR THREE YEARS AND THEN DESTROY.

2. PUBLICATIONS HISTORY FILE

Size: 8 1/2" x 14"
Dates: 1949 - -
Quantity: 2 drawers (4 cubic feet)
File Arrangement: By title or subject
Annual Accumulation: less than 1/4 cubic foot

The file contains material which is concerned with the Department's publishing program. A folder is maintained for each actual or proposed publication and is added to during the initial preparation or subsequent revision. Material in various folders may vary from rough draft manuscripts to source material assembled on a particular subject. The file also includes samples of all publications and a few pieces of correspondence relating to the preparation, publishing, or distribution of each publication.

RECOMMENDATION: RETAIN PERMANENTLY.

3. RECORDS OF THE MARYLAND PUBLICITY COMMISSION

Size: 8 1/2" x 11"
Dates: 1939-1943
Quantity: 2 cubic feet

The Maryland Publicity Commission, organized in 1939, ceased to function in 1943. Its duties were assumed by the Department of Information when that Department was organized (1948). Part of the records of the Publicity Commission are on deposit at the Hall of Records. The remaining records have been retained by the Department of Information and consist of correspondence concerned with requests for information or publications.

RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS.

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APPROVED FOR
DEPT. OF PUBLIC WORKS
APR 1956
[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.
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4. CORRESPONDENCE: STATE DEPARTMENTS

Size: 8½" x 11"
 Dates: 1949 - -
 Quantity: 2 drawers (4 cubic feet)
 File Arrangement: Alphabetical by agency
 Annual Accumulation: ¼ cubic foot
 Disposable Amount: 2 cubic feet (estimate)

The Department of Information collects information and material relating to the State of Maryland from various State agencies and departments. This file contains material on the agencies themselves as well as on Maryland in general. Specific types of material are: correspondence (e.g. copies of outgoing letters to individuals and other departments concerning requests for information or publications, letters of transmittal, incoming letters of acknowledgment, and correspondence concerning the internal administration of the Department); notices; mimeographed news releases; directories; copies of revisions of laws; bulletins; annual reports; circular letters or directives; miscellaneous printed material. The recommendation below applies to all material in the file with the exception of printed matter which may be considered non-record in accordance with the provisions of the statute governing non-record material (Art. 41, Section 179, Annotated Code of Maryland, 1957 Edition).

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

5. PERSONNEL RECORDS

Size: 8½" x 11"
 Dates: 1948 - -
 Quantity: less than ¼ cubic foot
 File Arrangement: Alphabetical by name
 Disposable Amount: Less than ¼ cubic foot

Personnel records are maintained by the Department for current and former employees. These records include application forms, letters of reference, leave requests, loyalty pledges, etc. The recommendation below applies to all material in the file with the exception of loyalty pledges which are to be retained permanently.

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER TERMINATION OF EMPLOYMENT AND THEN DESTROY.

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(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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6. ACCOUNTING RECORDS (BOOKKEEPING DATA)

Size: 8½" x 14"
 Dates: 1948 - -
 Quantity: 2 drawers, bundles (7 cubic feet)
 File Arrangement: By type of record and chronological therein
 Annual Accumulation: Less than 1 cubic foot
 Disposable Amount: 5 cubic feet (estimated)
 Audited: State audit

This item includes all standard accounting forms used by State agencies as supporting data to the final books of entry, the Ledgers (1948 --) and the Cashbooks (1953 --). The final books of entry are to be retained permanently. Specifically these supporting records are:

Comptroller of the Treasury

Form No.

Memorandum of Adjustment
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

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 Purchase 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

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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 (11 pages)

Others

Receipt books

Bank books

Canceled checks (discontinued June 30, 1958)

Check stub books

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

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