

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

SCHEDULE NO. **475**
PAGE NO. 1 ✓

1. Requesting Agency **STATE TREASURER** | 2. Division or Bureau of Requesting Agency **Annapolis Office**

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.

THIS SCHEDULE SUPERSEDES SCHEDULES #343 (2/16/59) AND #355 (10/21/59); ALSO SCHEDULES #3 (10/19/53) AND #18 (1/11/54).

In the Colonial period, the financial operations of the colony were administered by two treasurers, one for the Eastern Shore and one for the Western Shore. This system was continued under the Constitution of 1776. However, the duties and prestige of the Eastern Shore Treasurer gradually waned in the next 65 years, as the Treasurer of the Western Shore, residing in the State capital at Annapolis, increased his control over the State finances. In 1841, the Constitution was amended to abolish the office of Treasurer of the Eastern Shore, and in 1851 the new Constitution provided for a single State Treasurer and for a Comptroller.

Earlier, in 1834, the General Assembly had established the office of Commissioner of Loans to negotiate and contract for loans authorized by the General Assembly and to keep the records relating to the public debt. This office was not continued in the Constitution of 1851, and the new State Treasurer inherited the records of the two Shore Treasurers, as well as those of the Commissioner of Loans. In most instances, the Treasurer continued to use the same bookkeeping procedures used by his predecessors.

1 **TRANSFER BOOKS**

Size: 9" x 14" x 2"
Quantity: 11 volumes
Dates: 1835-1928; DISCONTINUED
File Arrangement: Chronological
Audit: State

The Transfer Books are records of transfers in ownership of State bonds prior to 1928, giving dates of transfers, ledger and folio of

(continued)

7. Agency, Division or Bureau Representative

[Signature]
Signature

Chief Deputy Treasurer
Title

JUN 13 1969
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

[Signature]
Archivist

6-18-69
Date

[Signature]
Secretary

REQUEST 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.
(cont.)	<p>recording in the Stock Ledgers (Item 2), from whom and to whom transferred, dates and numbers of the cancelled certificates, dates and numbers of certificates issued, dates from which the certificates bore interest, dates after which they were redeemable, and the amounts and descriptions of the loans.</p> <p>Transfer Books for the period 1835-1928 have been deposited in the Hall of Records (State Record Center).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER ACCUMULATION TO THE HALL OF RECORDS (STATE RECORD CENTER).</p>	
2	<p>STOCK LEDGERS</p> <p>Size: 9" x 14" x 2" Dates: 1825... Quantity: 18 vols. Index: Internal alphabetical File Arrangement: Chronological Audit: State</p> <p>The Stock Ledgers are final books of entry for stock transfers and are similar to the Transfer Books in content, except that individual certificates are not entered---total amounts only are shown. Entries are arranged under the names of the stock owners, giving the dates of transfer and names of original owners, a description of the stock (bond) issue, when redeemable, the date from which the stock bears interest, and the amount issued.</p> <p>This record will be discontinued after the last entry in the current series is made.</p> <p>Stock Ledgers for the period 1825-1924 have been transferred to the Hall of Records (State Record Center).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. THREE YEARS AFTER THE LAST ENTRY IS MADE IN THE CURRENT SERIES, TRANSFER TO THE HALL OF RECORDS (STATE RECORD CENTER).</p>	
3	<p>COUPON REGISTERS OF BONDS</p> <p>Size: 24" x 23" x 2" Quantity: 43 vols. Dates: 1834-1933 (skips); DISCONTINUED File Arr.: Chronological</p> <p>Bond issues, representing State indebtedness, were entered in this record series. The binding of each volume carries the title of the loan or issue, and the date. Separate pages or groups of pages for each series show the bond number, the numbers and amounts of the individual coupons, the dates due, the dates of payment, and the dates of destruction of paid coupons. Complete columnar entries were seldom made after 1920.</p> <p>The Coupon Registers of Bonds for 1834-1933 have been transferred to the Hall of Records (State Record Center).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER ACCUMULATION TO THE HALL OF RECORDS (STATE RECORD CENTER).</p>	(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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4	<p>COUPON JOURNALS AND REGISTERS OF BONDS</p> <p>Size: Coupon Journals, 18" x 14" x 3"; Registers of Bonds, 24" x 23" x 1"</p> <p>Quantity: 441 vols. (Journals: 278; Registers, 163)</p> <p>Dates: Journals, 1905-1949; Registers, 1914-1957. DISCONTINUED</p> <p>These two record series were apparently designed to replace or complement the Coupon Registers of Bonds (Item 3), and the columnar arrangement closely duplicates that of the Coupon Registers. Prior to 1920, however, these series contain only a few scattered entries, which are contained in full in the Coupon Registers. A search of this record series for the period subsequent to 1920 reveals no entries made after 1920, but the reason for continuing this series without entries is not known.</p> <p>The records have no legal or administrative value to the operation of the office and have no value as archival material for deposit in the Hall of Records.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>	
5	<p>BOND RECORDS (REGISTER OF STOCK)</p> <p>Size: 14" x 18" x 2" (average)</p> <p>Quantity: 12 vols. --- Bond Record, 8 vols.; Register of Stock, 2 vols.; Register, 1 vol.; Susquehanna & Tidewater Canal Col, 1 vol.</p> <p>Dates: 1835-1914 (skips); DISCONTINUED</p> <p>File Arr.: Chron.</p> <p>This record series, entitled Bond Record or Register of Stock at various periods, was arranged by bond series, giving the numbers of the bonds issued, the proprietor and the amount owned, with notations of transfers and cancellations. Destruction of retired bonds is entered for certain series but does not appear for others.</p> <p>The Bond Records and Registers of Stock have been transferred to the Hall of Records (State Record Center).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER ACCUMULATION TO THE HALL OF RECORDS (STATE RECORD CENTER).</p>	
6	<p>RECORD OF BONDS AND COUPONS RECEIVED AND DESTROYED, AND REPORT TO THE GENERAL ASSEMBLY</p> <p>Size: 16" x 12" x 2"</p> <p>Quantity: 3 vols.</p> <p>Dates: 1892...</p> <p>File Arr.: Chron.</p> <p>According to the provisions of the law (Article 95, section 17, Annotated Code of Maryland, 1957 Edition as amended), this record is maintained to list redeemed and paid bonds and coupons accounted for and reported by the State fiscal agent to the State Treasurer or returned to the Treasurer by the fiscal agent at the discretion of the Treasurer.</p>	

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REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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6 (cont.)	<p>Each State loan is recorded separately, giving the number of coupons paid, the series, the due date, the coupon value, the amount paid out for each series, and the total paid out to date for all loans.</p> <p>The Comptroller of the Treasury and the Treasurer or the State fiscal agent, at the discretion of the Treasurer, shall certify to the destruction of such bonds and coupons, and summarized reports shall be filed with the presiding officers of the two houses of the General Assembly.</p> <p>The recommendation below applies equally to the Record of Coupons Received and Destroyed and the Report retained by the Treasurer.</p> <p>The coupon volumes for 1892-1942 have been transferred to the Hall of Records (State Record Center).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY: RETAIN FOR FIVE YEARS IN THE OFFICE AFTER THE LAST PERTINENT DATE OR RECORD ENTRY, THEN TRANSFER TO THE HALL OF RECORDS (STATE RECORD CENTER).</p>	
7	<p>DIVIDEND BOOKS (INTEREST BOOKS)</p> <p>Size: 12" x 16" x 1/2" Quantity: 102 vols (Dividend, 95; Interest, 7) Dates: 1904-1963; DISCONTINUED File Arr.: Chronological book entry, ledger-type entry after 1963</p> <p>Dividend Books, maintained in ledger form by bond issue, show the semi-annual interest due on outstanding State debts for dates on which the calculations are made. The various loans are listed, together with the designation of the series due, the rate of interest, the principal, the calculated amount of interest due on each loan, with the total amount of principal and interest carried forward. This record (1904-1929) shows the names of holders and, in some cases, addresses. Between 1904 and 1909, the payees' signatures appear. A similar record series, "Interest Book," was maintained from 1904 to the end of fiscal year 1963.</p> <p>All Interest Books and Dividend Books, 1904-1963, which have been transferred to the Hall of Records will be destroyed according to the recommendation below.</p> <p>These discontinued records have no legal or administrative value to the Treasurer's office and are not considered to be of archival quality for permanent deposit in the Hall of Records.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>	
8	<p>RECORD OF TREASURY REMITTANCES FOR DEPOSITS</p> <p>Size: 16" x 17" x 1" Quantity: 24 vols (One unnumbered) Dates: 1895-1935; DISCONTINUED (See Item 9) File Arr.: Chron.</p> <p>This record accounts for deposits to the credit of the General Fund. Entries include the date, the name of the drawer, the transaction number,</p>	

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8 (cont.)	<p>the name of the bank on which drawn, the payee (State Treasurer), the last endorser, the warrant number, and the amount covered by the warrant. (See Item 9 for continuation).</p> <p>Records of Treasury Remittances for Deposits, 1895-1935, have been transferred to the Hall of Records (State Record Center).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER ACCUMULATION TO THE HALL OF RECORDS (STATE RECORD CENTER).</p>	
9	<p>RECORD OF DEPOSIT BOOKS</p> <p>Size: 15" x 12" x 1" Quantity: 28 vols Dates: 1935... File Arr.: Chron. Audit: State</p> <p>This record lists in columnar form the date of the deposit, the nature of the deposit, certificate of deposit and transit letter (TL), name of the depository, and the amount deposited. Remittances from the State Accident Fund were included after 1935 (Item 10).</p> <p>Beginning in September 1965, the Record of Deposit Book replaces the discontinued Cash Receipts Journal (Item 19) as a Record of Receipt for banks and agencies.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY; RETAIN IN THE OFFICE FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN TRANSFER TO THE HALL OF RECORDS (STATE RECORD CENTER).</p>	
10	<p>RECORD OF TREASURY REMITTANCES FOR DEPOSITS FROM THE STATE ACCIDENT FUND</p> <p>Size: 14" x 16" x 1" Quantity: 5 vols. Dates: 1914-1935; DISCONTINUED File Arr.: Chron.</p> <p>This record is the Treasurer's accounting for deposits to the credit of the State Accident Fund. Entries include the date, name of the drawer, transaction number, name of the bank on which drawn, the payee (either Accident Fund or Treasurer), the last endorser, the warrant number, and the amount covered by the warrant.</p> <p>After 1935, entries were made in the Books of Receipts and Disbursements (Item 11) until 1963, when such entries were continued on the Ledger Cards (Item 16).</p> <p>This series for the period 1914-1935 has been transferred to the Hall of Records (State Record Center).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER ACCUMULATION TO THE HALL OF RECORDS (STATE RECORD CENTER).</p>	

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(Continuation Sheet)

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11	<p>STATE ACCIDENT FUND, BOOKS OF RECEIPTS AND DISBURSEMENTS</p> <p>Size: 14" x 18" x 2" Quantity: 18 vols.; 16 bundles Dates: 1914-1963; DISCONTINUED Audit: State File Arr.: Chron.</p> <p>These record books contain daily entries for Receipts and Disbursements arranged in columnar form, giving the date, name of vendor, certificate of deposit number, receiving or disbursing warrant number, and debit or credit amount.</p> <p>The book-type record was discontinued on June 30, 1963, and Ledger Card Entries (Item 16) were the only entries made thereafter.</p> <p>This account was transferred to the Commissioner of the State Accident Fund in 1967, and thereafter the Treasurer's records show only withdrawals made pursuant to warrants issued from the Fund.</p> <p>These Books of Receipts and Disbursements for 1914-1963 have been transferred to the Hall of Records (State Record Center).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER ACCUMULATION TO THE HALL OF RECORDS (STATE RECORD CENTER).</p>	
12	<p>STATE LEDGER</p> <p>Size: 24" x 16" x 3" Quantity: 22 vols. Dates: 1852-1922; (Ledgers A-S); DISCONTINUED</p> <p>This record lists State agencies and State-aided institutions, showing for each the amount appropriated, the authority for the appropriation, and a monthly total of expenditures during each year, with dates and warrant numbers.</p> <p>From 1922 to 1931, entries were posted to the Books of Receipts and Disbursements (Item 17), which replaced the State Ledger. In 1931, Ledger Cards were introduced, and entries have been made to these cards since that date.</p> <p>State Ledgers A-S (1852-1922) have been transferred to the Hall of Records (State Record Center).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER ACCUMULATION TO THE HALL OF RECORDS (STATE RECORD CENTER).</p>	
13	<p>DAY BOOKS (CASH BOOKS) TO THE STATE LEDGER</p> <p>Size: 20" x 22" x 3" Quantity: 34 vols. Dates: 1852-1922; DISCONTINUED File Arr.: Chron.</p> <p>This record contained monthly entries for cash receipts and disbursements and was a book of entry to the State Ledger (Item 12.) The entries for receipts include the warrant number, the amount, folio number, name of the individual, company from whom received, and a</p>	

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(Continuation Sheet)

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13 (cont.)	<p>breakdown as to whether the receipt is from franchise tax on business corporations, with penalty and interest, from collectors, or from incorporated institutions. Disbursement entries show the warrant number, the amount, folio number, to whom disbursed, and the amount.</p>	
14	<p>Day Books numbered 1-18 and 1-15 to State Ledgers A-S (1852-1922) have been transferred to the Hall of Records (State Record Center). RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER ACCUMULATION TO THE HALL OF RECORDS (STATE RECORDS CENTER).</p>	
15	<p>FUND LEDGER</p> <p>Size: 20" x 22" x 3" Quantity: 5 vols. Dates: 1852-1929; DISCONTINUED</p> <p>The Fund Ledgers were records of the amounts received from bond issues, loans and interest, and the encumbrance of the funds so derived.</p> <p>Fund Ledgers, 1852-1929, have been transferred to the Hall of Records (State Record Center). RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER ACCUMULATION TO THE HALL OF RECORDS (STATE RECORD CENTER).</p>	
16	<p>DAY BOOKS TO THE FUND LEDGER</p> <p>Size: 20" x 22" x 3" Quantity: 5 vols. Dates: 1852-1929; DISCONTINUED</p> <p>The Day Books were daily records containing entries of receipts and encumbrance of funds for entry in the Fund Ledger (Item 14).</p> <p>Day Books, 1852-1929, have been transferred to the Hall of Records (State Record Center). RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER ACCUMULATION TO THE HALL OF RECORDS (STATE RECORD CENTER).</p>	
16	<p>LEDGER CARDS</p> <p>Size: 9" x 12" Quantity: 48 cu. ft. Dates: 1931... File Arr.: By year, by bank, and numerical by card number therein Audit: State</p> <p>Ledger Cards are the Treasurer's record of balances in banks holding State funds on deposit. They are utilized to reconcile paid checks against the carbon copies of checks issued. A card pertaining to an account in a particular bank shows the name and address of the bank, the card number, and lists in columnar form the old balance, the date, a listing of the amounts of various cleared checks, the date and amount of any deposits, and the date and amount of the new balance.</p>	

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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16 (cont.)	<p>This series includes ledger cards for the State Accident Fund, beginning with fiscal year 1965.</p> <p>Ledger cards, 1931-1960, have been transferred to the Hall of Records (State Record Center).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. RETAIN IN OFFICE UNTIL AUDITED, THEN TRANSFER TO THE HALL OF RECORDS (STATE RECORD CENTER).</p>	
17	<p>BOOKS OF RECEIPTS AND DISBURSEMENTS</p> <p>Size: 15" x 18" x 2½" Quantity: 32 vols. Dates: 1856-1931; DISCONTINUED File Arr.: Chron. Audit: State</p> <p>This record contained the Treasurer's accounting for receipts and disbursements until 1931, when the accounting for receipts and disbursements was separated into two record series: the Cash Receipts Journals (Item 19), and the Cash Disbursements Journals (Item 18). Daily entries in the Books of Receipts and Disbursements show the date, name of individual or institution making the deposit, the payee or debt to which the disbursement is applied, the warrant number (either paying or receiving), and the amount covered by the warrant entered in either the debit or credit column.</p> <p>Books of Receipts and Disbursements (1856-1931) have been transferred to the Hall of Records (State Record Center).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER ACCUMULATION TO THE HALL OF RECORDS (STATE RECORD CENTER).</p>	
18	<p>CASH DISBURSEMENTS JOURNALS</p> <p>Size: 14" x 12" x 3" Quantity: 2 vols.; 25 bundles Dates: 1931... File Arr.: Chron. Audit: State</p> <p>Since 1931 the Treasurer's records of disbursements have been maintained in these Journals. Prior to that date, journal entries for both cash disbursements and cash receipts were recorded in the "Books of Receipts and Disbursements" (Item 17). The non-current Cash Disbursement Journal sheets are bundled and stored by year. Each sheet (arranged chronologically by number) shows the day's date, name of the individual or department for whom the funds are disbursed, the warrant number for each disbursement, amount of each warrant, and a total of all disbursements as of the end of each month.</p> <p>Cash Disbursements Journals for 1961-1963 have been transferred to the Hall of Records (State Record Center).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. RETAIN FOR FIVE FISCAL YEARS IN THE OFFICE OR UNTIL AUDITED, WHICHEVER IS LATER, THEN TRANSFER TO THE HALL OF RECORDS (STATE RECORD CENTER).</p>	

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REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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19	<p>CASH RECEIPTS JOURNALS</p> <p>Size: 14" x 12" x 3" Quantity: 3 vols.; 25 bundles Dates: 1931-1965, September. DISCONTINUED (See Item 9, Record of Deposit Books) File Arr.: Chron. Audit: State</p> <p>Since 1931, and until September 1965, the Treasurer's records of receipts were maintained in these Journals. Prior to that date, journal entries covering both cash receipts and disbursements were recorded in the "Books of Receipts and Disbursements" (Item 17). The non-current Cash Receipts Journal sheets were bundled and stored according to year. Daily postings showed the day's date, name of the individual, department, or institution from whom the funds were received, the warrant number, the amount of the warrant, total disbursements and receipts as of the end of the month, and the balance to be brought forward.</p> <p>Cash Receipts Journals for 1931-1963 have been transferred to the Hall of Records (State Record Center).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. RETAIN FOR FIVE FISCAL YEARS IN THE OFFICE OR UNTIL AUDITED, WHICHEVER IS LATER, THEN TRANSFER TO THE HALL OF RECORDS (STATE RECORD CENTER).</p>	
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20	<p>BANK BALANCES</p> <p>Size: 16" x 12" x 3" Quantity: 4 vols. Dates: 1913-1931; DISCONTINUED (See Item 16, Ledger Cards). File Arr.: Chron. Audit: State</p> <p>These volumes list various banks in which the State had deposited funds. The entries for each bank show the following:- the date, check number, warrant number, credit amounts, debit amounts, and the balance for a particular date.</p> <p>In 1931, the Treasurer began maintaining the record of balances in individual banks on the Ledger Cards (Item 16).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO THE HALL OF RECORDS (STATE RECORD CENTER).</p>	
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21	<p>LISTS OF STATE DEPOSITORIES WITH THEIR SURETIES</p> <p>Size: 14" x 9" x 1", and 12" x 14" x 1" Quantity: 7 vols. Dates: 1901... File Arr.: By institution and chronological therein Index: Volume index Audit: State</p> <p>The Treasurer, in meeting the requirements of the law relating to State deposits (Article 95, Sec. 14, Annotated Code of Maryland, 1957 edition as amended,) requires security from various banking institutions which hold State funds on deposit. This record gives, in col-</p>	(continued)
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REGISTER FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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21 (cont.)	<p>ummar form, the date, name of the surety company, amount of the surety, date of premium expiration, and remarks ("expired," "renewed," "canceled").</p> <p>Earlier record books give the date of deposit, number of the Certificate or bond, date of issue, character of securities, rate of interest, when payable, when exchanged, par value, value at which taken, amount, and remarks (date of withdrawal).</p> <p>Records for 1901-1916 have been transferred to the Hall of Records (State Record Center).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY; RETAIN IN THE OFFICE FOR FIVE FISCAL YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN TRANSFER TO THE HALL OF RECORDS (STATE RECORD CENTER).</p>	
22	<p>SECURITY LISTS</p> <p>Size: 8½" x 14" Dates: 1942... File Arr.: Chron.</p> <p>This file consists of typescript listings of securities pledged by banks to secure deposits of State funds. This record is brought up-to-date and retyped periodically.</p> <p>RECOMMENDATION: RETAIN UNTIL REPLACED BY NEW LISTING, THEN DESTROY, PROVIDED THAT THE RECORD IS AT LEAST THREE YEARS OLD.</p>	
23	<p>RECORD OF BANKS EXAMINED</p> <p>Size: 14" x 11" x 1" Quantity: 2 vols. Dates: 1899-1912; DISCONTINUED File Arr.: Chron.</p> <p>This item includes record books maintained by the Treasurer to show the name of the bank (or trust company) examined, its location, by whom examined, and the date of examination.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER ACCUMULATION TO THE HALL OF RECORDS (STATE RECORD CENTER).</p>	
24	<p>INSURANCE POLICIES AND DEEDS</p> <p>Size: Folded papers Quantity: 57 document drawers Dates: 1891... File Arr.: Chron.</p> <p>This item covers insurance policies on State property, buildings and equipment, including fire insurance and title insurance policies, the latter being filed with deeds to which they relate. Insurance information is recorded in the Insurance Ledgers (Record of Insurance, Item 25), which are permanently retained.</p> <p>The Recommendation below does not apply to copies of Deeds which will be permanently retained.</p>	

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REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
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NO. **11**

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24 (cont.) Correspondence, studies, statistics, and reports on insurance for State property are retained in the Baltimore office of the Treasurer (Schedule 471, Item 2). Additional information is found in Item 26 of this schedule.

RECOMMENDATION: RETAIN POLICIES UNTIL DATE OF EXPIRATION AND FOR FIVE YEARS THEREAFTER, THEN DESTROY.

25 INSURANCE LEDGERS (RECORD OF INSURANCE)

Size: 11" x 5" x 1"
Quantity: 22 vols.
Dates: 1899-1943; DISCONTINUED
File Arr.: Chron.
Audit: State

These are the Treasurer's records of expenditures for insurance, giving the names of the companies with whom the policies are carried, policy numbers, the property insured, the amount, the term, and the date of policy expiration.

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER ACCUMULATION TO THE HALL OF RECORDS (STATE RECORD CENTER).

26 STATE PROPERTY INSURANCE REPORTS AND SURVEYS

Size: 8½" x 11" binders
Quantity: 7 record center boxes
Dates: 1955...
File Arr.: Alphabetical by title of property, or installation

This file is composed of detailed reports on property and installations owned by the State for the purpose of securing insurance coverage on such property and installations. The reports include detailed data on construction, supplemented by photographs. Reports and surveys are prepared by the insurer when required by the Treasurer. These records for the period 1955-1964 have been transferred to the Hall of Records. (See also Sched. 471, Item 2, State Treasurer, Baltimore office).

RECOMMENDATION: RETAIN PERMANENTLY. RETAIN IN THE OFFICE FOR FIVE YEARS AFTER DATE OF LATEST REPORT, THEN TRANSFER TO THE HALL OF RECORDS (STATE RECORD CENTER).

27 SEMI-ANNUAL REPORTS BY TRUST COMPANIES

Size: 5" x 9"
Quantity: 4 document drawers
Dates: 1905-1950; DISCONTINUED
File Arr.: Chronological

This item consists of semi-annual reports of financial condition submitted to the Treasurer by various trust companies holding State funds on deposit.

The Baltimore City office of the State Treasurer is responsible for retention of these reports as well as other records relating to collateral

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REQUEST 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.
7 (cont.)	deposited to cover funds (Schedule 471, Item 2). RECOMMENDATION: DESTROY ACCUMULATION	
28	RECEIPTS FILE Size: Folded papers Quantity: 5 document drawers Dates: 1908... File Arr.: By type of receipt, then by date Audit: State This item includes receipts held by the Treasurer, particularly for stocks and bonds. Receipts include:- Receipts for bonds filed with Clerk of the Court of Appeals Receipts for coupons and stock delivered to banks and trust companies Receipts for coupons from bonds held in trust by the Treasurer RECOMMENDATION: RETAIN PERMANENTLY. RETAIN IN OFFICE FOR TEN YEARS, THEN TRANSFER TO THE HALL OF RECORDS (STATE RECORD CENTER).	
29	PERFORMANCE BONDS Size: Folded papers Quantity: 5 document drawers Dates: 1917... File Arr.: By type of bond and chronological therein This item includes various categories of performance bonds filed with the State Treasurer. Among these are collateral bonds from banks holding State funds on deposit which have been filed in the Bond Issue file in the Baltimore office since 1950 (Schedule 471, Item 1). RECOMMENDATION: RETAIN BONDS UNTIL EXPIRATION OR CANCELLATION AND FOR FIFTEEN YEARS THEREAFTER, THEN DESTROY.	
30	ELECTION RETURNS Size: 8½" x 14" Quantity: 9 file drawers Dates: 1927-1966; DISCONTINUED File Arr.: Chron. This file is composed of copies of election returns submitted to the Treasurer as a member of the Board of State Canvassers. They are filed with the Board by the Clerk of the Circuit Court. In 1967, the General Assembly enacted legislation providing that election returns from the Clerks of the Circuit Courts would thereafter be sent only to the Governor and the Secretary of State, omitting a copy to the Treasurer (Ann. Code of Md., 1957 edition, as amended, Art. 33, Sec. 17-5c). The record copy of election returns is the one retained in the files of the Secretary of State as Chairman of the Board of State Canvassers. The copies filed with the Governor and, until 1967, with the Treasurer are both considered to be nonrecord and may be destroyed after transfer to the Hall of Records and comparison with the record	(continued)

REQUEST 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.
30 (cont.)	<p>copies transferred from the office of the Secretary of State for permanent retention. Election returns which might be missing in the record copy series will be replaced from the nonrecord copies.</p> <p>Election returns, 1927-1966, have been deposited in the Hall of Records.</p>	
31	<p>DAILY BLOTTER AND BANK BALANCES OF ACTIVE BANK ACCOUNTS</p> <p>Size: 8½" x 14" Quantity: 3 file drawers Dates: 1953... File Arr.: Chron. Audit: State</p> <p>This is a daily record listing various banks holding State funds on deposit. Specifically, the form shows date and amounts of any debits or credits, as well as the balance in each bank.</p> <p>Daily Blotters filed in the office of the State Treasurer in Baltimore are considered nonrecord and may be destroyed when no longer needed by the office. The Recommendation below applies only to the Daily Blotters in the <u>Annapolis</u> office of State Treasurer, which are the record copies.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p>	
32	<p>OPINIONS OF THE ATTORNEY GENERAL</p> <p>Size: Folded papers Quantity: 3 document drawers Dates: 1909... File Arr.: Chron.</p> <p>This file consists of signed copies of formal and informal opinions rendered by the Attorney General. They relate to matters concerning policy and the administration of the Treasury.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
33	<p>MOTOR VEHICLE FINANCIAL RESPONSIBILITY ACCOUNT RECORDS</p> <p>Size: 8½" x 11" and 5" x 9" cards Quantity: 6 drawers; 4 cartons Dates: 1948-1967; DISCONTINUED File Arr.: Chronological by date of payment Audit: State</p> <p>Under the provisions of the motor vehicle financial responsibility laws, persons involved in accidents post cash or bond covering damages for which they are liable. These funds or securities are deposited with the Treasurer, and disbursements or refunds are made from it as authorized by the Department of Motor Vehicles.</p>	

(continued)

REQUEST 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.
33 (cont.)	<p>These records are:</p> <p>Disbursement vouchers (authority for refund, or disbursement to judgment creditor)</p> <p>Certificates of deposit covering deposits made by the D.M.V.</p> <p>Transmittals and copies of receipts for funds collected or securities posted</p> <p>Status cards for each individual, showing name, address, date, item number, debit amount and date, and credit amount. Active cards (for unsettled accounts) are filed separately until the disbursement or refund transaction is completed.</p> <p>The Treasurer maintained the individual records for this fund until 1967, when this authority was transferred to the Department of Motor Vehicles. Disbursements are made by the Treasurer on warrants submitted by the Department of Motor Vehicles. These warrants are not filed separately, as they were prior to 1967.</p> <p>RECOMMENDATION: TRANSFER ACCUMULATION TO THE STATE RECORD CENTER, TO BE RETAINED FIFTEEN YEARS, THEN DESTROY.</p>	
34	<p>MOTOR VEHICLE ACQUISITION AND DISPOSAL FILE</p> <p>Size: 8½" x 11" sheets</p> <p>Quantity: 2 file drawers</p> <p>Dates: 1950...</p> <p>File Arr.: By year, and agency therein</p> <p>Audit: State</p> <p>This file is maintained for use in adjusting insurance coverage under motor vehicle fleet policies carried by the State. Specifically, the file contains monthly listings of motor vehicles acquired and disposed of by various agencies, and copies of monthly statements directed to insurance companies covering vehicles to be added to or dropped from coverage.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p>	
35	<p>COLLECTORS' ACCOUNTS</p> <p>Size: Folded papers</p> <p>Quantity: 5 document drawers</p> <p>Dates: 1915-1932; DISCONTINUED</p> <p>File Arr.: Chron.</p> <p>This file consists of letters received from various banks notifying the State Treasurer of deposits made by the Baltimore City Tax Collectors, discontinued after 1932.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>	

(continued)

REQUEST 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.
36	<p>PROPOSALS AND BIDS FOR THE HOUSE OF CORRECTION</p> <p>Size: Folded papers Quantity: Document file (one) Dates: c. 1880-1890; DISCONTINUED File Arr.: By type of record and chronological therein</p> <p>These records consist of proposals and bids on the construction of the House of Correction. They have been bundled together with old stock certificates and miscellaneous correspondence.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO THE HALL OF RECORDS.</p>	
37	<p>MOTOR VEHICLE ACCIDENT REPORTS</p> <p>Size: 8½" x 11" sheets Quantity: 4 file drawers Dates: 1958... File Arr.: Chron.</p> <p>This file is composed of letters of transmittal accompanying two copies of accident reports (DMV forms) on vehicles belonging to the various State agencies. One copy of the report is forwarded to the Department of Motor Vehicles, and one to the insurance company. The transmittal letters with a copy of the accident report and other pertinent information are contained in each file folder.</p> <p>Accident records are retained permanently in the Department of Motor Vehicles.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER LAST PERTINENT DATE, THEN DESTROY.</p>	
38	<p>CANCELLED CHECKS</p> <p>Size: 3½" x 9"; 3½" x 5" Quantity: 1141 check transfiles and drawers; 139 document drawers Dates: 1850... File Arr.: By bank, and numerical by check number within each year Audit: State</p> <p>This item includes all checks drawn by the Treasurer and paid out of State funds. Prior to 1931, each check drawn was covered by an individual warrant. Checks show the name of the bank on which drawn, the check number, date, warrant number, date pay period ended for payroll checks, amount paid, name of payee, and signatures of the Comptroller and of the Treasurer.</p> <p>Check copies and check stubs are provided for in the General Accounting Schedule, #472, Item 1.</p> <p>RECOMMENDATION: RETAIN CHECKS FOR FIVE CLOSED FISCAL YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p>	<p><i>Filed by Treasurer's office for a current bond report m 197</i></p>

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REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
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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.
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GENERAL CORRESPONDENCE

Size : Legal

Quantity: 12 legal-size file drawers

Dates: 1907...

File Arr.: Chron., by subject or name therein

This file is composed of correspondence relating to surety and security transactions, State agencies, amendments to laws, budget formulation, and general correspondence in connection with the operation of the office.

Material having legal or administrative value to the operation of the office should be retained until such value ceases.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.