

REQUEST FOR RECORDS RETENTION SCHEDULE

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

SCHEDULE NO. 501 ✓

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Hall of Records Commission

1. Requesting Agency Maryland Architectural Registration Board	2. Division or Bureau of Requesting Agency
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3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1. MINUTES OF THE MARYLAND ARCHITECTURAL REGISTRATION BOARD (FORMERLY THE BOARD OF EXAMINERS AND REGISTRATION OF ARCHITECTS)

SIZE: 8½" x 11" x 2" binders
DATES: 1936 - -
QUANTITY: 4 volumes, 1 binder
FILE ARRANGEMENT: chronological
AUDIT: State

The Minutes record the proceedings of the Board in matters relating to policy and administration. Periodically, lists of fees collected for examinations are entered in the Minutes for both reciprocal and individual applications and for reregistrations. Corporation and partnership application and renewal fees are also included.

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

2. APPLICATIONS FOR ARCHITECTURAL REGISTRATION

SIZE: Letter size: 8½" x 11"
DATES: 1935 - -
QUANTITY: 13 legal file drawers Active - 8 legal file drawers
Inactive - 5 legal file drawers
FILE ARRANGEMENT: Alphabetical by name

Applications for Architectural Registration are of three types:
II. Reciprocal and Examination - architects registered in other States may apply for a Certificate of Registration and, if satisfying certain requirements, may receive a Certificate without examination. The same form is submitted for Maryland residents who are applying for registration by examination. In both instances, if applicants

7. Agency, Division or Bureau Representative

Russell C. Congleston Secretary March 23, 1970
Signature Title 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.

Date

Archivist

Date

Secretary

Morris L. Bechler

4/1/70

Lecheur Hubert

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4.
Item
No.

5. Description of Records
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are successful, a Certificate of Registration is issued with a Seal having the Registration number of each architect.

2. Corporation - The registration of architectural corporations and partnerships was first permitted in 1968 by act of the General Assembly (Laws of Maryland, 1968, Chap. 463). Corporations must be registered with the Maryland Department of Assessments and Taxation. A Certificate of Authorization is issued if all conditions set forth in the Application are satisfied and at least one member of the corporation is a registered architect in Maryland.

3. Partnerships - Partnerships must also have a Certificate of Authorization and fulfill the same conditions as in Registration of Corporations, except that Partnerships are not required to register with the Department of Assessments and Taxation.

The rubber stamps issued to the registered architects are returned to the Board when death occurs or when the architect fails to pay the required fees or loses his registration by revocation. These stamps should be defaced and destroyed as soon as received by the Secretary of the Board.

Lapsed and revoked registrations have no value to the operation of the Board and are subject to Recommendation "B" below.

RECOMMENDATION: A. RETAIN FILE FOLDERS WHILE ACTIVE THEN REMOVE TO INACTIVE STATUS AND REFILE SUBJECT TO RECOMMENDATION "B" BELOW.
B. RETAIN FOLDERS IN INACTIVE STATUS FOR THREE YEARS THEN DESTROY.

3 RECORD OF REGISTERED ARCHITECTS

SIZE: 8" x 13" x 1/2"
DATES: 1935 - -
QUANTITY: 2 volumes
FILE ARRANGEMENT: Chronological

This list of registered architects is arranged by registration number giving the name of the architect, the date of registration and residence. The notation of death, lapse or revocation is shown as is a notation of return of the registration stamp if such information is available.

Since 1957, only reciprocal registrations have been entered in this record.

RECOMMENDATION: RETAIN PERMANENTLY.

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4	<p><u>REGISTER OF CORPORATIONS AND PARTNERSHIPS</u></p> <p>SIZE: 8" x 14" x ½" DATES: 1968 - - QUANTITY: 1 volume FILE ARRANGEMENT: Internal - By original certificate number</p> <p>The Register gives the original certificate number, the name and address of the corporation or partnership, and the date of receipt of the application.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
5	<p><u>GENERAL CORRESPONDENCE FILE</u></p> <p>SIZE: Letter size DATES: 1965 - - QUANTITY: 2 legal file drawers FILE ARRANGEMENT: Alphabetical by name of correspondent</p> <p>The general file contains correspondence relating to the administration and operation of the office. One drawer is entirely composed of correspondence relating to applications. Material having continuing legal or administrative value to the office should be retained until such value ceases.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY. -</p>	
6	<p><u>DUES COLLECTION CARD FILE</u></p> <p>SIZE: 5" x 8" cards DATES: 1935 - - QUANTITY: 2 card drawers FILE ARRANGEMENT: Alphabetical by name of registrant AUDIT: State</p> <p>This file is composed of two sections, one for Applicants prior to examinations. After examination the card is updated and transferred to the Registrants portion of the file.</p> <p>The card gives the name of the applicant, the date of examination and payment of the fees and amount. After an applicant has successfully passed the examination he is assigned a Certificate number and his card is transferred to the Registrants section of the file and is continued as a record of annual fee payments.</p> <p>When a registrant dies, or the certification lapses or is revoked, the card is retired to a non-current file and becomes subject to the Recommendation below.</p> <p>RECOMMENDATION: RETAIN NON-CURRENT CARDS FOR THREE YEARS AFTER REMOVAL TO INACTIVE STATUS THEN DESTROY.</p>	

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7	<p><u>CASH RECEIPTS AND DISBURSEMENTS JOURNAL</u></p> <p>SIZE: 10" x 15" x 1/2" DATES: 1936 - - QUANTITY: 8 volumes AUDIT: State</p> <p>This record is the Board's final book of account with daily entries for receipts and disbursements on facing pages. Receipts are entered by receipt number giving the amount and source of the receipt. Disbursements give the warrant number and account charged, the name and amount of the disbursement. Totals are carried forward.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	