

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

SCHEDULE NO. **453**
PAGE NO. **1** ✓

1. Requesting Agency: **MARYLAND STATE LIBRARY**
2. Division or Bureau of Requesting Agency: _____

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 | 6. Recommendation of Hall of Records and Board of Public Works.

The Maryland State Library was established by the General Assembly on February 2, 1827, (Laws of Maryland, 1826, Chapter 53). The first Librarian, David Ridgley, served from 1827 to 1842. His term was marked by good librarianship and the inception of the book exchange system, which is still in effect. The next 54 years were sadly lacking in consistent library management, as there were twelve Librarians, appointed by successive governors until 1848, when the General Assembly took over the appointive power. Legislative appointment continued until the adoption of the Constitution of 1867, at which time control of this appointment was returned to the governor, but with the limitation requiring that the appointment be made "by and with the advice and consent of the Senate." A Library Committee of three persons, appointed by the Judges of the Court of Appeals, was provided for by the General Assembly in 1892 to supervise the conduct of the Library. (Laws of Md., 1892, Chapter 420). Library Committees have served continuously since 1892.

In 1896, Mrs. Anne Burton Jeffers was appointed Librarian, the first woman to hold public office in Maryland. She was reappointed twice for four-year terms, serving until 1908. She established the first card catalog, succeeded in having two new positions added to the Library staff, and in having the Library appropriations more than doubled. In 1904, the Library moved from its original location in the State House to the new Court of Appeals Building, where it is presently located.

By 1939, the State Librarian had become only a nominal office, excluding trained librarians because of the static salary of \$1,500 per annum specified in the Constitution of 1867, and because of the uncertainty of tenure in an appointive political office. From 1939 to 1955 the State Library was directed by the Law Librarian, appointed by the Library Committee (Laws of Md., 1939, Chap. 413). In June 1955, the

**APPROVED
HALL OF RECORDS COMMISSION**

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7. Agency, Division or Bureau Representative
 Signature: *[Handwritten Signature]* Title: *Director* Date: *July 12, 1967*

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission. | Disposal Authorized as Indicated in Col. 6 by Board of Public Works.
 Date: **JUL 11 1967** Archivist: *Morris S. Duffell* Date: *July 20, 1967* Secretary: *[Handwritten Signature]*

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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>title of Law Librarian was changed to Director of the State Library (Laws of Md., 1955, Chap. 23), and the office of State Librarian was finally abolished by referendum in 1958 (Laws of Md., 1958, Chap. 97).</p> <p>In 1959, the General Assembly passed legislation amending Article 41, Sec. 170, of the Maryland Code, enabling the Director, rather than the Library Committee, to appoint employees, and placing the Director's salary in the Annual Budget (Laws of Md., 1959, Chap. 129, Art. 170).</p> <p>BOOK ORDERS</p> <p>Size: 3" x 5-3/4" cards Quantity: 1 double card file Dates: 1956... File Arrangement: Buff copy - alphabetical by author Pink copy --numerical by order number</p> <p>Orders for books, maps, and microfilm are prepared in quintuplicate and distributed as follows:-</p> <ol style="list-style-type: none">1. White copy to publisher, who retains it.2. Yellow copy to publisher, sometimes returned as a shipping copy and destroyed upon receipt.3. Pink copy retained by the order clerk until book is received and accessioned, then it is filed in the office under order number.4. Green copy filed in the office under order number until pink copy (#3 above) is received, then green copy is destroyed as being nonrecord.5. Buff copy is record copy and is filed by author or publisher. <p>The order slips give the author and title of the book, map, or microfilm, place of publication, publisher and year of publication, number of volumes, the series and edition, who recommended the purchase, date ordered and the cost, the fund charged, the date received, list price and name of dealer, the order number, and whether it is a standing order (supplements and additional volumes).</p> <p>The buff copy only is subject to the recommendation below; all other copies are considered nonrecord (Annotated Code of Md., 1957 edition as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.</p> <p>RECOMMENDATION: RETAIN BUFF COPY FOR TEN CALENDAR YEARS, THEN DESTROY.</p>	
2	<p>DISTRIBUTION SHEETS</p> <p>Size: 8 1/2" x 11" sheets Quantity: 1 cu. ft., Acco binders Dates: 1966...</p> <p>Since 1966, the records showing distribution of the <u>Annotated Code of Maryland and Supplements</u>, the <u>House and Senate Journals</u>, <u>Maryland Reports</u>, and the <u>Session Laws</u> have been composed of 8 1/2" x 11" sheets, giving the number of copies received, and a detailed (itemized) dis-</p>	

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REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4.
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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.

2 (cont.)

tribution list by name or agency (Annotated Code of Maryland, 1957 Edition as amended, Art. 41, Sec. 162 for Session Laws; Sec. 165 for Maryland Reports). The Annotated Code has been distributed under authority of the Board of Public Works since December 18, 1957. The Distribution Sheets also give the number of copies ordered, the unit cost, and the number of copies on hand; all subsequent purchases and distributions are added to this list, including the Annual Supplements and replacement volumes.

After normal distribution has been completed for all the above record series, the number of copies remaining on hand is transferred to the Inventory Record (Item 4).

Prior to 1966, distributions were entered on 5" x 8" cards. All pertinent information given on these cards has been transferred to the Distribution Sheets and to the Inventory Record.

Distribution Receipt Cards (Item 3) are enclosed with each volume distributed of Maryland Reports and the Annotated Code of Maryland, Annual Supplements and replacement volumes.

The Distribution Sheets for the Maryland Reports and the Annotated Code of Maryland are subject to Recommendation "A" below; the Session Laws and Senate and House Journals are subject to Recommendation "B".

RECOMMENDATION: A. RETAIN PERMANENTLY DISTRIBUTION SHEETS FOR MARYLAND REPORTS AND THE ANNOTATED CODE OF MARYLAND.

B. RETAIN DISTRIBUTION SHEETS FOR SESSION LAWS AND SENATE AND HOUSE JOURNALS FOR THREE YEARS AFTER THE LAST PERTINENT DATE OR RECORD ENTRY, THEN DESTROY.

3 DISTRIBUTION RECEIPT CARDS

Size: Postcard size, 3½" x 5½"

Quantity: 2½ double card-file drawers

Dates: 1944... (Maryland Reports)

1957... (Annotated Code of Maryland)

File Arr.: Maryland Reports - by volume No., then by agency, office, or name

Annotated Code - by agency, office or name, under the edition

Distribution Receipt Cards (pre-addressed and stamped) are signed by the person receiving the volume or volumes, giving the number of volumes received and the names of the persons or agencies to whom the volumes are distributed. The card also contains a directive requiring that all books stamped "Property of the State of Maryland" must be delivered "to your successor in office or returned to the Maryland State Library."

The cards relating to the distribution of the Annotated Code of Maryland are subject to Recommendation "A" below; cards relating to the Maryland Reports are subject to Recommendation "B".

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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.
3 (cont.)	RECOMMENDATION: A. RETAIN DISTRIBUTION RECEIPT CARDS FOR THE ANNOTATED CODE OF MARYLAND UNTIL THE CODE IS SUPERSEDED BY A NEW EDITION, THEN DESTROY. B. RETAIN DISTRIBUTION RECEIPT CARDS FOR MARYLAND REPORTS FOR THREE YEARS, THEN DESTROY.	
4	INVENTORY RECORD Size: 7½" x 10" x ½" Quantity: 3 vols. Dates: 1953... File Arr.: Chronological Index: Alphabetical thumb index to titles The Inventory Record gives the title of the records periodically distributed by the State Library (Annotated Code of Maryland and Supplements, Maryland Reports, Senate and House Journals, and Session Laws), the volume number and date, date of receipt by the Library, and the total on hand as of the date of inventory. This record is updated after each distribution. Lists are included of duplicate copies of printed books and State and Federal publications held by the Library for replacement or exchange. These lists are also updated as distributions are made. RECOMMENDATION: RETAIN PERMANENTLY.	
5	ACCESSION BOOKS Sizes: 8" x 10" (1901-1905); 12" x 13½" (1905-63); 9½" x 10½" (1963...) Quantity: 14 vols.; 2 three-ring binders Dates: 1901... File Arr.: Chronological The Accession Books give accession date and number, name of the author, the title and publisher, date and place of publication, number of pages, type of binding, size and cost, and the volume or serial number, in case the record is in a series or is a U. S. government publication. From 1901 to 1963, these records were handwritten; beginning in March 1963, they have been typed and filed in binders. In April 1905, two series of Accession Books were established: one for books purchased, and one for book gifts. This separation was discontinued and the two series were recombined in 1935. RECOMMENDATION: RETAIN PERMANENTLY.	

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4.
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6. Recommendation of Hall of Records and Board of Public Works.

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INVENTORY (VALUATION RECORD)

Size: 9½" x 12" sheets in binder
Quantity: 1 binder
Dates: 1953...
File Arr.: Chronological by fiscal year
Audit: State

The Inventory is a cumulative record of the total previous and corrected values of books and equipment held by the Library, plus acquisitions during the fiscal year and minus the disposal, sale, or exchange (itemized) of books and equipment, leaving a corrected total valuation of the contents of the Library at the close of each fiscal year.

Purchase and binding of books and periodicals are shown as totals, not itemized. (See Accession Books---Item 5---for itemized record of book purchases.) However, the purchases of Maryland Reports, Session Laws, House and Senate Journals, the Annotated Code of Maryland with Supplements and additional volumes, and the Maryland Manual are itemized and listed by title, giving the number of copies, the unit cost, and totals carried forward. None of the foregoing record series are purchased from Library funds.

Equipment sold, exchanged, or otherwise disposed of is itemized by type, with unit evaluation and totals, which are deducted from the valuation of the Library's holdings. Books are not itemized but are shown as totals which are carried forward.

Equipment added during the fiscal year is entered by previous and corrected balances, and type of equipment by unit and cost, with totals carried forward to the final balance, which is the total valuation of the contents of the Library.

RECOMMENDATION: RETAIN INVENTORY PERMANENTLY.

7

EXCHANGE RECORDS

Size: 9½" x 13" (legal size)
Quantity: 1 file drawer
Dates: 1957...
File Arr.: By state

This file contains correspondence relating to the inter-state exchange of the Maryland Code and Supplements and Maryland Reports for out-of-state Codes and Reports.

Exchange of the Code and Supplements is subject to Recommendation "A" below; Maryland Reports, to Recommendation "B".

RECOMMENDATION: A. RETAIN CORRESPONDENCE REGARDING THE MARYLAND CODE AND SUPPLEMENTS UNTIL A NEW EDITION OF THE CODE HAS BEEN ISSUED, THEN DESTROY.

B. RETAIN CORRESPONDENCE REGARDING DISTRIBUTION OF THE MARYLAND REPORTS FOR THREE YEARS AFTER THE LAST PERTINENT DATE, THEN DESTROY.

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8 EQUIPMENT INVENTORY CARDS

Form No. B.P. Inv. 2-53 (buff card, State Library)
Size: 5" x 8" cards
Quantity: One 5" x 8" card file
File Arr.: Alphabetical by class of equipment
Audit: State

The Equipment Inventory Card gives the type or class of equipment and the name of the agency (State Library), the name of the maker and the serial number (if any), the size and composition (construction material), the color of the item and attachments (if any), type of operation (electric or manual), and number of units, the Library item number and order number, name of the vendor and date of installation, the transmittal number, source of funds used for payment and the cost, the trade-in allowance (if any), and the total cost, the date and placement of the item, the inventory check dates (space for five years), and initials of person checking the inventory. Space is included at the bottom of the card for disposition of the item, giving the date and type of disposition ("sold to ...") surplus, junk, proceeds, traded to ..., or replacement by item no., and an allowance; transferred on inventory basis, disposition authorized; destroyed or discarded, with reasons; who authorized removal from inventory.)

RECOMMENDATION: RETAIN INVENTORY CARDS PERMANENTLY.

9 LEGAL PERIODICAL INVENTORY AND INDEX

Size: 4" x 6" Acme cards
Quantity: 5-drawer Acme visible file
File Arr.: Alphabetical, by title

These cards give the title and frequency of publication of the legal periodical, the source (publisher, exchange, or other), the volume numbers of the bound issues and type of binding, the current issues received, by year of receipt, and the issue numbers. When current issues have been bound, a notation "B" is entered on the card. Each card contains space for ten years' accessions, after which all entries are cumulated and transferred to a new card. The superseded cards are considered nonrecord and may be destroyed as soon as the new card is filed.

RECOMMENDATION: RETAIN CARD UNTIL SUPERSEDED AND CURRENT CARD IS FILED, THEN DESTROY OLD CARD.

10 PERIODICAL INVENTORY AND INDEX

Size: 4" x 6" cards
Quantity: 1 Acme visible card folder
File Arr.: Alphabetical, by title

This is an inventory and index to all periodicals other than legal periodicals (See Item 9) received by the Library. Each card gives the title of the periodical, name of the publisher or agent with address, subscription date or notation of source if a gift,

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SYSTEM FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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.
10 (cont.)	<p>the frequency of issue, the type of binding if bound, and the number of volumes, the issues received, arranged by year and issue after the last volume entry (shown at the top of the card). A notation "B" appears beside the issues when bound.</p> <p>Cards have space for ten years' expansion, after which the information on the card is cumulated and transferred to a new card. The old card is considered nonrecord and may be destroyed as soon as replaced.</p> <p>RECOMMENDATION: RETAIN CARD UNTIL SUPERSEDED AND CURRENT CARD IS FILED, THEN DESTROY OLD CARD.</p>	
11	<p>GENERAL FILE</p> <p>Size: 8½" x 13" (legal size) Quantity: 3 legal file drawers Dates: 1922... File Arr.: Alphabetical by name, subject, or title</p> <p>The General File is composed of correspondence with publishers, State agencies, and individuals, relating principally to distribution and exchange of printed books. Mailing lists and audit reports are also included in this file.</p> <p>Material having continuing legal or administrative value to the operation of the office should be retained until such value ceases. All other material is subject to Recommendation "A" below, except audit reports, which are subject to Recommendation "B".</p> <p>RECOMMENDATION: A. RETAIN FOR THREE YEARS, THEN DESTROY. B. RETAIN AUDIT REPORTS PERMANENTLY.</p>	
12	<p>GENERAL LEDGER</p> <p>Size: 9" x 12" Quantity: 1 vol., 11 envelopes Dates: 1941... File Arr.: Chronological Audit: State</p> <p>The General Ledger is posted from the Cash Receipt and Disbursement Journals (Item 13) and is the book of final entry, giving receipts and disbursements by totals under the account number, arranged in columnar form, with ledger-type entries.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
13	<p>CASH RECEIPT AND DISBURSEMENT JOURNALS</p> <p>Size: 9" x 12" (1951...); prior years varied in size Quantity: 5 vols.; 14 books of check-stubs Dates: Receipts & Disbursements, 1880-1891, 1951... Receipts, 1922-1951 Disbursements, 1908-1924, 1927-1932, 1933-34 (Skips; see details below.) File Arr.: Chron. Audit: State</p>	(continued)

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13 (cont.) The Cash Receipt Journals give the year, month and day of the receipt, receipt number, source of the receipt, amount, and total for the month. Budget credits are posted to the General Ledger (Item 12).

Cash Disbursements give the warrant number and date, the amount and the name of payee, with monthly totals. These totals are posted to the General Ledger, (Item 12). The check stubs (see below) give check number and date, the name, and the amount of payment.

Following is an itemized listing of receipt and disbursement records by type of record and date:-

- Cash Receipt & Disbursement Journals: 1880-1891; 1951... (2 vols.)
- Disbursements (14 books of check-stubs): July 31, 1908-Dec. 12, 1924; Mar. 2, 1927-Apr. 1, 1932; Apr. 20, 1933-Nov. 20, 1934.
- Disbursements Missing: 1892-July 30, 1908; Jan. 1-Apr. 19, 1933; Nov. 21, 1934 - Dec. 31, 1950.
- Receipts: 1922-1951 (1 volume).
- Receipts Missing: 1892-1921

The recommendation below provides for permanent retention of the Journals, since the General Ledgers (the permanent books of account) date only from 1941.

RECOMMENDATION: RETAIN PERMANENTLY.

ACCOUNTING RECORDS

- Quantity: 10 cu. ft.
- Dates: 1940...
- File Arr.: Chronological
- Audit: State

This record series includes all standard State accounting forms, as well as general accounting records which are supporting data to the permanently retained General Ledgers or other books of final entry.

These records are considered to have value only for the three-year statutory limitation or, if subject to audit, for three years or until audited, whichever is later.

Comptroller of the Treasury

<u>Form No.</u>	
E-1-S	Memorandum of Adjustment
E-1 & E-4	Distribution of Charges
DD-1	Transmittal
GAO-1 & GAO-1B	Certificate of Deposit and Bank Deposit Slip
GAO-B15	Monthly Report of State Funds Collected and Deposited
	Distribution of Unexpended & Obligated Balances
	Monthly Statement of Balances
	Transmittals (General Schedule G-5, Item 3)
	Warrants, Paying & Receiving (General Schedules G-3 and G-4, Item 3)

State Treasurer's copies of the last two records series above are

(continued)

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14 (cont.) either permanently retained or microfilmed.

Purchasing Bureau (Department of Budget & Procurement)

- 1-A Requisition for Supplies (also Agency Inter-office Requisitions)
- 47-A Purchase Order
- 100-16 Out-of-Schedule Requisition for Supplies
- 37-A & 40-A Stores Requisition
- CF-2 & CF-3 Copy of Contract Awarded
- 27-A " " " "
- 100-24 Actual Emergency & Repairs Report
- 26-A Notice of Award of Contract
- 51 Report of Partial Delivery
- 52 Credit Memorandum

Budget Bureau (Department of Budget & Procurement)

- BB-1 (revised, formerly BB-1 & BB-2) Budget Schedule Amendment
- BP Inv. R101 Report of Fixed Assets
- BP Inv. R102 Report of Materials & Supplies
- BP Inv. 31-6 Materials and Supplies Physical Inventory
- BP 1-11 Budget Estimates
- BB-40 Request for Position Action

General Accounting Records

- | | |
|-------------------------------|-----------------------|
| Receipt Copies and Stubs | Bank Deposit Receipts |
| Paid Bills and Invoices | Cancelled Checks |
| Stock Receiving Reports | Bank Deposit Slips |
| Gas Tickets & Mileage Reports | Bank Statements |

Payroll Accounting

- Payroll & Check Register (formerly Payroll Journal), [General Schedule G-2, Item 1-d]
- Payroll Exceptions Time Report (formerly Payroll Exceptions, Additions & Deductions), [Genl. Sched. G-2, Item 2-b]
- Payroll Warrants, [Genl. Sched. G-3, Item 3]
- Payroll Transmittals, [Genl. Sched. G-5, Item 3]

State Treasurer's copies of the above four record series are either permanently retained or microfilmed.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

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15 EMPLOYEE'S STATUS CARD (MASTER AUTHORIZATION CARD)

Form No.: MS 853A
Size: 7-5/16" x 3 1/2"
Quantity: 7 cards
Dates: 1956...
Audit: State

These cards are the authorization for placing an employee's name on the payroll and for making changes in pay or employment status.

The Master Authorization Card was superseded in 1964 by a new Employee's Status Card, a punched card with interpretation. It has space to show reason ^{for} employee's leaving the agency, for reclassification, change of status, promotion, or transfer; accrued leave, and effective date.

This card is retained until the employee leaves the agency or there is a change in status, at which time the card is returned to the Commissioner of Personnel, who sends back to the agency a vacancy card, held until the vacancy is filled. At that time, the vacancy card is returned to the Commissioner with the Appointment Form, No. MS 350D, and a new Employee's Status Card is returned to the agency. Copies of the Status Cards are also filed in the office of the Commissioner of Personnel and in the Central Payroll Bureau.

RECOMMENDATION: A. RETAIN LAST MASTER AUTHORIZATION CARDS FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

B. RETAIN EMPLOYEE'S STATUS CARDS (MS 853A) UNTIL CHANGE OF STATUS OR SEPARATION FROM SERVICE, THEN FORWARD TO THE COMMISSIONER OF PERSONNEL FOR REPLACEMENT.

16 LEAVE RECORDS

Size: 5" x 8"
Quantity: 7 cards
Dates: 1956...
Audit: State

This file includes the following records:-

Leave Record Card (State Form MS 920) - Standard form, prepared annually for each employee: See Recommendation "A".

Leave Applications (requests) - See Recommendation "B".

Doctors' Certificates - See Recommendation "B".

RECOMMENDATION: A. RETAIN LAST LEAVE RECORD FOR FOUR YEARS AFTER DATE OF SEPARATION OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

B. RETAIN OTHER RECORDS FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.