

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
To be Submitted to the Record Management Division  
Hall of Records Commission

SCHEDULE  
NO. 422

PAGE  
NO. 1 (21)

Requesting Agency

**SUPREME BENCH OF BALTIMORE CITY**

2. Division or Bureau of Requesting Agency

**Court Stenographers**

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<br>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><b>STENOGRAPHIC NOTES AND TAPES</b></p> <p>Quantity: 122 legal transfiles, (50 cu. ft.)<br/>           Size: Legal<br/>           Dates: 1951...<br/>           File Arrangement: By surname of stenographer, and chronological therein</p> <p>Court stenographers take down court testimony and court proceedings either on stenotype tape or by shorthand notes. The Supreme Bench has ordered that the notes or tapes be kept for five years in the Law Courts and for twelve years in the Criminal and Equity Courts (Minutes of the Supreme Bench, December 3, 1953).</p> <p>Typewritten transcripts of testimony are prepared in appeal cases or on court order. Rule 746, Rules of the Supreme Bench of Baltimore City, 1961 edition, provides for multiple typewritten copies of testimony in all cases involving sentences of life imprisonment or of death. One copy is forwarded to the State Board of Parole and Probation, and one copy is filed with the permanent criminal case file (Sched. 418, Item 2).</p> <p><b>RECOMMENDATION:</b> A. RETAIN LAW COURT NOTES AND TAPES FOR FIVE YEARS.<br/>           B. RETAIN CRIMINAL AND EQUITY NOTES AND TAPES FOR TWELVE YEARS.</p> <p>(One item only)</p> | <p style="writing-mode: vertical-rl; transform: rotate(180deg);"> <b>HALL OF RECORDS COMMISSION APPROVED</b> </p> |

7. Agency, Division or Bureau Representative

*A. P. Henderson*  
Signature

*Deputy Clerk*  
Title

*July 28, 1964*  
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.

*7/31/64* *Morris S. Radloff*  
Date Archivist

*Richard H. [Signature]*  
Date Secretary