

**SUPERSEDES SCHEDULE NO. 362.**

**REQUEST FOR RECORDS RETENTION SCHEDULE**

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

FORM HR-RM 1  
(11-1-66)  
Hall of Records  
Commission

SCHEDULE NO. **429**

PAGE NO. **1**

1. Requesting Agency

**MUNICIPAL COURT OF BALTIMORE CITY**

2. Division or Bureau of Requesting Agency

**TRAFFIC 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.
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Traffic Summonses are prepared in quadruplicate by police officers after moving or parking violations have occurred. A violator is issued a carbon copy and the remaining copies are distributed by the Central Records Bureau, Police Department, as follows: Original to the Audit Section of the Traffic Division, Municipal Court of Baltimore City, a carbon to the Central Records Bureau, and a carbon retained in the officer's summons book.

The original summonses received by the Audit Section of the Traffic Division are sequence-numbered, and a tabulating card is key-punched and key-verified for each violation. From the tabulating cards a Summons Register is machine-prepared in duplicate. After the tabulating cards are sorted by trial date and therein by book and summons numbers, they are filed by trial date in the unpaid (open) tabulating card file.

Paid summonses (defendant's copy) are validated by the cashier and forwarded to the Audit Section where a tabulating card is punched and verified for each payment. The Paid Docket and a listing of all moving violations are machine-prepared from these tabulating cards. The listing is forwarded to the Department of Motor Vehicles. Paid summonses are then bundled with the cashier's adding machine tape and stored. The paid punched cards are sorted by book and summons number and a listing is machine-prepared in duplicate showing book number, summons number, and the transaction number. One copy of each of the listings is retained in the Paid Docket Register.

After sorting by trial date, the paid tabulating cards are collated with the unpaid tabulating cards for the same trial date, in order to purge the file of payments. Cards remaining in the file are the receivables. Two days prior to the trial date, the remaining cards for a certain trial date are used in the preparation of the Court Docket,

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(continued)

7. Agency, Division or Bureau Representative

*J. Barton Harrington*  
Signature

*May 4 1965*  
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.

*5/5/65*  
Date

*Miriam S. Rudoff*  
Archivist

*5-10-65*  
Date

*Andrew Huelck*  
Secretary

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
(Continuation Sheet)

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(cont.)

the Record of Violation forms (triplicate) and the Daily Assignment of Traffic Cases (sextuplicate). Second notices and warrants are prepared for all fines remaining unpaid after the trial date.

All parking violation tabulating cards are removed from the open file the day after the trial date, and second notices are issued for a new trial date. Second notices which cannot be served by the Police Department are forwarded to the Department of Motor Vehicles, which either supplies a new address or flags its records to stop issuance of tags the next registration date. The day following the second trial date, all unpaid cards are pulled and warrants are issued.

The Municipal Court of Baltimore City was created by amendment of the Constitution of Maryland, becoming effective the first Monday of May, 1961. The court, now composed of fifteen (15) judges, was vested with the jurisdiction formerly held by the Justices of the Peace of Baltimore City, including the Police Magistrates, the Chief Police Magistrate of Baltimore City, the Magistrates-at-Large of Baltimore City, and the Traffic Court of Baltimore City. (Constitution of Maryland, Article IV, Section 61C.) Subsequently, the Municipal Court Act of 1961 provided for dividing the Municipal Court into two divisions: "the criminal division and the traffic division." (Annotated Code of Maryland, 1957 Edition as amended, Art. 26, Sec. 108.)

Records created by the former Traffic Court were continued substantially in the same form by the Traffic Division of the Municipal Court of Baltimore City. This schedule applies equally to the records of the former Traffic Court and of its successor, the Traffic Division of the Municipal Court of Baltimore City.

These record series are described below, and the recommended retention period appears at the end of each item.

**1 COURT DOCKETS**

Size: 15" x 15" x 3"  
Date: 1918...  
Quantity: 306 Cu. ft.  
File Arrangement: Chronological  
Audit: State and City'

Prior to 1954, the "Court Dockets" were entitled "Records of Arrest - Traffic Court," for the period 1918-1939, and "Magistrate's Docket of the Traffic Court of Baltimore City," for the period 1935-1954. Since 1954, the "Court Dockets" have been continued by the Traffic Division of the Municipal Court of Baltimore City since its inception in May, 1961.

The "Court Dockets" give on individual sheets the following information for a certain trial day: The page number, the date, time, and part of trial (court session); Judge's name; the sequence, book, and summons numbers; defendant's name and address; location and description of violation; officer's payroll number; case number; operator's or chauffeur's number; the plea, judgment, and penalty; and the amount of State fines, city fines, and court costs paid. The Paid Docket (Item 2) lists all fines paid prior to the trial

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REQUEST FOR RECORDS RETENTION SCHEDULE  
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1 (cont.)	<p>date.</p> <p>The recommendation below applies to the "Records of Arrest - Traffic Court," the "Magistrate's Docket for the Traffic Court of Baltimore City," and the "Court Dockets."</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, WHICHEVER IS LATER, THEN DESTROY.</p>	<p>Authority - Md. Code ART. 26</p>
2	<p><b>PAID DOCKET</b></p> <p>Size: 12" x 14" x 2 1/2" Dates: 1954... File Arr.: Chronological Audit: State and City</p> <p>The Paid Docket is prepared daily from the paid tabulating cards (Item 7). Individual docket sheets for a certain date show the following information on each violation for which the fine is paid prior to the hearing date: The book and summons numbers, location of the violation, description of the violation, state in which the vehicle is registered, license number, operator's or chauffeur's number, State and City fines and costs, and the sequence number assigned to the original summons. The docket sheets are maintained in transfer binders which hold a month's accumulation.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, WHICHEVER IS LATER, THEN DESTROY.</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p>
3	<p><b>TRAFFIC SUMMONS (Original Copy)</b></p> <p>Size: 5-3/4" x 4" Dates: 1951... File Arr.: Numerical by sequence number Audit: State and City</p> <p>The Traffic Summonses (original and carbons) show the following information: Docket number, book and summons numbers; name of the violator, his address, age, occupation, and employer; violator's race, sex, height, weight, and date of birth; operator and vehicle license numbers; make of car; a notation as to whether personal injury or property damage or both occurred; location, time, and date of violation, and the weather; date and time of trial, nature of the charge, and signatures of officer and violator.</p> <p>After tabulating cards have been prepared for the summonses and the hearing has been held, the original summonses are bundled with the original copies of the Record of Violation form (Item 11) and stored. If second summonses or warrants (Item 12) are issued in individual cases, the copies of these records are also stored with the original summonses. The recommendation below applies to the original summonses or warrants and to the attached Records of Violation.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, WHICHEVER IS LATER, THEN DESTROY.</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p>

(continued)

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(Continuation Sheet)

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4	<p><b>TRAFFIC SUMMONS (Defendant's or Paid Copy)</b></p> <p>Size: 5-3/4" x 4" Dates: 1951... File Arr.: Numerical, by transaction number Audit: State and City</p> <p>The information appearing on the defendant's copy of the summons showing payment is used for the preparation of tabulating cards for paid summonses. These summonses are bundled with the cash register tape and stored.</p> <p><b>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, WHICHEVER IS LATER, THEN DESTROY.</b></p>	
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5	<p><b>TRAFFIC SUMMONS BOOK (Officer's Copy)</b></p> <p>Size: 5-3/4" x 4" Dates: 1951... Audit: State and City</p> <p>Traffic Summons Books are issued by the Traffic Division to officers of the Baltimore City Police Department. Summonses from these books are issued to violators in numerical sequence. After the last summons is issued from a particular book, the book, containing the fourth copy of the summons, is forwarded to the Auditing Section of the Traffic Division. The original summons and the first and second carbons are distributed as follows:</p> <p>The original summons (Item 3) is received by the Auditing Section; the first carbon is forwarded to the Central Records Bureau (Police Department), where it is used for statistical purposes; and the second carbon (defendant's copy) is issued to the violator (Item 4).</p> <p>The recommendation below applies only to the Summons Books and to the copies of the summonses remaining therein.</p> <p><b>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, WHICHEVER IS LATER, THEN DESTROY.</b></p>	<p>APPROVED HALL OF RECORDS COMMISSION</p>
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6	<p><b>TABULATING CARDS (Unpaid and Open Summonses)</b></p> <p>Size: 3 1/2" x 7-3/8" Dates: 1955... File Arr.: Chronological, by trial date</p> <p>Tabulating cards are used to accumulate and transmit information from the original summons to the Court Docket (Item 1), the Record of Violation forms (Item 11), the second summonses, warrants for arrest, and the Summons Register (Item 10). Information punched on each tabulating card gives the book and summons numbers, the sequence number, the location and description of the violation, the vehicle make, the date and time of trial, the issue date, the officer's number, the auto license number and year, and the issuing state. When collated with the tabulating cards prepared for paid summonses, they enable the Auditing Section to determine which of the original</p>	(continued)
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6 (cont.) summonses have not been paid prior to the trial date.

The cards for unpaid summonses are retained in an open file by trial date until the fine is paid or the case is closed by a hearing. After a case is closed, the card pertaining to that case is of no further use to the Auditing Section and is considered 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.

7 TABULATING CARDS (Paid Summonses)

Size: 3½" x 7-3/8"  
Dates: 1957...  
File Arr.:

IBM cards are used to accumulate and transmit information from the paid summonses (defendant's copy, Item 4) to the Paid Docket (Item 2) and to the Paid Docket Register (Item 8). Each tabulating card is key-punched to show the summons number, the trial date, the transaction number, and amount of the fine. When collated with the tabulating cards prepared for the original summonses, they enable the Auditing Section to determine which original summonses have not been paid prior to the hearing date. After preparation of the Paid Docket Register, the matched (paid) cards are stored.

In a letter dated September 27, 1957, from the Hall of Records, these cards were declared to be nonrecord material in accordance with the statute governing nonrecord material (Ann. Code of Maryland, 1957 edition as amended, Art. 41, Sec. 179) and may be destroyed as soon as no longer needed by the office.

8 PAID DOCKET REGISTER

Size: 8½" x 11" x 2"  
Dates: 1954...  
File Arr.: Chronological  
Audit: State and City

The Paid Docket Registers contain daily machine tabulations of summonses paid. Each sheet shows for each summons the series designation, the book number, the summons number, the cashier's number, and the transaction number. The sheets are filed in transfer binders which hold a month's accumulation.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, WHICHEVER IS LATER, THEN DESTROY.

9 DAILY ASSIGNMENT OF TRAFFIC CASES

Size: 8" x 11"  
Dates: 1955...  
File Arr.: Chronological

These sheets are machine-prepared daily for convenience of reference by judges, defendants, and the general public. Each form is prepared in sextuplicate. The original and one carbon are filed in

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9 (cont.)	<p>the Audit Section; one copy is forwarded to the Judge conducting hearings; and three copies are posted conspicuously for the information of defendants and the general public. Each form shows the date and time of trial, the book and summons numbers, the defendant's name, the officer's number, and the case number. Since this form contains information appearing also in the Court Docket (Item 1), which is audited and retained for at least three years, all copies remaining in the Traffic Division are therefore considered nonrecord within the meaning of the statute (Ann. 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>	
10	<p><b>SUMMONS REGISTER</b></p> <p>Size: 8 1/2" x 11" x 3"  Dates: 1954...  File Arr.: Chronological  Audit: State and City</p> <p>The Summons Registers contain daily machine-tabulations of original summonses processed. The sheets are placed in transfer binders which hold a month's accumulation. Each sheet shows the following information for each summons processed: <u>Vehicle license number, state, sequence number, book and summons numbers, and date.</u></p> <p><b>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS ARE MET, WHICHEVER IS LATER, THEN DESTROY.</b></p>	
11	<p><b>RECORD OF VIOLATION</b></p> <p>Size: 4" x 6"  Dates: 1950...  File Arr.: Chronological, by date of trial  Audit: State and City</p> <p>Record of Violation forms are machine-prepared from the tabulating cards for unpaid and open summonses (Item 6). Each form is prepared in triplicate, the original and two carbons (defendant's and D.M.V. copies) being forwarded to the Judge for use during the hearing. The Judge enters the plea, the judgment, and a breakdown of the fine and court costs. Specifically, the Record of Violation form gives the following information: Book and summons numbers, defendant's name and address, operator's license number, time and place of trial, a description of the violation, make and license number of the vehicle, the officer's number, the plea and judgment, a breakdown of State and City shares of fines, court costs, the summons issue date, the trial date, the signatures of Judge and Clerk, and information on companion cases involving the defendant, (e.g., location and date of offense, arresting officer's name, trial dates and times, amount of collateral or bail posted, age, speed of vehicle, whether the accident resulted in fatality or personal injury, and whether jury trial was prayed or waived.)</p> <p>The original copy is retained by the Audit Section and is stored with the original Summons and Warrant (Items 3 and 12) to which it</p>	

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11 (cont.) pertains. The defendant retains the second copy, and the third copy is forwarded to the Department of Motor Vehicles for posting to the violator's driving record. The recommendation below applies only to the original copy and the attached summonses and warrants.

**RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS ARE MET, WHICHEVER IS LATER, THEN DESTROY.**

12 **SUMMONSES AND WARRANTS**

Size: 3 1/2" x 9"  
 Dates: 1954...  
 File Arr.: By sequence number  
 Audit: State and City

This item consists of Traffic Division copies of second summonses and of warrants issued. The originals were served on violators involved in both parking and moving violations. The Traffic Division retains the carbon copies in bundles which also include the copy of the Record of Violation forms (Item 11) and the original Summonses (Item 3).

**RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS ARE MET, WHICHEVER IS LATER, THEN DESTROY.**

13 **SUMMONS CONTROL BOOKS**

Form No.: 350A-P.B.  
 Size: 8 1/2" x 11"  
 Dates: 1952...  
 File Arr.: By series letter and therein by book number  
 Audit: State and City

The Summons Control Books contain the Auditor's Traffic Summons Checking Sheets. Individual sheets provide a running record of the summonses which have been issued from a particular summons book. Posting to the Summons Control Book is done daily, based on the Summons Register sheets (Item 10). The Summons Control Books and the Summons Register provide an index to the original summonses.

Individual sheets in the Summons Control Books show the summons book number, date of return of the summons book by the Police Department, the summons serial number, the date of return to the Traffic Division Auditor, and the disposition of the summons (paid, warrant issued, warrant recalled, etc.), an explanation of any summonses not returned, and the receipt date.

**RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS ARE MET, WHICHEVER IS LATER, THEN DESTROY.**

14 **WARRANT RECALLS**

Size: 8 1/2" x 11"  
 Dates: 1955...  
 File Arr.: Chronological

Warrant Recalls are memoranda-type records prepared by the Traffic Division and forwarded to the Police Department to recall arrest (warrants)

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14 (cont.)

warrants; recall of warrants is also posted in the Summons Control Book (Item 13). The individual sheets are prepared in duplicate, one copy of which is forwarded to the Baltimore City Police Department. Each sheet is numbered and gives the date, time, teletype number, name and address of the person for whom the warrant was issued, book and summons numbers, clerk's signature, reasons for return of the warrant, and the new trial date.

This is a housekeeping-type record and has no further value to the operation of the office. After the copy is forwarded to the Police Department, the copy retained by the Traffic Division is considered nonrecord within the meaning of the statute (Ann. Code of Md., 1957 edition as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.

15

**ACCOUNTING RECORDS**

Size: 8 1/2" x 11"  
Dates: 1952...  
File Arr.: Chronological  
Audit: State and City

This item includes all standard accounting forms used by State agencies as supporting data to the final books of entry, although all of the records listed below will not necessarily be found in the accounting records of this office. The final books of entry, the Cash Books (1939...), are to be retained permanently.

Specifically, these supporting records are:-

Comptroller of the Treasury

Form No.

	Memorandum of Adjustment
E-1-S	Distribution of Charges
E-1 & E-4	Transmittal
DD-1	Certificate of Deposit and Bank Deposit Slip
R-2 (Formerly MR-2)	Monthly Report of State Funds Collected & Deposited
	Distribution of Unexpended and Obligated Balances
	Monthly Statement of Balances

Purchasing Bureau (Dept. of Budget & Procurement)

1-A	Requisition for Supplies
47-A	Purchase Order
100-16	Out-of-Schedule Requisition for Supplies
39-A & 40-A	Stores Requisitions
CF-2 & CF-3	Copy of Contract Awarded
27-A	Copy of Contract Awarded
CF-1	Capital Fund Requisition for Equipment
100/24	Actual Emergency and Repairs Report
26-A	Notice of Award of Contract
51	Report of Partial Delivery
52	Credit Memorandum
	Delivery Invoice

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15 (cont.)

Budget Bureau (Dept. of Budget & Procurement)

BB-1, rev. (formerly BB01 & BB-2) Budget Schedule Amendment  
 B.P.Inv. R101 Report of Fixed Assets, (annual)  
 B.P.Inv. R102 Report of Materials and Supplies (annual)  
 B.P.Inv. 6 Materials and Supplies Physical Inventory (annual)  
 Budget Forms, Budget Estimates, Fiscal Year  
 #1 thru #11

Other Records

Time Reports  
 Expense Invoices  
 Vendors' Invoices  
 Bank Deposit Slips  
 Bank Statements  
 Bank Deposit Receipts  
 Canceled Checks  
 Check Stubs

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS ARE MET, WHICHEVER IS LATER, THEN DESTROY.

16

ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE

Payroll - prior to July 1, 1953 (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, 1/11/54.)

RECOMMENDATION: AGENCY COPY OF THIS FORM IS TO BE RETAINED FOR FIVE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROYED.

Payroll Journal - (Gen. Sched. G-2, Item 1-d, approved by BPW 1/11/54)

RECOMMENDATION: AGENCY COPY TO BE RETAINED FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROYED.

Payroll Exceptions, Additions & Deductions - (Gen. Sched. G-2, Item 2-b, approved by BPW 1/11/54)\*

Pay Warrants - (Gen. Sched. G-3, Item 3, approved by BPW 5/10/54)\*

Receiving Warrants - (Gen. Sched. G-4, Item 3, approved by BPW 5/10/54)\*

Transmittal Form E-1 or E-4 (Comptroller of the Treasury form)  
(Gen. Sched. G-5, Item 3, approved by BPW 5/10/54)\*

\*Following recommendation applies to all the above records:

RECOMMENDATION: AGENCY COPY TO BE RETAINED FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROYED.

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17	<b>MASTER AUTHORIZATION</b>  This State-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making any changes in pay rate. It also shows all pay deductions.  <b>RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION OR UNTIL ALL AUDIT REQUIREMENTS ARE MET, WHICHEVER IS LATER, THEN DESTROY.</b>	
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18	<b>LEAVE RECORDS</b>  Dates: 1952... Audit: State and City  This file includes the following records:-  Leave Record Card, Form SEC 128-A (old) and MS-920 (new), a standard State-wide form, prepared annually for each employee  Leave Applications Doctors' Certificates  <b>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS ARE MET, WHICHEVER IS LATER, THEN DESTROY.</b>	
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