

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

Hall of Records
Commission

1. Requesting Agency

BOARD OF PUBLIC WORKS

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 MINUTES

Size: 12" x 18" x 2"
Dates: 1851-
Quantity: 16 volumes, 1 bundle (rough minutes)
File Arrangement: Chronological
Index: Card Index

The Minutes of the proceedings are a summary of all the transactions of the Board of Public Works, and they relate to almost every phase of State activity. This record series includes one bundle of rough minutes of the Board, 1910-1914, and one volume of Proceedings and Correspondence, March 23, 1904, to February 16, 1905. The Minutes for the period 1904 to 1958 have been microfilmed for security purposes.

The Card Index to the Minutes is arranged by department or agency, with subject cards thereunder, 1904-1914, and by department or agency, with a chronological listing of Board action, 1929-1949. Indexing for the period 1949 to date has been initiated on 5" x 8" cards, to conform with the type of index prepared for the period 1904-1914.

RECOMMENDATION: RETAIN MINUTES AND CARD INDEX PERMANENTLY. MICROFILM MINUTES AS EACH VOLUME IS COMPLETED, FOR SECURITY PURPOSES. DEPOSIT ALL MICROFILM COPIES AND WHATEVER ORIGINAL MINUTES ARE NOT REQUIRED BY THE BOARD WITH THE HALL OF RECORDS COMMISSION.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Andrew Stuckey
Signature

Title

MAR 7 1965
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.

317163
Date
Morris S. Radloff
Archivist

Date
Andrew Stuckey
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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.
----------	---	---

2 AGENDA OF MEETINGS OF THE BOARD OF PUBLIC WORKS

Size: 8 $\frac{1}{2}$ " x 12"
Dates: 1946 ---
File Arrangement: Chronological
Quantity: One file drawer

The practice of preparing a formal agenda of the business to be presented to the Board for consideration at its regular meetings was begun in 1946. The Department of Budget and Procurement followed by formalizing its agenda which, since at least 1942, had been submitted informally. When the Department of Budget and Procurement was established in 1947, it also began submitting an agenda. Since the minutes of meetings frequently refer to the agenda, and often to the agenda number only, for a more detailed explanation of certain business upon which the Board took action, these agenda are an important supplement to the Minutes.

RECOMMENDATION: RETAIN ALL THREE AGENDA PERMANENTLY. TRANSFER TO THE HALL OF RECORDS AFTER COMPLETION OF ALL THE PROJECTS OR ACTIVITIES TO WHICH THE AGENDA REFER.

LEASES OR AGREEMENTS

Dates: 1946 ---
Quantity: One file drawer
File Arrangement: By name of agency

This file contains copies of leases or agreements relating to private property rented by the State or to State property rented to private individuals, businesses, or others. The Department of Budget and Procurement lists on cards all pertinent information regarding leases made by or with the State (Schedule 249, Item 1). There is little reference to this file after expiration of the lease.

RECOMMENDATION: RETAIN LEASES OR AGREEMENTS FOR THREE YEARS AFTER EXPIRATION, THEN DESTROY.

4 BOND ISSUES

Dates: 1922 ---
Quantity: One file drawer, 15 letter boxes
File Arrangement: Chronological by issue

The Bond Issues file contains correspondence, resolutions of the Board, legal opinions, and other papers relating to the issuance of State bonds for the capital improvements program and other loans authorized by the General Assembly.

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO THE HALL OF RECORDS THREE YEARS AFTER ALL THE INSTALMENTS FOR EACH BOND ISSUE HAVE BEEN SOLD.

QUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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.
5	<p>CORRESPONDENCE AND GENERAL FILE</p> <p>Dates: 1927 --- Quantity: 16 file drawers, 162 letter boxes File Arrangement: Alphabetical by department, institution, correspondent or project, and chronological therein.</p> <p>The Correspondence and General File contains letters and papers relating to loans and contracts; expenditures for acquisition of land, buildings, equipment, construction, and other capital assets; leases and renewals for land, mineral rights, buildings, and office space; relocation of State agencies; regulation of agency business administration; sale, lease or transfer of State-owned real property; distribution of Emergency Appropriation Funds to State agencies; and authorization for disposal of State records approved by the Hall of Records Commission. Also included in this category are Maryland Publicity Commission papers and documents, records of Maryland's participation in the New York World's Fair (1939), and the Maryland Tercentenary Commission reports and papers.</p> <p>The older portions of this file have continuing legal and administrative reference value to the Board and, in addition, the file provides documentation of Board policy and operations, which is of value to government officials and to historians.</p> <p><u>RECOMMENDATION:</u> RETAIN PERMANENTLY. RETAIN IN THE ACTIVE FILE FOR 10 YEARS, THEN TRANSFER TO THE INACTIVE FILE. AT 5-YEAR INTERVALS, TRANSFER ENTIRE INACTIVE FILE TO HALL OF RECORDS.</p>	
6	<p>ABSTRACTS & TITLES OF TOBACCO WAREHOUSES OWNED BY THE STATE OF MARYLAND (PRATT STREET WHARF, DUGAN'S WHARF, AND O'DONNELL'S WHARF, BALTIMORE)</p> <p>Size: 9" x 12" Dates: 1905 Quantity: One volume</p> <p>This record contains plats, maps, and letters of transmittal from the Attorney General and lawyers, conveying abstracts and titles to certain State-owned tobacco wharf properties located in the city of Baltimore. The State wished to rent such properties to the shipping interests for dock purposes, and this created a controversy between the State and the tobacco interests.</p> <p>This record has been deposited with the Hall of Records, where it will be permanently retained.</p>	

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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.

Item No.

7

MINUTES OF THE STATE TOBACCO WAREHOUSE BUILDING COMMISSION OF MARYLAND

Size: 9" x 12"

Dates: July 18, 1906 to May 31, 1910

Quantity: One volume

These minutes cover the meetings and transactions of the Commission, which was established in 1906 for the purpose of renovating the old tobacco warehouses in Baltimore and building new warehouse facilities.

This record has been deposited with the Hall of Records, where it will be permanently retained.

8

REAL ESTATE HELD BY THE STATE OF MARYLAND

Size: 8½" x 11" x 1"

Dates: 1904-1905

Quantity: 1 volume

This record was prepared in 1904 and 1905 by F. Rhodes for the Board of Public Works, listing all identifiable property then owned by the State, including administration buildings and properties, asylums, armories, soldiers homes, hospitals, penitentiaries, schools, warehouses, and lighthouses. Each property is described with its legislative and historical background and, in some instances, abstracts, titles, and plans or tracings have been included.

This record has been deposited with the Hall of Records, where it will be permanently retained.

9

MINUTES OF THE COMMISSIONERS OF THE STATE OYSTER POLICE FORCE

Size: 8½" x 13" x ¼"

Dates: 1868-1880

Quantity: Two volumes

File Arrangement: Chronological

The Minutes are a brief record of the proceedings of the Commissioners, established in 1868 and later changed to the Commissioners of the State Fishery Force, concerning transactions relating to elections of officers, complaints of illegal oystering and fishing, and purchase of equipment and hiring of personnel.

These records have been deposited with the Hall of Records, where they will be permanently retained.

10

MISCELLANEOUS ORIGINAL PAPERS

Dates: 1875-1913

Quantity: Five document boxes

(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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.

Item No.

0 (cont.)

File Arrangement: Chronological or by subject

The Miscellaneous Original Papers include papers and plans for railroad bridges (1881-1913), Chesapeake & Ohio Canal papers, contracts, building plans, submitted bids and proposals, bond issue papers, Baltimore & Ohio Railroad papers, and tobacco warehouse records.

These records have been deposited with the Hall of Records, where they will be permanently retained.

11

ADMINISTRATIVE ACCOUNTING RECORDS

File Arrangement: Chronological
Audit: State audit

This item includes all standard accounting forms used by State agencies as supporting data to the final book of entry, the ledger, which is to be retained permanently. Specifically these supporting records are:

Comptroller of the Treasury

Form No.

- E-1-S Memorandum of Adjustment
- E-1 & E-1/2 - Transmittal Distribution of Charges
- DD-1 Certificate of Deposit and Bank Deposit Slip
- R-2 (formerly MR-2) Monthly Report of State Funds Collected and Deposited
- Distribution of Unexpended and Obligated Balances
- Monthly Statement of Balances

Purchasing Bureau (Department of Budget & Procurement)

- 1-A Requisition for Supplies
- 47-A Purchase Order
- 100-16 Out-of-Schedule Requisition for Supplies
- 39-A & 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 (Dept. of Budget & Procurement)

- BB-1 (rev.),
- (formerly BB-1 & BB-2) Budget Schedule Amendment Sheet

78
REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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.
----------	---	---

cont.)

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,	
Budget Form	(annual)	
Nos. 1 through 11	Budget Estimates Fiscal Year	
BB-40	Request for Position Action	

Others

Vendors Invoices	Bank Deposit Receipts
Bank Deposit Slips	Daily Time Sheet
Bank Statements	Monthly Time Sheet

ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE:-

PAYROLL - The agency copy is to be retained for three years or until audited, whichever is later, then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, Jan. 11, 1954.)

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 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, 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, 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- $\frac{1}{2}$ (Comptroller of the Treasury Form) - This form is to be retained for three years or until audited, whichever is later, then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954.)

Books of final entry, General Ledgers or Journals, if Ledgers are not kept, are permanent records and are not subject to the recommendation below.

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