

REQU. (FOR RECORDS RETENTION SCHEE (10 cards)  
To be Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE NO. 418  
PAGE NO. 1 (of 23)

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

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 MINUTES  
Quantity: 62 volumes  
Size: 16" x 12" x 3"  
Dates: 1807-1850, 1857...  
File Arrangement: Chronological  
This is a brief record of sessions of the court, giving the date, the officers present, orders to jurors, hour of adjournment, and the date and hour of the next session.  
This record series includes Minutes of the Proceedings of the Court of Oyer and Terminer and Gaol Delivery of Baltimore County, 1807-1816, and of the Baltimore City Court, 1816-1850.  
In 1816, jurisdiction within the city limits of Baltimore City in felonies, crimes, offences and misdemeanors, formerly held by the Court of Oyer and Terminer and Gaol Delivery of Baltimore County, transferred to Baltimore City Court (Laws of Maryland, 1816, Chapter 193, Section 1.)  
The Constitution of 1851 failed to provide for the Baltimore City Court. Instead, it stipulated that the Criminal Court, which it established, should have and exercise all the jurisdiction then possessed by the Baltimore City Court, except jurisdiction given to the Police Court also established by the Constitution (Constitution of Maryland, 1851, Art. IV, Sec. 13.)  
The original Baltimore City Court exercised criminal jurisdiction and should not be confused with the present Baltimore City Court, established in 1867 as a civil law court and, in addition, given concurrent jurisdiction in criminal cases with the Criminal Court whenever any party in a criminal case demanded removal of the case from the Criminal Court on the grounds that a fair and impartial trial could

APPROVED  
HALL OF RECORDS COMMISSION

(continued)

7. Agency, Division or Bureau Representative  
Signature: [Signature] Title: Clerk, Criminal Court of Baltimore Date: 7/31/64

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.  
Date: 7/31/64 Archivist: [Signature]

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.  
Date: [Signature] 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.
(cont.)	<p>not be had in the Criminal Court (Laws of Maryland, 1867, Chap. 401, Sec. 1).</p> <p>The Constitution of 1867 abolished all courts in Baltimore City and established a new Criminal Court with the same jurisdiction as the abolished Criminal Court, except that it was denied jurisdiction in certain appeal cases assigned to the Baltimore City Court (Constitution of Maryland, 1867, Art. IV, Part 4, Sec. 30).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO THE HALL OF RECORDS ALL VOLUMES PRIOR TO 1850.</p> <p>✓2 COURT PAPERS</p> <p>Quantity: 1764 document files; 232 flat file drawers Size: Legal Dates: 1856-1867, 1872... File Arr.: Chronological by case number</p> <p>The Court Papers are original papers in proceedings of the court and contain all or some of the following: Bonds, appeals, habeas corpus cases, foreign trials and judgments, indictments, warrants, orders for witnesses, summonses, recognizances, receipts for prisoners, transcripts of records of cases removed from other courts, and typewritten transcripts of court testimony.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> <p>✓3 APPEAL DOCKET</p> <p>Quantity: 6 vols. Size: 17" x 12" x 2" Dates: 1864-1867, 1882... File Arr.: Numerical by case number Index: Alphabetical by defendant</p> <p>This is the docket record of criminal cases appealed from magistrates' courts, giving case number, name of defendant, date committed, name of magistrate, nature of charge, date reviewed, recommitted or released, name of judge, and verdict or disposition.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> <p>✓4 BASTARDY INFORMATION DOCKET</p> <p>Quantity: 51 vols. Size: 21" x 18" x 3" Dates: 1940... File Arr.: Numerical by case number Index: Alphabetical by defendant</p> <p>This item is a docket record of proceedings in bastardy, giving name of defendant, case number, date, proceedings in the case, names of prosecuting witnesses, and disposition.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

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.
5 ✓	<p><b>DEFECTIVE DELINQUENT DOCKET</b></p> <p>Quantity: 1 vol. Size: 9" x 14" x 3" Dates: 1963... File Arr.: Chronological by case number Index: Alphabetical by defendant</p> <p>This docket is a brief record of defective delinquents (Annotated Code of Maryland, 1957 edition as amended, Art. 31B), giving defendant's name, judge, charge, sentence, indictment docket number and folio, and docket entries of proceedings.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
6 ✓	<p><b>DOMESTIC INFORMATION DOCKET</b></p> <p>Quantity: 34 vols. Size: 21" x 18" x 3" Dates: 1931... File Arr.: Numerical by case number Index: Alphabetical by defendant</p> <p>This record is a docket entry of proceedings in domestic relations, giving name of defendant, case number, date, proceedings in the case, names of prosecuting witnesses, and disposition.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
7 ✓	<p><b>EXTRADITION DOCKET</b></p> <p>Quantity: 2 vols. Size: 17" x 14" x 2" Dates: 1940... File Arr.: Chronological by case number Index: Alphabetical by defendant</p> <p>This is a brief record of extradition cases, giving name of defendant, date charged, charge, demanding state, hearing judge, waiver, disposition, delivering and receiving officer.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
8 ✓	<p><b>INDICTMENT DOCKET</b></p> <p>Quantity: 219 volumes Size: 24" x 17" x 4" Dates: 1853... File Arr.: Numerical by case number Index: Alphabetical by defendant</p> <p>This is a docket entry of proceedings in criminal cases, giving names of defendant and attorney, case number, nature of charge, proceedings in the case, verdict, sentence or fine, and prosecuting witnesses.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</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	<p><b>POST-CONVICTION DOCKET</b></p> <p>Quantity: 1 volume Size: 21" x 17" x 2" Dates: 1958... File Arr.: Numerical by case number Index: Alphabetical by defendant</p> <p>This series consists of docket entries of pleadings filed by convicted persons, under the provisions of the Annotated Code of Maryland, (1957 edition as amended, Art. 27, Item 645A), giving the names of the plaintiff and attorney, the date and number of the indictment, date of docket entries, and proceedings in the case.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
10	<p><b>POLICE REPORT</b></p> <p>Quantity: 63 vols. Size: 12" x 10" x 2" Dates: 1899... File Arr.: Chronological by date of report Index: Alphabetical by defendant</p> <p>This series is a docket record of proceedings before police magistrates, giving date, name of defendant, nature of charge, name of magistrate, and disposition.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
11	<p><b>PROBATION AND PAROLE DOCKET</b></p> <p>Quantity: 9 vols. Size: 21" x 17" x 3" Dates: 1901... File Arr.: Chronological by case number Index: Alphabetical by defendant</p> <p>This docket is a record of criminals freed on parole bond, giving name of offender, nature of crime, name of recognizer, case number, date, amount of bond, sentence, period of parole, condition of parole, and property pledged.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
12	<p><b>RECOGNIZANCE DOCKET</b></p> <p>Quantity: 59 vols. Size: 20" x 15" x 3" Dates: 1870... File Arr.: Chronological by case number Index: Alphabetical by defendant</p> <p>This docket is a record of recognizances in criminal cases, giving name of defendant, nature of crime, case number, date, amount of bond, and name of recognizer.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</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.
13	<p><b>RECOGNIZANCE PAPERS</b></p> <p>Quantity: 237 document files Size: Legal Dates: 1898... File Arr.: Numerical by case number Index: In Recognizance Docket (Item 12)</p> <p>These are original papers in recognizances, recorded in the Recognizance Docket (Item 12).</p> <p>RECOMMENDATION: RETAIN FOR TWENTY-FIVE YEARS, THEN DESTROY.</p>	
14	<p><b>PAROLE RECOGNIZANCE</b></p> <p>Quantity: 192 document files Size: Legal Dates: 1910... File Arr.: Numerical by case number Index: In Parole Docket (Item 11)</p> <p>This record consists of original papers in parole recognizances, recorded in Parole (Probation) Docket (Item 11), 1910-1922, and in Recognizance Docket (Item 12) 1922...</p> <p>RECOMMENDATION: RETAIN TWENTY-FIVE YEARS, THEN DESTROY.</p>	
15	<p><b>SPECIAL DOCKET</b></p> <p>Quantity: 12 vols. Size: 17" x 14" x 2" Dates: 1898... File Arr.: Chronological by case number Index: Alphabetical by defendant</p> <p>This item is a docket record of proceedings in cases originating in the State's Attorney's office, giving the case number, date filed, name of defendant, nature of charge, names of witnesses, and disposition of the case.</p> <p>RECOMMENDATION: RETAIN FOR TWENTY-FIVE YEARS, THEN DESTROY.</p>	
16	<p><b>TRIAL DOCKET</b></p> <p>Quantity: 189 vols. Size: 15" x 12" x 2" Dates: 1870-1873, 1882-1883, 1890... File Arr.: Numerical by case number (Copies in Indictment Docket, Item 8) Index: Alphabetical by name of defendant</p> <p>This is a docket entry of proceedings at criminal trials, giving date, name of presiding judge, case number, names of defendant and attorney, nature of charge, whether tried before court or jury, plea, verdict, and sentence or fine. This information is also copied into the Indictment Docket (Item 8), which is preserved permanently.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	

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.
17	<p><b>JUDGE'S TRIAL DOCKET</b></p> <p>Quantity: 189 vols. Size: 15" x 12" x 2" Dates: 1870-1873, 1882-83, 1890... File Arr.: Numerical by case number Index: Alphabetical by name of defendant</p> <p>This record is the docket entry of proceedings at criminal trials for use of the judge, giving date, name of the presiding judge, case number, names of defendant and attorney, nature of charge, whether tried before court or jury, plea, verdict, and sentence or fine. This record, a duplicate of the Trial Docket (Item 16), contains the sentence in the judge's handwriting.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
18	<p><b>GRAND JURY DOCKET</b></p> <p>Quantity: 305 vols. Size: 15" x 12" x 3" Dates: 1868... File Arr.: Numerical by case number</p> <p>This is a brief record of cases heard by the grand jury, giving date filed, name of defendant, date of offence, whether in jail or released on bond, nature of charge, name of complainant, date of continuance, dismissal, presentment or indictment.</p> <p>RECOMMENDATION: RETAIN FOR TWENTY YEARS, THEN DESTROY.</p>	
19	<p><b>GRAND JURY BLOTTER</b></p> <p>Quantity: 63 vols. Size: 14" x 12" x 2" Dates: 1900... File Arr.: Chronological</p> <p>This is a record of cases heard by the grand jury, giving case number, name of defendant, nature of charge, and whether presented, continued or ignored.</p> <p>This docket contains cases originating in the State's Attorney's office and subsequently docketed in the Indictment Docket (Item 8).</p> <p>RECOMMENDATION: RETAIN FOR FIFTEEN YEARS, THEN DESTROY.</p>	
20	<p><b>CERTIFICATES TO THE GRAND JURY FROM THE JUDGES OF ELECTIONS</b></p> <p>Quantity: 48 vols. Size: 9" x 14" x 2" Dates: 1868-1901 File Arr.: Chronological by date of election Annual Accumulation: Discontinued</p> <p>The election returns are the certification by judges of election to the grand jury that no violation of the provisions of the constitution nor of any law pertaining to elections was committed, giving type of</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.
20 (cont.)	<p>election and date, signature of judge, oath before justice of the peace, and signature of justice of the peace.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>	
21	<p>GENERAL CORRESPONDENCE FILE</p> <p>Quantity: 32 cu. ft. Size: Legal Dates: 1930... File Arr.: Alphabetical by subject</p> <p>This file contains general correspondence of the clerk relating to the functions and duties of the court. Material having continuing legal or administrative value to the operation of the office should be retained until such value ceases.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	
22	<p>CASH RECEIPTS AND DISBURSEMENTS JOURNAL</p> <p>Quantity: 15 vols. Size: 15" x 13" x 2" Dates: 1921... File Arr.: Chronological by date of entry.</p> <p>This journal is a record of cash receipts and disbursements. Receipts give date, source and amount; disbursements give date, name of payee, check number, amount and purpose. This is the final book of entry.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
23	<p>GRAND JURY WITNESS BOOK</p> <p>Quantity: 150 vols. Size: 16" x 12" x 2" Dates: 1911... File Arr.: Alphabetical by name of witness</p> <p>This book is a record of witnesses testifying before the grand jury, giving date and name of witness. This information also appears on the indictments in Court Papers (Item 2).</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	

APPROVED  
HALL OF RECORDS COMMISSION