

(9: "Retain perm.; transfer to Hof R; 30 perm.; 5 others")

REQUIRED FOR RECORDS RETENTION SCHEDULE

(7 cards)

SCHEDULE NO. 408

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

PAGE NO. 1 of 45 items

Hall of Records  
Commission

Requesting Agency: SUPREME BENCH OF BALTIMORE CITY  
2. Division or Bureau of Requesting Agency: Superior Court, Legal Department

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	6. Recommendation of Hall of Records and Board of Public Works.
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1	<p><b>PROCEEDINGS OF THE SUPERIOR COURT</b></p> <p>Quantity: <del>Two</del> <sup>Four</sup> volumes            Size: 14" x 18" x 2"            Dates: 1851-1862            File Arrangement: Chronological            Index: Alphabetical by names of parties</p> <p>The Proceedings are a complete recording of the action of the court in civil trials and appeals, appointment of court officials and impaneling of juries, giving the court term, the names of judges and court officials, the names of grand and petit jurors, the names of plaintiffs, defendants and witnesses, the nature of the case, and the decision of the court. Petitions for the issuance of gun permits are included for the years 1856-1859.</p> <p>Proceedings of the Baltimore County Court, which included Baltimore City, for the years 1682-1771, 1832-1851, have been transferred to the Hall of Records.</p> <p>Recording of full proceedings was apparently discontinued in 1862, as no records containing full proceedings have been found subsequent to that date.</p> <p>The Minutes (Item 2) are the only records of court meetings and adjournments found after 1862.</p> <p><b>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO THE HALL OF RECORDS.</b></p>	<p>APPROVED HALL OF RECORDS COMMISSION</p>
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2	<p><b>MINUTES OF THE PROCEEDINGS OF THE SUPERIOR COURT AND OF THE BALTIMORE COUNTY CIRCUIT COURT</b></p> <p>Quantity: 19 volumes            Size: 9" x 14" x 1"</p>	(continued)
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7. Agency, Division or Bureau Representative  
Signature: James J. Conroy, Title: Clerk, Date: 7/28/64

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.  
Date: 7/29/64, Archivist: Morris S. Rudolph

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.  
Date: \_\_\_\_\_, Secretary: \_\_\_\_\_

4.  
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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.)

Dates: 1851...

File Arrangement: Chronological

The Minutes are a brief record of the meetings of the court in civil trials and appeals, giving the date and the names of the judges, the hour of adjournment, and the date and hour of reconvening the court.

The Minutes of the Baltimore County Circuit Court for the period 1755-1849 (39 volumes) have been transferred to the Hall of Records. One volume of these Minutes is proceedings of the Baltimore County Circuit Court for the year 1851.

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER BALTIMORE COUNTY CIRCUIT COURT MINUTES FOR 1851 TO THE HALL OF RECORDS.

3 MINUTES OF THE COURT, JUDGE-AT-LARGE

Quantity: 8 volumes

Size: 14" x 9" x 1"

Dates: 1896...

File Arrangement:

This is a record of proceedings of the Superior Court, in which there is a judge presiding without a jury; it gives the date of the session, names of the presiding judge and court officers, hour of adjournment, and the day and hour of reconvening the court.

RECOMMENDATION: RETAIN PERMANENTLY.

4 RULE BOOK

Quantity: 1 vol.

Size: 8" x 12" x 1"

The Rule Book contains rules governing the procedure of the Baltimore County Circuit Court in civil and criminal cases.

RECOMMENDATION: TRANSFER TO THE HALL OF RECORDS.

5 TEST BOOKS

Quantity: 16 vols.

Size: 9" x 14" x 1"

Dates: 1788...

File Arr.: Chronological

Index: Internal alphabetical index to names

The Test Books contain the oaths required from elected and appointed officials, with signatures of officials taking the oaths.

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO THE HALL OF RECORDS ALL VOLUMES PRIOR TO 1900.

(Continued next page)

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.
6	<p><b>OFFICERS' COMMISSION TEST BOOKS</b></p> <p>Quantity: 9 vols. Size: 8" x 13" x 1" Dates: 1878... File Arr.: Chronological Index: Internal alphabetical, by name of official</p> <p>This is a brief record of commissions issued by the governor to court and state appointees, giving the names of the governor and of the appointee, date of issuing the commission, and date of recordation.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO HALL OF RECORDS ALL VOLUMES PRIOR TO 1900.</p>	
7	<p><b>COMMISSION BONDS AND TEST BOOKS</b></p> <p>Quantity: 33 volumes Size: 12" x 14" x 2" Dates: 1814... (scattered) File Arr.: Chronological Index: Internal alphabetical, to names; Index to Notaries (Item 8)</p> <p>These records are variously titled Commission, Bond, and Test Books for Magistrates, Constables, Deputy Sheriffs, Justices of the Peace, Notaries, Police, and Special Police, giving the date, the test, bond or commission, name of the individual, and the office.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO HALL OF RECORDS ALL VOLUMES PRIOR TO 1900.</p>	
8	<p><b>INDEX TO NOTARIES</b></p> <p>Location: Telephone Room Quantity: 12 card trays, 1 transfile (6 card trays contain non-current entries) Size: 3" x 5" cards</p> <p>The Index to Notaries gives the names and addresses of notaries, their telephone numbers, and dates qualified.</p> <p>RECOMMENDATION: RETAIN CARDS WHILE CURRENT AND FOR THREE YEARS THEREAFTER, THEN DESTROY.</p>	
9	<p><b>APPOINTMENT OF LAND COMMISSIONERS (Book "D")</b></p> <p>Quantity: 1 vol. Size: 17" x 11 1/2" x 1 1/2" Dates: 1826-1922 Index: Internal alphabetical Annual Accumulation: Discontinued.</p> <p>This record gives the names of commissioners appointed by the Superior Court, arranged by dates, with description of duties or charges in the examination of land to establish metes and bounds and to divide the real estate of the deceased persons among the legatees. The full reports of the Commissioners are included. Land Commission</p>	(continued)

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.
9 (cont.)	records prior to 1762 have been transferred to the Hall of Records.	
	RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO THE HALL OF RECORDS.	
10	CHANCERY PAPERS (EQUITY)	
	Quantity: 959 document files (including files in the Chattel Room); 111 document transfiles; 29 transfiles; 11 wooden boxes	
	Size: Folded papers	
	Dates: 1833-1906 (scattered). See Sched. #415, Item 5, for papers in cases instituted after 1867.	
	File Arr.: By case number or file box number	
	Index: Chancery Docket and Index to Chancery Docket (Items 12 and 13)	
	Annual Accumulation: Discontinued	
	Chancery (equity) cases for Baltimore City vested in the Baltimore County Circuit Court were transferred to the jurisdiction of the Superior Court by the Constitution of 1851, Art. IV, Secs. 11-12. The Constitution of 1867, Art. IV, Sec. 19, transferred jurisdiction in chancery exclusively to the Baltimore City Circuit Court, which had been established in 1853 (Laws of Maryland, 1853, Secs. 1-7), with concurrent jurisdiction in chancery (equity) with the Superior Court. However, chancery cases pending in the Superior Court in 1867 were concluded in that court, some papers being filed as late as 1906. In addition, some of the Chancery Papers prior to 1853 came under the jurisdiction of The Circuit Court (Sched. 415, Item 5).	
	The Chancery Papers are composed of all or some of the following papers:	
	Bills of Complaint and answers	Oaths
	Deed copies	Subpoenas and affidavits
	Mortgages and assignments	Miscellaneous writs
	Trustees' bonds	Decrees and orders of the court
	RECOMMENDATION: RETAIN PERMANENTLY.	
11	CHANCERY RECORDS	
	Quantity: 87 vols.	
	Dates: 1815-1867 (1906)	
	File Arr.: Chronological	
	Index: Internal alphabetical, to name of defendant	
	Annual Accumulation: Discontinued.	
	Jurisdiction in Chancery was given to the Baltimore City Circuit Court concurrently with the Superior Court in 1853, and exclusive jurisdiction was given to the Circuit Court in 1867. Certain cases in equity, filed in the Superior Court prior to 1867, were concluded in that court and papers were filed and recorded as late as 1906 in connection with such cases. The Chancery Records are the recorded proceedings in equity, including dates of recordation of papers issued and received, with the action of the court.	
	Two volumes of Chancery Records are entitled "Equity Docket, 1817-1832," one volume being a transcribed copy of the original.	
	RECOMMENDATION: RETAIN PERMANENTLY.	

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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12	<p><b>CHANCERY DOCKETS</b></p> <p>Quantity: 12 vols.            Size: 14" x 19" x 2"            Dates: 1820-1868 (1906)            Index: 1) Internal alphabetical, by name of defendant                  2) Index to Chancery Dockets (Item 13)            Annual Accumulation: Discontinued</p> <p>This is a brief record of proceedings in equity, arranged by case number, giving the initials or names of the attorneys, dates of issuing or filing papers, names of defendants and plaintiffs, dates of court actions, and itemized lists of court costs.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
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13	<p><b>INDEX TO CHANCERY DOCKETS</b></p> <p>Quantity: 3 vols.            Size: 16" x 20" x 2"            Dates: 1815-1868, 1887-1892 (1906)            File Arr.: Chronological            Annual Accumulation: Discontinued</p> <p>The dockets are arranged alphabetically internally by name of defendant, giving name of plaintiff, the docket number, and folio of recordation in the Chancery Records (Item 11). This record series includes one volume entitled "Index to Equity, 1856," and one volume, "Superior Court Equity (A-Z), 1887-1892."</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
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14	<p><b>LAW PAPERS</b></p> <p>Quantity: 2150 document files; 36 transfiles; 361 legal file drawers            Size: Folded papers, 1833-1947; flat files, 1947...            Dates: 1833...            File Arr.: By case number <u>after</u> 1946; by box or document file number <u>prior</u> to 1946            Index: Index to Law Cases, 1818-1895; Index to Judgments and Judicial Dockets (Items 16 and 18)</p> <p>The Law Papers are composed of original records in civil proceedings relating to Baltimore City, before the Baltimore County Court prior to 1851, and before the Superior Court 1851 to date. The papers include writs, warrants, petitions and bonds. Since 1946 (when flat filing was introduced) transcripts of testimony, if prepared and filed, have been included with the papers. (See Item 15.)</p> <p>The folder cover contains space for a detailed listing of the papers contained therein, giving the year, case number and assignment (trial) number, date, return day, sheriff's number, and the docket referenc. A folder may contain all or some of the following papers:</p>	
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**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.
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14 (cont.)

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| <ol style="list-style-type: none"> <li>1. Narrs</li> <li>2. Pleas and Prayers</li> <li>3. Petitions</li> <li>4. Declarations and amendments</li> <li>5. Cross claims</li> <li>6. Demands for Particulars and Admissions of Facts</li> <li>7. Exceptions to Plaintiff's Demand for Particulars or Admission of Facts</li> <li>8. Points and Authenticity in Support of Plaintiff's Demand for Particulars or Admission of Facts</li> <li>9. Request for Hearing and Certificate of Mailing</li> <li>10. Notice re Trial Docket</li> <li>11. Writs and Returns</li> <li>12. Requests for Writs</li> <li>13. Affidavits</li> <li>14. Notices</li> </ol> | <ol style="list-style-type: none"> <li>15. Briefs, Arguments, and Exhibits</li> <li>16. Issues</li> <li>17. Replications</li> <li>18. Interrogations and Answers</li> <li>19. Certifications</li> <li>20. Demurrers</li> <li>21. Transcripts</li> <li>22. Depositions and Orders</li> <li>23. Complaints</li> <li>24. Motions</li> <li>25. Stipulations</li> <li>26. Exceptions</li> <li>27. Answers</li> <li>28. Jury Lists</li> <li>29. Questions to Jurors</li> <li>30. Opinions</li> <li>31. Mandates</li> <li>32. Decrees and Judgments</li> <li>33. Orders of Satisfaction</li> <li>34. Appeals and Dispositions</li> </ol> |
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RECOMMENDATION: RETAIN PERMANENTLY.

15. EXHIBITS (LAW PAPERS)

Quantity: 20 legal file drawers  
 Size: Letter and legal size  
 Dates: Prior to 1946 (A few large exhibits since 1946)  
 File Arr.: Numerical by case number

Exhibits in cases appealed or retained for special reasons have been filed with the Law Papers (Item 14) since vertical filing was initiated in 1947, while exhibits prior to 1947, too large or bulky to be filed in document cases, were filed separately.

Eight file drawers containing exhibits in cases appealed to the Court of Appeals prior to 1947 should be retained permanently, and the remaining exhibits may be destroyed.

Exhibits currently received are subject to Recommendations A and C below.

- RECOMMENDATION A: RETAIN PERMANENTLY ALL EXHIBITS IN CASES APPEALED TO THE COURT OF APPEALS.
- B. DESTROY ALL OTHER EXHIBITS FILED SEPARATELY PRIOR TO 1947.
- C. RETURN ALL EXHIBITS AFTER 1963, EXCEPT THOSE SUBJECT TO RECOMMENDATION A, TO THE ISSUING AUTHORITY.

(continued)

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
(Continuation Sheet)

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16	<p><b>INDEX TO JUDGMENTS</b></p> <p>Quantity: 73 vols. Size: 14" x 18" x 2" Dates: 1851...</p> <p>The Index to Judgments is arranged alphabetically by name of defendant, giving date of the judgment, name of plaintiff, the recordation, and amount of the judgment.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
17	<p><b>JUDICIAL RECORD</b></p> <p>Quantity: 63 vols. Size: 3" x 13" x 17" Dates: 1783... File Arr.: Chronological Index: Internal, to name of defendant</p> <p>This is a record of execution proceedings on fieri facias in condemnations and foreclosures, ejectments and trespass, before the Baltimore County Court, 1783-1851, and before the Superior Court 1851 to date, giving names of parties and attorneys, name of the sheriff, date, copy of the narrative, amount of the judgment and claims, date of issuing fieri facias, a description of the land and property, the notice of sale, cost of advertising and of the auction, name of the purchaser and the purchase price, publisher's certificate, and date of recording.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
18	<p><b>JUDICIAL DOCKET</b></p> <p>Quantity: 10 vols. Size: 14" x 18" x 2" Dates: 1833-1900, 1924... File Arr.: Chronological Index: Internal alphabetical, to name of defendant</p> <p>The Judicial Docket is a record of execution proceedings, giving names of the parties and attorneys, the case number, names of witnesses, date of issuing writs of fieri facias and attachments, amount of the debt, and date of filing. The volumes for 1833-1845 include both Baltimore City and Baltimore County cases.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
19	<p><b>CASES INSTITUTED</b></p> <p>Quantity: 218 vols. Size: 16" x 20" x 2" Dates: 1852... File Arr.: Chronological Index: Internal alphabetical, to name of defendant; Index to Dockets (Item 20)</p> <p>This is a docket-type entry for all civil common law cases, giving the court term and case number, the names of the lawyers and</p>	(continued)

**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.										
9 (cont.)	<p>of defendants and plaintiffs, the itemized court costs, a brief description of procedure, the judgment of the court, and notation of satisfaction. Maryland Unemployment Compensation Liens were docketed in this record series prior to 1948 (Item 34).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>											
20	<p><b>INDEX TO DOCKETS (CASES INSTITUTED)</b></p> <p>Quantity: 120 vols. Size: 16" x 18" x 2" Dates: 1920... File Arr.: Chronological</p> <p>The Index to Dockets is an index to cases instituted, by names of plaintiffs, with the liber and folio of recordation.(Item 19).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>											
21	<p><b>TRIAL DOCKETS</b></p> <p>Quantity: 43 vols. Size: 13" x 17" x 3" Dates: 1861-1955 File Arr.: Chronological Index: Internal alphabetical, by name of defendant Accumulation: Discontinued (See Sched. 421, Items 1-2, Central Assignment Bureau)</p> <p>This docket series, including non-jury trial dockets, was originally prepared as an assignment docket and was discontinued in 1955 when the Central Assignment Bureau was established. The information contained in these dockets is found in Cases Instituted (Item 19), and the Trial Dockets have no further value to the office. The dockets are arranged internally by court terms, giving case number, names of the parties and of the lawyers, dates of proceedings, and itemized court costs.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>											
22	<p><b>CONFESSED JUDGMENTS AND CONSENT CASES</b></p> <p>Quantity: 36 file drawers Size: Legal Dates: 1946... File Arr.: By case number Index: Consent Cases and Confession of Judgment Dockets (Item 24)</p> <p>Original papers include all or some of the following:</p> <table border="0"><tr><td>Narr</td><td>Bank statement of indebtedness</td></tr><tr><td>Confession</td><td>Plaintiff's request for issuance of papers</td></tr><tr><td>Note</td><td>Transcripts of supplementary proceedings</td></tr><tr><td>Writs</td><td>Copies of confessed judgments</td></tr><tr><td>Schedule of seizures</td><td></td></tr></table> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	Narr	Bank statement of indebtedness	Confession	Plaintiff's request for issuance of papers	Note	Transcripts of supplementary proceedings	Writs	Copies of confessed judgments	Schedule of seizures		
Narr	Bank statement of indebtedness											
Confession	Plaintiff's request for issuance of papers											
Note	Transcripts of supplementary proceedings											
Writs	Copies of confessed judgments											
Schedule of seizures												



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.
23	<p><b>CONSENT CASES AND CONFESSION OF JUDGMENT DOCKET</b></p> <p>Quantity: 15 vols. Size: 16" x 20" x 2" Dates: 1923... File Arr.: Chronological Index: Index to Consent Cases (Item 24)</p> <p>This docket, arranged by case number, briefly records the proceedings in confessed judgments, giving the names of the defendants, plaintiffs and attorneys, the amount of the judgment, the dates of proceedings, and the itemized costs, with date of payment, and the number of the drawer in which the papers are filed.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
24	<p><b>INDEX TO CONSENT CASES</b></p> <p>Quantity: 14 vols. Size: 16" x 20" x 2" Dates: 1923... File Arr.: Chronological</p> <p>The index to the Consent Cases and Confession of Judgment Docket (Item 23) is arranged alphabetically by name of the plaintiffs and the defendants, giving date and folio of recordation.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
25	<p><b>CONSENT CASES (FRIENDLY SUITS)</b></p> <p>Quantity: 4 vols. Size: 16" x 20" x 2" Dates: 1914... File Arr.: Chronological Index: Internal alphabetical, to name of defendant</p> <p>This is a record of cases settled outside of court, usually involving interests of infants, giving names of parties and attorneys, date of agreement, and amount of settlement. Contract cases are not included in this record but are docketed in Cases Instituted (Item 19). The first three volumes of this series were principally concerned with cases involving the United Railway &amp; Electric Company, the Baltimore Transit Company, and the Baltimore Coach Company.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
26	<p><b>CASES INSTITUTED, MATTHEW H. TOGGERT, STATUTORY LIQUIDATOR, KEYSTONE INDEMNITY EXCHANGE</b></p> <p>Quantity: 1 vol. Size: 12" x 14" x 2" Dates: 1941... Index: Internal alphabetical, by name of defendant.</p> <p>This is a special recording of a case relating to the liquidation of a defunct insurance company.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

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27	<p><b>SUBPOENA DOCKETS AND NON-JURY SUBPOENA DOCKETS</b></p> <p>Quantity: 20 vols. Size: 16" x 18" x 2" Dates: 1934-1955 File Arr.: Chronological Index: Internal alphabetical, by name of defendant Annual Accumulation: Discontinued</p> <p>The Subpoena Docket was arranged by court term, giving names of the parties, attorneys and witnesses, residences of witnesses, type of summons, and date of issue. The original subpoenas and the requests for issuance are now recorded and filed with the Law Papers (Item 14). These dockets were discontinued in 1955 when the Central Assignment Bureau was established.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
28	<p><b>RECORD OF MAGISTRATES' JUDGMENTS (PEOPLE'S COURT JUDGMENTS, SCHEDULE → ITEM 7)</b></p> <p>Quantity: 186 vols. Size: 14" x 18" x 2" Dates: 1839-1953 Index: General Index to Magistrates' Judgments (Item 29) Annual Accumulation: Discontinued</p> <p>The Record of Magistrates' Judgments is a copy of judgments rendered by justices of the peace and trial magistrates, giving names of the parties and attorneys, a brief summary of proceedings, the amount of the judgment, court costs, signature of the presiding judge, dates of receipt and recording, satisfaction, and the signature of the Clerk. This record was discontinued in 1954 when the People's Court became a court of record.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
29	<p><b>GENERAL INDEX TO MAGISTRATES' JUDGMENTS</b></p> <p>Quantity: 71 vols. Size: 16" x 18" x 3" Dates: 1851-1953 Annual Accumulation: Discontinued</p> <p>The Index is arranged alphabetically by names of defendants, giving date of judgment, docket number, and folio of recordation. This record was discontinued in 1954 when the People's Court became a court of record.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p>EXCEPT FOR RECORDATION OF JUDGMENTS MADE LIENS ON REAL ESTATE OR ON LEASEHOLDS (WITH CERTAIN RESERVATIONS) AND SATISFACTIONS AND RENEWALS (SCHEDULE — ITEM 7)</p>
30	<p><b>SUPPLEMENTARY PROCEEDINGS UPON MAGISTRATES' JUDGMENTS</b></p> <p>Quantity: 2 vols. Size: 13" x 19" x 2" Dates: 1906... Index: Internal alphabetical, by name of plaintiff File Arr.: Chronological</p> <p>This is a brief record of supplementary proceedings on judgments in recording certain liens from the People's Court. Since that court</p>	

(continued)

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
(Continuation Sheet)

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30 (cont.)	became a court of record in 1954, very few such liens have been taken to the Superior Court. This record gives the date, names of parties and attorneys, date of petition to issue writs, and a summary of the proceedings, with the liber and folio of recordation.  RECOMMENDATION: RETAIN PERMANENTLY.	
31	<b>FEDERAL TAX LIENS</b>  Quantity: 56 document files Dates: 1923... File Arr.: By case number assigned by the Federal government Index: Federal Tax Lien Index (Item 32)  This file is composed of the original tax lien Notice, Form No. 668, certification of release, No. 669, and certification of discharge, No. 216. Two document file drawers contain old discharges filed separately.  RECOMMENDATION: RETAIN PERMANENTLY.	
32	<b>INDEX TO FEDERAL TAX LIENS</b>  Quantity: 10 vols. Size: 17" x 15" x 4" Dates: 1923... Index: Internal alphabetical, to name of lienee  This record of federal tax liens gives the name of the lienee and residence, date and hour of filing the lien, collector's number, costs and date of payment, amount of tax assessed, penalty (if any), dates of discharge and filing of discharge certificate, with notation of release. The recommendation below also applies to the original liens.  RECOMMENDATION: RETAIN PERMANENTLY.	
33	<b>LIEN BOOKS (Maryland Unemployment Compensation, State Sales and Use Taxes, and State Income Tax Liens)</b>  Quantity: 6 vols. Size: 14" x 20" x 2" Dates: 1948...  This is a docket-type record of liens filed in cases (Section 1) relating to Maryland Unemployment Compensation; (Sec. 2) State sales and use taxes; and (Sec. 3) State income tax liens. Prior to 1948, Maryland Unemployment Compensation liens were docketed in Cases Instituted (Item 19).  RECOMMENDATION: RETAIN PERMANENTLY.	
34	<b>HOSPITAL LIEN DOCKETS AND ORIGINAL PAPERS</b>  Quantity: 1 vol. Size: 13" x 18" x 2" Dates: 1937... Index: Internal alphabetical  This is a record of hospital liens giving the date and name of the patient, the name of the person alleged to be liable for payment,	(continued)

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34 (cont.)	<p>the name of the hospital and the amount of the claim, the date of release, and the recording costs. The recommendation below applies to both the dockets and original papers.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
35	<p><b>MARYLAND UNEMPLOYMENT COMPENSATION LIENS</b></p> <p>Quantity: 48 document files; 3 file drawers Size: Letter and legal sizes Dates: 1938... File Arr.: Alphabetical by name of lienee</p> <p>Each folder contains all or some of the following forms and papers:-</p> <p>Unemployment Compensation Lien (UC 33) Certificate of Assessment Order of the Court Memoranda</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
36	<p><b>STATE SALES AND USE TAX LIENS</b></p> <p>Quantity: 8 document files Size: Folded papers Dates: 1949... File Arr.: Numerically by lien number Index: Lien Books (1949 to date), Item 33</p> <p>This file is composed of the original liens filed in cases involving State sales and use taxes.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
37	<p><b>MARYLAND INCOME TAX LIENS</b></p> <p>Quantity: 1 document file Size: Folded papers Dates: 1955... File Arr.: Numerical by lien number Index: Lien Books (Item 33)</p> <p>This file is composed of the original liens in cases involving non-payment of Maryland income taxes.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
38	<p><b>PETITION DOCKET</b></p> <p>Quantity: 1 vol. Size: 14" x 18" ± 1" Dates: 1812 Index: Internal alphabetical, by name of petitioner</p> <p>This is a record of petitions presented to the Circuit Court of Baltimore County to open suits or to file papers.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO HALL OF RECORDS.</p>	(continued)

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.
39	<p><b>INJUNCTION DOCKETS</b></p> <p>Quantity: 13 vols. Size: 14" x 18" x 2" Dates: 1815-1860 Index: Internal alphabetical, by defendant Annual Accumulation: Discontinued</p> <p>The Injunction Dockets were discontinued in 1860 and replaced by Cases Instituted (Item 19).</p> <p><b>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO HALL OF RECORDS.</b></p>	
40	<p><b>INSURANCE COMPANY QUALIFYING BOOK</b></p> <p>Quantity: 1 vol.; 1 file drawer of loose papers Size: 9" x 16" x 1" Dates: 1944...</p> <p>This record contains the loose copies of the annual Certificates of Compliance issued by the State Insurance Commission to insurance companies doing business in Maryland. These records are maintained by the State Department of Insurance.</p> <p><b>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</b></p>	
41	<p><b>CITY HOTEL CONTRACT BOOK AND RECEIPTS</b></p> <p>Quantity: 1 vol.; 1 bundle Size: 8" x 9" x 1" Dates: 1825-26 Annual Accumulation: Discontinued</p> <p>This record is apparently an exhibit showing payment for labor and material in construction of the City Hotel. The receipts bear the signatures of the payees.</p> <p><b>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO HALL OF RECORDS.</b></p>	
42	<p><b>MISCELLANEOUS COURT PAPERS</b></p> <p>Quantity: 20 document files Size: Folded papers File Arr.: Chronological</p> <p>Separate files are maintained for miscellaneous court papers, as follows:-</p> <p>Hospital Liens, to 1939 (transferred to jurisdiction of the Circuit Court in 1939) Judgments by default, 1941... Judgment Liens under the Maryland Compensation Law, 1941... Motions to strike, 1934... Old Orders of Satisfaction, 1922... Petitions and Affidavits, Orders of the Court, 1921... Recorded Trustees' Bonds, 1942...</p> <p><b>RECOMMENDATION: RETAIN PERMANENTLY.</b></p>	(continued)

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.
43	<p><b>GENERAL ACCOUNTING RECORDS</b></p> <p>Quantity; 10 cu. ft. File Arr.: Chronological Audit: State and Baltimore City</p> <p>General Accounting Records are composed of the following:- Fee Books (Entries in Cash Books, Item 44) Jury audit sheets Receipts and receipt copies Bank books and deposit slips Check stubs and check books Cancelled checks Work sheets Reconciliation and trial balance sheets</p> <p><b>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</b></p>	
44	<p><b>CASH BOOKS</b></p> <p>Quantity: 32 vols. Size: 16" x 16" x 3" Dates: 1925... File Arr.: Chronological Audit: State</p> <p>The Cash Books are books of final entry, containing all receipts of the office on a daily basis and giving the receipt number, the title of the case or reason for the receipt, recordation if in connection with a case, and the names of plaintiff and defendant, liber and folio of recordation, amount of the receipt with a breakdown showing allocation of fees. Refunds are shown and the daily totals are carried forward. This record contains one expenditure item---the monthly disbursement made to the State Treasurer for the State's share of fees collected by the Court.</p> <p><b>RECOMMENDATION: RETAIN PERMANENTLY.</b></p>	
45	<p><b>WORKING FUND DISBURSEMENTS JOURNAL</b></p> <p>Quantity: 1 vol. Size: 12" x 15" x 2" Dates: 1962... Audit: State</p> <p>This record is the expenditure journal and the book of final entry for disbursements, giving date, name of payee, docket reference, amount of refundable court costs, appearance fees, and a column for miscellaneous entries, total disbursements, and the check number, with totals carried forward.</p> <p><b>RECOMMENDATION: RETAIN PERMANENTLY.</b></p>	

APPROVED  
HALL OF RECORDS COMMISSION