

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

SCHEDULE NO. 365

PAGE NO. 1

1. Requesting Agency

DEPARTMENT OF ASSESSMENTS AND TAXATION

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.
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1. CORPORATION CHARTERS

Size: 8 1/2" x 11"
 Dates: 1908 - -
 Quantity: Secretary of State (recorded copy); 26 volumes
 Department (recorded copy): 544 volumes
 Original papers: 90 cubic feet (to 1951)
 File Arrangement: Chronological by filing date
 Annual Accumulation: Recorded copy - microfilmed
 Statements of trust receipt financing: 1 cubic foot (est.)
 Disposable Amount: 90 cubic feet
 Audit: State
 Index: Separate card indexes for Secretary of State and Department records

Domestic corporation charters, amendments to charters, charter papers (relating to dissolution, revival, sale, consolidation, merger, stock issue, or change of principal office and resident agent), and statements of trust receipt financing must be filed for approval and recordation by the Department. Since May, 1956 the Department has recorded the charters and other papers on microfilm. Prior to that time, the Department recorded by the following methods: 1908-1910, typed abstracting of documents; 1910-1945, typed complete document; 1945-1956, photostat.

Prior to June, 1951, the Department received an original and a duplicate set of all papers filed for record, recorded and retained the originals, and forwarded the duplicates to County clerks for recordation. Since then the Department has received, recorded, and forwarded only original papers which are returned to the corporation after recordation by the clerks. (Article 23, Section 128c, Annotated Code of Maryland, 1957 edition). The only exception to this

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

James W. Ward
Signature

Director
Title

2/18/60
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.

3/8/1960
Date

Maurice S. Radloff
Archivist

MAR 14 1960
Date

Andrew Stulick
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.

recordation procedure is that for statements of trust receipt financing. These are recorded only by the Department and are retained for audit purposes.

The original charters and charter papers covering the period through May, 1951 are of no further value to the Department in view of the fact that recorded copies are available. Furthermore, according to the provisions of Article 23, Section 131d (Annotated Code of Maryland, 1957 edition), certified copies of articles of incorporation, certificates of incorporation, or other instruments under which the corporation was formed, constitute evidence of the existence of the corporation and its powers.

The Secretary of State's charter records (Secretary of State Record Books), now in the custody of the Department, cover the period 1914-1920 (26 volumes). They are being retained by the Department because they contain certain charters and charter papers which do not appear in the Department's records covering the same period. The Secretary of State's records are indexed as to name of corporation but not as to subsequently recorded papers which affect a particular charter.

- RECOMMENDATION:
- A. Original charters and charter papers, 1951 and earlier: DESTROY ACCUMULATION
 - B. Department and Secretary of State's recorded copy: RETAIN PERMANENTLY
 - C. Statements of trust receipt financing: Retain for three years after date of recordation, or until audited, whichever is later, and then destroy.

*Approved A.B+C.
Bartley 2/17/60*

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HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
MAR 14 1960
Andrew H. ...
SECRETARY