

REQUEST FOR RECORDS RETENTION SCHEDULE

Hall of Records
Commission

To: Submitted to the Records Management Division
Hall of Records Commission

PAGE NO. 1.

1 Requesting Agency CENTRAL LICENSING OFFICE	2. Division or Bureau of Requesting Agency
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3 Authorization Requested (Check only one of the squares below).

<input type="checkbox"/> A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.	<input checked="" type="checkbox"/> 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"/> C 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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CENTRAL LICENSING OFFICE

The Central Licensing Office was established by the General Assembly of 1951. The Office provides space and clerical services for the Board of Barber Examiners, Board of Examining Engineers, Board of Examiners of Motion Picture Machine Operators, Board of Electrical Examiners and Supervisors, and Board of Commissioners of Practical Plumbing. The records of an individual board are listed and described apart from the records of the other boards. Accounting records for all boards, however, are listed with general administration records.

1. CLERK'S GENERAL FILE

Size: 8½" x 11"
 Dates: 1951 - -
 Quantity: 4 drawers (6 cubic feet)
 File Arrangement: Separate files for each Board, alphabetical within each
 Annual Accumulation: 1 cubic foot (estimated)
 Disposable Amount: 3 cubic feet (estimated)
 Audit: State

The Clerk of the Central Licensing Office maintains a General File in which the records of the various Boards are separately filed. Records which relate to the general administration of the Central Licensing Office itself are also held in the General File separate from the records of the individual boards. In general, the records

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HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau/Representative

James A. Jones Jr. Signature *Central Licensing Office* Title *1-2-9-58* 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.
<i>Dec. 11, 1958</i> Date <i>Morris S. Rudloff</i> Archivist	<i>Dec 12, 1958</i> Date <i>M. H. Bartlett</i> 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.
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of the individual boards consist of applicants' or registrants' application forms which require future action; general correspondence; accounting records (Item 2); correspondence with applicants or registrants concerning notifications of examination, requests for information, license renewals, complaints, etc.; and correspondence with State agencies on matters relating to the administration of functions performed exclusively by each board.

Records which relate to the general administration of the Licensing Office consist of correspondence with State agencies concerning budgeting, accounting, personnel policies, prospective legislation, or other matters of general interest to all the boards.

- A. RECOMMENDATION: RETAIN PERMANENTLY CORRESPONDENCE WHICH ESTABLISHES CENTRAL OFFICE OR BOARD POLICIES AND PROCEDURES.
- B. RECOMMENDATION: RETAIN ALL OTHER MATERIAL FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

2. ACCOUNTING RECORDS

Size: 8½" x 11"
 Dates: 1951 - -
 Quantity: 6 cubic feet (estimated)
 File Arrangement: By type of record and chronological therein
 Annual Accumulation: 2 cubic feet (estimated)
 Disposable Amount: 3 cubic feet (estimated)
 Audit: State

This item includes all standard accounting forms used by State agencies as supporting data to the final books of entry. The accounting records of all boards administered by the Central Licensing Office are considered to be part of this item. The final books of entry for each board (Cash Receipt and Cash Disbursement Journals) and the License Office General Ledger 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-½ | Distribution of Charges |
| DD-1 | Transmittal |
| 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 |

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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
- BB-40 Request for Position Action

Others

- Vendors Invoices
- Bank Deposit Slips
- Bank Deposit Receipts

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

3. 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).

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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-5, 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).

4. 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.

5. LEAVE RECORDS

This file includes the following records:

Leave record card - Form SEC 128-A, a standard Statewide form, prepared annually for each employee

Leave applications
Doctors' certificates

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

BOARD OF BARBER EXAMINERS

6. MINUTES

Size: 8 1/2" x 11"
Dates: 1957 - -
Quantity: 1 notebook
File Arrangement: Chronological

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The Minutes of the Board are recorded and maintained by the Clerk of the Central Licensing Office. For each monthly meeting a single sheet is prepared showing the names of Board members present, policies and procedures formulated, actions taken by the Board on applicants and registrants, and authorizations for the expenditure of funds.

RECOMMENDATION: RETAIN PERMANENTLY.

7. REGISTRATION FILE

Size: 8 1/2" x 11"
 Dates: 1957 - -
 Quantity: 8 drawers (15 cubic feet)
 File Arrangement: Numerical by registration number
 Annual Accumulation: 1 1/2 cubic feet

This file contains records of individual barbers received and filed by the Board on or after the general re-registration of barbers which took place in June, 1957. According to Article 43, Section 316 of the Annotated Code of Maryland, 1957 Edition, barbers were required to file the necessary affidavit and other information with the Secretary of the Board within three months after June 1, 1957. Specifically, this file contains all the records relating to the re-registration.

These are:

- Application form (Application and Registration for Apprentices, Master, and Renewal Licenses)
- Certifications of prior experience
- Examination paper
- Copies of letters sent (form and typed)
- Copies of out-going notices
- Certificates of registration (returned by registrant)

Annual renewal forms, filed separately in the License Renewal File, are described in Item 8. The recommendation below applies only to records filed in the Registration File.

- A. RECOMMENDATION: RETAIN PERMANENTLY REGISTRANTS' INITIAL APPLICATION FORMS AND CERTIFICATIONS OF PRIOR EXPERIENCE.
- B. RECOMMENDATION: RETAIN ALL OTHER MATERIAL IN DEPARTMENTAL OFFICES FOR ONE YEAR. THEN TRANSFER TO RECORD CENTER FOR AN ADDITIONAL TWO YEARS AND THEN DESTROY.

8. REGISTRATION BOOK

Size: 15" x 13"
 Dates: 1957 - -
 Quantity: 1 volume
 File Arrangement: Alphabetical by name of registrant

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	<p>Pursuant to the provisions of a law enacted in 1957 (Article 43, Section 317, Annotated Code of Maryland, 1957 Edition), the Board is required to maintain a list of the names and places of business of all persons to whom certificates are granted. This information is entered in the master barber Registration Book which shows the registration number, the registrant's name, address, and the city in which the place of business is located.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
9.	<p><u>LICENSE RENEWAL FILE</u></p> <p>Size: 8½" x 11" Dates: 1958 - - Quantity: 1 drawer (2 cubic feet) File Arrangement: Numerical by certificate number</p> <p>This file contains the forms (Application for Registration for Apprentice, Master and Renewal Licenses) submitted by barbers who are applying for an annual license renewal. The use of this form has been discontinued and in the future a smaller renewal form will be substituted.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	
10.	<p><u>APPLICATION FOR EXAMINATION FILE</u></p> <p>Size: 8½" x 14" Dates: 1949 Quantity: 1 drawer, 3 transfiles (8 cubic feet) File Arrangement: Numerical by order number Disposable Amount: 8 cubic feet</p> <p>This file contains for each applicant:</p> <p>Application for examination Application for certificate of qualification Grade sheets for both written and practical exams Written examinations</p> <p>Currently accumulating records concerned with the application, examination, and licensing of barbers are filed in the Barbers' Registration File (Item 7).</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>	

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11.

CORRESPONDENCE

Size: 8½" x 11"
 Dates: 1957 - -
 Quantity: 1/3 drawer (½ cubic foot)
 File Arrangement: Alphabetical by surname of correspondent

This is the Board's general correspondence file. The majority of the correspondence is with individual barbers and concerns requests for information, transmittal of licenses and renewal certificates, or other routine matters of concern to individual registrants. Other correspondence in the file is with State agencies--e.g. with the Attorney General on matters requiring informal opinions. Records on which action is pending are also filed--e.g. application forms of applicants who failed to appear.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

BOARD OF EXAMINERS OF MOTION PICTURE
MACHINE OPERATORS

12.

MINUTES

Size: 12" x 9", 8" x 10"
 Dates: 1910 - -
 Quantity: 14 volumes (½ cubic foot)
 File Arrangement: Chronological

The Minutes contain entries for each weekly meeting. These entries show Board actions on applications or incoming correspondence and list the names of registrants who renewed their licenses.

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO THE HALL OF RECORDS ALL MINUTES THROUGH 1945.

13.

REGISTRATION FILE

Size: 8½" x 14"
 Dates: 1910 - -
 Quantity: 1 cubic foot
 File Arrangement: Chronological

This file contains registrants' initial application for license forms (Applications for License to Operate Moving Picture Projection Apparatus). Each form shows the date of the application, the applicant's name, address, length of previous experience, names and addresses of former places of employment, place of birth, date of birth, signature of operator under whom the applicant worked,

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

the applicant's notarized signature, a physical description of the applicant, and the original or renewal license numbers and their respective dates of issuance.

RECOMMENDATION: RETAIN PERMANENTLY.

11. LICENSE RENEWAL FILE

Size: 3" x 5"

Dates: 1955 - -

Quantity: 1/4 cubic foot

File Arrangement: By year and numerical therein

Audit: State

This file contains license renewal cards (Application Blank for Renewal of License) which are submitted by the applicant along with his renewal fee. Each card shows the registration number, the date, the applicant's name, address, the name of the theater and its address.

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

ENGINEERS

APPROVED
BOARD OF PUBLIC WORKS

APPROVED
HALL OF RECORDS COMMISSION

15. REGISTRATION FILE

Size: 8 1/2" x 14" (folded to 3" x 9")

Dates: 1943 - -

Quantity: 3 document drawers (1 cubic foot)

File Arrangement: Alphabetical by surname of registrant

The Registration File contains a license application form for each registrant (Application for Engineer's License). Each form shows the date of the application, a summary of the registrant's personal and work history, a recommendation and appraisal of the registrant by an engineer and an employee, and the signatures of the registrant, the engineer, and the employee. The application forms for rejected applicants are retained separately pending further action by the Board.

A. RECOMMENDATION: RETAIN REGISTRANT'S INITIAL LICENSE APPLICATION UNTIL DEATH OR RETIREMENT AND FOR FIVE YEARS THEREAFTER AND THEN DESTROY.

B. RECOMMENDATION: RETAIN LICENSE APPLICATION OF REJECTED APPLICANTS FOR THREE YEARS AFTER DATE OF LAST EXAMINATION AND THEN DESTROY.

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

16. KEY CARD FILE

Size: 5" x 8"
Dates: 1923 - -
Quantity: 16 card drawers (4 cubic feet)
File Arrangement: By grade or type of license and alphabetical by surname of registrant within each

The Key Card File is the Board's record of the license renewal status of individual registrants. Specifically, each card shows the individual's name, address, certificate number (different number for each year), grade of license, the issue number, and the registration date. Some cards have on them a reference to the stub number and license book from which the license was issued.

RECOMMENDATION: RETAIN PERMANENTLY.

17. STUBS OF CERTIFICATES ISSUED

Size: 7" x 8"
Dates: 1950 - -
Quantity: Books, 16 linear feet (six cubic feet)
File Arrangement: Numerical by certificate number
Annual Accumulation: Less than 1 cubic foot
Disposable Amount: 4 cubic feet (estimated)
Audit: State

The Board annually issues certificates to all registered engineers. Stubs of certificates are retained by the Board in books from which the certificates are removed when issued. Each stub shows the certificate number, the grade, the issue, number, date, registrant's address, registrant's color and age, and the date of expiration of the certificate.

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

18. REJECTED APPLICANTS FILE

Size: 9" x 3"
Dates: 1942 - -
Quantity: 2 document drawers (1 cubic foot)
File Arrangement: Alphabetical by surname of registrant
Annual Accumulation: 1/2 cubic foot (estimated)

This file contains registration applications of rejected applicants.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DATE OF REJECTION AND THEN DESTROY.

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19. CORRESPONDENCE

Size: 8½" x 11"
Dates: 1951 - -
Quantity: ½ drawer (1 cubic foot)
File Arrangement: Alphabetical by name or subject

This file contains correspondence with applicants and registrants and to a lesser extent with other State agencies. Accounting records are also contained in the file but are not covered by the recommendation for this item. Accounting records for the Board are included with the records of the Central Licensing Office (Item 2).

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY

BOARD OF COMMISSIONERS OF PRACTICAL PLUMBING

20. MINUTES

Size: 10" x 8", 8½" x 11"
Dates: 1886 - -
Quantity: 7 volumes, 7 notebooks
File Arrangement: Chronological

The Minutes are a record of the Board's actions, both routine and policy-making. Lists of applicants' or registrants' names are recorded, together with notations of Board action on them. The Minutes are not complete since the beginning of the Board in 1886, but are available for the following dates: 1886-1892 (Minutes of the Office of the Commissioner of Health, City of Baltimore); 1939 - 1942; and 1947 - -.

RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS ALL MINUTES THROUGH 1951.

21. REGISTRATION FILE

Size: 8½" x 11"
Dates: 1951 - -
Quantity: 4½ drawers and 2 transfiles (12 cubic feet)
File Arrangement: Separate files for master and journeymen; alphabetical within each
Annual Accumulation: Less than 1 cubic foot
Disposable Amount: 2 cubic feet (estimated)

This file contains the initial application forms of master and journeymen plumbers, together with other records which support the applications. The records in the master plumber file are: Application for Examination as a Master Plumber, and examination papers.

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The records in the journeymen file are: Application for Examination as a Journeyman Plumber, obligation form, letters or other records certifying to journeyman's experience, and examination papers. Records of rejected applicants are filed separately.

- A. RECOMMENDATION: REGISTRANTS' RECORDS, 1955 and LATER: RETAIN REGISTRANTS' INITIAL LICENSE APPLICATIONS UNTIL DEATH OR RETIREMENT AND FOR FIVE YEARS THEREAFTER, AND THEN DESTROY.
REGISTRANTS' RECORDS PRIOR TO 1955; TRANSFER TO STATE RECORD CENTER.
- B. RECOMMENDATION: RETAIN THE RECORDS OF REJECTED APPLICANTS FOR THREE YEARS AFTER DATE OF REJECTION AND THEN DESTROY.

22. KEY CARD FILE

Size: 9" x 5"
 Dates: 1916 - -
 Quantity: 22 card drawers (10 cubic feet)
 File Arrangement: Separate journeymen and master files - geographical within each
 Disposable Amount: 1 cubic foot

The Key Card File is maintained by the Board as a record of the license status of individual journeymen and master plumbers. Each card shows the name, address, respective dates of license issue, the number of the license issued each year, and whether the issue is initial or renewal.

RECOMMENDATION: RETAIN PERMANENTLY.

23. LICENSE RENEWAL APPLICATION FILE

Size: 3" x 9"
 Dates: 1954 - -
 Quantity: 6 drawers (1½ cubic feet)
 File Arrangement: Separate files for journeymen and master - By year and numerical by license number therein
 Annual Accumulation: 2 drawers (½ cubic foot)
 Audit: State

This file contains renewal applications for both journeymen and master plumber licenses. The master and journeymen form carries essentially the same information--the applicant's name, address, the license number, date of issue, the license year, the amount received, and an explanation of the reason for the issue of the license (new, renew, delinquent, etc.).

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

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24.	<p><u>CORRESPONDENCE</u></p> <p>Size: 8½" x 11" Dates: 1947 - - Quantity: 1 drawer (1½ cubic feet) File Arrangement: Alphabetical by name Disposable Amount: 1 cubic foot</p> <p>This file contains Board correspondence with applicants and registrants. The subject matter of the correspondence is routine--e.g. requests for general information or information on licensing procedures.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p> <p>BOARD OF ELECTRICAL EXAMINERS AND SUPERVISORS</p>	
25.	<p><u>REGISTRATION FILE</u></p> <p>Size: 8½" x 14" (envelopes) Dates: 1935 - - Quantity: Registrants, 3 drawers; failures, 1½ drawers (total 9 cubic feet) File Arrangement: Alphabetical by surname of registrant Annual Accumulation: Less than ½ cubic foot</p> <p>The Registration File contains the records of persons registered with the Board as master and maintenance electricians. Certain information is recorded on the envelope holding the records of each registrant--namely, the registrant's name, the address, and a record of examinations showing the dates of examination, whether passed or failed, whether a license was issued, etc. The records filed in each registrant's envelope consist of the application form and examination papers. Applications and examinations of persons who have failed the examination are filed separately pending future action by the Board.</p> <p>A. RECOMMENDATION: RETAIN PERMANENTLY REGISTRANT'S INITIAL APPLICATION FOR LICENSE FORM.</p> <p>B. RECOMMENDATION: RETAIN LICENSE APPLICATIONS OF REJECTED APPLICANTS FOR THREE YEARS AFTER DATE OF REJECTION AND THEN DESTROY.</p>	

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26. STUBS OF LICENSES ISSUED

Dates: 1954 - -
Quantity: $\frac{1}{2}$ cubic foot
Audit: State

This file contains stubs of certificates issued by the Board to master and maintenance electricians.

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

27. APPLICATION FOR EXAMINATION FILE

Size: 8 $\frac{1}{2}$ " x 11"
Dates: 1957 - -
Quantity: 1 cubic foot
File Arrangement: Alphabetical by name
Annual Accumulation: Less than 1 cubic foot

Persons desiring to take an examination to qualify them as maintenance electricians apply to the Board on a form supplied them for that purpose (Application for a Maintenance Electricians License Examination). The form shows basic information on the applicant's personal and work history, the results of the examination, the date on which the applicant was accepted or rejected, and information on the firm or corporation represented by the applicant.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

28. MASTER ELECTRICIANS' BOND FILE

Size: 3" x 9"
Dates: 1955 - -
Quantity: 2 cubic feet
File Arrangement: By year
Annual Accumulation: $\frac{1}{2}$ cubic foot (estimated)
Disposable Amount: $\frac{1}{2}$ cubic foot

Master electricians are required to file annually with the Board a performance bond. The bond is filed on a printed form provided by the Board.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

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29.	<p><u>VOIDED LICENSES</u></p> <p>Size: 10" x 12" Dates: 1946 - - Quantity: 1 cubic foot File Arrangement: By year</p> <p>This file consists of Master electrician licenses which have been voided by the Board.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	
30.	<p><u>CORRESPONDENCE</u></p> <p>Size: 8½" x 11" Dates: 1917 - -, 1957 - - Quantity: 1½ cubic foot File Arrangement: Alphabetical by individual's surname</p> <p>This file maintained since 1957 contains Board correspondence with applicants or registrants. The correspondence file which has been maintained since 1917 contains earlier correspondence with applicants or registrants and a small quantity of correspondence with other State agencies--e.g. the Attorney General's Office. Correspondence relating to general administration is filed in the Clerk's General File (Item 1).</p> <p>A. RECOMMENDATION: RETAIN PERMANENTLY CORRESPONDENCE WITH ATTORNEY GENERAL.</p> <p>B. RECOMMENDATION: RETAIN ALL OTHER MATERIAL FOR THREE YEARS AND THEN DESTROY.</p>	<p style="writing-mode: vertical-rl; text-orientation: mixed;">APPROVED HALL OF RECORDS COMMISSION</p>