DGS-550-1 REV. 6/78

DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE NO.

1409

PAGE NO. 1 Of

12

RECORDS RETENTION AND DISPOSAL SCHEDULE

STA	TE BOARD OF LAW EXAMINERS	
	AG EN CY	DI VI SI ON
Item No.	Description	Retention
1.	This schedule supersedes item 10 (Board of Law Examiners) on Records Retention and Disposal Schedule No. 750.	
	A. General Accounting Records Certificate of Deposit and Bank Deposit Slips (STARS 50-110 Forms) Allocation/Adjustment for Disbursement & Receipt Accounts (STAR 120 Forms) Disbursement Transmittal/Cover Sheets (STARS-102 Forms) Charge-Backs & Account Adjustments Memorandum of Adjustments Monthly Report of State Funds Collected & Deposited (Reported to AOC)	Retain for three (3) years and until all audit require-ments have been fulfilled, then destroy.

Schedule Approved by Department, Agency, or Division Representative

Date

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	_ 		NO. Z OF 1Z
Item No.		Description	Retention
	В.	Special Accounting Records Reports of audits conducted by the Legislative Auditors	Retain for ten (10) years, then destroy.
		Books of Final Entry - General Ledger	s Microfilm. Retain permanently. Transfer peri- odically to the Maryland State Archives.
		Daily Accounting Ledgers (Computer Printouts)	Microfilm. Retain permanently. Transfer peri- odically to the Maryland State Archives.
		Transmittals of Character Questionnaires to the eight judicial circuits	Retain for five (5) years or until value ceases, then destroy.
		Computer records of receipt of application fees.	Retain for two (2) years, then destroy
	C.	Budget and Fiscal Planning Records Budget Estimates Materials and Supplies Physical Inventory Revenue Estimates Executive Planning Process' Maximum Agency Request Ceiling (MARC proposals	ceases, then destroy.
		Budget Work Papers Worksheets, drafts, instructions, explanations/clarifications	Retain for three (3) years after adoption of budget for which they are prepared, then destroy.

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Item No.	Description	Retention
	D. <u>Cash Accounting Records</u>	
	Petty Cash Fund Records	Retain for three (3) years and until all audit require ments have been fulfilled, then destroy.
	Board's Compensation Order File	Retain 20 years, then destroy.
	E. Miscellaneous Accounting Records	
	Budget Papers and Work Sheets Delivery Orders and Receipts Reimbursement Requests Paid Bills and Invoices Requisitions and Purchase Orders Time Sheets	Retain for three (3) years and until all audit require-ments have been fulfilled, then destroy.
	F. Purchasing Records	
	Contracts for Examination Site(s)	Retain 5 years, then destroy.
	Contracts for Board's Retreat Meeting	Retain 5 years, then destroy.
	Catering Contracts for Board Meetings Out-of-Schedule Requisition for Supplies Purchase Order Notice of Award of Contract Report of Partial Delivery Requisitions for Office Supplies Printing Orders (forms)	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
2	. PERSONNEL RECORDS	
	A. Temporary Employee(s)	
	Time Sheets Performance Report	Retain for three (3) years after termination of employment and then destroy.
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RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1409

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	·		No.
Item No.		Description	Retention
	В.	Report of Injury Worker's Compensation First Report of Injury Reports	Retain for 5 years, then destroy.
	c.	Reclassification of Position	
		Position Description	Retain permanently. Transfer peri- odically to the Maryland State Archives.
	D.	Leave Policy	
		Description Information Management/Employee Information re Emergency Closings policy	Screen annually. Destroy material no longer needed for current business.
	. Е.	Employee Evaluation	
		Individual Performance Evaluations	Retain for three (3) years after termination of employment, then destroy.
	F.	Board Members and Board Assistants	·
	•	Orders appointing Board Members	Retain permanently.
			Transfer peri- odically to the Maryland State Archives.
		Orders re-appointing Board Members	Retain permanently. Transfer peri- odically to the Maryland State Archives.
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RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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Item No.	 - -	Description	Retention
		Correspondence Re Board Assistant Appointments	Retain permanently. Transfer peri- odically to the Maryland State Archives.
	G.	Character Committees	
		Orders appointing Character Committee for the Eight Judicial Circuits	s Retain permanently. Transfer peri- odically to the Maryland State Archives.
		Orders re-appointing Character Committees for the Eight Judicial Circuits	Retain permanently. Transfer peri- odically to the Maryland State Archives.
	н.	Bar Examination Assistants	
2		Proctors Contracting to Assist at Bar Examinations	Retain for five (5) years or until reference value ceases, then destroy.
3	·	CHASING	
	Α.	Advertising	
		Legal Notices re Bar Examinations	Retain permanently. Transfer peri- odically to the Maryland State Archives.
		Legal Notices re Rule Changes	Retain permanently. Transfer peri- odically to the Maryland State Archives.

SCHEDULE NO. 1409

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Item No.		Description	Retention
		Press Releases re Bar Examinations Notice to Deans of Maryland and District of Columbia Law Schools and Bar Review Courses	Retain for five (5) years, then destroy.
	В.	Agency Inter-Office Requisitions	
		General Office Supply Orders	Retain for five (5) years, then destroy.
		Office Furniture Purchase Records & Office Equipment Purchase Records Related Equipment Operation Manuals	Retain until equipment is sold, transferred, or destroyed, then
		Office Equipment Purchase Records Operation Manuals	destroy.
	C.	Notice of Award Contract(s)	
	•	Multistate Bar Examination (Educationa Testing Service and American College Testing Contracts	l Retain until superseded.
	D.	Unscheduled Requisitions for Supplies	
		Essay Composition Books for Exam PARTS Purchase Orders, Proofs,	Retain for five (5) years or until reference value ceases, then destroy.
	E	Packing Slips, Shipping Tickets, Bills of Lading	
		Records of Multistate Bar Examination Materials' Shipments	Retain for five (5) years, then destroy.
	F.	Vendor List	138 V
		Office Supply Catalogues	Retain until superseded.

SCHEDULE NO. 1409

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Item		No.
No.	Description	Retention
	G. <u>Correspondence</u> Memos & Letters re supply requests	Retain for three (3) years, then screen and destroy all material not needed for conduct of business.
4	Records Management (Transmittals of Essay . Books)	
	Transmittals (Certificates of Essay Books in Storage)	Retain until Records are disposed of, then destroy.
5.	Applications for Bar Admission (General Bar Examination)	
	A. Applications for individuals admitted	Permanently maintained by the Court of Appeals
	B. Applications for individuals not admitted	Retain permanently. Transfer peri- odically to the Maryland State Archives.
	C. Information files of applicants under waiver (of requirement of graduation from a law school approved by the ABA provision of the Rule.	Retain permanently. Transfer peri- odically to the Maryland State Archives.
6.	Applications for Bar Admission (Out-of- State Attorneys)	Archives.
	A. Applications of attorneys admitted	Permanently maintained by the Court of Appeals
	B. Applications of attorneys not admitted	Retain permanently. Transfer peri- odically to the Maryland State Archives.

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Item No.	Description	Retention
7.	Computer records of individual application and petitions	s Retain for two (2) years, then trans- fer to microfilm and retain microfilm permanently.
		Transfer peri- odically to the Maryland State Archives.
В	. Index Cards containing Individual Applicant Information (before office automation)	Microfilm. Retain permanently. Transfer peri- odically to the Maryland State Archives.
þ	. Bar Examination Essay Books	Retain for five (5) years, then destroy
10	. Bar Examination Records (By Examination Date)	
	A. Grading Sheets	Retain 20 years, then destroy.
	B. Report to the Court of Appeals of Successful/Unsuccessful Candidates	Retain permanently. Transfer peri- odically to the Maryland State Archives.
	C. Statistics	Retain 20 years, then destroy.
	D. Multistate Bar Examination Computer Tapes	Retain 10 years, then destroy.
11	. GENERAL CORRESPONDENCE	·
	With applicants other than "foreign" applicants With "foreign" applicants With legal and State agencies	Retain for one (1) year in active file and then two (2)

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Item No.	Description	Retention
	With Character Committees Miscellaneous (alphabetical file)	years in inactive file, then destroy'
	Multistate Bar Examination (MBE) Score Transfer forms and information	Retain for three (3) years, then destroy.
·	Retained intra-Board correspondence and forms transmitting attorney applications	Retain for five 5) years, then destroy
1	2. Minutes of the State Board of Law Examiner (including Exhibits)	s Retain permanently. Transfer peri- odically to the Maryland State Archives.
1	3. Character and Eligibility Reports	,
	A. Character Reports of Applicants on General Bar Examination	Original report by the Board trans-ferred with file to the Court of Appeals. Trans-ferred periodically to the Maryland State Archives.
	 Written Report of Hearing by Character Committee Transcript of Hearing before Character Committee Written Report of Hearing by Board of Law Examiners Transcript of Hearing before the Board of Law Examiners 	Retain permanently in active files referred back to the Board by the Court when applicants are denied admission to the Bar. Transfer periodically to the Maryland State Archives.
	B. Character Reports of Out-of-State Attorney Applicants 1. Written Report of the Board	Retain permanently. Transfer periodically to the Maryland State

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No.	Description	Retention
 1 4.	2. Transcript of Hearing before Board	Retain permanently.
	Rules Revisions Forms Revisions Grading Procedures Rules Proposals Fee Change Information Required Course on Professionalism (Rule 11) Law School Admissions Council Drug Enforcement Act of 1990 regarding licensing. Consulting Services for Character Committee policy/procedures Proposals Re Character Committees Unusual Requests from Bar Applicants Re the Bar Examination Sunset Law Evaluation Subject Assignments & Grading Schedule for Bar Examinations Acceptance of California's Winter 1990 MBE Score Transfers Legislation Matters	Transfer peri- odically to the Maryland State Archives.
15,	Files of Board Policy Matters Furnishing Questions & Analyses for publication. Furnishing Police Reports to Character Committee Regrading and Review Range Use of Typewriters at Bar Examinations Combining of MBE & Essay Scores by the National Conference of Bar Examiners Confidentiality of Bar Applicant's Records Applicant's Request to Take Bar Examination in a location other than the scheduled site Treatment of Extra Points on Bar Examination Refund of FeesHardship Exceptions to Carry-Over of Scores on Bar Examinations Retaking Examination (Rule 9)	Retain permanently. Transfer peri- odically to the Maryland State Archives.

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		T
Item No.	Description	Retention
	Expungement Meeting with U. of MD and U. of Baltimore Law Students Supplying Copy of Applicant's Application to Law Firms (for cases) Transfer of MBE Scores by National Conference of Bar Examiners Furnishing Names & Addresses of Bar Applicants Review of MBE by Board Members	
1	6. Court Rule change Orders	Retain Permanently. Transfer peri- odically to the Maryland State Archives.
	7. Board Rule change records 3. Working Files	Retain Permanently. Transfer peri- odically to the Maryland State Archives.
	Duplicate Character and Fitness Records	Retain five (5) years, then destroy.
	Files of review procedures and appoint- ment schedules for review per Rule 8	Retain five (5) years, then destroy.
	Retained copies of police reports on bar applicants	Retain five (5) years or until application is received from the Character Committee then destroy.
1	. History Files	A Comment of the Comm
	Letters from Character Committees Transmitting Applications to the Board's office. Evaluation Files of Applicants who failed the bar examination	Retain five (5) years, then destroy. Retain permanently. Transfer peri- odically to the Maryland State

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		NO. 12 OF 12		
No.	Description	Retention		
	State Board of Law Examiners' portion of the <u>Maryland Manual</u>	Maryland State Archives. Retain updated material for future publi- cation, destroy outdated material.		
	Files of Suits Against the Board	Retain permanently. Transfer peri- odically to the Maryland State Archives.		
	Maryland State Bar Association File	Screen annually. Destroy material no longer needed for current business.		
	National Conference of Bar Examiners File	Screen annually. Destroy material no longer needed for current business.		
	Bar Admission Administrators File	Screen annually, Destroy material no longer needed for current business.		
	Chronological Correspondence File	Retain for three (3) years, then destroy.		

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	RECORDS MANAGE	RLOO ROAD	AGENCY RECORDS INVENTURY	
(DGS 550-1)	JESSUP, MARYLAND 20794		PAGE I OF TO	
1. DEPARTMENT/AGENCY State Board of Law Examiners	2. DIVISION		3. UNIT	
			AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	CE AS WELL AS RET	ENTION AND DISPOS		
1. Accounting Records			8. EARLIEST YEAR/LATEST YEAR 1915 TO Present	
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6. RECORD SERIES DESCRIPTION (PRIEPLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Books of Final Entry - General Ledgers				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME	
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People's Resource Center 100 Community Place, Room 1 Crownsville, Maryland 21032	•	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES XD NO		
18. ACCESS RESTRICTIONS TYPE	S D NO	16. AUDIT REQUI	REMENTS	
Bar Admission Rule 19	(IF YES, CITE LAW(S) & REGULATION(S) Bar Admission Rule 19		O NONE OK STATE O FEDERAL O INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) TYES E NO		Microfili Retain perm	namently: Transfer y to the Maryland State	
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19. NAME AND TITLE OF PREPARER	1.0		1	
Bedford T. Bentley, JJr.	(41Q) 514-7		November 1, 1991	
Board Secretary	(248) 214-1		indveniber 1, 1991	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	RECORDS MANAGE	RLOO ROAD IOX 275	AGENCY RECORDS INVENTURY PAGE 2 or 16	
1. DEPARTMENT/AGENCY State Board of Law Examiners	2. DIVISION		3. UNIT	
DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECOR	DS NORMALLY FILED ENTION AND DISPOS	AND USED AS A UNIT FOR	
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C. Reclassification of Position	•			
F, Orders Appointing Board Memi		•		
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11 Orders Appointing and Re-ap	pointing Charact	ter Committees Id	or the Eight Judicial Circuits	
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□ YES & NO		Retain permanently. Transfer periodicall to the Maryland State Archives.		
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Bedford T. Bentley, Jr. Board Secretary	20. TELEPHONE 1 (410) 514-		November 1, 1991	
DGS 550-4 (REVISED 2/87)				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY	
(DGS 550-1)			7AGE	
State Board of Law Examiner:	2. DIVISION	*	3. UNIT	
			AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	CE AS WELL AS RET	ENTION AND DISPOS		
3. Purchasing		-	1977 to Present	
6. RECORD SERIES DESCRIPTION (BR	INFLY DESCRIBE TH		ATION/DOCUMENTS/FORMS FOUND	
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A. Legal Notices re Bar Examin "Legal Notices re Rule Chang			·	
C, Notice of Award Contract(s)	Co			
	•			
7. RECORD SERIÉS FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE	LIMBER	21. DATE	
Bedford T. Bentley, Jr. Board Secretary	(410) 504-		November 1, 1991	
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	RECORDS MANAGE 7278 WATE P.O. E	ENERAL SERVICES MENT DIVISION RLOO ROAD EXX 278 FYLAND 20794	AGENCY RECORDS INVENTURY PAGE 4 OF 16		
1. DEFARTMENT/AGENCY State Board of Law Examiners	2. DIVISION		3. UNIT		
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4. RECORD SERIES TITLE	4. RECORD SERIES TITLE				
			ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES)		
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7. RECORD SERIÉS FORMAT(S) FX LETTER SIZE D MICROFILM D LEGAL SIZE D COMPUTER TAPE D BOUND BOOK D FLOPPY DISK D AUDIO TAPE D VIDEO TAPE D OTHER(SPECIFY)	8. RECORD SERIE O ALPHABETI O NUMERICAL CHRONOLOG O GEOGRAPHI O OTHER (SPE	CAL CAL	9. VOLUME 1/8		
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Bedford T. Bentley, Jr. Board Secretary	20. TELEPHONE (410) 514		November 1, 1991		

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GI RECORDS MANAGEI 7278 WATE P.O. BI	MENT DIVISION RLOO ROAD	AGENCY RECORDS INVENTORY PAGE 5 OF 16	
(DGS 550-1)	JESSUP, MAR	YLAND 20794	PAGE OF	
1. DEPARTMENT/AGENCY State Board of Law Examiners	2. DIVISION		3. UNIT	
DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECOR	DE NORMALLY FILED	AND USED AS A UNIT FOR	
	CE AS WELL AS RET	ENTION AND DISPOS	ITION PURPOSES	
4. RECORD SERIES TITLE /.5 Applications for Bar Adm	ission (General	Bar Examination	8. EARLIEST YEAR/LATEST YEAR 1985 TO Present	
			ATION/DOCUMENTS/FORMS FOUND	
A, Applications for individuals not admitted C. Information files of applicants under waiver (of requirement of graduation from a law school approved by the American Bar Association provision) of the Rule Governing Admission to the Bar of Maryland.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME	
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People's Resource Center 100 Community Place, Room 1. Crownsville, Maryland 21032	210	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) TYES M NO		
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19. NAME AND TITLE OF DOEDADED	20. TELEPHONE N	n næf þ	21. DATE	
Bedford T. Bentley, Jr. Board Secretary	(410) 514-704		November 1, 1991	

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REVISED RECORD SERIES, FORWARD	P.O. BOX 278 JESSUP, MARYLAND 20794		THE THE STATE OF T
WITH RECORDS RETENTION SCHEDULE			h - 1h
(DGS 550-1)			PAGE b OF 1b
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT
State Board of Law Examiners			
DEFINITION-RECORD SERIES-A GROUP	OF RELATED REGOR	DE NORMALLY FILED	AND USED AS A UNIT FOR
	-	ENTION AND DISPOS	
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR
6 , Applications for Bar Adm	ission (Out-Of-S	State Attorneys)	1976 To Present
6. RECORD SERIES DESCRIPTION (BR	IEFLY DESCRIBE TH	K TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND
	THE SERIES.		RPOSE OR FUNCTION OF THE SEPIES
B, Applications of attorneys no	t admitted		•
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7. RECORD SERIÉS FORMAT(S)	8. RECORD SERIES	B SEQUENCE	9. VOLUME
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100 Community Place, Room 1. Crownsville, Maryland 21032-			
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(IF YES, CITE LAW(S) & REGULAT	100(8)		
Bar Admission Rule 19		INONE EST	ATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED! (IF	YES DEPLAIN	18. RECOMMENDE	D RETENTION
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		1	manently. Transfer
D YES OK NO	periodical		ly to the Maryland
		State Arch	ives.
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	<u> </u>	L	
Bedford T. Bentley, Jr.	20. TELEPHONE	NUMBER	21. DATE
Board Secretary	(410) 514-7	044	November 1, 1991
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JEBSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)			PAGE 7 OF 16	
1. DEPARTMENT/AGENCY State Board of Law Examiners	2. DIVISION		3. UNIT	
DEFINITION-RECORD SERIES - A GROUP	OF RELATED RECOR	DS NORMALLY FILED ENTION AND DISPOS	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE 7, Computer records of indivi	•			
6. RECORD SERIES DESCRIPTION (SR IN Computer record (data entry in	THE SERIES. aformation) of in	E TYPES OF INFORM INCLUDE THE PU ndividual bar ap	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES; plications and petitions	
Records on Computer as of 10/9	9/1991:			
General Bar Examination Petitions: W-87 595 S-871181 W-88 655 S-881188 W-89 600 S-891166	S-9 W-9 S-9	0 594 R 0 1216 1 622 1 1295 al Petitions: 9	egistrations: 6335	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME	
TO LETTER SIZE O MICROFILM	O ALPHABETICAL		☐ FILE DRAWER(S) ☐ MICROFILM REEL(S)	
D LEGAL SIZE OX COMPUTER TAPE D BOUND BOOK D FLOPPY DISK	Numerical		5 reels & computer tape(s)	
D AUDIO TAPE D VIDEO TAPE	-DX CHRONOLOG		- OTEM OFFICE	
OTHER(SPECIFY)	GEOGRAPHICAL GOTHER(SPECIFY)		10. ANNUAL ACCUMULATION FILE DRAWER(S) 1 reel	
11. FILE IS USED	<u> </u>	12. FILE BECOME	S INACTIVE AFTER	
CX DAILY D WEEKLY	□ MONTHLY	NUMBER D	MONTH(S) X YEAR(S)	
People's Resource Center 100 Community Place, Room 1.210 Crownsville, Maryland 21032-2026		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) PYES XD NO		
18. ACCESS RESTRICTIONS W YES	. □ NO	16. AUDIT REQUIREMENTS		
Bar Admission Rule 19	rion(s)	O NONE XO STATE O FEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION		
Output Microfiche on IBM System 36; index is produced by examination.			manently. Transfer Lly to the Maryland State	
Bedford T. Bentley, Jr. Board Secretary	20. TELEPHONE NUMBER 2 (401) 514-7044		November 1, 1991	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF G		AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		PAGE <u>8</u> OF <u>16</u>	
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
State Board of Law Examiners		*		
DEFINITION-RECORD SERIES. A GROUP	OF RELATED RECOR	DS NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE		THIS AND DISPOS	5. EARLIEST YEAR/LATEST YEAR	
8. Index Cards Containing Indiv	vidual Applicant	Information	1898 TO 1986	
6. RECORD SERIES DESCRIPTION ("IN	THE SERIES.	K TYPES OF INFORM INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES)	
Index Cards containing Indiv (Dating from 1898)	vidual Applicant	Information (be	fore office automation)	
(50021.6 225 2550)				
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· · · · · · · · · · · · · · · · · · ·	·			
. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
LETTER SIZE MICROFILM	ALPHABETI	CAL	8 R FILE DRAWER(S)	
D LEGAL SIZE D COMPUTER TAPE	D NUMERICAL		☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S)	
D BOUND BOOK D FLOPPY DISK	.D CHRONOLOG	ICAL	NUMBER OTHER(SPECIFY)	
D AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC	CAL		
D OTHER(SPECIFY)	OTHER (SPE	CIFY)	10. ANNUAL ACCUMULATION Description File Drawer(8)	
			0 D MICROFILM REEL(S)	
3" x 5" index cards		· .	NUMBER COMPUTER TAPE(S)	
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
CX DAILY D WEEKLY	□ MONTHLY	<u>20</u> 🗖	MONTH(S) XP YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,F	LOOP POOM	NUMBER		
People's Resource Center		14. IS RECORD SERIES DUPLICATED ELSEWHERE!		
100 Community Place, Room 1.2 Crownsville, Maryland 21032-2	10 026	□ YES X NO		
15. ACCESS RESTRICTIONS X YE		16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULA	TION(S)	_		
Bar Admission Rule 19		A NONE U STA	ATE FEDERAL DINDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDED RETENTION		
□ YES □X NO		Retain per	manently. Transfer	
	•	periodical	lly to the Maryland State	
		Archives.		
19. NAME AND TITLE OF PREPARER	75.00	I ·		
Bedford T. Bentley, Jr.	20. TELEPHONE	· .	November 1 1001	
Board Secretary	(410) 514-704	4	November 1, 1991	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	RECORDS MANAGE 7278 WATE	RLOO ROAD IOX 275	AGENCY RECORDS INVENTURY PAGE 9 OF 16
1. DEFARTMENT/AGENCY State Board of Law Examiner	2. DIVISION		3. UNIT
DEFINITION-RECORD SERIES-A GROU		DB NORMALLY FILED	AND USED AS A UNIT FOR
REFERE	NCE AS WELL AS RET		
10. Bar Examination Records	(By Examination	Date)	5. EARLIEST YEAR/LATEST YEAR 1946 TO Present
Report to the Court of Appeal	N THE SERIES.	INCLUDE THE PU	RPOSE OR FUNCTION OF THE SEPIES
7. RECORD SERIES FORMAT(S) D LETTER SIZE D MICROFILM D LEGAL SIZE D COMPUTER TAPE D BOUND BOOK D FLOPPY DISK	8. RECORD SERIES SEQUENCE ALPHABETICAL RUMERICAL CHRONOLOGICAL		9. VOLUME 5 XD FILE DRAWER(S) D MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY)
O AUDIO TAPE O VIDEO TAPE	© GEOGRAPHIC		10. ANNUAL ACCUMULATION 1/2 % FILE DRAWER(S) MICROFILM REEL(S) NUMBER COMPUTER TAPE(S)
11. FILE IS USED	X2 MONTHLY		OTHER(SPECIFY) S INACTIVE AFTER MONTH(S) D YEAR(S)
People's Resource Center 100 Community Place, Room 1. Crownsville, Maryland 21032-			eries duplicated elsewhere; ecify Agency or office) Clerk's Office, Court of Appeals of Maryland
15. ACCESS RESTRICTIONS # YE (IF YES, CITE LAW(S) & REGUL	ES D NO	16. AUDIT REQUI	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION	
□ YES \$ NO	periodical		rmanently. Transfer lly to the Maryland hives.
Bedford T. Bentley, Jr.	20. TELEPHONE 1 (410) 514-7		November 1, 1991
Board Secretary	1 (120) 527		Roveline 1, 1991
DGS 550-4 (REVISED 2/87)			The man of the contract of the

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)			PAGE 10 OF 16
1. DEPARTMENT/AGENCY State Board of Law Examiners	2. DIVISION		3. UNIT
DEFINITION-RECORD SERIES - A GROUP	OF RELATED RECORD	DE NORMALLY FILED ENTION AND DISPOS	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE 12. Minutes of the State Boar	•	(including	8. EARLIEST YEAR/LATEST YEAR 1944 TO Present
6. RECORD SERIES DESCRIPTION (BR	IEFLY DESCRIBE TH	E TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND
	THE SERIES.		RPOSE OR FUNCTION OF THE SEPTES
Minutes of the State Board of	Law Examiners' n	meetings (includ	ing Exhibits)
		-	
	•		·
AECORD SERIES FORMAT(S)			I
CKLETTER SIZE D MICROFILM	8. RECORD SERIES SEQUENCE		9. VOLUME 1_2^{1} ID FILE DRAWER(S)
LEGAL SIZE COMPUTER TAPE	NUMERICAL		□ MICROFILM REEL(S)
D BOUND BOOK D FLOPPY DISK	- S CHRONOLOGICAL		OCMPUTER TAPE(S) NUMBER D OTHER(SPECIFY)
□ AUDIO TAPE □ VIDEO TAPE	□ GEOGRAPHICAL		10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	OTHER(SPEC	CIFY)	1/8 S FILE DRAWER(S)
	·		MICROFILM REEL(S)
10. PILE IS USED	· · · · · · · · · · · · · · · · · · ·	12. FILE BECOME	S INACTIVE AFTER
DAILY DWEEKLY	CX MONTHLY		MONTH(S) X YEAR(S)
People's Resource Center 100 Community Place, Room 1.210 Crownsville, Maryland 21032-2026		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) UYES UNO	
18. ACCESS RESTRICTIONS 10 YES	• • • • • • • • • • • • • • • • • • • •	16. AUDIT REQUI	REMENTS
(IF YES, CITE LAW(S) & REGULATION(S) Bar Admission Rule 19		D NONE & STATE D FEDERAL D INDEPENDENT	
17. IS AN INDEX SYSTEM USED! (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION	
O YES CK NO			manently. Transfer ly to the Maryland nives
Bedford T. Bentley, Jr.	20. TELEPHONE N		21. DATE
Secretary	(410) 514-7044		November 1, 1991

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	RECORDS MANAGE 7278 WATE	RLOO ROAD	AGENCY RECORDS INVENTORY
(pgs 880-1)	P.O. BOX 278 JESSUP, MARYLAND 20794		PAGE 11 OF 16
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT
State Board of Law Examiners			
DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECOR	DS NORMALLY FILED Ention and dispos	AND USED AS A UNIT FOR
			5. EARLIEST YEAR/LATEST YEAR 1959 TO Present
	THE SERIES. icants on the Ge	eneral Bar Examin	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES) nation
 Transcript of Hearing Written Report of Hea Transcript of Hearing 	before Charactering by Board of before the Boar	er Committee f Law Examiners rd of Law Examin	ers
1. Written Report of the	1. Written Report of the Board		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	8 SEQUENCE	9. VOLUME
KLETTER SIZE D MICROFILM	& ALPHABETICAL		15 % FILE DRAWER(S)
D LEGAL SIZE D COMPUTER TAPE	□ NUMERICAL		☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S)
D BOUND BOOK D FLOPPY DISK	-D CHRONOLOGICAL		NUMBER D OTHER(SPECIFY)
O AUDIO TAPE O VIDEO TAPE	□ GEOGRAPHI	CAL	
OTHER(SPECIFY)	OTHER(SPE	CIFY)	10. ANNUAL ACCUMULATION 1/2 E FILE DRAWER(S)
			O MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER(SPECIFY)
DAILY WEEKLY	& MONTHLY		S INACTIVE AFTER MONTH(S) (X YEAR(S)
People's Resource Center 100 Community Place, Room 1.21 Crownsville, Maryland 21032-20	•	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES X NO	
-	NO NO	16. AUDIT REQUIREMENTS	
Bar Admission Rule 19	rion(s)	NONE O STATE O FEDERAL O INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY MARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION	
C YES XO NO		referred t when appli to the Bar	manently in active files back to the Board by the Court cants are denied admission Transfer periodically cyland State Archives.
Bedford T. Bentley, Jr. Board Secretary	20. TELEPHONE NUMBER (410) 514-7044		Novêmber 1, 1991

INSTRUCTIONS -- TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES. FORWARD 7278 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE 12 OF 16 (DGS 550-1) JESSUP, MARYLAND 20794 1. DEPARTMENT/AGENCY 2. DIVISION 3. UNIT State Board of Law Examiners DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE 5. EARLIEST YEAR/LATEST YEAR File of Miscellaneous Matters considered by the Board <u>1968</u> **TO** Present 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. Rules revisions INCLUDE THE PURPOSE OR FUNCTION OF THE SEPTES Forms Revisions Grading Procedures Rules Proposals Fee Change Information Required Course on Professionalism (Rule 11) Law School Admissions Council Drug Enforcement Act of 1990 regarding licensing Consulting Services for Character Committee policy procedures Proposals Re Character Committees 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME 1 TFILE DRAWER(S) I LETTER SIZE D MICROFILM ALPHABETICAL ☐ MICROFILM REEL(S) □ LEGAL SIZE □ COMPUTER TAPE I NUMERICAL COMPUTER TAPE(S) OTHER (SPECIFY) D BOUND BOOK D FLOPPY DISK .CX CHRONOLOGICAL D AUDIO TAPE D VIDEO TAPE GEOGRAPHICAL 10. ANNUAL ACCUMULATION OTHER(SPECIFY) XP OTHER (SPECIFY) 1/4 C FILE DRAWER(S) ☐ MICROFILM REEL(S) By Subject NUMBER C COMPUTER TAPE(S) OTHER (SPECIFY) 11. FILE IS USED FILE BECOMES INACTIVE AFTER 20 Number DAILY X WEEKLY D MONTH(S) □ MONTHLY X YEAR(S) 3. CURRENT LOCATION(5) (BLDG., FLOOR, ROOM)
People's Resource Center 14. IS RECORD SERIES DUPLICATED ELSEWHERE! (IF YES, SPECIFY AGENCY OR OFFICE) 100 Community Place, Room 1.210 Crownsville, Maryland 21032-2026 TYES X NO 15. ACCESS RESTRICTIONS N YES 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) A NONE O STATE O FEDERAL O INDEPENDENT Bar Admission Rule 19 17. IS AN INDEX SYSTEM USED! (IF YES, EXPLAIN 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY HARDBARK/SOFTWARE) Retain permanently. Transfer periodically to the D YES & NO Maryland State Archives Bedford T. Bentley, Jr. 20. TELEPHONE NUMBER 21. DATE

DGS 550-4 (REVISED 2/87)

Board Secretary

(410) 514-7044

November 1, 1991

" Holding.

- Page 14 of 18 CONTINUED.
 - 1. DEPARTMENT/AGENCY
 State Board of Law Examiners
 - 4. RECORD SERIES TITLE

5. EARLIEST YEAR/LATEST YEAR

16. File of Miscellaneous Matter considered by the Board 1968 to Present of Law Examiners (Continued)

6. RECORD SERIES DESCRIPTION

Unusual Requests from Bar Applicants Re Exam Sunsel Law Evaluation Subject Assignment & Grading Schedules for Bar Examinations Acceptance of California's Winter 1990 MBE Score Transfers Legislation Matters

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEPARTMENT OF G RECORDS MANAGE 7275 WATE P.O. B	MENT DIVISION RLOO ROAD OX 278	AGENCY RECORDS INVENTORY PAGE 13 OF 16		
1. DEPARTMENT/AGENCY State Board of Law Examiners	JESSUP, MAR	YLAND 20794	3. UNIT		
DEFINITION-RECORD SERIES - A GROUP	OF RELATED RECOR	DS NORMALLY FILED ENTION AND DISPOS	AND USED AS A UNIT FOR		
4. RECORD SERIES TITLE 15. Files of Board Policy Mat	•		5. EARLIEST YEAR/LATEST YEAR 1970 to Present		
Policies on: Furnishing Questions & Analyses for publication Furnishing Police Reports to Character Committee Regrading and Review Range Use of Typewriters at Bar Examinations Combining of MBE & Esssay Scores by the National Conference of Bar Examiners Confidentiality of Bar Applicant's Records Applicant's Request to Take Bar Examination in a location other than the scheduled site					
7. RECORD SERIES FORMAT(S) C LETTER SIZE C MICROFILM XD LEGAL SIZE C COMPUTER TAPE D BOUND BOOK C FLOPPY DISK AUDIO TAPE C VIDEO TAPE OTHER(SPECIFY)	8. RECORD SERIES SEQUENCE ALPHABETICAL RUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER(SPECIFY)		9. VOLUME 3 % FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY) 10. ANNUAL ACCUMULATION 1/8 % FILE DRAWER(S) MICROFILM REEL(S)		
11. FILE IS USED	D 100 mg 10	1 ^^	S INACTIVE AFTER		
People's Resource Center 100 Community Place, Room 1.210 Crownsville, Maryland 21032-2026		20 MONTH(S) CX YEAR(S) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) 12 YES R NO			
15. ACCESS RESTRICTIONS XI YES (IF YES, CITE LAW(S) & REGULAT Bar Admission Rule 19	□ NO	16. AUDIT REQUIREMENTS ON NOME O STATE O FEDERAL O INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA		Retain perman Transfer peri State Archive	ently. odically to the Maryland s.		
Bedford T. Bentley, Jr. Board Secretary	20. TELEPHONE N (410) 514-70		November 1, 1991		

Page 15 of 18 CONTINUED.

1. DEPARTMENT/AGENCY
State Board of Law Examiners

6. RECORD SERIES DESCRIPTION

4. RECORD SERIES TITLE17. Files of Board Policy Matters (Continued)

- 5. EARLIEST YEAR/LATEST YEAR

 1970 to Present
- Policies on:
 Review of Multistate Bar Examination (MBE) by Board Members
 Treatment of Extra Points on Bar Examination
 Refund of Fees--Hardship
 Exceptions to Carry-Over of Scores on Bar Examinations
 Retaking Examination (Rule 9)
 Expungement
 Meeting with U. of MD and U. of Baltimore Law Students
 Supplying Copy of Applicant's Application to Law Firms (for cases)
 Transfer of MBE Scores by National Conference of Bar Examiners
 Furnishing Names & Addresses of Bar Applicants



INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY PAGE 14 or 16		
1. DEFARTMENT/AGENCY State Board of Law Examiners	2. DIVISION		3. UNIT		
DEFINITION-RECORD SERIES - A GROUP OF RELATED REGORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE 16. Court Rule change Orders			5. EARLIEST YEAR/LATEST YEAR 1970 to Present		
; * · · · · · · · · · · · · · · · · · ·	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPTES)		
7. RECORD SERIES FORMAT(S) 1 LETTER SIZE MICROFILM X LEGAL SIZE COMPUTER TAPE 1 BOUND BOOK FLOPPY DISK	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CK CHRONOLOGICAL GEOGRAPHICAL OTHER(SPECIFY)		9. VOLUME 1		
O OTHER(SPECIFY)			10. ANNUAL ACCUMULATION 1/32 % FILE DRAWER(S) D MICROFILM REEL(S) NUMBER COMPUTER TAPE(S)		
11. FILE IS USED DAILY WEEKLY	CX MONTHLY	00	OTHER(SPECIFY) S INACTIVE AFTER MONTH(S) CX YEAR(S)		
People's Resource Center 100 Community Place. Room 1.210 Crownsville, Maryland 21032		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) 1 YES IX NO			
18. ACCESS RESTRICTIONS DYES DNO		16. AUDIT REQUIREMENTS R NONE O STATE O FEDERAL O INDEPENDENT			
17. IS AN INDEX SYSTEM USED! (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDED RETENTION			
C YES OX NO		Retain Permanently. Transfer periodically to the the Maryland State Archives.			
19. NAME AND TITLE OF PREPARER Bedford T. Bentley, Jr. Board Secretary (410) 514-7044			November 1, 1991		

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY			
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 850-1)			PAGE <u>15</u> OF <u>16</u>			
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT			
State Board of Law Examiners		٠.				
DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES						
4. RECORD SERIES TITLE		5. EARLIEST YEAR/LATEST YEAR				
17. Board Rule change records			<u> 1970 то Prese</u> nt			
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND						
	THE SERIES.		RPOSE OR FUNCTION OF THE SERIES			
Documents, correspondence, proposals, advertisements, drafts, and final change formats for changes to Rules of the Board						
		•				
	•		•			
	*					
7. RECORD SERIÉS FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME			
TX LETTER SIZE D MICROFILM	- ALPHARETI	CAL	1 % File DRAWER(S)			
D LEGAL SIZE D COMPUTER TAPE	□ NUMERICAL		D MICROFILM REEL(S) D COMPUTER TAPE(S)			
D BOUND BOOK D FLOPPY DISK	R CHRONOLOGICAL		NUMBER OTHER(SPECIFY)			
AUDIO TAPE U VIDEO TAPE	□ GEOGRAPHICAL					
OTHER(SPECIFY)	OTHER(SPECIFY)		10. ANNUAL ACCUMULATION 1/32 CK FILE DRAWER(8)			
			MICROFILM REEL(S) RUMBER D COMPUTER TAPE(S) D OTHER(SPECIFY)			
11. FILE IS USED			S INACTIVE AFTER			
DAILY DWEEKLY	MONTHLY	20 month(s) R Year(s)				
People's Resource Center 100 Community Place, Room 1.210 Crownsville, Maryladn 21032-2026		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) U YES M NO				
18. ACCESS RESTRICTIONS OF YES ON		16. AUDIT REQUIREMENTS				
(IF YES, CITE LAW(S) & REGULAT	rion(s)	XO NONE O STATE O FEDERAL O INDEPENDENT				
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN		18. RECOMMENDED RETENTION				
BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) O YES OK NO		Retain permanently.				
		Transfer periodically to the Maryland State Archives.				
· •						
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE			
Bedford T. Bentley, Jr. Board Secretary	(410) 514-7044		November 1, 1991			

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY			
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)			PAGE 16 OF 16			
1. DEFARTMENT/AGENCY State Board of Law Examiners	2. DIVISION		3. UNIT			
			<u> </u>			
DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES						
4. RECORD SERIES TITLE 19 . History Files	•		5. EARLIEST YEAR/LATEST YEAR 1960 TO Present			
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)						
raluation Files of Applicants	who failed the	bar examination				
State Board of Law Examiners' portion of the Procedures Manual of the Administrative						
Files of Suite Against the Boa	rd					
	•					
7. RECORD SERIÉS FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME			
X LETTER SIZE O MICROFILM	ALPHABETIC	CAL	3 PILE DRAWER(S)			
T LEGAL SIZE COMPUTER TAPE	D NUMERICAL		D MICROFILM REEL(S) D COMPUTER TAPE(S)			
D BOUND BOOK D FLOPPY DISK	· CHRONOLOGICAL		Data Box Storage Sys.			
C AUDIO TAPE C VIDEO TAPE	□ GEOGRAPHICAL		10. ANNUAL ACCUMULATION			
OTHER(SPECIFY)	OTHER(SPECIFY)		1/2 D FILE DRAWER(S)			
	·		D MICROFILM REEL(S) RUBBER D COMPUTER TAPE(S)			
			OTHER(SPECIFY)			
FILE IS USED WEEKLY	- MONTHLY	12. FILE BECOMES INACTIVE AFTER 20 DMONTH(S) SYEAR(S)				
People's Resource Center 100 Community Place, Room 1.210 Crownsville, Maryland 21032-2026		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES D NO				
18. ACCESS RESTRICTIONS X YES NO		16. AUDIT REQUIS	REMENTS			
(IF YES, CITE LAW(S) & REGULATION(S) Bar Admission Rule 19		XO NONE O STATE O FEDERAL O INDEPENDENT				
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION				
□ YES DX NO		Retain permanently. Transfer periodically to the Maryland State Archives.				
Bedford T. Bentley, Jr. Board Secretary	20. TELEPHONE NUMBER (410) 514-7044		November 1, 1991			