

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

SCHEDULE NO. **424**

PAGE NO. **1 (of 5)**

Hall of Records Commission

1. Requesting Agency SUPREME BENCH OF BALTIMORE CITY	2. Division or Bureau of Requesting Agency Sheriff
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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	<p>SHERIFF'S WRITS AND SUMMONS DOCKETS</p> <p>Quantity: 95 volumes Size: 20" x 15" x 3" Dates: 1941... File Arrangement: Chronological Index: Internal alphabetical thumb index; Index to Writs and Summonses (Item 2)</p> <p>The Sheriff is the chief police officer of the State within Baltimore City. He is charged with the preservation of the peace in general and as the executive agent of the courts. The Sheriff acts as an officer of the court in the service of process and the execution of judgments.</p> <p>This series of records contains docket entries for writs and summonses returnable, labeled by court returnable, giving return day, parties, itemized list of costs, court of origin, and date returned. This information is also found in the various court dockets, which are permanently retained.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	<p>HALL OF RECORDS COMMISSION APPROVED</p>
2	<p>INDEX TO WRITS AND SUMMONSES</p> <p>Quantity: 9 volumes Size: 20" x 16" x 5" Dates: 1944...</p> <p>This is an index to writs and summonses, giving names of parties, court returnable, docket of entry (Item 1), and date returnable. This information is also found in the various court dockets, which are permanently retained.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	

7. Agency, Division or Bureau Representative

<i>Frank J. [Signature]</i> Signature	SHERIFF Title	30 July 1964 Date
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Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission. (Frank J. [Signature]) 7/31/64 Date	Morris S. Dandall Archivist	Disposal Authorized as Indicated in Col. 6 by Board of Public Works. <i>[Signature]</i> Secretary
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3	<p>DAILY CASH BOOK</p> <p>Quantity: 24 volumes Size: 36" x 20" x 2" Dates: 1939... Audit: Baltimore City</p> <p>This is a record of cash receipts and disbursements:- <u>Receipts:</u> Give date, docket number, bill, title of case, total received, distribution by accounts, and amount deposited. <u>Disbursements:</u> Give date, check number, name of payee, amount, and purpose.</p> <p>This is the book of final entry and should be preserved permanently.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
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4	<p>GENERAL ACCOUNTING RECORDS</p> <p>Quantity: 23 document files Dates: 1937... Audit: Baltimore City</p> <p>The General Accounting Records, including state and local forms, are composed of all or some of the following records and papers, all of which are subject to Recommendation "C", unless otherwise noted.</p> <p>Bank Books, Statements, and Deposit Slips Canceled checks, check copies and stubs Reconciliation and final balance sheets Budget papers and work sheets Requisitions and purchase orders Delivery orders and receipts Paid bills, vouchers and invoices, with attached papers Pay and receiving warrants and transmittals Receipts copies and receipts books, including tax receipts Monthly, quarterly and annual financial reports to local and state agencies Gas and mileage withdrawal tickets and reports Payroll exceptions Master Authorization cards (payroll), except the last card prior to termination of service (Recommendation "B" below) Receipts and Disbursements Journals and Counter Cash Books, except in cases where these are the books of final entry (Recom. "A"). Withholding forms and statements (local, state and federal). IBM or comparable cards used for intermediate accounting purposes, including master indexes which are periodically replaced, are considered to be nonrecord within the meaning of the statute governing nonrecord material, Annotated Code of Maryland, 1957 Edition as amended, Art. 41, Sec. 179, and may be destroyed as soon as no longer needed by the office.</p> <p>RECOMMENDATION: A. RETAIN BOOKS OF FINAL ENTRY PERMANENTLY. B. RETAIN LAST MASTER AUTHORIZATION CARD FOR FIVE YEARS AFTER TERMINATION OF SERVICE, THEN DESTROY. PRIOR CARDS ARE SUBJECT TO RECOMMENDATION "C" BELOW. C. RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER</p>	
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4 (cont.) 5	<p style="text-align: center;">IS LATER, THEN DESTROY.</p> <p>GENERAL FILES</p> <p>Quantity: 1 file drawer Size: Legal Dates: 1953... File Arrangement: By subject, and chronological therein</p> <p>The General Files are composed of correspondence and papers, reports, studies, surveys, and memoranda, relating to the internal and external activities and administration of the office. Printed and mimeographed material, and records of which more than one copy are prepared and a copy is retained according to the recommendation below, are considered nonrecord within the meaning of the statute governing nonrecord material (Annotated Code of Maryland, 1957 ed. as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office. 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>	

HALL OF RECORDS COMMISSION
APPROVED