

(19 perm.; 2 destroy accum.; 2 destroy)  
REQUIREMENT FOR RECORDS RETENTION SCHEDULE : (5 cards)  
To be Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE NO. **412**  
PAGE NO. **1 (of 23)**

1. Requesting Agency: **SUPREME BENCH OF BALTIMORE CITY**  
2. Division or Bureau of Requesting Agency: **Circuit Court (No. 1)**

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	<p><b>MINUTES</b></p> <p>Quantity: 8 vols. Size: 18 1/2" x 13" x 2" Dates: 1853-1860, 1881... File Arrangement: Chronological</p> <p>This is a brief record of sessions of the court, giving date, name of judge, and hour and date of next session.</p> <p>The Circuit Court of Baltimore City was established in 1853 by the General Assembly (Laws of Maryland, 1853, Chapter 122) and was given concurrent jurisdiction in equity cases with the Superior Court of Baltimore City.</p> <p>The Maryland Constitution of 1867 abolished all courts in Baltimore City and established a new Circuit Court, granting this court exclusive jurisdiction in equity cases within the city, and expressly denying jurisdiction in applications for the writ of habeas corpus in criminal cases (Constitution of the State of Maryland, 1867, Art. IV, Sec. 29). Circuit Court No. 2 was established in 1888 and granted concurrent jurisdiction with the Circuit Court. (Laws of Maryland, 1888, Chapter 122.)</p> <p><b>RECOMMENDATION: RETAIN PERMANENTLY.</b></p>	
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2	<p><b>BOND RECORD</b></p> <p>Quantity: 67 vols.. Size: 17" x 12" x 2" Dates: 1902... File Arr.: Chronological Index: Alphabetical by name of principal This record consists of copies of bonds of trustees in equity pro-</p>	(continued)
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7. Agency, Division or Bureau Representative

Signature: *[Handwritten Signature]* Title: *[Handwritten Title]* Date: *7/28/64*

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission

*[Handwritten Signature]*

*7/31/64* Date      *[Handwritten Signature]* Archivist

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

*[Handwritten Signature]*

Date      *[Handwritten Signature]* Secretary

4.  
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2 (cont.)

ceedings, giving names of principal and of surety, amount and date of bond, signatures of principal and of surety, name of witness, and date of filing, approval by the trust clerk, and notation of recordation.

RECOMMENDATION: RETAIN PERMANENTLY.

3

CHANCERY RECORD (EQUITY)

Quantity: 1,679 vols.

Size: 12" x 17" x 3"

Dates: 1853...

File Arr.: Chronological by date of recordation

Index: In Item 5, Index to Equity Cases (Defendants)

This is a full record of proceedings of the Circuit Court, sitting as a court of equity, giving the bill of complaint, subpoena and other process, decrees pro confesso, answers, pleas, demurrers, and final decree. It also contains foreclosure proceedings, tax sales proceedings, and releases to trustees.

RECOMMENDATION: RETAIN PERMANENTLY.

4

CHANCERY PAPERS (EQUITY)

Quantity: 2,044 cu. ft. (329 metal bins, 369 file drawers)

Size: Legal

Dates: 1853...

File Arr.: Numerical by case number

Index: In Item 5

These papers are original papers and exhibits in equity proceedings, docketed in the various dockets and recorded in the Chancery Record (Item 3).

RECOMMENDATION: RETAIN PERMANENTLY.

5

INDEX TO EQUITY CASES (DEFENDANTS)

Quantity: 37 vols.

Size: 21" x 18" x 3"

Dates: 1853...

Index: Alphabetical by name of defendant

This record series is an index to the defendants in equity proceedings, giving the names of defendant and plaintiff, docket volume and folio, and year docketed.

RECOMMENDATION: RETAIN PERMANENTLY.

6

INDEX TO PLAINTIFFS

Quantity: 2 vols.

Size: 22" x 17" x 3"

Dates: 1908...

Index: Alphabetical by plaintiff

This record is an index to plaintiffs in equity proceedings, giving

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

(cont.)

names of plaintiff and defendant, docket volume and folio, and year docketed. For the years 1908-1960, this was an index to plaintiffs in divorce proceedings only.

RECOMMENDATION: RETAIN PERMANENTLY.

7

DOCKETS OF THE CIRCUIT COURT

Quantity: 274 vols. (See below)  
Size: c. 12" x 17" x 3"  
Dates: 1853... (See below)  
File Arr.: Numerical by case number  
Index: In Item 5

This record series is composed of docket entries of proceedings in equity, giving a brief description of the papers filed, date filed, names of attorneys and of parties, case number, itemized list of costs and date paid, and liber and folio of recordation in Chancery Record (Item 3).

1. Equity Docket, Miscellaneous (1853...), 109 vols. (Also contains Divorce Proceedings, 1853-1874; Foreclosures, 1853-1874; Adoptions, 1853-1947)
2. Equity Docket, Foreclosures (1875...), 90 vols. (Also contains Divorce Proceedings, 1875-1925)
3. Equity Docket, Divorces (1926...), 51 vols.
4. Equity Docket, Adoptions (1947...), 4 vols.
5. Equity Docket, Claims (1886...), 20 vols. (Record of claims against property in receivership)

RECOMMENDATION: RETAIN PERMANENTLY.

8

CHANCERY RECORD, DIVORCE DECREES

Quantity: 48 vols.  
Size: 16" x 12" x 3"  
Dates: 1908...  
File Arr.: Chronological  
Index: Alphabetical by complainant, and in Item 5

This record is composed of copies of decrees in divorce proceedings, giving names of complainant and respondent, equity docket number, date of decree, terms of decree, costs charged and to whom, test by the clerk of court, and signature of the judge.

RECOMMENDATION: RETAIN PERMANENTLY.

9

NO APPLICATIONS FOR DIVORCE

Quantity: 1 vol.  
Size: 14" x 11" x 2"  
Dates: 1937...  
Index: Alphabetical by name of husband

This record contains certification by the clerk of the court to the Veterans' Administration, Social Security Administration, and

(continued)

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9 (cont.)	<p>Railroad Retirement that the parties mentioned have <u>not</u> applied for a divorce in the Circuit Court, giving number, names of husband and wife, date, and remarks.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
10	<p>TRIAL DOCKETS</p> <p>Quantity: 159 vols. Size: 14" x 11" x 1" Dates: 1881-1931 File Arr.: Chronological by court term Index: Alphabetical by plaintiff Annual Accumulation: Discontinued</p> <p>This calendar gives the schedule of trials for each term of court, giving case number, names of attorneys, name and nature of case, and disposition.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>	
11	<p>TRIAL DOCKETS, ALIMONY</p> <p>Quantity: 75 vols. Size: 14" x 10" x 1" Dates: 1910-1941 File Arr.: Numerical by case number Index: Alphabetical by name of plaintiff Annual Accumulation: Discontinued</p> <p>This is a schedule of trials for collection and adjustment of alimony, giving case number, names of attorneys and of parties, equity docket number, and type of proceeding.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>	
12	<p>RELEASES TO TRUSTEES</p> <p>Quantity: 10 vols. Size: 16" x 12" x 3" Dates: 1856-1915 File Arr.: Chronological Index: Alphabetical by name of releasor, 1856-1870; alphabetical by name of trustee, 1870-1915 Annual Accumulation: Discontinued</p> <p>This record consists of copies of releases of trustees in equity proceedings, giving names of payee and trustee, amount of money received, date of release, notarization, and signatures of payee and witness. This record was incorporated into the Chancery Record, (Item 3), in 1915.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

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(Continuation Sheet)

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13	<p><b>INDEX TO TAX SALES</b></p> <p>Quantity: 1 vol. Size: 21" x 19" x 4" Dates: 1873... File Arr.: Chronological</p> <p>This is a general index to tax sales recorded in the Equity Dockets, Miscellaneous [Item 7 (1)], giving the block number, name of purchaser, date of sale, to whom assessed, location of property, remarks, and year, volume and folio of recordation.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
14	<p><b>MECHANICS' LIEN DOCKET</b></p> <p>Quantity: 4 vols. Size: 13" x 17" x 1" Dates: 1939... File Arr.: Chronological Index: Alphabetical by lienee; also separate index: General Index to Mechanics' Liens, 1939..., 1 vol.</p> <p>This is a record of claims of money due for labor and materials, giving the date the lien was filed, the names of lienor and lienee, description and location of building and material, certification of notary, itemized list of claims, date last work was done, credit notes, and the date paid, settled and satisfied. The recording of mechanics' liens was transferred to the Circuit Court from the Superior Court in 1939.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
15	<p><b>HOSPITAL LIEN DOCKET</b></p> <p>Quantity: 3 vols. Size: 18" x 13" x 3" Dates: 1939... File Arr.: Chronological Index: Alphabetical by name of injured person</p> <p>This is a record of liens for hospital services for persons injured in accidents, giving date filed, name of person injured, name of person alleged to be liable, date of accident, name of hospital, amount of claim, date of release, and amount of fees for filing and release. The recording of hospital liens was transferred to the Circuit Court from the Superior Court in 1939.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
16	<p><b>REGISTER OF PHYSICIANS AND SURGEONS</b></p> <p>Quantity: 3 vols. Size: 16" x 10" x 2" Dates: 1893... Index: Alphabetical by licensee</p> <p>This is a record of licenses or certificates granted to physicians and surgeons, giving registration number, name of licensee, number</p>	(continued)

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(Continuation Sheet)

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16 (cont.)	name of president of the Board of Medical Examiners, date of license or affidavit, date of registry, and remarks. <b>RECOMMENDATION: RETAIN PERMANENTLY.</b>	
17	<b>MEDICAL EXAMINERS' LICENSE RECORD</b>  Quantity: 3 vols. Size: 17" x 12" x 2" Dates: 1893-1902 File Arr.: Chronological Index: Alphabetical by physician Annual Accumulation: Discontinued  This is a record of licenses issued to physicians and surgeons, giving date, name of licensee, date of issue, and signatures of president and secretary of the Board of Medical Examiners. This record was combined with the Register of Physicians and Surgeons (Item 16) after March 11, 1902.  <b>RECOMMENDATION: RETAIN PERMANENTLY.</b>	
18	<b>REGISTER OF CHIROPODISTS</b>  Quantity: 1 vol. Size: 18" x 13" x 2" Dates: 1916... File Arr.: Chronological Index: Alphabetical by licensee  This is a record of certificates granted to chiroprodists, giving certificate number, names of licensee and examiner, dates of license and of registry, and remarks.  <b>RECOMMENDATION: RETAIN PERMANENTLY.</b>	
19	<b>REGISTER OF MIDWIVES</b>  Quantity: 1 vol. Size: 16" x 11" x 1" Dates: 1910... File Arr.: Chronological Index: Alphabetical by licensee  This is a record of licenses granted midwives, giving number, name of licensee, dates of certificate and of registry.  <b>RECOMMENDATION: RETAIN PERMANENTLY.</b>	
20	<b>REGISTER OF OSTEOPATHS</b>  Quantity: 1 vol. Size: 16" x 12" x 1" Dates: 1914... Index: Alphabetical by name of osteopath  This is a register of practicing osteopaths, giving name of osteopath and date of registry.  <b>RECOMMENDATION: RETAIN PERMANENTLY.</b>	(continued)

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21	<b>CASH BOOK</b>  Quantity: 46 vols. Size: 17" x 19" x 3" Dates: 1916... File Arr.: Chronological  This is a record of cash receipts and disbursements:- <u>Receipts</u> - giving date, docket number, bill, title of case, total received, distribution by accounts and amount deposited; <u>Disbursements</u> - giving date, check number, name of payee, amount, and purpose.  This is the final book of entry.  RECOMMENDATION: RETAIN PERMANENTLY.	
22	<b>CHARGE REGISTER</b>  Quantity: 31 vols. Size: 14" x 20" x 2" Dates: 1916... File Arr.: Numerical by bill number  This is a record of fees received by the clerk in equity cases, giving date, docket number, name of case, names of solicitor and trustee, clerk's fee, total charge, bill number, date paid, and remarks.  RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.	
23	<b>BILL BOOK</b>  Quantity: 1,000 vols. Size : 5" x 9" x 1" Dates: 1916... File Arr.: Numerical by bill number  This is a record of fees charged in court cases, giving bill number, date, names of parties, total, and test by clerk of the court.  RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.	

HALL OF RECORDS COMMISSION  
APPROVED