

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

1. Requesting Agency **STATE BOARD OF FUNERAL DIRECTORS AND EMBALMERS**

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: 8½" x 11" Dates: 1902 - - Quantity: 12 volumes (1.5 cubic feet) File Arrangement: Chronological Annual Accumulation: Less than 1 volume Index: None</p> <p>The Minutes of the Board of Funeral Directors and Embalmers, formerly the Board of Undertakers, are a record of policy decisions and Board actions. Minutes are handwritten for the period 1902-1908 and are typewritten thereafter. They are maintained in either bound volumes or loose-leaf volumes. Specific information shown in the minutes includes notations of Board action on applications or license renewals; transcripts of hearings before the Board; summaries of receipts and disbursements; and lists of applicants passed and their examination scores.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p>

7. Agency, Division or Bureau Representative

Edward Lilly
Signature

President
Title

11/4/59
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.

12/8/1959
Date

Monie S. Radloff
Archivist

DEC 14 1959
Date

Ludwig Strubel
Secretary

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NO.

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2. REGISTRATION BOOK

Size: 8½" x 11"

Dates: 1902 - -

Quantity: 2 binders (¼ cubic foot)

File Arrangement: Separate books for embalmers and funeral directors (alphabetical by name therein)

Article 43, Sections 345 and 348, Annotated Code of Maryland, 1957 Edition, requires the Secretary of the Board to keep a book in which to enter the names of registered funeral directors and embalmers. The books maintained for this purpose list each registrant's name, address (including city and county), the license date, and the dates of successive general re-registrations. The last general re-registration for embalmers was in 1937; that for funeral directors took place in 1935.

RECOMMENDATION: RETAIN PERMANENTLY.

3. REGISTRATION CASE FOLDERS

Size: 8½" x 11", 8½" x 14"

Dates: 1902 - -

Quantity: 21 drawers (42 cubic feet)

File Arrangement: Separate files for active and retired or deceased registrants, alphabetical within each

Annual Accumulation: 2 cubic feet (estimated)

This file contains the records of individuals registered by the Board as apprentice funeral directors and embalmers or as practicing funeral directors and embalmers. Until 1924 no distinction was made between funeral directors and embalmers, and all registrants were licensed as undertakers. Registrants must renew licenses annually. Each folder contains the records which are basic to an individual's application, registration, annual license renewal, and practice. Specifically, these records are:

- Applications for - funeral director's or embalmer's examination
- renewal of funeral director or embalmer license (annual)
- registration of funeral director or embalmer apprentice
- renewal of registration as funeral director or embalmer apprentice (annual)
- funeral director or embalmer courtesy card

Certifications by employee of apprentice status

Certification of experience by apprentice

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Andrew H. H. H.
SECRETARY

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Correspondence concerned with examinations, expiration of license, transmittal of forms or certificates, recommendations, requests, etc.
Photo of applicant or registrant
Records relating to the enforcement of Board rules and regulations

- A. RECOMMENDATION: RETAIN PERMANENTLY THE ORIGINAL APPLICATION FORMS FOR EACH REGISTRANT. RETAIN THE ANNUAL LICENSE OR REGISTRATION RENEWAL FORMS FOR THREE YEARS AND THEN DESTROY.
- B. RECOMMENDATION: RETAIN IN BOARD OFFICES ALL OTHER MATERIAL IN THE CASE FOLDERS UNTIL REGISTRANT IS DECEASED OR HAS RETIRED FROM PRACTICE, AND FOR TWO YEARS THEREAFTER; THEN TRANSFER TO STATE RECORD CENTER FOR AN ADDITIONAL EIGHT YEARS AND THEN DESTROY.

4. REGISTRANT'S HISTORY CARDS

Size: 9" x 5"
Dates: 1935 - -
Quantity: 2½ drawers (1.5 cubic feet)
File Arrangement: Separate files for apprentices and registered funeral directors or embalmers; alphabetical by registrant's name therein.
Annual Accumulation: Less than ¼ cubic foot

These files contain history cards for individual embalmers or funeral directors, apprentice embalmers and funeral directors, and corporations. Each card shows the registrant's or apprentice's license status and lists the name of the corporation or individual, the address, the dates of successive registrations, the individual's qualifications (embalmer, funeral director, or both), and the individual's original license number. A few of the cards indicate the date on which a registrant passed the necessary examination.

RECOMMENDATION: RETAIN PERMANENTLY.

5. CORRESPONDENCE

Size: 8½" x 11"
Dates: 1937 - -
Quantity: 1.5 cubic feet
File Arrangement: Alphabetical by agency
Annual Accumulation: Less than ¼ cubic foot
Disposable Amount: Less than ½ cubic foot

This correspondence, primarily with State agencies and individuals

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Arthur H. ...

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other than registrants, relates only to Board activities, expenditures, and general administration. Correspondence with registrants, included in the Registration Case Folders (Item 3), is governed by the recommendation for that item.

A portion of the correspondence contains informal opinions of the Attorney General, the basis for various Board policies.

- A. RECOMMENDATION: RETAIN PERMANENTLY THE CORRESPONDENCE CONTAINING THE OPINIONS OF THE ATTORNEY GENERAL.
- B. RECOMMENDATION: RETAIN ALL OTHER CORRESPONDENCE FOR THREE YEARS AND THEN DESTROY.

6. ACCOUNTING RECORDS

Size: 8½" x 11"
 Dates: 1937 - -
 Quantity: 4 cubic feet (estimated)
 File Arrangement: By type of record and chronological therein
 Annual Accumulation: ½ cubic foot (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 Cash Ledgers. The final books of entry are to be retained permanently. Specifically, these supporting records are:

Comptroller of the Treasury

Form No.

P-1-S	Memorandum of Adjustment
E-1 and E-½	Distribution of Charges
DD-1	Transmittal
R-2 (formerly HR-2)	Certificate of Deposit and Bank Deposit slip
	Monthly Report of State Funds Collected and Deposited
	Distribution of Unexpended and Obligated 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

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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 Forms,
Nos. 1 thru 11 Budget Estimates Fiscal Year
BB-40 Request for Position Action

Others

Vendors' Invoices
Bank Deposit Slips
Bank Statements
Bank Deposit Receipts
Check Stub Books
Canceled Checks
Stubs of Licenses
Stubs of Apprentices Certificates
Stubs substantiating issue of Out-of-State
Courtesy Cards
Courtesy Cards

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

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,

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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).

8. MASTER AUTHORIZATION

Dates: 1953 - -

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: 1953 - -

This file includes the following records:

- 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.

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Richard Spitzer
SECRETARY