

OFFICE OF THE ATTORNEY GENERAL

Courts Division
Saint Paul Plaza - 16th Floor
200 Saint Paul Place
Baltimore, Maryland 21202
410-576-7935

MEMORANDUM



TO: Paul Lamerson
Department of General Services
Record Management Division
7275 Waterloo Road
P.O. Box 275
Jessup, Maryland 20791

FROM: Susan Whiteford

RE: Records Retention Schedule 662A-1

DATE: October 19, 1999

Enclosed please find the originals of Schedule 662A-1 which makes certain changes to the Orphans' Court and Register of Wills Records Retention Schedule.

I was told to send these documents directly to you.

I would appreciate it if someone will let me know when the changes are finalized so I can notify the Registers of Wills.

Thanks again for your assistance in this matter.

cc: George M. Nutwell, Jr.
Margaret H. Phipps
Pat Melville

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.
 662 A-1
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Agency
 Maryland Court System
 Probate Records

Division/Unit
 Orphans' Courts
 and
 Register of Wills

Item No.	Description	Retention
9 10	Add an amendment to items 9 and 10. The amendment will be numbered 9(a) and 10(a). Items 9 and 10 deal with claims filed in Decedents' estate. For Decedents dying on or after 5/19/89, a claim can be filed when no estate is opened. With the amendments to 9 and 10, claims that are filed before an estate is opened will be stored electronically and forwarded periodically to the Maryland State Archives.	9(a) See 10(a) 10(a) When a claim is recorded in the claims docket, and there is no estate of record, the claim may be electronically scanned and stored. After the image(s) is verified, the paper copy of the claim may be destroyed. The electronic record shall be retained permanently and transferred periodically to the Maryland State Archives.
35	Add an item 35. Legal heir forms are used to transfer an automobile when there are no other probate assets. Legal heir forms are not required for decedents dying on or after 1/1/98.	Retain 5 years from date of issue, then destroy.

Schedule Approved by Department, Agency, or Division Representative
 Date 8/9/99
 Signature *William F. Lashbaugh, Jr.*
 Typed Name William F. Lashbaugh, Jr.
 Title Register of Wills for Allegany County

Schedule Authorized by State Archivist
 Date NOV 9 1999
 Signature *Edward C. Papenfuss*