

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

1. Requesting Agency

SUPREME BENCH OF BALTIMORE CITY

2. Division or Bureau of Requesting Agency

City 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.
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1	<p>MINUTES</p> <p>Quantity: 15 volumes Size: 16" x 22" x 2" Dates: 1870-1956 File Arrangement: Chronological, by court term Annual Accumulation: Discontinued</p> <p>This is a brief record of the sessions of the City Court, giving the court term, date of session, names of officers present, and date and hour of next session. This record was discontinued in 1956. The information formerly contained therein is now available in the reports to the Court Administrator from Deputy Clerks in the court room.</p> <p>The City Court of Baltimore, established by the General Assembly in 1867 (Laws of 1867, Ch. 401, Sec. 1) was granted concurrent jurisdiction with the Court of Common Pleas in civil cases, and also concurrent jurisdiction in criminal cases with the Criminal Court of Baltimore whenever any party in criminal cases demanded removal of the case from the Criminal Court on the grounds that a fair and impartial trial could not be had in that court.</p> <p>Five months later, all courts in Baltimore City were abolished by the Constitution of 1867, and a new City Court was established, (Maryland Constitution, Art. IV, Part 4, Sec. 28), and granted concurrent jurisdiction with the Superior Court of Baltimore City and the Court of Common Pleas of Baltimore City in all civil common law cases. The concurrent jurisdiction of these three common law courts embraces all civil common law cases where the damages claimed of the recovered debt exceed \$500.00, or where the title to land is involved.</p> <p>In addition, the City Court has exclusive jurisdiction in Baltimore City in all cases of appeal from the People's Court, appeals arising under the ordinances of the Mayor and City Council, and appeals from</p>	
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7. Agency, Division or Bureau Representative

Andrew H. H. [Signature] Clerk Baltimore City Court *July 29, 1964*

Signature Title Date

<p>Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.</p> <p><i>7/31/64</i> <i>Morris S. Radloff</i></p> <p>Date Archivist</p>	<p>Disposal Authorized as Indicated in Col. 6 by Board of Public Works.</p> <p><i>Andrew H. H. [Signature]</i></p> <p>Date Secretary</p>
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(Continuation Sheet)

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1 (cont.)	<p>the rulings of various official boards and commissions (for example, Taxicab Bureau, Planning Commission, Board of Municipal and Zoning Appeals, Department of Motor Vehicles re vehicle licenses, the Board of Funeral Directors and Embalmers) and also state-wide jurisdiction of appeals from the State Board of Censors, (Baltimore City Charter, 1946, Sec. 23, 120 and 135.)</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
2	<p>BOND RECORD</p> <p>Quantity: 32 vols. Size: 19" x 12" x 3" Dates: 1902... File Arr.: Chronological Index: Alphabetical, by parties</p> <p>This record series is composed of copies of all bonds filed in court cases, giving names of principal and sureties, amount of bond, conditions of bond, signatures of principal, sureties and witnesses, approval by the clerk of the court, and dates of approval, filing and recording.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
3	<p>COURT PAPERS (CASE FOLDERS)</p> <p>Quantity: 351 document files; 1,186 document transfiles; 276 file drawers; 13 cardboard cartons</p> <p>Size: Legal Dates: 1867... File Arr.: Chronological Index: In related docket, Item 4</p> <p>This record series consists of original papers in all proceedings of the City Court relating to civil common law and appeals from lower courts, licensing agencies, and regulating boards. The typical case folder contains all or some of the following items:-</p> <ul style="list-style-type: none">Prayer for Jury TrialDeclaration of Suit and Statement of DamagesSummonsAnswer to Declaration of SuitOrder of SatisfactionOrder to place case on trial docketNotice to Take DepositionInterrogations and AnswersMotion for Summary JudgmentStatement of AccountsSummary of JudgmentStatement of Satisfaction <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

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4	<p>DOCKETS OF THE BALTIMORE CITY COURT</p> <p>Quantity: 589 vols. Size: c. 19" x 13" x 3" File Arr.: Chronological by case number Index: Alphabetical by parties</p> <p>These records are brief summaries of court proceedings, listing court terms, names of attorneys, docket number and folio of recordation, parties, and judgment or disposition.</p> <ol style="list-style-type: none">1. Appeals to Court of Appeals (1938...), 2 vols.2. Appeal Docket (1867...), 39 vols.3. Appeals from Motion Picture Censors and from the Commissioner of Motor Vehicles (1918-1955), 1 vol. This record was merged with the Appeal Docket in 1955.4. Appeals from Workmen's Compensation Commission (1949...), 3 vols.5. Cases Instituted (1867...), 153 vols.6. Index to Cases Instituted (1867...), 153 vols.7. Index to Judgments [Cases Instituted] (1867...), 66 vols.8. Consent Cases (1918...), 9 vols.9. Execution Docket (1868...), 13 vols.10. Judgments by Confession (1924...), 8 vols.11. Jury Trial Docket (1903-1955), 34 vols. Record now kept in Central Assignment, Sched. , Item .12. Non-Jury Trial Docket (1932-1955), 9 vols. Record now kept in Central Assignment, Sched. , Item .13. Mayor and City Council Tax Cases (1924...), 9 vols.14. Index to Mayor and City Council Tax Cases (1924...), 9 vols.15. Petition Docket (1870...), 19 vols.16. Habeas Corpus Petition Docket (1905...), 15 vols.17. Subpoena Docket (1886-1946), 47 vols. Discontinued; the list of witnesses is now included in Case Folders (Item 3). <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
5	<p>EJECTMENT RECORD</p> <p>Quantity: 12 vols. Size: 17" x 12" x 3" Dates: 1870... File Arr.: Chronological by date of recording Index: Alphabetical, by parties.</p> <p>This is a full record of the proceedings of suits in ejectments for trespass, giving names of attorneys, parties, copy of petition, bill of particulars, amount of damages, and various proceedings to recover property.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

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6	<p>JURY BOOK</p> <p>Quantity: 11 vols. Size: 14" x 9" x 1" Dates: 1917... File Arr.: Chronological Audit: City</p> <p>This record series consists of lists of jurors serving in City Court; giving the court term, number and name of juror, days in attendance, and amount due.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p>	
7	<p>CASH RECEIPTS AND DISBURSEMENTS JOURNAL</p> <p>Quantity: 64 vols. Size: 30" x 24" x 2" Dates: 1916... File Arr.: Chronological Audit: State</p> <p>This is a record of cash receipts and disbursements. It is the book of final entry and should be preserved permanently. It gives <u>receipts</u>: date, docket number, amount due, title of case, total received, distribution by accounts, and amount deposited; and <u>disbursements</u>: date, check number, name of payee, amount, and purpose.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	