

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

SCHEDULE NO. 324

Hall of Records Commission

PAGE NO. 1.

1. Requesting Agency

BALTIMORE CITY

2. Division or Bureau of Requesting Agency

CLERK TO THE SUPERIOR COURT

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. INDEX TO LAND RECORDS

Dates: 1665-1908
Quantity: 126 volumes
File Arrangement: Chronological

The index is composed of two series of volumes, Grantors and Grantees, listing the names, the type of instrument, and the liber and folio of recordation in the Land Records. The index for 1665-1908 has been photostated and bound for office use.

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

2. SHORT RELEASES (LAND AND CHATTEL)

Dates: 1915 - -
Quantity: 20 boxes, 236 transfer files, 6 bundles, 22 document files (total, 578 cubic feet)
Disposable Amount: 250 cubic feet

The short release file contains the original mortgage with the release attached and shows the date, the names of the parties, a description of the property, and the recordation. The law relating to releases provides that released mortgages shall be kept by the Clerk for twenty-five years, after which they may be

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

James S. Carney
Signature

Clerk
Title

4/1/1958
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
Maria S. Redell
Archivist

[Signature]
Date
Secretary

QUANT FOR RECORDS RETENTION SHEET
(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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destroyed. (Art. 66, Sec. 36, and Art. 21, Secs. 27, 37, Annotated Code of Maryland, 1957 Edition).

RECOMMENDATION: RETAIN FOR TWENTY-FIVE YEARS AND THEN DESTROY.

3. RECEIPT BOOK

Dates: 1953 - -
Quantity: 1621 volumes
File Arrangement: Chronological
Disposable Amount: 95 cubic feet
Audit: State audit

Receipts are serialized showing the types of instrument, names of the parties, the date, and the amount paid for recording. This recommendation pertains also to the receipt books in the Legal Division of the Clerk's Office.

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

4. GENERAL CORRESPONDENCE

Dates: 1935 - -
Quantity: 5 transfer files
File Arrangement: By subject
Disposable Amount: 12 cubic feet

This file consists of correspondence with individuals, attorneys, various state and county agencies, concerned with the functions of the office.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

5. ADMINISTRATIVE ACCOUNTING RECORDS

Dates: 1927 - -
Quantity: 7 file drawers
Disposable Amount: 14 cubic feet
Audit: State audit

This item includes the following accounting records used as supporting data to the final book of entry, the General Ledger. The final book of entry is to be retained permanently. These supporting records are:

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APR 11 1957
[Signature]
SECRETARY

QUANT 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.

Cancelled checks
Check books
Adding machine tapes
Balance sheets
Daily reports
Bank books
Bank deposit slips
Bank balances
Pay slips

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

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HALL OF RECORDS COMMISSION

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BOARD OF PUBLIC WORKS
APR 8 1970
[Signature]