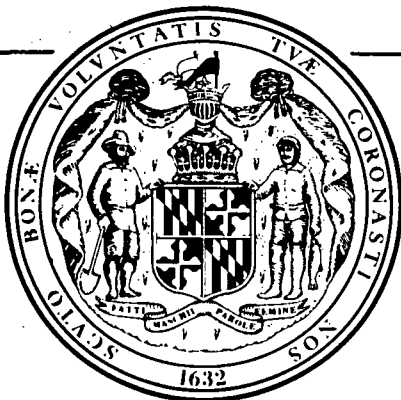


RECORDS RETENTION SCHEDULE



**MARYLAND COURT SYSTEM
GENERAL SCHEDULE NO. 655**

INTRODUCTION

This general schedule has been prepared by the Records Management Division of the Hall of Records Commission, Department of General Services, to aid in the control of records created by or deposited in the Clerk's offices of the Circuit Courts, the constituent courts of the Supreme Bench of Baltimore City, and in the District Courts. These courts are generically referred to herein as the Maryland Court System, not including the Courts of Appeals, Special Appeals, and Probate Courts.

Since the inception of the State Records Management Program in 1953, records retention schedules have been prepared on an individual court basis. As more records were surveyed and scheduled, a State-wide pattern of recordskeeping began to emerge indicating the feasibility of developing a single schedule to govern the disposition of the records of all of these courts.

In 1975, Maryland Rule 1299 and Maryland District Rule 1299 were adopted authorizing the disposal of court records heretofore required to be retained permanently or for long periods of time. A general schedule to include all of these records thus became necessary to provide for their orderly disposal or retirement to the State Archives. This schedule supersedes and replaces all schedules prepared heretofore for Circuit and District Court records.

The general schedule is an assimilation and reconciliation of the records series contained in individual court schedules, 1953 to date. Titles of records may vary from court to court though they contain the same basic information. The titles most generally used in the courts have been adopted for this schedule. Retention periods are applicable equally to records having the same or similar content but varying in title. Not all of the records listed herein will be found in each individual court and not all of the records found in each individual court have been listed here. Records which are unique to a particular court, created for special use, have not been included. However, these records, as well as some discontinued and obsolete records which have not been scheduled, should be offered to the Hall of Records for evaluation as archival material after which the records in question can be placed on schedule for retention or disposal.

As changes are made in records series, new series added and old ones deleted, schedule amendments will be issued to include more appropriate entries reflecting such changes, updating the schedule and making recommendations easier to apply. Records series have been arranged alphabetically by titles under the type of court activity or law classification to which the series pertains:

- I. Administrative Records
- II. Fiscal Records
- III. Criminal Records
- IV. Equity/Chancery Records
- V. Juvenile Records
- VI. Land Records
- VII. Law Records
- VIII. Marriage Records

Records series which could not be clearly assigned to one classification are listed under Section I, Administrative Records. Fiscal Records, listed under Section II, include State and local accounting forms and media arranged by subject and title. The accounting section of the schedule is intentionally broad to provide the most comprehensive coverage for records of this type. Few, if any, of the courts will have all of the accounting records listed.

In cross references, if a section number is not given, the item number refers to the section under review.

Any records, current or noncurrent, which are to be retained permanently or for a specified period of time and which are not acceptable for deposit in the Hall of Records may be destroyed after they have been photographed, photocopied, or microphotographed. The film will be retained for the retention period recommended for the original records.

A "Records Disposition Manual" available from the Records Management Division provides additional guidance in applying the disposal recommendations contained in this schedule.

Advice and assistance in solving records management problems are available from the Records Management Division. Call or write to:

Department of General Services
Records Management Division
Annapolis, Maryland 21401

Telephone: 269-3023

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 655

PAGE
NO. 1

Item No.	Description
	<p align="center">Section I</p> <p align="center">ADMINISTRATIVE RECORDS</p> <p>1 <u>ADMINISTRATIVE OPERATION FILES</u> Correspondence, reports, and miscellaneous papers relating to the operation of the office including formal and informal opinions of the Attorney General.</p> <p>Retain permanently opinions and correspondence to and from the Attorney General and material relating to office organization as well as all material having continuing legal or administrative value to the operation of the office.</p> <p>Retain all other material, including general correspondence, for three (3) years, then destroy.</p> <p>2 <u>AGENCY RECORDS</u> Listing of companies licensed to operate in the county with names of their agents and dates of recordation.</p> <p>Retain permanently; transfer periodically to the Hall of Records.</p> <p>3 <u>ASSIGNMENT NOTICE SHEETS</u> Record of setting dates for trials, criminal, equity, and law.</p> <p>Retain for three (3) years after the last pertinent entry, then destroy.</p> <p>4. <u>BILLS OF SALE</u> (See Financing Records, Indexes, and Papers, Item 19.)</p> <p>5 <u>BOND RECORD BOOKS AND RELATED PAPERS</u> Records of bonds of public officers and trustees and bonds filed in court cases with names, dates, sureties, and amounts of the bonds.</p> <p>Retain Bond Record Books permanently; transfer periodically to the Hall of Records.</p> <p>Retain original bonds and related papers twelve (12) years after recordation, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 655

PAGE
NO. 2

Item No.	Description
6	<u>CHARTER RECORDS</u> (See Corporation Records, Indexes, and Papers, Item 12.)
7	<u>CHATTEL RECORDS</u> (See Financing Records, Indexes, and Papers, Item 19.)
8	<u>CHIROPRACTORS</u> (See Profession Registers, Item 36.)
9	<u>COMMISSION AND APPOINTMENT RECORDS</u> (See also Oath and Test Books, Item 31.) Governor's appointments of public officers and officials. Retain permanently; transfer periodically to the Hall of Records.
10	<u>CONDITIONAL CONTRACTS OF SALES</u> (See Financing Records, Indexes, and Papers, Item 19.)
11	<u>COPARTNERSHIP AND DISSOLUTION RECORDS</u> Record of copartnerships establishing or dissolving churches, associations, businesses and societies. Retain permanently; transfer periodically to the Hall of Records.
12	<u>CORPORATION RECORDS, INDEXES, AND PAPERS</u> Incorporations, amendments and related papers. Retain Corporation Records and Indexes permanently; transfer periodically to the Hall of Records. Retain papers for three years after recording, then destroy.
13	<u>CORRESPONDENCE</u> (See Administrative Operation File, Item 1.)

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 655

PAGE 3
NO.

Item No.	Description
14	<p><u>COURT MINUTE BOOKS</u> (See also Verbatim Proceedings of the Courts, Item 40.) Summary of Court Proceedings.</p> <p align="center">Retain permanently; transfer periodically to the Hall of Records.</p>
15	<p><u>COURT PAPERS</u></p> <p>Case related papers will be found in the case files under the type of law to which they pertain, Sections III through VIII.</p> <p>Noncase related papers are contained in this section and filed principally for recording purposes after which they may be returned to the makers or retained for three (3) years and destroyed.</p> <p align="center">Retain noncase related papers for three (3) years, then destroy.</p>
16	<p><u>COURT PROCEEDINGS</u></p> <p>(See Court Minute Books, Item 14 and Verbatim Proceedings of the Court, Item 40.)</p>
17	<p><u>DOCKETS</u></p> <p>Miscellaneous dockets including Appeals, Clerks' Dockets and Indexes, Cases Instituted, Executions, Stet Dockets and Supboena Dockets, etc. not listed under Sections III through VIII.</p> <p align="center">Retain all dockets permanently; transfer periodically to the Hall of Records.</p>
18	<p><u>ELECTION RETURN RECORDS AND RELATED PAPERS</u></p> <p>Reports of the Board of Canvassers to the Clerks of the Circuit Courts with copies of the Clerks' reports to the Governor and to the State Administrative Board of Election Laws.</p> <p align="center">Retain permanently; transfer periodically to the Hall of Records.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 655

PAGE
NO. 4

Item No.	Description
19	<p><u>FINANCING RECORDS, INDEXES, AND PAPERS</u> In 1964, Financing Records replaced Chattel Records, Bills of Sales, and Conditional Contracts of Sales.</p> <p>Retain Financing Record Indexes permanently.</p> <p>Retain closed Financing Record Books and papers for five (5) years and sixty (60) days, then destroy after audit, if audit is required.</p>
20	<p><u>INCORPORATIONS</u> (See Corporation Records, Indexes, and Papers, Item 12.)</p>
21	<p><u>JURY, GRAND JURY, BALIFF, AND WITNESS RECORDS</u> Listings of names and dates of service, appointments or appearances and in some instances titles of cases heard and docket entries.</p> <p>Retain permanently; transfer periodically to the Hall of Records.</p>
22	<p><u>LICENSES</u> (See Fiscal Records, Section II.)</p>
23	<p><u>LIEN RECORDS/DOCKETS, INDEXES AND PAPERS</u> (See also Land Records, Section VI, Item 5.) Includes Public Defender and District Court Liens, Boat Liens, Factors Hospital, Mechanics, Federal and State Tax Liens, etc.</p> <p>Retain Lien Records and Indexes permanently; transfer periodically to the Hall of Records.</p> <p>Retain papers not returned to the makers for three (3) years after recordation, then destroy.</p>
24	<p><u>MEDICAL EXAMINERS</u> (See Profession Registers, Item 36.)</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 655

PAGE
NO. 5

Item No.	Description
25	<p><u>MIDWIVES</u> (See Profession Registers, Item 36.)</p>
26	<p><u>MILITARY DISCHARGE RECORDS</u> Armed Services discharges recorded pursuant to individual request. Retain permanently; transfer periodically to the Hall of Records.</p>
27	<p><u>MINUTES OF THE COURT</u> (See Court Minute Books, Item 14 and Verbatim Proceedings of the Court Item 40.)</p>
28	<p><u>MOTOR VEHICLE AND NATURAL RESOURCES CASE FILES/TICKETS, DOCKETS AND INDEXES</u> Records of criminal and civil law violations of motor vehicle and natural resources laws and regulations, composed of case files, tickets, indexes and dockets. Retain dockets and indexes permanently; transfer periodically to the Hall of Records. Retain case files/tickets for three (3) years and until audited, if audit is required, then destroy except case files/tickets bearing subsequent offender penalties, which records are to be permanently retained.</p>
29	<p><u>NATURAL RESOURCES CASE FILES/TICKETS AND DOCKETS</u> (See Motor Vehicle and Natural Resources Case Files/Tickets, Dockets and Indexes, Item 28.)</p>
30	<p><u>NATURALIZATION RECORDS</u> Documentation of naturalization of aliens, including forms, miscellaneous papers and book records. Retain permanently; transfer periodically to the Hall of Records.</p>
31	<p><u>OATH AND TEST BOOKS</u> Copies of oaths required from elected and appointed public officers, officials and attorneys admitted to the Bar, with signatures and dates. Retain permanently; transfer periodically to the Hall of Records.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)SCHEDULE
NO. 655PAGE
NO. 6

Item No.	Description
32	<u>OSTEOPATHS</u> (See Profession Registers, Item 36.)
33	<u>PERSONNEL FILES</u> Records of office employees including book records, forms, cards, and correspondence. Retain for five (5) years after termination of service, then destroy.
34	<u>PHYSICIANS AND SURGEONS</u> (See Profession Registers, Item 36.)
35	<u>PROCEEDINGS OF THE COURT</u> (See Court Minute Books, Item 14, and Verbatim Proceedings of the Courts, Item 40.)
36	<u>PROFESSION REGISTERS</u> Separate registers prepared for recording the licensing of Physicians and Surgeons, Medical Examiners, Midwives, Chiropractors, Osteopaths, etc. Retain permanently; transfer periodically to the Hall of Records.
37	<u>TAPES AND DISCS</u> (See Verbatim Proceedings, Item 40.)
38	<u>TEST BOOKS</u> (See Oath and Test Books, Item 31.)
39	<u>TRANSCRIPTS</u> (See Verbatim Proceedings, Item 40.)

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)SCHEDULE
NO. 655PAGE
NO. 7

Item No.	Description
40	<p data-bbox="203 362 1391 392"><u>VERBATIM PROCEEDINGS OF THE COURT</u> (See also Court Minute Books, Item 14.)</p> <p data-bbox="315 396 1458 454">Verbatim proceedings in the form of typescript, tapes, discs, or other electronic media.</p> <p data-bbox="460 495 1458 556">Retain typescript copies of proceedings permanently; transfer periodically to the Hall of Records.</p> <p data-bbox="460 595 1491 685">Retain tapes, discs or other types of electronic recordings of proceedings for twelve (12) years, then erase or destroy except recordings selected for deposit in the Hall of Records.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 655

PAGE 8
NO.

Item No.	Description
	<p>Section II</p> <p>FISCAL RECORDS</p> <p>This series includes all standard State accounting forms as well as other accounting media which provide supporting data for the special and general accounting records.</p> <p>Each court will use all or some of the following records which are governed by the indicated retention period:</p>
1	<p><u>Accounting Records</u></p> <p>Audit Reports</p> <p>General Ledgers (Journals to be retained in the absence of ledgers, see Item 6 below.)</p> <p>License Record Books (business, liquor, hunting, fishing, etc.) (See also License Copies and Stubs, Item 6.)</p> <p align="center">Retain permanently; transfer periodically to the Hall of Records.</p>
2	<p><u>General Accounting Records</u></p> <p>Certificate of Deposit and Bank Deposit Slips</p> <p>Distribution of Charges</p> <p>Memorandum of Adjustments</p> <p>Monthly Report of State Funds Collected and Deposited</p> <p>Transmittals</p> <p align="center">Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
3	<p><u>Purchasing Records</u></p> <p>Actual Emergency and Repairs Report</p> <p>Copy of Contract Awarded</p> <p>Credit Memorandum</p> <p>Notice of Award of Contract</p> <p>Out-of-Schedule Requisition for Supplies</p> <p>Purchase Order</p> <p>Report of Partial Delivery</p> <p>Requisition for Supplies (also Agency Interoffice Requisitions)</p> <p>Stores Requisition</p> <p align="center">Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 655

PAGE
NO. 9

Item No.	Description
4	<p><u>Budget and Fiscal Planning Records</u> Budget Estimates Budget Schedule Amendment Materials and Supplies Physical Inventory Report of Fixed Assets Report of Materials and Supplies Request for Position Action</p> <p align="center">Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
5	<p><u>Payroll Accounting Records</u> Employee Roster Card File Payroll and Check Register Payroll Exceptions Time Report Payroll Transmittals Payroll Warrants</p> <p align="center">Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
6	<p><u>Miscellaneous Accounting Records</u> Bank Books, Statements, and Deposit Receipts Budget Papers and Work Sheets Cancelled Checks, Check Copies and Check Stubs Cash Receipt and Disbursement Journals (See General Ledgers, Item 1) Daily and Monthly Time Sheets Delivery Order and Receipt Gas Withdrawal Tickets and Mileage Records License Copies and Stubs (including business, liquor, hunting, fishing, etc.) Paid Bills and Invoices Periodic Financial Reports to Local and State Agencies Receipt Copies and Stubs Reconciliation and Trial Balance Sheets Requisitions and Purchase Orders Withholding Tax Forms and Statements (Local, State, and Federal)</p> <p align="center">Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)SCHEDULE
NO. 655PAGE
NO. 10

Item No.	Description
	Section III CRIMINAL RECORDS
1	<u>CRIMINAL CASE FILES</u> Papers filed in criminal trials. Retain case files for twelve (12) years after closure, then destroy.
2	<u>DOCKETS AND INDEXES</u> (See also Administrative Records, Section 1, Items 17 and 28.) Docket entries by case numbers, indexed by names of parties including Criminal Dockets, Defective Delinquents, Domestic Information, Extraditions, Grand Jury, Indictment, Post Conviction, Probation and Parole, Recognizances, State's Attorney, and Trial Dockets, etc. Retain permanently; transfer periodically to the Hall of Records.
3	<u>CRIMINAL/JUDGMENT RECORDS</u> Summaries of proceedings in criminal trials with judgments, fines, forfeitures, and liens, including post conviction and criminal acquittal case files. Retain permanently; transfer periodically to the Hall of Records.
4	<u>MINUTES AND PROCEEDINGS</u> (See Administrative Records, Section 1, Items 14 and 40.)
5	<u>MOTOR VEHICLES</u> (See Administrative Records, Section I, Item 28 and 40.)
6	<u>NATURAL RESOURCES</u> (See Administrative Records, Section I, Items 28 and 40.)
7	<u>TRANSCRIPTS, TAPES, AND DISCS</u> (See Administrative Records, Section I, Item 40.)

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 655

PAGE 11
NO.

Item No.	Description
<p align="center">Section IV EQUITY/CHANCERY RECORDS</p>	
1	<p><u>ADOPTION DOCKETS, INDEXES, AND CASE FILES</u> Adoption dockets and case files are closed records, open to inspection only by order of the Court; indexes, if separate from the dockets, are not closed and are available for inspection.</p> <p align="center">Retain permanently.</p>
2	<p><u>BOND RECORD BOOKS</u> (See Administrative Records, Section I, Item 5.)</p>
3	<p><u>DIVORCE DECREE RECORD, DOCKETS, AND CASE FILES</u> Papers filed in divorce proceedings, docketed and recorded.</p> <p align="center">Retain permanently; transfer periodically to the Hall of Records.</p>
4	<p><u>EQUITY/CHANCERY CASE FILES, RECORD BOOKS, AND INDEXES</u> Papers filed in equity proceedings, brief book record of proceedings with index.</p> <p align="center">Retain permanently; transfer periodically to the Hall of Records.</p>
5	<p><u>EQUITY/CHANCERY DOCKETS</u> (See also Administrative Records, Section I, Item 17.) Proceedings docketed by case numbers and indexed by names of parties. In some courts, the photographic reproduction of entries made on the outside of the file jackets have replaced the individual entry type dockets and are subject to the same retention period.</p> <p align="center">Retain permanently; transfer periodically to the Hall of Records</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 655

PAGE 12
NO.

Item No.	Description
6	<p><u>EQUITY TRANSCRIPTS, TAPES, AND DISCS</u> (See Administrative Records, Section I, Item 40.)</p>
7	<p><u>EXECUTIONS</u> (See Administrative Records, Section I, Item 17.)</p>
8	<p><u>GUARDIANSHIP (WITHOUT ADOPTION PROVISIONS)</u> (See Items 4 and 5.)</p>
9	<p><u>GUARDIANSHIP DOCKETS, CASE FILES AND INDEXES (WITH ADOPTION PROVISIONS)</u> Proceedings in guardianship with right to consent to adoption and guardianship with right to consent to long-term care short of adoption are closed records, not open to inspection except by Court order. Indexes, if separate from the dockets, are not closed and are available for inspection.</p> <p align="center">Retain permanently.</p>
10	<p><u>MINUTES AND PROCEEDINGS</u> (See Administrative Records, Section I, Items 14 and 40.)</p>
11	<p><u>PATERNITY DOCKETS AND PAPERS</u> Records of paternity proceedings and supporting papers.</p> <p align="center">Retain permanently; transfer periodically to the Hall of Records.</p>
12	<p><u>PLAINTIFF INDEX</u> Decrees for payment of money by plaintiffs allowing liens upon plaintiffs' property.</p> <p align="center">Retain permanently; transfer periodically to the Hall of Records.</p>
13	<p><u>RECEIVERSHIPS</u> (See Items 4 and 5.)</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)SCHEDULE
NO. 655 - -PAGE
NO. 13

Item No.	Description
14	<u>TRANSCRIPTS, TAPES, AND DISCS</u> (See Administrative Records, Section I, Item 40.)
15	<u>TRUST DOCKETS, INDEXES, AND CASE FILES</u> Proceedings in the audit trust estates. Retain dockets and indexes permanently; transfer periodically to the Hall of Records. Retain case files for twelve (12) years after closure, then transfer to the Hall of Records.
16	<u>TRUSTEE'S RELEASES</u> Releases of trustees from further participation in the administration of trust estates. Retain permanently; transfer periodically to the Hall of Records.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)SCHEDULE
NO. 655PAGE
NO. 14

Item No.	Description
	<p style="text-align: center;">Section V</p> <p style="text-align: center;"><u>JUVENILE RECORDS</u></p>
1	<p><u>CASE FILES, DOCKETS, AND INDEXES</u></p> <p>Records of cases involving juveniles heard by a Juvenile Court or the Circuit Court sitting as a Juvenile Court. These records files, dockets and indexes, are closed records and available for examination only by order of the Court.</p> <p style="padding-left: 40px;">Retain dockets and indexes permanently.</p> <p style="padding-left: 40px;">Retain case files for twelve (12) years after the last pertinent entry, then destroy.</p>
2	<p><u>JUVENILE PROBATION CASE FILES AND INDEXES</u></p> <p>Record of juveniles placed on probation; this record is closed and available for examination only by order of the Court.</p> <p style="padding-left: 40px;">Retain Juvenile Probation Indexes permanently.</p> <p style="padding-left: 40px;">Retain Case Files for twelve (12) years after the last pertinent entry, then destroy.</p>
3	<p><u>SUPPORT CASE FILE</u></p> <p>Accounting records for support payments made for juveniles; these are closed records and available for examination only by order of the Court.</p> <p style="padding-left: 40px;">Retain support case files for twelve (12) years after the case has been closed and until all audit requirements have been met, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 655

PAGE
NO. 15

Item No.	Description
	<p align="center">Section VI</p> <p align="center"><u>LAND RECORDS</u></p>
1	<p><u>BLOCK BOOKS</u> Indexes to located conveyances.</p> <p align="center">Retain permanently; transfer periodically to the Hall of Records.</p>
2	<p><u>LAND RECORDS, DEEDS, AND PAPERS</u> Original and recorded deeds, leases, assignments, mortgages, right-of-ways, agreements, etc., with related papers.</p> <p align="center">Retain recorded and original deeds and papers deposited for recording and not returned to the makers for twelve (12) years then offer to the Hall of Records for archival evaluation after which rejected material may be destroyed.</p>
3	<p><u>LAND RECORD INDEXES</u> Names of grantors and grantees, types of instruments, dates and location of properties with liber and folio of recordation. As indexes are closed, a microfilm security copy is made and deposited in the Hall of Records.</p> <p align="center">Retain indexes until updated and microfilmed; deposit one copy of the film in the Hall of Records for security purposes; then destroy the superseded index.</p>
4	<p><u>LIENS</u> (See Mortgages, Liens, and Deeds of Trust, Item 5.)</p>
5	<p><u>MORTGAGES, LIENS, DEEDS OF TRUST, AND INDEX</u> (See also Released Mortgages and Deeds of Trust, Item 7.) Record of mortgages and deeds of trust including Federal tax liens, and index to parties.</p> <p align="center">Retain permanently; transfer periodically to the Hall of Records.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)SCHEDULE
NO. 655PAGE
NO. 16

Item No.	Description
6	<p><u>PLATS AND MAPS</u></p> <p>Filed for recording location, area and ownership of lots, acreage, subdivisions, roads, right-of-ways, towns, etc.</p> <p>Retain permanently; transfer periodically to the Hall of Records.</p>
7	<p><u>RELEASED MORTGAGES AND DEEDS OF TRUST</u></p> <p>Instruments recorded in the Land Records with notations of release on the original instruments and recorded copies. The original instruments may be returned to the makers prior to the expiration of the twenty-five (25) year retention period in the Clerk's Office, as required by law, if the instrument has been photographed, photocopies or microphotographed.</p> <p>Retain released instruments for twenty-five (25) years, then destroy or return to the makers.</p> <p>Instruments which have been photographed, photocopied, or microphotographed may be returned to the makers or destroyed at any time.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 655

PAGE
NO. 17

Item No.	Description
	<p align="center">Section VII LAW RECORDS</p>
1	<p><u>BOND RECORDS</u> (See Administrative Records, Section I, Item 5.)</p>
2	<p><u>CLAIMS DOCKETS</u> Proven claims of persons entitled to share in property distribution in cases in which creditors sue to recover debts.</p> <p align="center">Retain permanently; transfer periodically to the Hall of Records.</p>
3	<p><u>CONFESSED JUDGMENTS AND CONSENT CASES, DOCKETS, AND INDEXES</u> Proceedings in noncontested cases relating to collection of money and ejections.</p> <p align="center">Retain closed case files and papers for twelve (12) years, then destroy.</p> <p align="center">Retain record books, dockets and indexes permanently; transfer periodically to the Hall of Records.</p>
4	<p><u>EXECUTION</u> (See Administrative Records, Section I, Item 17.)</p>
5	<p><u>JUDGMENTS, DECREES, AND LIENS OF JUDGMENT PAPERS, DOCKETS, AND INDEXES</u> Includes judgments entered from other Maryland Courts, the Court of Appeals, Court of Special Appeals and the United States District Courts.</p> <p align="center">Retain dockets and indexes permanently; transfer periodically to the Hall of Records.</p> <p align="center">Retain papers for twelve (12) years after docketing, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 655

PAGE 18
NO.

Item No.	Description
6	<p><u>LANDLORD/TENANT CASE FILES, DOCKETS, AND INDEXES</u> Files contain complaints and summary ejectment forms, judgment and also warrants of restitution with notations of action - paid, moved or ejected. Dockets and indexes are prepared in some courts.</p> <p>Retain dockets and indexes permanently if prepared by the Court; transfer periodically to the Hall of Records.</p> <p>Retain closed case files for twelve (12) years, then destroy.</p>
7	<p><u>LAW (CIVIL/JUDICIAL) CASE FILES</u> Files relating to court proceedings in law cases.</p> <p>Retain permanently case files affecting land, including wrongful entry, trespass, post convictions and cases in which judgment has been extended by Scire Facias; transfer periodically to the Hall of Records.</p> <p>Retain all other closed case files for twelve (12) years, then destroy.</p>
8	<p><u>LAW (CIVIL/JUDICIAL) DOCKETS AND INDEXES</u> Docket entries by case numbers and indexed by names of parties, including case file jackets, photographically reproduced, which serve as a docket in some counties.</p> <p>Retain permanently; transfer periodically to the Hall of Records.</p>
9	<p><u>LAW (CIVIL/JUDICIAL) RECORD BOOKS</u> Law or civil judgment, pertaining to collection of debts and damages, insolvencies, condemnations, attachments, tax liens, executions, sales and notices of liens of judgment, etc.</p> <p>Retain permanently; transfer periodically to the Hall of Records.</p>
10	<p><u>LIEN DOCKETS</u> (See Administrative Records, Section I, Item 23.)</p>
11	<p><u>MINUTES AND PROCEEDINGS</u> (See Administrative Records, Section I, Items 14 and 40.)</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)SCHEDULE
NO. 655PAGE
NO. 19

Item No.	Description
12	<u>MOTOR VEHICLES</u> (See Administrative Records, Section I, Item 28.)
13	<u>NATURAL RESOURCES</u> (See Administrative Records, Section I, Item 28.)
14	<u>STATE ROADS LAND ACQUISITION DOCKETS</u> Record of land acquired by the State for roadbuilding. Retain permanently; transfer periodically to the Hall of Records.
15	<u>STATE ROADS PLAT BOOKS</u> Plats and revisions of plats for State roads including right-of-ways for bridges and viaducts, cloverleaves, road extensions and entrances. Retain permanently; transfer periodically to the Hall of Records.
16	<u>TAX SALE CASE FILES, PAPERS, DOCKETS, AND INDEXES</u> Tax delinquency reports, executions and notifications, reports of sales, ratifications, court orders and redemptions. Retain dockets and indexes permanently; transfer periodically to the Hall of Records. Retain closed case files and papers for twelve (12) years, then destroy.
17	<u>TENANT/LANDLORD CASE FILES AND DOCKETS</u> (See Landlord/Tenant, Item 6.)

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 655

PAGE
NO. 20

Item No.	Description
	<p align="center">Section VIII</p> <p align="center"><u>MARRIAGE RECORDS</u></p>
1	<p><u>CIVIL MARRIAGE RECORDS</u> Marriages officiated by the Clerk of Court or other qualified court officer.</p> <p align="center">Retain permanently; transfer periodically to the Hall of Records.</p>
2	<p><u>DIVORCE</u> (See Equity, Section IV, Item 3.)</p>
3	<p><u>FOREIGN MARRIAGE RECORDS</u> Marriages contracted in foreign jurisdictions and recorded by the Clerk of the Circuit Court at the request of one or both of the parties.</p> <p align="center">Retain permanently; transfer periodically to the Hall of Records.</p>
4	<p><u>MARRIAGE APPLICATIONS AND LICENSE FILES</u> The application is the basis for preparation of the license following the waiting period. After the marriage has been performed, one copy of the license is returned to Clerk with the minister's entries thereon for recording on the original application and entry in the Marriage License Book, a third copy with complete entries is forwarded to the Department of Health and Mental Hygiene, Division of Vital Records. Applications for which licenses were not issued in the ensuing ninety (90) days after date of application may be destroyed after audit. The "copy of record" is the entry in the Marriage License Book, Item 5.</p> <p align="center">Retain applications and licenses issued pursuant thereto for three (3) years after posting in the Marriage License Book and until audited, whichever is later, then destroy.</p>
5	<p><u>MARRIAGE LICENSE BOOKS AND INDEXES</u> After return of the license, complete information from the return is entered into the Marriage License Book chronologically by serial number and by names of the parties in the index. This is the record copy of marriages from which certified copies are received by all courts as evidence of the marriage.</p> <p align="center">Retain permanently; transfer periodically to the Hall of Records.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)SCHEDULE
NO. 655PAGE
NO. 21

Item No.	Description
6	<p><u>PHYSICIANS' CERTIFICATES</u></p> <p>Physicians' Certificates, required for marriages of minors in cases of pregnancy, are deposited with the Clerk before issuance of the Marriage License and sealed, to be opened only by order of the Court.</p> <p>Retain sealed physicians' certificates until both parties to the marriage have attained adult status at age eighteen (18), or for eight (8) years, whichever comes first, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE

JUDICIARY OF MARYLAND

Circuit Courts
Allegany County

AGENCY

DIVISION

Item No.

Description

MARYLAND COURT SYSTEM

General Schedule

General Schedule No. 655 governs the retention and disposition of the records of the Maryland Circuit Courts, the Supreme Bench of Baltimore City, and the District Courts.

Schedule approved by Department, Agency or Division Representative

Harold E. Naughton
Signature

County Administrative Judge
Title

1/21/77
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5/21/77
Date

Edward P. ...
Archivist

Date

Secretary

Sub 1278

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO.

655

PAGE NO.

RECORDS RETENTION AND DISPOSAL SCHEDULE

JUDICIARY OF MARYLAND

Circuit Courts
Anne Arundel County

AGENCY

DIVISION

Item No.

Description

MARYLAND COURT SYSTEM

General Schedule

General Schedule No. 655 governs the retention and disposition of the records of the Maryland Circuit Courts, the Supreme Bench of Baltimore City, and the District Courts.

Schedule approved by Department, Agency or Division Representative

Matthew S. Rouse
Signature

EIR
County Administrative Judge

Title

3-11-77
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5/13/77
Date

Edward [Signature]
Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

JUDICIARY OF MARYLAND

Supreme Bench
of Baltimore City

AGENCY

DIVISION

Item No.

Description

MARYLAND COURT SYSTEM

General Schedule

General Schedule No. 655 governs the retention and disposition of the records of the Maryland Circuit Courts, the Supreme Bench of Baltimore City, and the District Courts.

Schedule approved by Department, Agency or Division Representative

Michael Sodars
Signature

Chief Judge of the
Supreme Bench of Baltimore City
Title

2/1/77
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5/13/77
Date

Edward J. [Signature]
Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

JUDICIARY OF MARYLAND
AGENCY

Circuit Courts
Baltimore County
DIVISION

Item No.

Description

MARYLAND COURT SYSTEM
General Schedule

General Schedule No. 655 governs the retention and disposition of the records of the Maryland Circuit Courts, the Supreme Bench of Baltimore City, and the District Courts.

Schedule approved by Department, Agency or Division Representative
County

Frank E. Carson
Signature

Administrative Judge

Title

Feb 15 1977
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5/13/77
Date

Edward C. Pagenfure
Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

JUDICIARY OF MARYLAND

Circuit Courts
Calvert County

AGENCY

DIVISION

Item No.

Description

MARYLAND COURT SYSTEM

General Schedule

General Schedule No. 655 governs the retention and disposition of the records of the Maryland Circuit Courts, the Supreme Bench of Baltimore City, and the District Courts

Schedule approved by Department, Agency or Division Representative

Perry J. Bowen, Jr.
Signature

County Administrative Judge
Title

5/2/77
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5/13/77
Date

Edward [Signature]
Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

JUDICIARY OF MARYLAND

Circuit Courts
Caroline County

AGENCY

DIVISION

Item
No.

Description

MARYLAND COURT SYSTEM

General Schedule

General Schedule No. 655 governs the retention and disposition of the records of the Maryland Circuit Courts, the Supreme Bench of Baltimore City, and the District Courts

Schedule approved by Department, Agency or Division Representative

K. Thomas Everingham
Signature

County Administrative Judge

Title

2-24-77

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5/13/77
Date

Edward C. Gagnier
Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

JUDICIARY OF MARYLAND

Circuit Courts
Carroll County

AGENCY

DIVISION

Item No.

Description

MARYLAND COURT SYSTEM

General Schedule

General Schedule No. 655 governs the retention and disposition of the records of the Maryland Circuit Courts, the Supreme Bench of Baltimore City, and the District courts

Schedule approved by Department, Agency or Division Representative

E. O. Harrell, Jr.
Signature

County Administrative Judge

Title

1/25/74
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5/17/77 *Edward C. ...*
Date Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

JUDICIARY OF MARYLAND

AGENCY

Circuit Courts

Cecil County

DIVISION

Item
No.

Description

MARYLAND COURT SYSTEM

General Schedule

General Schedule No. 655 governs the retention and disposition of the records of the Maryland Circuit Courts, the Supreme Bench of Baltimore City, and the District Courts.

Schedule approved by Department, Agency or Division Representative

Signature

County Administrative Judge

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

JUDICIARY OF MARYLAND

Circuit Courts
Charles County

AGENCY

DIVISION

Item
No.

Description

MARYLAND COURT SYSTEM

General Schedule

General Schedule No. 655 governs the retention and disposition of the records of the Maryland Circuit Courts, the Supreme Bench of Baltimore City, and the District Courts.

Schedule approved by Department, Agency or Division Representative

Harold W. Boush
Signature

County Administrative Judge

Title

5/7/77
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5/13/77
Date

Edward Schomberg
Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

JUDICIARY OF MARYLAND

Circuit Courts
Dorchester County

AGENCY

DIVISION

Item No.

Description

MARYLAND COURT SYSTEM

General Schedule

General Schedule No. 655 governs the retention and disposition of the records of the Maryland Circuit Courts, the Supreme Bench of Baltimore City, and the District Courts.

Schedule approved by Department, Agency or Division Representative

W. E. E. E. E.
Signature

County Administrative Judge

Title

3/21/77
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5/13/77
Date

Edward J. [Signature]
Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

JUDICIARY OF MARYLAND

AGENCY

Circuit Courts
Garrett County

DIVISION

Item No.

Description

MARYLAND COURT SYSTEM

General Schedule

General Schedule No. 655 governs the retention and disposition of the records of the Maryland Circuit Courts, the Supreme Bench of Baltimore City, and the District Courts.

Schedule approved by Department, Agency or Division Representative

Edward A. Magee
Signature

County Administrative Judge
Title

3/22/77
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5/13/77
Date

Edward C. Gagnier
Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

JUDICIARY OF MARYLAND

Circuit Courts
Harford County

AGENCY

DIVISION

Item No.

Description

MARYLAND COURT SYSTEM

General Schedule

General Schedule No. 655 governs the retention and disposition of the records of the Maryland Circuit Courts, the Supreme Bench of Baltimore City, and the District Courts.

Schedule approved by Department, Agency or Division Representative

[Signature]
Signature

County Administrative Judge
Title

[Signature] 1977
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5/3/77
Date

[Signature]
Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

JUDICIARY OF MARYLAND

Circuit Courts
Howard County

AGENCY

DIVISION

Item No.

Description

MARYLAND COURT SYSTEM

General Schedule

General Schedule No. 655 governs the retention and disposition of the records of the Maryland Circuit Courts, the Supreme Bench of Baltimore City, and the District Courts.

Schedule approved by Department, Agency or Division Representative

Sam Maguire
Signature

County Administrative Judge

Title

1/28/77
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5/13/77
Date

Edw. L. ...
Archivist

Date

Secretary



RECORDS RETENTION AND DISPOSAL SCHEDULE

JUDICIARY OF MARYLAND

Circuit Courts
Montgomery County

AGENCY

DIVISION

Item No.

Description

MARYLAND COURT SYSTEM

General Schedule

General Schedule No. 655 governs the retention and disposition of the records of the Maryland Circuit Courts, the Supreme Bench of Baltimore City, and the District Courts.

Schedule approved by Department, Agency or Division Representative

[Signature]

County Administrative Judge

2/22/77

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5/13/77

Date

[Signature]

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

JUDICIARY OF MARYLAND

AGENCY

Circuit Courts
Prince George's County

DIVISION

Item No.

Description

MARYLAND COURT SYSTEM

General Schedule

General Schedule No. 655 governs the retention and disposition of the records of the Maryland Circuit Courts, the Supreme Bench of Baltimore City, and the District Courts.

Schedule approved by Department, Agency or Division Representative

William M. Anthony
Signature

County Administrative Judge

January 24, 1977

Title

Date

Schedule Authorized by Hall of Records/Commission

Disposal Authorized by Board of Public Works

5/13/77

Date

Edward C. Hollister
Archivist

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

JUDICIARY OF MARYLAND

Circuit Courts
Queen Anne's County

AGENCY

DIVISION

Item No.

Description

MARYLAND COURT SYSTEM
General Schedule

General Schedule No. 655 governs the retention and disposition of the records of the Maryland Circuit Courts, the Supreme Bench of Baltimore City, and the District Courts.

Schedule approved by Department, Agency or Division Representative

B. Herbert Turner Jr. County Administrative Judge 31 Jan '77
Signature Title Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5/13/77 Edward Loggins
Date Archivist Date Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

JUDICIARY OF MARYLAND
AGENCY

Circuit Courts
St. Mary's County
DIVISION

Item No.

Description

MARYLAND COURT SYSTEM
General Schedule

General Schedule No. 655 governs the retention and disposition of the records of the Maryland Circuit Courts, the Supreme Bench of Baltimore City, and the District Courts.

Schedule approved by Department, Agency or Division Representative

S. P. A. Mattingly
Signature

County Administrative Judge

Title

8 Feb. 1977
Date

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

2/13/77
Date

E. W. ...
Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

JUDICIARY OF MARYLAND

Circuit Courts
Somerset County

AGENCY

DIVISION

Item No.

Description

MARYLAND COURT SYSTEM

General Schedule

General Schedule No. 655 governs the retention and disposition of the records of the Maryland Circuit Courts, the Supreme Bench of Baltimore City, and the District Courts.

Schedule approved by Department, Agency or Division Representative

Lloyd L. Sumpkins
Signature

Resident
County Administrative Judge

Title

3/17/77

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5/13/77
Date

Edward [Signature]
Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

JUDICIARY OF MARYLAND

Circuit Courts
Talbot County

AGENCY

DIVISION

Item
No.

Description

MARYLAND COURT SYSTEM

General Schedule

General Schedule No. 655 governs the retention and disposition of the records of the Maryland Circuit Courts, the Supreme Bench of Baltimore City, and the District Courts.

Schedule approved by Department, Agency or Division Representative

[Handwritten Signature]

County Administrative Judge

3/8/77

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5/13/77
Date

[Handwritten Signature]
Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

JUDICIARY OF MARYLAND

Circuit Courts
Washington County

AGENCY

DIVISION

Item No.

Description

MARYLAND COURT SYSTEM

General Schedule

General Schedule No. 655 governs the retention and disposition of the records of the Maryland Circuit Courts, the Supreme Bench of Baltimore City, and the District Courts.

Schedule approved by Department, Agency or Division Representative

Irvin H. Rutledge

County Administrative Judge

Jan. 31 '77

IRVINE H. RUTLEDGE

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5/12/77

Date

Edwina C. Chapman

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

JUDICIARY OF MARYLAND

Circuit Courts
Wicomico County

AGENCY

DIVISION

Item No.

Description

MARYLAND COURT SYSTEM

General Schedule

General Schedule No. 655 governs the retention and disposition of the records of the Maryland Circuit Courts, the Supreme Bench of Baltimore City, and the District Courts.

Schedule approved by Department, Agency or Division Representative

Richard M. Kalket

Signature

County Administrative Judge

Title

Jan. 24, 1977

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5/12/77

Date

Eward C. Lawrence

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

JUDICIARY OF MARYLAND
AGENCY

Circuit Courts
Worcester County
DIVISION

Item No.	Description
	<p>MARYLAND COURT SYSTEM</p> <p>General Schedule <i>as amended on Page 10.</i></p> <p>General Schedule No. 655 governs the retention and disposition of the records of the Maryland Circuit Courts, the Supreme Bench of Baltimore City, and the District Courts.</p>

Schedule approved by Department, Agency or Division Representative

William T. [Signature] County Administrative Judge *January 31, 1977*
 Signature Title Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5/13/77 *Edward [Signature]*
 Date Archivist

 Date Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

JUDICIARY OF MARYLAND

District Courts

AGENCY

DIVISION

Item No.

Description

MARYLAND COURT SYSTEM

General Schedule

General Schedule No. 655 governs the retention and disposition of the records of the Maryland Circuit Courts, the Supreme Bench of Baltimore City, and the District Courts.

Schedule approved by Department, Agency or Division Representative

Robert J. ...
Signature

Chief Judge

District Court of Maryland

Feb 1, 1977
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5/13/77
Date

Edward ...
Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

JUDICIARY OF MARYLAND

District Courts

AGENCY

DIVISION

Item
No.

MARYLAND COURT SYSTEM

General Schedule

General Schedule No. 655 governs the retention and disposition of the records of the Maryland Circuit Courts, the Supreme Bench of Baltimore City, and the District Courts.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

5/6/87 

Chief Judge

Date

Signature

Title

Date

State Archivist