

REQUIREMENT FOR RECORDS RETENTION SCHEDULE

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

SCHEDULE NO. 416

PAGE NO. 1 (of 7)

(5 perm; 2... destroy)
(3 cards)

1. Requesting Agency: SUPREME BENCH OF BALTIMORE CITY
2. Division or Bureau of Requesting Agency: Domestic Relations Division

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. INFORMATION AND PETITIONS (COMPLAINTS)
Quantity: 44 legal file drawers; 67 woodruff file drawers
Size: Legal
Dates: 1940...
File Arr.: Chronological by case number
Index: In Items 4 and 5
On January 1, 1956, the Supreme Bench of Baltimore City created, in an internal court reorganization, the Domestic Relations Division of the Supreme Bench of Baltimore City, replacing the Domestic Relations Section of the State's Attorney's office. This new division, under the administrative direction of a Master in Chancery, has the authority to settle domestic cases out of court. This division also negotiates support agreements to be paid through the Department of Probation.
Four types of complaints are processed in this division:
1) non-support of wife; 2) non-support of wife, children and adult dependent children; 3) non-support of indigent parents, and 4) bastardy. Each complaint gives type of case and case number of related cases, names of parties, case number, domestic and financial information on parties, information on circumstances of the case, witnesses and, under "Comments and Final Action," the amount of the voluntary pay agreement and the date of expiration or other disposition by the caseworker at time of hearing. Also filed with complaints are scattered notes of caseworkers and Master in Chancery, summons, and waiver by defendant of the right to refuse to testify.
Non-support complaints have no continuing value after the case has been closed for four (4) years. (Recommendation "A").
The bastardy complaints, which are docketed in the Paternity Docket, Circuit Court No. 2 (Shed. No. 415, Item 6), should be preserved for twenty-five (25) years. (Recommendation "B").

HALL OF RECORDS COMMISSION
APPROVED

(continued)

7. Agency, Division or Bureau Representative
Signature: Thomas P. McCarty Title: Master Date: July 31, 1964

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.
(Thomas P. McCarty)
8/5/64 Date
Morris S. Radloff Archivist

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

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.
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1 (cont.) **RECOMMENDATION: A. RETAIN FOR FOUR YEARS AFTER CASE IS CLOSED, THEN DESTROY.**
B. RETAIN FOR TWENTY-FIVE YEARS AFTER CASE IS CLOSED, THEN DESTROY.

2 **BASTARDY AFFIDAVIT DOCKET**
Quantity: 1 volume
Size: 20" x 14" x 3"
Dates: 1947...
File Arr.: Chronological
Index: Alphabetical thumb index to defendant; Master Index (Items 4 and 5)

This is a register of bastardy information that is not prosecuted, due to the absence of the putative father. It gives the name of the defendant, date of affidavit, name of the prosecuting witness, sex and date of birth of the child, date referred to the bastardy docket, and the docket and folio of recordation (Sched. No. 418, Item 4, Criminal Court of Baltimore City).

RECOMMENDATION: RETAIN PERMANENTLY.

3 **UNIFORM SUPPORT DEFENDANTS LAW DOCKET**
Quantity: 1 vol.
Size: 16" x 13" x 3"
Dates: 1954...
Index: In Item 4, Master Card Index

This record consists of docket entries of non-support cases in which either party resides outside the state of Maryland (Uniform Reciprocal Enforcement of Support Act, Annotated Code of Maryland, 1957 edition as amended, Art. 89C), giving names of the parties, date referred to the Equity Court, case and docket number of the Equity Court, state of origin and court of jurisdiction, date of preliminary hearing, and disposition. (See also Circuit Court #2, Sched. No. 415, Item 6, #6).

RECOMMENDATION: RETAIN PERMANENTLY.

4 **MASTER CARD INDEX (MALE)**
Quantity: 18 2-row card file drawers
Size: 3" x 5" cards
Dates: 1939...
File Arr.: Alphabetical by surname of male

This is a card index to cases referred to the Domestic Relations Division, giving name of defendant, color of defendant, case number, Plaintiff(s), and the date on which the complaint was issued.

RECOMMENDATION: RETAIN PERMANENTLY.

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.

5 **CARD INDEX (FEMALE)**
Quantity: One 2-row card file
Size: 3" x 5"
Dates: 1963...
File Arr.: Alphabetical by surname of female
This is a card index to females in paternity cases only, giving name, race, age, address, type of case, date complaint was filed, putative father, and case number.
RECOMMENDATION: RETAIN PERMANENTLY.

6 **"KEYSORT" STATISTICAL CARDS**
Quantity: 30 woodruff files; 6 cardboard cartons (Total: 8 cu.ft.)
Size: 3½" x 7½"
Dates: 1957...
File Arr.: Chronological
This is a statistical record series on notched cards, giving the age and race of the parties, number of children, frequency of complaints from the same family, sources of cases reaching the Division, referrals to private agencies, and other information valuable for long-term social studies. Some of the information on these cards is printed in the annual report of the Division.
RECOMMENDATION: RETAIN PERMANENTLY.

7 **DAILY COMPLAINT REGISTER**
Quantity: 18 vols.
Size: 6" x 12" x ½"
Dates: 1954...
File Arr.: Chronological
These records are daily logs of complaints, both domestic and bastardy, giving the date, complaint number, and names of the parties. These records are used to assign case numbers to incoming cases.
RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

HALL OF RECORDS
COMMISSION
APPROVED