

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

SCHEDULE NO. **374**

PAGE NO. **1.** ✓

1. Requesting Agency

**COMPTROLLER OF THE TREASURY**

2. Division or Bureau of Requesting Agency

**STATE APPEAL BOARD**

*Alcoholic Beverages*

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. GENERAL CORRESPONDENCE**

Size: 8½" x 11"  
Dates: 1943 - -  
Quantity: ¼ cubic foot  
File Arrangement: Alphabetical by name or subject

This correspondence file is concerned with the general administration of the Board. Correspondence concerning appeals is filed with the case to which it relates in the Liquor Appeal Case File (Item 3) and is governed by the recommendation for that item.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

**2. OPINION AND ORDER FILE**

Size: 8½" x 11"  
Dates: 1943 - -  
Quantity: ½ drawer (1 cubic foot)  
File Arrangement: Numerical by case number  
Index: Docket

The results of hearings on appeals are maintained in this file. Each transcript opinion summarizes the opinion of the Board and includes a formal order for compliance. The Clerk of Court receives the original, and copies go to counsel for the appellant and to the Alcoholic Beverages Division. Opinions and Orders filed by the Secretary of the State Appeal Board constitute the record set.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

*Louis R. Schuenholz Jr.*  
Signature

*Secretary*  
Title

*11/1/1960*  
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.

*11/1/1960* Date  
*Morris S. Pauloff* Archivist

NOV 7 1960 Date  
*Andrew H. ...* Secretary

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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3. LIQUOR APPEAL CASES

Size: 8½" x 11" and 8½" x 14" in 8½" x 11" envelopes  
 Dates: December 1941 - -  
 Quantity: Office, 1 drawer (Case Nos. 1-556, 1943 - -)  
           Storage: 1½ drawers (Case Nos. 781-885, 1941-43)  
                   Total, 5 cubic feet  
 File Arrangement: Numerical by case number  
 Annual Accumulation: ¼ cubic foot (est.), 25-35 hearings annually)  
 Disposable Amount: 3 cubic feet  
 Index: Docket (1933 - - )

The State Appeal Board acts as the local license board in Somerset County and hears appeals from the decisions of local boards in Anne Arundel, Dorchester, and Wicomico counties. Each case relating to an individual appeal may contain any or all of the following types of records:

- Copies of out-going correspondence to Board members
- Correspondence with or about the appellant
- Summaries of findings and recommendations by local licensing boards
- Complaints
- Transcripts of testimony taken at hearings
- Reports on inspection of places of business
- Requests for consideration of appeal
- License applications and other exhibits

Prior to its reorganization in 1943 the State Appeal Board had wider appeal jurisdiction than it now has. The cases filed during the period 1941-43 are representative of the Board's activity during this period. For all cases filed since 1933, the year during which the Board was organized as the "State License Bureau," dockets have been maintained to record the results of hearings and also to serve as an index to the cases. Once a license is revoked, it cannot be regained. Therefore the cases themselves are of little reference value once they are filed. The recommendation below applies only to the cases. The dockets are to be retained permanently.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSION

APPROVED BY BOARD OF PUBLIC WORKS	
NOV 7 1960	
<i>Lawrence Stuebel</i>	
SECRETARY	