

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

1. Requesting Agency

SECRETARY OF STATE

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 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>CHARTER AMENDMENTS FILE (MUNICIPAL CORPORATIONS)</b></p> <p>Size: Legal Quantity: 1 legal file drawer; 2 record center boxes Dates: 1955... File Arrangement: Chronological</p> <p>When a municipal charter is amended, a copy of the amendment is deposited with the Secretary of State, together with a letter of transmittal giving the date of the referendum, if any, the number of votes cast for and against each question containing the charter amendment, whether adopted in legislative body or by referendum, and the effective date of the amendment.</p> <p>The above papers are included in the Charter Amendments File with a copy of the letter from the Secretary of State acknowledging receipt. (Maryland Code Annotated, 1957 Edition as amended, Art. 23A, Sec. 17).</p> <p>This same information is forwarded by the municipality to the Department of Legislative Reference, but the Recommendation below does not apply to the latter records.</p> <p>Charter Amendment Files have been transferred to the Hall of Records for the period 1955-1962.</p> <p><b>RECOMMENDATION: RETAIN PERMANENTLY; RETAIN IN THE OFFICE FOR FIVE YEARS AFTER RECEIPT, THEN TRANSFER TO THE HALL OF RECORDS.</b></p>	

(continued)

7. Agency, Division or Bureau Representative

*C. F. Tucker*  
Signature

*Asst. Secy of State*  
Title

*6-10-69*  
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.

**JUN 16 1969**

Date

*Marion L. Russell*  
Archivist

*6-18-69*

Date

*William H. ...*  
Secretary

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2	<p><b>LOYALTY OATHS FILE (SEC Form 131)</b></p> <p>Size: 8½" x 11" forms Quantity: 4 record center boxes Dates: 1949-1968 File Arr.: Chron. by year of appointment, then alpha. by name</p> <p>The Maryland Subversive Activities Oath (Loyalty Oath or "Ober Oath") was ruled unconstitutional by the Supreme Court in 1967 (88 Sup. Ct. 234) and its use was discontinued in November, 1967. Taking this oath had formerly been required of nominees to office and elected officials, as well as of persons appointed to State service (Md Code Annotated, 1957 Edition as amended, Art. 85A, Secs. 13 and 15 - Notes).</p> <p>Since a great deal of controversy has surrounded this oath from its inception to final rejection by the Supreme Court, a recommendation for permanent retention of the file is made.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
3	<p><b>ELECTION FORMS AND CORRESPONDENCE FILES</b></p> <p>Size: Varied, letter and legal Quantity: 1 file drawer, 7 record center boxes Dates: 1920-1945; 1950... File Arr.: Chron. by election year</p> <p>These files, prepared for each election, contain all or some of the following:-</p> <ul style="list-style-type: none"><li>Copies of forms used in the election</li><li>Copies of proclamations issued by the Governor</li><li>Copies of Minutes of the State Board of Canvassers</li><li>Inquiries from candidates and Supervisors of Elections, with copies of replies</li><li>Certifications to county Boards of Supervisors of Elections</li><li>Special voter instructions</li><li>Material relating to referenda</li><li>Unofficial copies of election returns (See Schedule 457, Item 32, for official election returns.)</li></ul> <p>Since these files will be of considerable interest in studies on preparations made for past elections, permanent retention is recommended.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
4	<p><b>ABSENTEE BALLOT REQUESTS RECORD</b></p> <p>Size: 11" x 14" sheets Quantity: 1 file drawer, 1 rec. ctr. box Dates: 1952... File Arr.: By election year, then alpha. by surname</p> <p>This is a record of requests for ballots from members of the armed forces, as recorded by the Secretary of State, giving the name of the person requesting, the date received by the Secretary, and the date</p>	(continued)

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(Continuation Sheet)

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4 (cont.)	<p>of forwarding the original request to the local Board of Supervisors of Elections.</p> <p>Little or no reference is made to this record series within a very short time after the election to which it refers.</p> <p>RECOMMENDATION: RETAIN FOR FOUR YEARS AFTER THE ELECTION TO WHICH THE RECORD PERTAINS, THEN DESTROY.</p>	
5	<p>COMMISSIONS (Duplicate Copies)</p> <p>Size: 9-3/4" x 13" sheets Quantity: 4 rec. ctr. boxes Dates: 1952-1953, 1959... File Arr.: Chron. by year, month and day of commission Index: Commission Record: Sched. 457, Item 7</p> <p>This file is composed of duplicate copies of commissions issued by the Governor to appointed and elected officials. The original copies, signed by the Governor, are delivered to the person commissioned. The Commissions are recorded in the Commission Record in the office of the Secretary of State (Schedule 457, Item 7), a permanent record.</p> <p>The file of duplicate copies has reference value for a number of years after issue of the Commissions.</p> <p>RECOMMENDATION: RETAIN FOR TEN YEARS AFTER ISSUE, THEN DESTROY.</p>	
6	<p>AGENCIES RULES AND REGULATIONS FILE</p> <p>Size: Letter Quantity: 1 file drawer, 7 rec. ctr. boxes Dates: 1951... File Arr.: Chron. by year, then alpha. by agency</p> <p>This file is composed of copies of rules and regulations, policy decisions (minutes), orders, and resolutions issued by the various State agencies in establishing operational procedures.</p> <p>The law requires that rules and regulations proposed by State agencies shall first be submitted to the Attorney General for approval and shall then be deposited with the Secretary of State, the Clerk of the Court of Appeals, and the State Department of Legislative Reference (Md. Code Annotated, 1957 Edition as amended, Art. 41, Sec. 9).</p> <p>The copy filed with the Court of Appeals is considered the record copy, admissible as evidence in any court proceeding upon certification of the Clerk of the Court of Appeals.</p> <p>The copy filed with the Secretary of State has little or no reference value and is subject to the recommendation below.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER DEPOSIT, THEN DESTROY.</p>	

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(Continuation Sheet)

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**7 STATE ROADS COMMISSION PLATS FILE**

**Size: Varied (large)**  
**Quantity: 1 file drawer, 10 rec. ctr. boxes**  
**Dates: 1956-1969; DISCONTINUED**  
**File Arr.: Chron. by filing date**

This file is composed of plats of proposed highways and improvements to existing highways filed by the State Roads Commission with the Secretary of State from 1956 to July 1, 1969. The requirement for filing with the Secretary of State was deleted from the law in 1969, effective July 1, 1969. (Laws of Maryland, 1969, Chapter 330.)

Permanently retained copies of these plats are filed with the State Roads Commission and the Clerks of the Circuit Courts. The recommendation below applies only to the file, discontinued in 1969, deposited in the office of the Secretary of State.

**RECOMMENDATION: DESTROY ACCUMULATION.**