

(12 vol.; 4 others - 5, 10, 12, 15)
(5 col/da)

FORM HR-RM 1
(11-1-55)

REQUEST FOR RECORDS RETENTION SCHEDULE

SCHEDULE NO. - **210**

Hall of Records Commission

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

PAGE NO. 1 (16 items)

Requesting Agency
SUPREME BENCH OF BALTIMORE CITY

2. Division or Bureau of Requesting Agency
Court of Common Pleas

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	<p>MINUTES OF THE COURT OF COMMON PLEAS</p> <p>Quantity: 6 volumes Size: 11" x 17" x 2" Dates: 1851... File Arrangement: Chronological</p> <p>The Minutes are a brief record of the meetings of the court, giving the date, the names of court officers present, the hour of adjournment, and the date of the next meeting. The earlier minutes occasionally include a brief reference to the proceedings of the court.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p>
2	<p>MARRIAGE LICENSE APPLICATION RECORD</p> <p>Quantity: 1272 vols. Size: 14" x 19" x 3" and 6" x 9" x 2" (1935 to date) Dates: 1894... File Arr.: Chronological Index: Card Index, 1851...</p> <p>The Marriage License Application books contain the application forms, giving the time of issuance of the application, the license and application numbers, the names of the parties and their residences, their ages, color and nativity, their occupations and marital status, names of consenting parties if under age, and the signatures of the person applying for the license and the person receiving it.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> <p style="text-align: right;">(continued over)</p>	

7. Agency, Division or Bureau Representative

[Signature]
Signature

[Signature]
Title

7/28/64
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.

7/29/64
Date

[Signature]
Archivist

Date

[Signature]
Secretary

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5. Description of Records

6. Recommendation of Hall of Records and Board of Public Works.

3 MARRIAGE LICENSE RETURNS

Quantity: 110 transfiles
Size: 7" x 8½" forms
Dates: 1855...
File Arr.: Numerical by license number
Index: Card Index, 1851...

This file is composed of the original returns made by clergymen or other persons authorized to perform marriage ceremonies, giving the date and the names of the parties, their ages, color and marital condition, the name of the person performing the ceremony, his title and residence, and the place where the ceremony was performed, with the signature of the person performing the ceremony.

From 1865 to 1886, returns were usually noted in the Record of Marriages - Issue (Item 4) by a blue check, non-returns by a green check, and the returns were recorded in the Record of Marriages - Returns, 1865-1891 (Item 5). Beginning in 1886, a section was provided for returns in the Record of Marriages (Item 6).

This series includes two transfiles of Banns, 1882-1942. (See Item 5 for recording.)

RECOMMENDATION: RETAIN PERMANENTLY.

4 RECORD OF MARRIAGES - ISSUE

Quantity: 9 vols.
Size: 16" x 20" x 4"
Dates: 1851-1886
File Arrangement: Chronological
Index: Internal alphabetical tab index; card index, 1851...

This record series lists applications for licenses to marry, giving the year, month and day, and the names of the parties. The names of ministers are also given, if designated. From 1865-1886, a colored check mark indicated that returns had been received.

This series includes two volumes of transcribed records, 1851-1873, and two volumes entitled "Marriage License Blotter," 1865-1867.

RECOMMENDATION: RETAIN PERMANENTLY.

5 RECORD OF MARRIAGES - RETURNS

Quantity: 12 vols.
Size: 16" x 20" x 4"
Dates: 1865-1891
File Arr.: Chronological
Index: Internal alphabetical tab index; Card index, 1851...

The Record of Marriages - Returns gives the date of the marriage ceremony and the place, the name and title of the person performing the marriage and his residence, the names, ages and color, marital status, residences and occupations of the parties, and the date of record.

Five volumes in this series have been transcribed, 1865-1867 (two (continued)

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6. Recommendation of Hall of Records and Board of Public Works.

4. Item No.

(cont.)

duplicate volumes), 1870-1875, 1882-1885. The transcribed volumes are subject to Recommendation B below. The recorded marriages for the period 1851-1864 have not been found and are presumed to be lost.

RECOMMENDATION: A. RETAIN ALL MARRIAGE RECORDS PERMANENTLY.
B. TRANSFER TRANSCRIBED MARRIAGE RECORDS TO THE HALL OF RECORDS.

6 RECORD OF MARRIAGES

Quantity: 101 vols.
Size: 16" x 20" x 1"
Dates: 1886...
File Arr.: Chronological
Index: Internal alphabetical tab index; card index, 1851...

In 1886, marriage license and return entries were combined in the same volume. Since 1941, this series has been composed of two volumes for each year, "A-L" and "M-Z".

The Record of Marriages 1777-1851 and the blotters or rough records 1777-1798 and 1833-1836 are deposited in the Hall of Records, as well as a copy of the card index 1777-1885.

RECOMMENDATION: RETAIN PERMANENTLY.

RECORD OF MARRIAGES BY BANNS

Quantity: 4 vols.
Size: 18" x 18" x 2"
Dates: 1890-1941
File Arr.: Chronological
Index: Alphabetical tab index
Annual Accumulation: Discontinued

This is a record of marriages by banns, giving names of the parties and their residences, name of the church and of the officiating minister, and date of filing with the Clerk of the Court of Common Pleas. Prior to 1941, ceremonies could be performed by banns without a license. This was changed by legislation requiring that marriage licenses be issued before any marriage ceremony could be performed (Laws of Maryland, 1941, Chap. 14). The original copies of banns and licenses are filed as a separate series with the License Returns (Item 3).

RECOMMENDATION: RETAIN PERMANENTLY.

8 FOREIGN MARRIAGES

Quantity: 1 vol.
Size: 18" x 18" x 2"
Dates: 1942...
Index: Internal alphabetical index to parties

This record contains tipped-in copies of the original marriage certificates or license returns issued by authorized foreign government agencies for marriages performed in foreign countries.

RECOMMENDATION: RETAIN PERMANENTLY.

(continued)

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9	<p>PROTESTS AND PERMISSIONS</p> <p>Quantity: 1 vol. Size: 18" x 18" x 2" Dates: 1903-1928 Annual Accumulation: Discontinued (See Item 10 for records to date)</p> <p>This volume is a record of protests and permissions relating to marriages, made by persons or agencies authorized to protest or give permission for the performance of marriages in the case of minors or persons otherwise debarred from marriage.</p> <p>The record gives the name of the party to the marriage and of the person or representative making the protest or granting permission. In the case of a protest, the reason for such protest is given. Since 1928 the original protests and permissions have been filed and not recorded (see Item 10.)</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
10	<p>MISCELLANEOUS MARRIAGE PAPERS</p> <p>Quantity: 13 document file drawers; 15 bundles Size: Varied Dates: 1902... File Arr.: Chronological</p> <p>Miscellaneous Marriage Papers include the following:-</p> <ul style="list-style-type: none">Doctors' Certificates (pregnancy of minors)Consents (marriage of minors)Protests (regarding minors and other disqualifications)Records of Marriages performed in other statesMarriage Licenses returned for cancellationGeneral correspondence relating to marriages <p>The recommendation "A" below applies to all papers except the general correspondence, which is subject to recommendation "B". However, general correspondence having continuing legal or administrative value to the operation of the office should be retained until such value ceases.</p> <p>RECOMMENDATION: A. RETAIN PERMANENTLY. B. RETAIN GENERAL CORRESPONDENCE FOR THREE YEARS, THEN DESTROY.</p>	
11	<p>MARRIAGE APPLICATION AND LICENSE COLLECTION BOOK</p> <p>Quantity: 3 vols. Size: 14" x 14" x 2" Dates: 1945... File Arr.: Chronological Audit: State</p> <p>This is a record of daily marriage license collections, with the serial numbers of licenses issued and voided, giving the number of licenses issued to residents and to non-residents, with an annual recapitulation each June 30.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

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12	<p>NATURALIZATION RECORDS</p> <p>Quantity: 154 vols., 4 binders, 91 stub books (certificates), 17 document files (miscellaneous)</p> <p>Size: Varied</p> <p>Dates: 1796-1930</p> <p>File Arr.: Chronological</p> <p>Index: 1. Internal alphabetical index 2. 3" x 5" card index, 1852-1930, to name of petitioner, (6 triple card file drawers) 3. Volume index, 1867-1906</p> <p>Annual Accumulation: Discontinued</p> <p>Prior to 1851, naturalization proceedings were held by the Baltimore County Circuit Court and by the old Baltimore City Court. Beginning in 1851, naturalization proceedings were held by the Superior Court, the Criminal Court, the Court of Common Pleas, and the new Baltimore City Court after 1866.</p> <p>After c. 1906 and until 1930, when naturalization proceedings in the city of Baltimore were removed to the U. S. District Courts, naturalizations were apparently under the jurisdiction of the Court of Common Pleas. The following Naturalization Records, although originating in the indicated courts, are now filed in the Court of Common Pleas:-</p> <p>Baltimore County Court:</p> <ul style="list-style-type: none">Declarations of Intention, 1845-1851Docket, 1796-1856Applications, 1852-1864Record, 1832-1851 (1 vol. for Minors, 1846-1851) <p>Baltimore City Court (Old Court to 1851; New Court after 1867):</p> <ul style="list-style-type: none">Naturalization Record, 1827-1836, 1845-1851; 1867-1906 (Index, 1 volume) <p>Superior Court:</p> <ul style="list-style-type: none">Declarations of Intention, 1898-1906Applications for Naturalization, 1897-1900Petitions for Naturalization, 1900-1903Naturalization Record, 1852-1906 <p>Criminal Court:</p> <ul style="list-style-type: none">Naturalization Record, 1851-1900Declarations of Intention, 1851-1903 <p>Court of Common Pleas;</p> <ul style="list-style-type: none">Declarations of Intention, 1851-1933Applications for Naturalization, 1897-1906Petition and Naturalization Record, 1852-1930Certificates of Naturalization, 1906-1933 (stubs)Volume Index, 1867-1906; Card Index, 1852-1930	

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(cont.) RECOMMENDATION: A. RETAIN PERMANENTLY. TRANSFER ALL RECORDS AND PAPERS TO THE HALL OF RECORDS.
B. RETAIN CARD INDEX PERMANENTLY. MICROFILM FOR SECURITY PURPOSES AND DEPOSIT FILM IN HALL OF RECORDS.

13 CHATTEL RECORD (JUSTICE OF THE PEACE)

Quantity: 1 vol.
Size: 14" x 18" x 3"
Dates: 1890
Index: Internal alphabetical
Annual Accumulation: Discontinued

This is a record of Bills of Sale filed by justices of the peace with the court for recordation, giving the date and names of the grantors and grantees, a brief description of the chattels and a notation of release, with the date, if recorded.

RECOMMENDATION: RETAIN PERMANENTLY.

14 BUSINESS AND LIQUOR LICENSE SERIAL RECORD

Quantity: 1 vol.
Size: 14" x 20" x 1"
Dates: 1960...
File Arr.: Chronological
Audit: State

This is a daily record of the issuance of business and liquor licenses by serial number, showing the amount collected, with totals carried forward.

RECOMMENDATION: RETAIN PERMANENTLY.

15 DAILY CASH RECEIPT FOR LICENSES

Quantity: 1 vol.
Size: 14" x 26" x 2"
Dates: 1960---
File Arr.: Chronological
Audit: State and city

A daily cash receipt sheet is prepared for collections on license fees, one sheet for fees going to the City of Baltimore and one for fees collected for the State. The sheets give the dates and types of licenses, the amounts collected, and the recordation in the License Books. Liquor license transfers are included. (Provision has been made for the disposition of license copies and accompanying records in Schedule 261, Items 2, 3, 4, 5, and 10, dated August 6, 1956.)

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

CASH RECEIPTS AND DISBURSEMENTS JOURNALS

Quantity: 6 vols., 1 bundle
Size: 15" x 24" x 2"

(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. **410**

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6. Recommendation of Hall of Records and Board of Public Works.

5 (cont.)

Dates: 1955...
File Arr.:
Audit: State and city

The Journals are the final books of entry for the office. They include records by serial number of all licenses received and sold or voided, the total number sold for the City and for the State, and the amounts involved, with the total number remaining on hand.

Entries appear by date, giving the name of the payer in case of receipts, with amounts and class of receipt and amounts deposited; and for disbursements, the name of the payee, the check number, and the amount of disbursement, with totals carried forward.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED
 HALL OF RECORDS COMMISSION