

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

SCHEDULE NO. **457**
PAGE NO. **1**

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.

NOTE: THIS SCHEDULE SUPERSEDES ALL FORMER SCHEDULES PREPARED FOR THE SECRETARY OF STATE, VIZ: THOSE NUMBERED 26, 52, 267, AND 268.

(Items 7, 29 and 36 corrected = 3/20/69, per GWS.)

1 TRADE-MARK REGISTER AND PAPERS

Size: Varied
Quantity: Registers: 25 volumes
Papers: 15 cu. ft.
Dates: 1899...; Trade-Mark Register discontinued
File Arrangement: Registers: chronological
Files: alphabetical by name of registrant
Index: 1899-1954: 5" x 8" card index to name of registrant and name of trademark
1954...: Visible index by name of trade-mark and corporation
1954...: Visible strip index to name of registrant
Audit: State:

The Trade-Mark file (Registers and papers) for the years 1899-1954 is composed of two series:-

- 1- Trade-Mark Registers (book record) containing the applications and facsimiles of the trade-mark, arranged in numerical order.
- 2- Papers and correspondence relating to trade-marks, arranged alphabetically.

In 1954 (Laws of Maryland, 1954, Chap. 63), new legislation was enacted requiring that trade-marks be re-registered every ten years. After 1954, all trade-mark papers, including applications and renewals, facsimiles and correspondence, have been filed in folders arranged alphabetically by names of registrants, and the book records have been

(continued)

7. Agency, Division or Bureau Representative
Henry Blair Secretary of State **6-12-68**
Signature Title Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.
JUN 13 1968 *M. S. Rediff*
Date Archivist

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.
6-24-68 *Richard H. [Signature]*
Date Secretary

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.

Item No.

1 (cont.)

discontinued. Since 1954, two indexes have been prepared, one a visible index arranged alphabetically by trade-mark name, the other an alphabetical strip index by name of owner of the trade-mark.

Trade-Mark Registers and papers for the period 1899-June 1, 1954, have been transferred to the Hall of Records.

As trade-marks are allowed to lapse, the files and index cards are removed and placed in an inactive file where they will be held for four years prior to transfer to the Hall of Records.

RECOMMENDATION: A. RETAIN PERMANENTLY AND TRANSFER TO THE HALL OF RECORDS ALL TRADE-MARK REGISTERS.

B. RETAIN PERMANENTLY ALL PAPERS PRIOR TO JUNE 1, 1954.

C. RETAIN PERMANENTLY ALL TRADE-MARK PAPERS LAPSED SINCE JUNE 1, 1954. TRANSFER TO HALL OF RECORDS FOUR YEARS AFTER DATE OF LAPSE.

2

FOREIGN CORPORATION CHARTERS

Size: Folded papers

Quantity: 37 boxes

Dates: 1898-1920; discontinued

Prior to January 21, 1921, foreign corporations doing business in Maryland were required to file charters of incorporation with the Secretary of State. By act of the Legislature (Laws of Maryland, 1920, Chap. 235), authority over such corporations was transferred to the State Tax Commission (later the Dept. of Assessments and Taxation.)

The original charters (1898-1920) have been transferred to the Hall of Records.

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO HALL OF RECORDS.

3

RECORD OF RAILROAD INCORPORATIONS AND CONSOLIDATIONS

Size: 8" x 17" x 2"

Quantity: 5 vols.

Dates: 1854-1920; discontinued

File Arr.: Chronological

The Record of Railroad Incorporations and Consolidations contains copies of the articles of incorporation, agreements in mergers, consolidations, and liquidations, including financial histories of the railroads involved, and terms of the agreements.

This series was discontinued in 1920, when authority over such corporations was transferred to the State Tax Commission. (See Item 2).

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO HALL OF RECORDS.

(continued)

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.
4	<p>PROCLAMATION FILE</p> <p>Size: Letter and legal size Quantity: 2 file drawers; 2 transfiles Dates: 1900... File Arr.: Chronological</p> <p>Proclamations are issued by the Governor to provide for special or periodic commemoration of holidays or events, as well as for other public notifications of special interest or importance.</p> <p>The original proclamations are usually given to the interested party or parties, and the file under consideration in this schedule is composed principally of copies, and a few originals only.</p> <p>Proclamations for the period 1900-1961 have been microfilmed for security purposes and the film deposited in the Annapolis Record Center. The proclamations from which this film was made has been deposited in the Hall of Records for permanent retention.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. MICROFILM PERIODICALLY FOR SECURITY PURPOSES; DEPOSIT ORIGINAL PROCLAMATIONS IN THE HALL OF RECORDS.</p>	
5	<p>VETO MESSAGES</p> <p>Size: Letter and legal size Quantity: 1 file drawer; 4 record center boxes Dates: 1931-1959; DISCONTINUED</p> <p>This file is composed of copies of the Veto Messages, which are also included in the Governor's General File, Legislative Section, and permanently retained. Veto Messages have been published since 1927 in the Session Laws after the close of each session of the General Assembly.</p> <p>The Recommendation below applies only to this separate file (1931-1959), which was apparently maintained temporarily for convenience of reference, being discontinued in 1960.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>	
6	<p>RECESS AND GREEN BAG APPOINTMENTS</p> <p>Size: Letter and legal size Quantity: 1 file drawer; 3 record center boxes Dates: 1924... File Arr.: Chronological Index: 3" x 5" card file, arr. alphabetically by: 1) title of office, then by 2) name of appointee</p> <p>This file contains lists of appointments made by the Governor and subject to confirmation by either house of the General Assembly. This record series for the period 1924-1933 has been deposited in the Hall of Records.</p> <p>All appointments and nominations made by the Governor are entered in the Commission Record (Item 7).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. RETAIN IN THE OFFICE FOR EIGHT YEARS, THEN DEPOSIT IN THE HALL OF RECORDS.</p>	

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	<p>COMMISSION RECORD (EXECUTIVE NOMINATIONS, NOMINATION BOOK, NOMINATION RECORD)</p> <p>Size: 14" x 17" x 2" Quantity: 16 vols.; 2 post binders Dates: 1920... (Statewide) 1945... (County) File Arr.: Chronological</p> <p>The Commission Record contains commissions (official notifications) issued to county and Statewide elected officials and all appointees of the Governor, including those subject to confirmation by either house of the General Assembly. This record gives the names of appointees and date of nomination if nominated, and date of rejection or confirmation by the appropriate body of the General Assembly, the position and term of office, the date of commissioning, and date qualified.</p> <p>Prior to 1920, the Commission Record included all executive appointments in one record series. In 1920, appointment of Baltimore City Notaries was set up as a separate series (Item 15) and continued so until 1945, when a broader division was established by providing for two distinct series of appointment records, one for State offices and one for county offices. The latter series includes appointment of all notaries, and the separate volumes for Baltimore City were discontinued.</p> <p>Executive nominations subject to confirmation go mainly to the Senate, a very few are presented to the House of Delegates, and all such nominations appear in the published Senate or House of Delegates Journals.</p> <p>Commission Records, 1726-1937, have been deposited in the Hall of Records. As this record series becomes noncurrent and is no longer needed by the office for reference purposes, it will be transferred to the Hall of Records.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER PERIODICALLY TO THE HALL OF RECORDS.</p>	
8	<p>RESIGNATIONS AND DECLINATIONS FILE</p> <p>Size: Letter-size and folded papers Quantity: 4 record center boxes; 1 file drawer Dates: 1908... File Arr.: Chronological</p> <p>This file is composed of the letters of resignation from incumbent State officers appointed by the Governor and letters of declination from persons who, for one reason or another, are unable to serve in the positions to which they have been appointed. Supporting correspondence and memoranda are included in some folders.</p> <p>The Resignations and Declinations File has been microfilmed for the period 1908-1930.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. MICROFILM PERIODICALLY AND DESTROY THE ORIGINAL PAPERS AFTER FILMING, IF THEY ARE AT LEAST FOUR YEARS OLD.</p>	

4 1 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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9	<p>TEST BOOKS</p> <p>Size: 11" x 15" x 1" Quantity: 6 vols. Dates: 1777... File Arr.: Chronological</p> <p>The Test Books contain the prescribed oaths, with signatures, taken by:-</p> <ol style="list-style-type: none">1. Elected officials2. Employees of elected officials3. Chaplains of the General Assembly <p>Test Books for the period 1777-1923 have been transferred to the Hall of Records. As they become noncurrent and are no longer required by the office, Test Books will be deposited in the Hall of Records.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER PERIODICALLY TO THE HALL OF RECORDS.</p>	
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10	<p>BONDS OF STATE OFFICERS</p> <p>Size: Folded papers Quantity: 3 record center boxes Dates: 1892... File Arr.: Chronological</p> <p>This file is composed of the original bonds required to be filed with the Secretary of State by public officials appointed by the Governor. Original bonds for the period 1892-1939 have been transferred to the Hall of Records.</p> <p>As the Bonds become noncurrent and are no longer required by the office, they will be transferred to the Hall of Records.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER PERIODICALLY TO THE HALL OF RECORDS.</p>	
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11	<p>LEGISLATIVE AGENTS AND COUNSELS FILE</p> <p>Size: Letter-size and folded papers Quantity: 2 file boxes; 4 record center boxes Dates: 1908... File Arr.: Chronological</p> <p>The original papers relating to the registration of legislative agents and counsels give the name of the agent or counsel, and his periodic expense statements, name of the employer and term of employment, the subject of the agent's legislative interest, the date of registration, and the dates of filing authorizations and detailed statements of expenses. (Annotated Code of Maryland, 1957 Edition as amended, Art. 40, Secs. 5-14).</p> <p>The basic information contained in the registration form is recorded in the Docket of Legislative Agents and Counsels (Item 12). The papers are microfilmed because the file contains information other than that found in the Docket, including the financial statement and some miscellaneous correspondence.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. RETAIN IN OFFICE FILE FOR FIVE YEARS, THEN MICROFILM PERIODICALLY FOR SECURITY PURPOSES AND DESTROY ORIGINALS.</p>	
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REQUIREMENTS FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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.
12	<p>DOCKET OF LEGISLATIVE AGENTS AND COUNSELS</p> <p>Size: 9" x 14" x 2" Quantity: 9 vols., 1 binder Dates: 1890-1895, 1902... File Arr.: Chronological Index: Internal alphabetical</p> <p>This is a docket-type record of the employment of counsels and agents by private businesses, associations and organizations to oversee legislative matters affecting their interests. The record contains the name of the agent or counsel and his address, name of the employer and term of employment, date of registration with the Secretary of State, the dates of filing the authorization and the expense statement, with a summary of the subject of legislation under survey by the agent or counsel.</p> <p>This record appears in two series, one for agents and one for counsels, until 1947, when the two series were combined.</p> <p>The dockets for Legislative Agents for the years 1902-1929 and those for Legislative Counsel for the years 1912-1929 have been transferred to the Hall of Records. As the dockets become noncurrent and are no longer required by the office, they should be deposited in the Hall of Records.</p> <p>Disposition of the original papers is provided for in Item 11, which requires that the original papers be microfilmed, after which they may be destroyed and the film permanently retained. The recommendation below applies only to the Dockets.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER PERIODICALLY TO THE HALL OF RECORDS.</p>	
13	<p>RECORD APPOINTMENT (TEXAS OIL COMPANY)</p> <p>Size: 13" x 18" x 2" Quantity: 1 vol. Dates: 1927-c. 1935</p> <p>This is a record of the appointment of agents of the Texas Oil Company, giving the date, name of the agent, and his address. There are very few entries after 1927, and the record is considered to be discontinued. Information of this nature would appear in the future in the Docket of Legislative Agents and Counsels (Item 12).</p> <p>RECOMMENDATION: TRANSFER ACCUMULATION TO HALL OF RECORDS.</p>	
14	<p>NOTARY PUBLIC APPLICATION FILE</p> <p>Size: Letter size Quantity: 19 file drawers in office and in storage Dates: 1925... Index: 3" x 5" cards, by year, then by county, and alphabetical therein</p> <p>This file consists of Applications for Notaries Public, bearing the endorsements of State Senators. Each Notary Public commissioned</p>	

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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.

3 (cont.) by the Governor is listed in the Commission Record (Item 7). Entries are by county, showing name and address, date of commission, and date qualified.

The recommendation below applies only to the applications. The Commission Record is permanently retained.

RECOMMENDATION: RETAIN APPLICATIONS FOR FOUR YEARS, THEN DESTROY.

15 BALTIMORE NOTARIES

Size: 17" x 17" x 2"
Quantity: 12 vols.; 9 binders
Dates: 1920-1945; DISCONTINUED
File Arr.: Chronological
Index: Internal alphabetical

The record of Notaries for Baltimore City gives the name of the nominee and the dates nominated, confirmed, and qualified, and the terminal date of the appointment. After 1945, Baltimore notaries are included in the county appointment section of the Commission Record (Item 7). Disposition of applications is provided for in Item 14.

The recommendation below applies only to the record through 1945.

RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER ACCUMULATION TO THE HALL OF RECORDS.

16 SPECIAL POLICE COMMISSIONS

Size: Letter size
Quantity: 5 file drawers
Dates: 1941...
File Arr.: By year, and alphabetical therein
Index: Special Police Commission Record (Item 17)

The Governor issues Special Police Commissions to individuals employed by private business firms for the purpose of protecting the property of the firm. The individual for whom application is made is investigated by the State Police or the Baltimore City Police. The Commission is transmitted to the Clerk of the Circuit Court, who gives the oath and records the Commission. When the individual is no longer employed, the Clerk of the Circuit Court and the Secretary of State are notified and the Commission is cancelled.

Documents in this file include:

Application	Request for police investigation
Correspondence	Police investigation report
Copy of letter of Governor approving Commission	

The Commissions are recorded in the Special Police Commission Record (Item 17).

There is no reference to the application file after the Commission is granted. The recommendation below applies only to the application file; it does not include the Special Police Commission Record, which is permanently retained.

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER ENTRY IN THE SPECIAL POLICE

COMMISSION RECORD, THEN DESTROY.

REQUIREMENT 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.
17	<p>SPECIAL POLICE COMMISSION RECORD</p> <p>Size: 14" x 20" x 2" Quantity: 2 vols. Dates: 1942... Index: Internal alphabetical</p> <p>This is a record of special police commissioned by the Governor (Item 16), generally for police work for private corporations (Ann. Code of Md., 1957 edition as amended, Art. 23, Sec. 342). The record gives the names of the persons appointed under the title of the company or corporation, the date commissioned, and the dates of expiration, cancellation, or withdrawal.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
18	<p>FOREST WARDEN FILE</p> <p>Size: Letter size Quantity: 1 file drawer Dates: 1942... File Arr.: By county and chronological therein</p> <p>This file consists of the following documents:-</p> <ul style="list-style-type: none">Letters to the Governor requesting that individuals named therein be commissioned as Forest Wardens.Correspondence with State Senators and State Central Committees regarding the commissions.Letters of transmittal to the Clerk of Court. <p>There is very little reference to this file at any time. All commissions are recorded in the permanent Commission Record (Item 7). [See also Ann. Code of Md., 1957 edition as amended, Art. 66C, Sec. 347.]</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER EXPIRATION OF COMMISSION, THEN DESTROY.</p>	
19	<p>MANDATES REGISTER (FOREIGN EXTRADITIONS)</p> <p>Form No. Ex-301(a) - 500 Size: 11" x 16" x 3" Quantity: 5 vols. Dates: 1914... File Arr.: Chronological by year and by Mandate number Index: Internal alphabetical, by name</p> <p>The Mandates Register is prepared from the original Mandate Papers (Item 20) filed when requisitions for extradition of wanted persons are sent by foreign jurisdictions to the Governor of Maryland.</p> <p>This record form is a copy of the warrant of authority issued by the Governor of Maryland to the agent of the foreign jurisdiction requesting the extradition. The entry gives the Mandate number, name of the agent, names of the jurisdiction and of the governor issuing the original requisition, name of the wanted person, the charge, date of the warrant, and the typed names of the Governor of Maryland and</p>	(continued)

REQUIREMENT FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4 1 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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(cont.) the Secretary of State.

Mandate Registers for 1914-1950 have been transferred to the Hall of Records. As the Registers become noncurrent and are no longer required by the office, they will be deposited in the Hall of Records.
RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER PERIODICALLY TO THE HALL OF RECORDS.

20 MANDATE PAPERS (FOREIGN EXTRADITIONS)

Size: Legal
Quantity: 1 file drawer; 26 record center boxes
Dates: 1780...
File Arr.: Numerical by Mandate number
Index: Mandates Register (Item 19)

The original Mandates file is composed of all or some of the following papers:-

- Requisition
- Original indictment and certification by Clerk of Circuit Court
- Depositions
- Announcement of hearings
- Correspondence with local, State, and foreign jurisdictions
- Telegrams
- Memoranda

The essential information contained in this file is recorded in the Mandates Register (Item 19), a permanent record, and the original papers have no further value within a few years after the extradition has been denied or granted.

Mandate Papers, 1890-1920, have been transferred to the Hall of Records. Papers for the period 1865-1888 are missing from the files. The early papers, prior to c. 1865, are interfiled with the State Papers in the Hall of Records. All papers now deposited in the Hall of Records will be retained permanently.

The recommendation below applies only to papers after 1920.

RECOMMENDATION: RETAIN FOR TEN YEARS AFTER PROCEEDINGS HAVE BEEN TERMINATED, THEN DESTROY.

21 REQUISITION REGISTER (EXTRADITIONS)

Size: 11" x 17" x 3"
Quantity: 20 vols.
Dates: 1865...
File Arr.: By Requisition No. (internal)
Chronological, by year (external)
Index: Internal alphabetical, by name

This record is composed of bound forms bearing entries taken from the original Requisitions (Item 22) directed to foreign jurisdictions from the Governor in extraditing criminals to be returned to the jurisdiction of local courts. The forms give the name of the jurisdiction and the Requisition number, the name of the person charged,

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REQUISITION FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4 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>the crime for which he is being extradited, the place of commitment, the residence of the prisoner, the name of the agent designated to take the prisoner into custody, the date, and the typed names of the Governor and of the Secretary of State.</p> <p>Requisition Registers, 1865-1950, have been transferred to the Hall of Records. As Registers become noncurrent and are no longer required by the office, they will be deposited in the Hall of Records.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER PERIODICALLY TO THE HALL OF RECORDS.</p>	
22	<p>REQUISITION PAPERS (EXTRADITIONS)</p> <p>Size: Legal Quantity: 15 record center boxes Dates: 1780... File Arr.: Numerical by Requisition number Index: Requisition Register (Item 21)</p> <p>The original Requisition file is composed of all or some of the following papers:-</p> <ul style="list-style-type: none">Requisition requestCorrespondence with local, State, and foreign jurisdictionsTelegrams and copiesMemorandaWaiversAgents' warrants (in cases of waivers) <p>The essential information contained in this file is recorded in the Requisition Register (Item 21), a permanent record, and the original papers have no further value within a few years after the date of granting or denying extradition.</p> <p>Requisition Papers, 1871-1921, have been transferred to the Hall of Records. However, papers for the period 1865-1871 are missing from the files. The early papers, prior to c. 1865, are interfiled with the State papers deposited in the Hall of Records which will be permanently retained.</p> <p>The recommendation below applies only to Requisition Papers after 1921.</p> <p>RECOMMENDATION: RETAIN FOR TEN YEARS AFTER PROCEEDINGS HAVE BEEN TERMINATED, THEN DESTROY.</p>	

(continued)

4
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.

23

PARDON AND PAROLE FILE

Size: Legal size
Quantity: 3 file drawers; 4 transfiles
Dates: Prior to 1905 - Originals in the Hall of Records
1905-1958 - On microfilm
1958... In office of the Secretary of State
File Arr.: Numerical, by case or docket number
Index: 3" x 5" card index

The Governor granted pardons and paroles until July 1, 1953, when parole authority only was transferred to the Department of Parole and Probation. Parole of prisoners serving life terms, however, remained in the pardoning authority under the Governor's jurisdiction.

A Pardon Docket (Item 24) has been maintained and is available since 1785. A separate series was instituted for paroles in 1914, continuing until 1929, after which paroles were included with the Pardon Record and have been continued therein; but only the parole of life prisoners has been included since July 1, 1953.

Parole Files contain all or some of the following papers:-

Institutional Report	Newspaper clippings
Parole Board action and summary	Petitions
Correspondence	Abstracts of Federal Bureau of Investigation Reports
Census Card (Maryland Penitentiary)	Court Testimony

The original Pardon Files prior to 1905 are deposited in the Hall of Records; beginning in 1905 (Case #3224), the Pardon Files have been microfilmed through 1958, the film deposited in the Hall of Records, and the original papers destroyed.

RECOMMENDATION: RETAIN THE PARDON AND PAROLE FILE IN THE OFFICE FOR THREE YEARS AFTER CLOSURE, THEN TRANSFER TO THE RECORD CENTER, MICROFILM AND DESTROY THE ORIGINAL PAPERS; RETAIN MICROFILM PERMANENTLY.

24

PARDON DOCKET (RECORD OF PARDONS)

Size: 12" x 18" x 2"
Quantity: 38 vols.
Dates: 1785...
File Arr.: Chronological
Index: 1. Internal alphabetical
2. Card Index, discontinued in 1959

The Pardon Docket is a record of pardons and, since 1941, of paroles (Item 25). This record gives the name of the prisoner and the docket number, where convicted and the court of conviction, the crime and date of sentence, the term and expiration date, the place of incarceration, the date of filing the case, and the date of granting or denying the pardon or parole.

Since 1953, only parole cases involving life terms have come before the Governor. All other cases come before the Department of Parole and Probation. However, the Governor remains the only pardoning

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4
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.) authority in the State.

Pardon Dockets, 1785-1929, have been transferred to the Hall of Records. The recommendation below applies to the Pardon Dockets and to the Card Index (discontinued in 1959). As Dockets and the discontinued Card Index become noncurrent and are no longer required by the office, they will be deposited in the Hall of Records.

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER PERIODICALLY TO THE HALL OF RECORDS.

25 PAROLE RECORD (DOCKET)

Size: 11" x 16" x 2"
Quantity: 8 vols.
Dates: 1914-1941; DISCONTINUED
File Arr.: Chronological
Index: Internal alphabetical

The Parole Record contains the name of the parolee, the county and court of jurisdiction, the crime and the sentence, the recommendation for parole, and the date and the parole copy, with the names of the Governor and the Secretary of State.

The Governor heard parole pleas until 1941, when the Division of Parole and Probation, established in 1939, assumed jurisdiction, except in the granting of paroles involving life sentences, which have continued to come under the jurisdiction of the Governor. The Parole Record was discontinued in 1941, and parole proceedings under the jurisdiction of the Governor have been entered in the Pardon Docket (Item 24) since that date.

Parole Records for the period 1907-1929 have been transferred to the Hall of Records.

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER ACCUMULATION TO THE HALL OF RECORDS.

26 DEATH WARRANTS, REPRIEVES AND COMMUTATIONS

Size: 10" x 16" x 2"
Quantity: 1 vol.
Dates: 1915...
Index: Internal alphabetical, by name

This is a list of death warrants and of stays, reprieves, and commutations of death sentences granted by governors of Maryland, giving the name of the criminal and the date of issue of the warrant, reprieve, or commutation.

RECOMMENDATION: RETAIN PERMANENTLY.

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27	<p>WORLD WAR II VETERANS' PARDONS</p> <p>Size: Letter and legal size Quantity: 1 drawer Dates: 1941-1946; DISCONTINUED File Arr.: Numerical by case number</p> <p>In cooperation with the Advisory Board on Veterans' Pardons, the Governor pardoned many ex-prisoners who entered military service during World War II. Individual folders for each case contain:</p> <p>Application for Pardon Separation Papers (usually Photostat copies) Correspondence Governor's Recommendation</p> <p>No additions have been made to this material for several years. These pardons are entered in the Pardon Docket (Item 24). Since other pardon and parole case folders of the office of the Secretary of State are being retained permanently on microfilm and this file of Veterans' Pardons is considered a part of that file, the following recommendation is made.</p> <p>RECOMMENDATION: MICROFILM AND DESTROY ORIGINALS; RETAIN MICROFILM COPIES PERMANENTLY.</p>	
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28	<p>CERTIFICATES OF CANDIDACY AND OF NOMINATION</p> <p>Size: Letter and legal size Quantity: 1 file drawer; 10 record ctr. boxes Dates: 1926 File Arr.: Chronological by year</p> <p>Certificates of Candidacy and of Nomination are filed with the Secretary of State under the provisions of Art. 33, Secs. 55-56, 69-70, Ann. Code of Maryland, 1957 edition as amended. After a candidate files his Certificate of Candidacy, nominations to office are made by primary elections, primary conventions or meetings, or by petition, after which Certificates of Nomination are filed by the successful candidates. This file contains correspondence, as well as the original Certificates of Candidacy and of Nomination.</p> <p>Under the law, the Secretary of State is required to retain Certificates of Nomination for two years prior to disposal. However, in view of the continuing research value of Certificates of Nomination, as well as those of Candidacy, a recommendation for permanent retention is made, including all papers filed with the Certificates.</p> <p>Certificates for the periods 1895-1896 and 1912-1924 have been deposited in the Hall of Records.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER EVERY FIVE YEARS TO THE HALL OF RECORDS.</p>	
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REQ. UNIT FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4 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.
29	<p>NOMINATING PETITIONS</p> <p>Size: Letter, legal and folded papers Quantity: 10 record center boxes Dates: 1926... File Arr.: Chronological</p> <p>Candidates for a public office who are not candidates of a party nominating by primary election or by primary meeting may be nominated by petition, under conditions specified in the law (Art. 33, Sec. 67, Ann. Code of Md., 1957 edition as amended.)</p> <p>The petitions carry the signatures of the petitioners and their addresses, the precincts or districts in which they are registered voters, the names typed or printed under each signature, and the notarized signature and affidavit of one or more persons as to the correctness of the registration of the persons signing the petition.</p> <p>Since these petitions have the same historic and research value as do the Certificates of Nomination (Item 28), they too should be retained permanently.</p> <p>As the petitions become noncurrent, they will be deposited in the Hall of Records.</p> <p>However, petitions for nominations by splinter parties (communist, labor, and other) may be retained in the office as long as considered advisable by the Secretary of State.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER PERIODICALLY TO THE HALL OF RECORDS.</p>	
30	<p>POLITICAL TREASURERS OR AGENTS APPOINTMENT FILE</p> <p>Size: Letter-size Quantity: 4 file drawers Dates: 1920... File Arr.: Chronological by year</p> <p>This file is composed of the letters from candidates and political committees appointing treasurers or political agents to serve in State-wide and national elections. Candidates and political committees limited to county, municipal or other local elections file only with the Clerk of the respective Circuit Court or the Clerk of the Superior Court of Baltimore City.</p> <p>The letters of appointment give the names of the treasurers or political agents and the period for which appointed (Ann. Code of Md., 1957 ed. as amended, Art. 33, Secs. 26-2 and 26-4 to 26-15).</p> <p>Political expenditure reports made by the treasurers as required by law are provided for in Item 31, this schedule. The recommendation below applies only to the Appointment File.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO THE STATE RECORD CENTER PERIODICALLY, MICROFILM AND DESTROY THE ORIGINALS, PROVIDED THAT THEY ARE AT LEAST FIVE YEARS OLD.</p>	

(continued)

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.
31	<p>POLITICAL TREASURERS' OR AGENTS' FINANCIAL REPORTS FILE</p> <p>Size: Letter-size Quantity: 2 file drawers Dates: 1920... File Arr.: Chronological</p> <p>This file contains the financial reports from Treasurers or Agents for political committees and candidates for nomination or election to public office.</p> <p>Treasurers are charged with the keeping of detailed records of receipts and expenditures for political purposes and with reporting the same in detail to the Secretary of State for state-wide elections. Expenditures for local elections are reported to the Clerk of the Circuit Court or to the Clerk of the Superior Court of Baltimore City (Ann. Code of Baltimore City (Ann. Code of Md., 1957 ed. as amended, Art. 33, Secs. 26-13 to 15).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO THE HALL OF RECORDS FIVE YEARS AFTER THE ELECTION YEAR REPORTED.</p>	
32	<p>ELECTION RETURNS</p> <p>Size: Letter and legal size Quantity: 10 file drawers; 15 record ctr. boxes Dates: 1926... File Arr.: Chronological by date of election, then alphabetical by name of political subdivision</p> <p>General election return statements with certifications are prepared in duplicate by the Clerks of the County Circuit Courts and of Baltimore City. The statements with certifications are forwarded to the Governor and to the Secretary of State as members of the Board of State Canvassers, which also includes the Comptroller, the State Treasurer, the Attorney General and the Clerk of the Court of Appeals. Prior to 1967, the Treasurer also received a copy of the return; this was discontinued by the General Assembly in that year [Ann. Code of Md., 1967 ed. as amended, Art. 33, Sec. 17-5(c)].</p> <p>The Board of State Canvassers, convened by the Secretary of State, determines and declares the names of candidates elected to the various offices and so certifies to the Secretary of State; dissents and protests may be filed with the Certification. The Secretary of State records each certified statement and determination and every dissent or protest in the Record of Elections (Item 33) and transmits copies to the person elected and to a newspaper in Annapolis and one in the City of Baltimore for publication of the official results. Subsequently, the Governor issues commissions to the various persons elected, in conformity with the statements and determinations of the Board (Ann. Code of Md., 1957 ed. as amended, Art. 33, Secs. 17-5, 18-1 to 18-2).</p> <p>Results of local elections, which are not required to be submitted to the Board of State Canvassers, are declared and certified by the city or county board of canvassers.</p> <p>The original returns to the Secretary of State are considered the</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.
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2 (cont.) record copies and are subject to Recommendation "B" below; copies received by the Governor and, formerly, by the Treasurer, have no value after the State Board has completed the canvass, and are subject to Recommendation "A" below.

However, it is recommended that all election returns deposited prior to 1968 with the Secretary of State, the Governor, and the Treasurer be deposited in the Hall of Records four years after each election and compared, so that any gaps in the record set filed in the office of the Secretary of State may be filled by copies from the Governor's or Treasurer's election return copies, prior to the final disposition of such copies by the Hall of Records according to Recommendation "A" below.

Returns for the periods 1779-1867 and 1890-1926 have been transferred to the Hall of Records.

RECOMMENDATION: A. COPIES OF ELECTION RETURNS RECEIVED BY THE GOVERNOR AND THE TREASURER ARE CONSIDERED NONRECORD AND MAY BE DESTROYED AFTER DEPOSIT IN THE HALL OF RECORDS AND COMPARISON WITH THE RECORD COPIES, TO INSURE COMPLETENESS OF THE RECORD COPY SET.

B. COPIES OF RETURNS RECEIVED BY THE SECRETARY OF STATE ARE CONSIDERED THE RECORD COPIES AND FOUR YEARS AFTER RECORDATION IN THE RECORD OF ELECTIONS WILL BE DEPOSITED IN THE HALL OF RECORDS FOR PERMANENT RETENTION.

33 RECORD OF ELECTIONS (MINUTES OF THE BOARD OF STATE CANVASSERS)

Size: 10" x 18" x 2"
Quantity: 2 vols.
Dates: Nov. 1907...

The Record of Elections is actually the Minutes of the meetings of the Board of State Canvassers, which is composed of the Secretary of State, the Comptroller, the Treasurer, the Attorney General, and the Clerk of the Court of Appeals.

This record contains the election statistics by county, party and candidate, and the vote on referenda and amendments to the State and Federal Constitutions, as well as the certifications by the Board of State Canvassers and the Proclamations by the Governor of the results of elections.

The Record of Elections is considered the final and official determination of election by the Board of State Canvassers, after which the Secretary of State notifies each person elected of such certified determination and the Governor then issues their commissions.

The Record of Elections for the years 1863-1906 has been deposited in the Hall of Records.

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO THE HALL OF RECORDS TEN YEARS AFTER THE LATEST ENTRY.

(continued)

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.

34 MINUTES OF THE MARYLAND WAR BALLOT COMMISSION

Size: 9" x 11" x 1"
Quantity: 1 vol.
Dates: 1944-1946; DISCONTINUED

The Minutes contain the proceedings of the War Ballot Commission, composed of the Governor, the Secretary of State, the Attorney General, the President of the Senate, the Speaker of the House of Delegates, the Minority leaders of the two bodies, and other appointed officials (Laws of Maryland, 1944, Chap. 1, Sec. 314D).

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO THE HALL OF RECORDS.

35 ABSENTEE BALLOT RECORD AND APPLICATIONS

Size: 11" x 16"
Quantity: 1 vol.
Dates: 1958-1967; DISCONTINUED
Index: Internal alphabetical

This was a record of applications for absentee ballots by members of the armed services, giving the name and address of the applicant, the date received, and the precinct or ward, and the district of residence or of registration.

The original applications were forwarded to the Boards of Supervisors of Elections after recordation.

This record was discontinued in 1967, and applications for absentee ballots, when received, are now forwarded directly to Supervisors of Elections without recordation.

RECOMMENDATION: RETAIN ABSENTEE BALLOT RECORD FOR TEN YEARS AFTER THE LAST PERTINENT ENTRY, THEN DESTROY.

36 REFERENDUM PETITIONS

Size: Varies
Quantity: 100 record ctr. boxes
Dates: 1924...
File Arr.: Chronological

Article XVI of the Constitution of Maryland (1867) provides that the registered voters may petition for the power of referendum to approve or disapprove of any act or part of any act passed by the General Assembly. Three percent (3%) of the registered voters on the basis of the whole vote cast in the last election for Governor is sufficient to require the Secretary of State to provide for the referendum.

The petition contains the full text of the act or portion thereof petitioned to referendum, the affidavits of the persons obtaining the signatures, and the signatures and addresses of the registered voters calling for the referendum.

Referendum petitions may be retained for a longer period of time if the office requires them for legal or administrative purposes.

(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 (cont.)	RECOMMENDATION: RETAIN PETITIONS FOR FOUR YEARS AFTER THE NEXT SUCCEEDING GENERAL OR SPECIAL ELECTION, THEN DESTROY.	
37	<p>SENATE AND HOUSE BILLS AND RESOLUTIONS RECORD BOOK</p> <p>Size: 8½" x 13" x 1" Quantity: 28 vols. Dates: 1929... File Arr.: Chronological by sessions Index: Separate volume index for each session by Bill number (House or Senate), giving Chapter numbers when and if assigned</p> <p>The Senate and House Bills and Resolutions Record Book is internally arranged numerically by Chapter Number, four blank forms to a page, each giving the Chapter and Bill Number, whether Senate or House Bill or Joint Resolution, the title or subject of the Bill, the date of filing with the Governor and date of approval, the date received by the Clerk of the Court of Appeals, who assigns the Chapter Number, and his signature.</p> <p>As soon as this record is no longer needed by the office, it will be deposited in the Hall of Records.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER PERIODICALLY TO THE HALL OF RECORDS.</p>	
38	<p>BILLS AND RESOLUTIONS (Extra Copies)</p> <p>Size: 9" x 12" Quantity: 80 cu. ft. Dates: 1935... File Arr.: Chronological by session, then by Bill or Resolution Number</p> <p>The Bills and Resolutions filed in the office of the Secretary of State are "third reader" copies and have no value to the operation of the office after the close of the session in which they were introduced. This set of Senate and House Bills and Resolutions is considered non-record within the meaning of 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.</p> <p>"First reader" Bills and Resolutions are microfilmed and permanently retained in the office of the Legislative Council.</p>	
39	<p>CHARITABLE ORGANIZATION CONTRIBUTIONS FILE</p> <p>SIZE: Legal Quantity: 1 file drawer Dates: 1964... File Arr.: Chronological</p> <p>By act of the General Assembly in 1964, charitable organizations were required to file annual reports on the solicitation and collection of funds (Ann. Code of Md., 1957 edition as amended, Art. 41, Secs.</p>	(continued)

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.

Item
No.

39 (cont.) 103A-103E).

The two annual report forms are as follows:-

1. "Informational Statement Concerning Solicitation of Contributions by Charitable Organizations," giving name and address of the organization, its purpose, names and addresses of the persons in charge of contributions and of distributions, a description of the methods used in solicitation and the solicitation period, names of paid solicitors and basis of their salaries, the nature of arrangements made with paid solicitors and professional fund-raisers, with the signature of the representative and notarization.
2. "Report of Contributions Received During Preceding Calendar Year by Charitable Corporation," containing the report of contributions, with date of filing the Informational Statement, the gross amount of contributions, the portion of the gross amount to be given to charitable purposes, the aggregate amount paid or to be paid for expenses and professional fund-raising services, with the signature of the representative and notarization. This file also contains some related correspondence.

RECOMMENDATION: RETAIN PERMANENTLY.

40

TRADING STAMP COMPANY FILE

Size: Letter size
Quantity: 1 file drawer
Dates: 1959...
File Arr.: Alphabetical by name of company

In 1959, the General Assembly enacted legislation requiring trading stamp companies to re-register annually with the Secretary of State and file the following papers, in addition to payment of the annual fee for registration (Ann. Code of Md., 1957 edition as amended, Art. 56, Secs. 239-244):-

Bond
Copies of stamps
Collection books
Stamp redemption catalogs
Distribution and Redemption Agreement
Statement covering: Name and principal address of company
State of incorporation and origin
Names and addresses of principal officers, partners or proprietors
Addresses of principal State officers
Names and addresses of principal local officers, employees or agents
Addresses of stamp redemption stations within the State
Short form balance sheet

RECOMMENDATION: RETAIN PERMANENTLY.

(continued)

REQUIREMENT FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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.

41

AUTOMOBILE CASES

Size: 4½" x 9½" envelopes
Quantity: 10 record ctr. boxes; 18 document-type drawers
Dates: 1933...
File Arr.: Numerical
Index: Alphabetical, on 3" x 5" cards
Audit: State

This file consists of processes or warrants served on the Secretary of State in his capacity as the legally designated attorney for non-resident drivers involved in accidents in Maryland (Art. 66½, Sec. 116, Ann. Code of 1957).

The file contains: Summons
Declaration - description of and details of accident
Correspondence

Indicated on the folder are the names of the defendant and the claimant, the court, the case number, and the fee paid.

Automobile case files in this category have no value within a few years after the file has been closed.

RECOMMENDATION: RETAIN FOR EIGHT YEARS AFTER FILE IS CLOSED, THEN DESTROY.

42

WARRANTS FOR ADMISSION OF STATE BENEFICIARIES TO THE MARYLAND SCHOOL FOR THE BLIND

Size: 12" x 18" x 2"
Quantity: 2 volumes
Dates: 1889...
File Arr.: Chronological

This is a stub-type record containing the blank warrants issued and stubs of warrants issued by the Governor to blind students, authorizing their admission to the Maryland School for the Blind. The warrant gives the date of issue, the name, age, and residence of the student, the number of years of residence in Maryland, and the date of starting residence.

The warrant also shows the certification to the Governor by the Board of County Commissioners or other authorized county official.

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO THE HALL OF RECORDS.

43

JACOB TOME INSTITUTE REPORTS

Size: 14" x 18" x 2"
Quantity: 1 vol.
Dates: 1898...

This record is composed of the annual financial reports made by the directors of the Jacob Tome Institute (Tome School), Port Deposit, Maryland, as required under provision of Chapter 76, Acts of 1898, which relieved the Institute from county and municipal property taxes.

RECOMMENDATION: RETAIN PERMANENTLY.

(continued)

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.

Item
No.

44

COMPLAINTS

Size: Folded papers
Quantity: 8 record ctr. boxes
Dates: 1900...

These papers are composed of complaints made to the Governor regarding public officials, principally Justices of the Peace and Trial Magistrates. In some instances, copies of the Governor's replies are included.

Complaints covering the period 1900-1938 have been transferred to the Hall of Records.

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO THE HALL OF RECORDS.

45

CORRESPONDENCE

Size: Letter and legal size
Quantity: 6 file drawers; 5 cartons
Dates: 1924...
Index: Alphabetical by name or subject, and chronological therein

This file contains the correspondence of the Secretary of State and his Deputy with private persons and State, county and municipal agencies, and with agencies and officials of other states.

The Secretary's correspondence for the period 1924-1945 has been transferred to the Hall of Records.

RECOMMENDATION: RETAIN PERMANENTLY. RETAIN IN OFFICE UNTIL TERMINATION OF EACH SECRETARY'S TERM AND FOR THREE YEARS THEREAFTER, THEN TRANSFER TO THE HALL OF RECORDS.