

REQUIREMENTS FOR RECORDS RETENTION SCHEDULE

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

SCHEDULE NO. 409

PAGE NO. 1 (of 25)

(21 perm. Letters)
3 cards

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

1 CHATTEL RECORD AND ORIGINAL INSTRUMENTS
Quantity: 1194 volumes; 150 document files
Size: 14" x 18" x 3"
Dates: 1920-1964
File Arrangement: Chronological
Index: 1. Internal, by names of grantors or mortgagors
2. Index to Chattels, Item 2
Annual Accumulation: Discontinued (See Item 4)
The Chattel Record contains the recorded copies of instruments filed with the Clerk relating to personal property, including bills of sale and chattel mortgages, giving the type of instrument and the date, the names of the parties with their signatures, the amount of money involved, a description of the property, the certification by a Justice of the Peace or a notary public, and the date of recordation. This record series contains Boat Liens after 1939 (Items 21, 22).
The Chattel Records for 1750-1773 and 1813-1814 have been transferred to the Hall of Records, and those covering the period 1851 to 1920, including the original instruments, have been destroyed by order of the court. Chattel Records for 1920-1938 included recordation of mortgages under the Small Loan Law of 1918, in which real estate was included with chattels as security for small loans, in the absence of specific prohibition in the law. This was corrected in 1937 (Laws of Maryland, 1937, Chap. 358) by adding Section 16A, prohibiting inclusion of "real estate or chattels real" as security for small loans (\$300.00 or less). The Chattel Record and the original papers from 1920 to 1964, when both were discontinued, are covered by the recommendation below.
Beginning in 1964, Financing Statements (chattel mortgages) have been recorded on microfilm and indexed in the Financing Statements

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(continued)

7. Agency, Division or Bureau Representative
Signature: James F. Conway Title: Clerk Date: 7/28/64

8. Disposal Authorized as Indicated in Col. 6 by Hall of Records Commission.
Date: 7/29/64 Archivist: Morris S. Dabell

9. Disposal Authorized as Indicated in Col. 6 by Board of Public Works.
Date: AUG 11 1964 Secretary: [Signature]

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 (cont.)	Index (Item 4), and the original Financing Statements are returned to the makers after recordation.	
2	<p>RECOMMENDATION: A. RETAIN PERMANENTLY THE CHATTEL RECORDS 1920-1964. B. <i>Retain all other Chattel Records and Papers for 12 years after the last pertinent entry on</i></p> <p>INDEX TO CHATTELS</p> <p>Quantity: 171 vols. Size: 16" x 18" x 3" Dates: 1900-1964 File Arr.: Chronological, then by grantor and grantee Annual Accumulation: Discontinued (See Item 4)</p> <p>The Index to Chattels is arranged alphabetically by names of the grantees or mortgagees, giving the date, names of mortgagors or grantors, the type of instrument, a brief description of the property, and the liber and folio of recordation in the Chattel Record (Item 1). Chattel mortgages, beginning in 1964, have been indexed in the Financing Statements Index (Item 4).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
3	<p>CHATTEL TRACER AND CONTROL</p> <p>Quantity: 8 vols. Size: 16" x 19" x 2" Dates: 1937-1964 File Arr.: Chronological Annual Accumulation: Discontinued (See Item 4)</p> <p>The Chattel Tracer and Control is a record of papers recorded in the Chattel Record (Item 1), including deeds, mortgages, releases, chattels and charters, and giving the liber and folio of recordation, the date, the number assigned to the recordation, the names of the grantors and of the grantees or of the mortgagors and mortgagees, the type of instrument, and the amount involved, entered under the liber and folio of recordation.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
4	<p>FINANCING STATEMENTS INDEX</p> <p>Quantity: 8 vols. Size: 12" x 16" x 3" Dates: 1964... File Arr.: Chronological Audit: State and City Index: (Cottco Universal (Debtors)</p> <p>Pursuant to Chapter 538, Laws of Maryland, 1963, Part 4, (Article 95B of the Annotated Code of Maryland, 1957 Edition as amended) all financing statements relating to personal property or chattels are to be recorded in the Financing Statements Index, a new record series. However, financing statements involving the title to real property or interest thereon are not only recorded in the Land Records but may also be recorded in the Financing Statements Index. The Chattel Records (Items 1, 2, 3, and 5) and the Conditional Contracts of Sales</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.
4 (cont.)	<p>Records (Items 6 and 7) will be discontinued after all open entries have been closed.</p> <p>This new record contains, in addition to the original financing statements, continuations, amendments, assignments, and termination or release statements. Continuations may be recorded six (6) months before or sixty (60) days subsequent to the expiration of the five-year statute of limitations. The entry gives the name of the debtor of the secured party or assignee, the assigned paper number, the dates of the financing, continuation or termination statements, and the dates of assignment, amendment, and release.</p> <p>All financing statements indexed in this series are recorded on microfilm and the original papers returned to the makers.</p> <p>RECOMMENDATION: A. RETAIN PERMANENTLY THE FINANCING STATEMENTS INDEX AND THE MICROFILM RECORDING THE ORIGINAL FINANCING STATEMENTS.</p> <p>B. RETURN ORIGINAL FINANCING STATEMENTS TO THE MAKERS..</p>	
5	<p>CHATTEL SHORT RELEASES</p> <p>Quantity: 2 volumes Size: 12" x 16" x 3" Dates: 1964 File Arr.: Chronological Audit: State and City Index: Internal phonetic</p> <p>This is a record of releases prior to February 1, 1964, (See Item 4), giving the date, names of the debtor and of the secured party, type of instrument, and recordation in the Chattel Records or Conditional Contracts of Sale Dockets.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
6	<p>CONDITIONAL CONTRACTS OF SALE DOCKETS</p> <p>Quantity: 98 vols. Size: 13" x 18" x 3" Dates: 1916-1964 File Arr.: Chronological Index: Index to Conditional Contracts of Sales, (Item 7) Annual Accumulation: Discontinued (See Item 4)</p> <p>This is a record of conveyances of goods and chattels in which the transfer of title is made conditional on a number of deferred payments. It gives the names of vendor and vendee, date of filing, a brief description of the property conveyed, date of the contract, names of witnesses, amount of money involved, when and how payable, whether assigned and whether discharged.</p> <p>Disposition of the original Conditional Contracts of Sales papers has been provided for in Sched. 35B, Item 1.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p>19 512 cc.</p> <p>(continued)</p>

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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7	<p>INDEX TO CONDITIONAL CONTRACTS OF SALES DOCKETS</p> <p>Quantity: 211 vols. Size: 14" x 20" x 2" Dates: 1928-1964 Annual Accumulation: Discontinued (See Item 4.)</p> <p>This index is arranged alphabetically by name of vendor, giving date, name of assignee, and liber and folio of recordation.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
8	<p>CHARTER RECORDS</p> <p>Quantity: 403 vols. Size: 16" x 18" x 3" Dates: 1852... File Arr.: Chronological Index: A) Internal alphabetical (1852-1922); B) Charter Index (Item 9)</p> <p>This series contains the recorded copies of incorporations of churches, businesses, societies and associations, including the articles of incorporation, articles of amendment, stock issuance statements, articles of dissolution and revival, and mergers, giving title of the corporation and date of incorporation, names of witnesses, certification by a notary public and, after 1916, notation of approval by the State Tax Commission (now Department of Assessments and Taxation) and, prior to 1916, certification by a judge of the Circuit Court. Before 1852, charters were recorded in the Chattel Record (Item 1).</p> <p>Charters of foreign corporations were recorded separately from 1868 until 1871 (3 volumes), when this practice was discontinued and foreign charters have been recorded in the regular series.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
9	<p>CHARTER INDEX</p> <p>Quantity: 11 vols. Size: 15" x 18" x 3" Dates: 1868... File Arr.: Chronological</p> <p>The Charter Index is arranged alphabetically by name of the corporation, giving date of incorporation, type of instrument, and the liber and folio of recordation in the Charter Record (Item 8.) Included with this record series is a separate one-volume index of religious incorporations.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> <p>CHARTERS (ORIGINAL PAPERS)</p> <p>Quantity: 105 document files; 82 document transfiles; 38 wooden boxes Size: Folded papers</p>	(continued)

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10 (cont.)	<p>Dates: 1850...</p> <p>File Arr.: Chronological</p> <p>Index: Charter Index, (Item 9)</p> <p>This file is composed of the original papers recorded in the Charter Records (Item 8).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
11	<p>BOND RECORD</p> <p>Quantity: 12 vols.</p> <p>Size: 13"x 17" x 3"</p> <p>Dates: 1902...</p> <p>File Arr.: Chronological</p> <p>Index: Internal alphabetical, by names of principals</p> <p>This is a record copy of all bonds filed in court cases, including bonds of trustees, replevin, attachment, appeal, and costs, giving the amount of the bond and the conditions, type of bond, the date, names of principals, sureties and witnesses, approval by the Clerk of Court, dates of approval and of recordation.</p> <p>Since 1936, this series has included bonds of state and city officials. --- Prior to 1902, bonds were recorded in the Chattel Records (Item 1).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
12	<p>DEED OF TRUST BOOK AND TRUSTEE BONDS</p> <p>Quantity: 1 vol., 2 document files</p> <p>Size: 12" x 14" x 2", and folded papers</p> <p>Dates: 1928... (Papers, 1954...)</p> <p>This record gives the names of trustees and estates, the reason for the bond, dates of filing and of approval by the court, and the conditions of the bond. The recommendation below applies to the original papers, as well as to the record.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
13	<p>SPECIAL POLICE COMMISSIONS</p> <p>Quantity: 1 document file</p> <p>Size: Folded papers</p> <p>Dates: 1942-54</p> <p>Annual Accumulation: Discontinued</p> <p>These papers were recorded in the Legal Department of the Superior Court until 1954: (Sched. 408, Item 7). The People's Court became a court of record in 1954, and special police commissions have been recorded in that court since that date.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
14	<p>CHIROPRACTIC RECORD</p> <p>Quantity: 1 vol.</p>	(cont.)

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14 (cont.)	<p>Size: 13" x 18" x 2" Dates: 1924... Index: Internal alphabetical</p> <p>This is a record of certificates granted to chiropractors by the State Board of Chiropractic Examiners. It gives the name of the licensee and the date, certificate number, and dates of filing and recordation.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
15	<p>AGENCY RECORD AND ORIGINAL PAPERS</p> <p>Quantity: 2 vols., 2 document files Size: 16" x 18" x 3", and folded papers Dates: 1922... (Papers, 1951...) File Arr.: Chronological, by date of recording Index: Index to Agency Record (Item 16)</p> <p>This is a record of certifications by corporations and firms operated by agents or under a trade name, giving the name of the firm and state of incorporation, address of the main office and the products sold, the trade name, and the oath and signature of a corporation official, with dates of filing and recording. The recommendation below applies to the record and the original papers.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
16	<p>INDEX TO AGENCY RECORD</p> <p>Quantity: 1 vol. Size: 18" x 13" x 3" Dates: 1922...</p> <p>This record is an alphabetical index to the Agency Record (Item 15), giving the name of the firm or corporation and of the agent, with the liber and folio of recordation.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
17	<p>FACTORS' LIEN RECORD AND PAPERS</p> <p>Quantity: 1 vol.; 1 document file Size: 12" x 20" x 1", and folded papers Dates: 1946... (Papers, 1941...) Index: Internal alphabetical</p> <p>This is a record of liens placed by supplying companies against their agents for commodities handled on consignment, giving names of the parties, the company, a description of the commodity, and the amount involved. The recommendation below applies to the record and to the original papers.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

(CONTINUED)

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18	<p>CO-PARTNERSHIPS, DISSOLUTIONS, AND ORIGINAL PAPERS</p> <p>Quantity: 2 vols.; 2 document files Size: 12" x 18" x 2", and folded papers Dates: 1904... (Papers, 1904...) File Arr.: Chronological Index: Internal alphabetical, direct and reverse</p> <p>This series contains the recorded copies of agreements and dissolutions in partnerships, including certificates of limited partnerships, expirations, renewals and amendments. The recommendation below applies to the record and to the original papers.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
19	<p>MECHANIC'S LIEN RECORD AND ORIGINAL PAPERS</p> <p>Quantity: 3 vols., 1 document file Size: 13" x 18" x 3", and folded papers Dates: 1906-1939 (Papers, 1923-39) File Arr.: Chronological Index: A) General Index to Mechanics' Liens (Item 20) B) Internal alphabetical index Annual Accumulation: Discontinued (See Sched. 412, Item 14)</p> <p>This series is composed of the recording of claims for money due for labor and materials, giving names of lienor and lienee, amount of the claim, and an itemized list of the labor and materials supplied, description and location of the project, certification of a notary, date of filing, signature of the Clerk of Court, and the date of satisfaction. Mechanic's Lien Records have been recorded in the Circuit Court for Baltimore City since 1939. The recommendation below applies to the record and to the original papers.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
20	<p>GENERAL INDEX TO MECHANIC'S LIENS</p> <p>Quantity: 2 vols. Size: 14" x 17" x 3" Dates: 1895-1938 File Arr.: Annual Accumulation: Discontinued (See Sched. 412, Item 14)</p> <p>Each volume is arranged alphabetically by names of the lienors, giving dates of filing and names of lienees, the location of the property, and the liber and folio of recordation in the Mechanic's Lien Record (Item 19). Since 1939, mechanic's liens have been recorded in the Circuit Court for Baltimore City.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
21	<p>BOAT LIEN RECORD</p> <p>Quantity: 6 vols. Size: 11" x 18" x 2" Dates: 1865-1939 Index: Internal alphabetical; Boat Lien Dockets, (Item 22)</p>	(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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21 (cont.)

Annual Accumulation: Discontinued

This record gives names of the parties and the amount of the lien or claim, when the work and materials were furnished, and the dates of such work, with an itemized list, and a notation of satisfaction and the date.

Boat Liens have been recorded in the Chattel Records (Item 1) since 1939.

RECOMMENDATION: RETAIN PERMANENTLY.

22

BOAT LIEN DOCKETS AND PAPERS

Quantity: 2 vols.; 1 document file
Size: 13" x 17" x 2"
Dates: 1865-1916 (Papers, 1922...)
Index: Internal alphabetical

The Dockets were alphabetical indexes to the Boat Lien Records (Item 21), containing a docket-style entry giving names of the parties, date of filing the lien and the amount, and the liber and folio of recordation. The Dockets have been discontinued but are permanent records. The papers are included in the recommendation below.

RECOMMENDATION: RETAIN DOCKETS AND PAPERS PERMANENTLY.

23

FEDERAL FARM CREDIT LIEN RECORD AND PAPERS

Quantity: 1 vol., 2 document files
Size: 13" x 18" x 3"
Dates: 1935... (Papers, 1936...)
File Arr.: Internal: Alphabetical by name of mortgagor
External: Chronological

This record gives the names of mortgagor and mortgagee, date of recording, the type and location of property, date of execution, amount of the loan, conditions of payment, and the date of discharge. The papers are included in the recommendation below.

RECOMMENDATION: RETAIN PERMANENTLY.

24

RECORD OF ELECTION RETURNS AND ORIGINAL CERTIFICATIONS

Quantity: 11 vols.; 7 document files
Size: 10" x 16" x 2", and folded papers
Dates: 1896... (Papers, 1926...)
Index: Internal alphabetical

This record contains the certifications of the Board of Canvassers of Elections to the Clerk of the Superior Court of the results of primary and general elections and of referenda, giving the names of the candidates or the proposed measures, the date, the office or referendum, the number of votes cast for each candidate or measure, the names of the chairman and secretary of the Board, the date of recordation, and the signature of the Clerk. The papers are included in the recommendation below.

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REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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24 (cont.)	RECOMMENDATION: RETAIN PERMANENTLY.	
25	RECORD OF TRADE MARKS, AND ORIGINAL PAPERS Quantity: 4 vols.; 1 document file Size: 11" x 18" x 2", and folded papers Dates: 1917...(Papers, 1922...) Index: Internal alphabetical This record contains applications for protection of containers and certificates of Publication under the Bottlers' Act (Acts of 1902, Chapter 245), giving the name of the company, a description of the bottle or container, with notarization, and the day and hour of recording. Registrations are principally for soft drink and milk containers. The recommendation below includes the original certifications. RECOMMENDATION: RETAIN PERMANENTLY.	

APPROVED
HALL OF RECORDS COMMISSION