	DEPARTMENT OF GENERAL SERVICES	Schedule No. 2687	
RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Page 1 of 8	
Agency Division/Unit REGISTERS OF WILLS AND ORPHANS' COURTS			
tem No.	Description	Retention	
	MARYLAND COURT SYSTEM		
	Probate Records		
	REGISTERS OF WILLS AND ORPHANS' COURTS		
	GENERAL RETENTION AND DISPOSAL SCHEDULE		
	No. <u>26</u> 87		
	General Schedule No.2 <u>697</u> governs the retention and disposal or records created by or deposited in the Offices of the Registers of Wills and the Orphans' Courts.		
	Records from this series that are maintained permanently will be transferred to the Maryland State Archives.		
	This Schedule supersedes Schedules 662, 662A1, and 662A2.		
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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. 7687
REC	CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 2 of 8
Agency REGISTER	Divisio S OF WILLS AND ORPHANS' COURTS	n/Unit
Item No.	Description	Retention
	Section I	and the second
	ADMINISTRATIVE OFFICE RECORDS	
1.	GENERAL ADMINISTRATIVE CORRESPONDENCE	
	General correspondence, reports and miscellaneous papers relating to the operation and organization of the office of the Register of Wills, including formal and informal opinions and correspondence with the Office of the Attorney General.	Retain permanently opinions and correspondence with the Office of the Attorney General, office organization papers, reports, and material having continuing legal and/or administrative value to the operation of the office.
		three (3) years, then destroy.
2.	PERSONNEL FILES	
	Papers, correspondence and forms related to employment in the office of the Register of Wills, including application forms, change in status information, tax reporting forms, complaints and other miscellaneous records, and forms and correspondence pertaining to the individual employee.	Retain for twelve (12) years after termination of service, then destroy.

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Agency Division/Unit REGISTERS OF WILLS AND ORPHANS' COURTS			
Item No.	Description	Retention	
	Section II		
	FISCAL RECORDS		
1.	AUDIT RECORDS		
	Audit reports, discussion notes, and correspondence with the Office of Legislative Audits.	Retain permanently; transfer periodically to the Maryland State Archives.	
2.	BUDGET AND FISCAL PLANNING RECORDS		
	Materials and supplies physical inventory Report of fixed assets Report of materials and supplies	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.	
3.	GENERAL ACCOUNTING RECORDS		
	Bank deposit slips Bank statements Credit transmittals	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.	
4.	MISCELLANEOUS ACCOUNTING RECORDS		
	Bank books, statements and deposit receipts Cash receipts and disbursements Delivery orders and receipts DGS disposal forms and contracts Employee reimbursements Expense Sheets Paid bills and invoices Periodic financial reports to local and State agencies Receipt copies Reconciliation balance sheets Returned check or check copy	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.	

	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. 2687
REC	CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 4 of 8
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Item No.	Description	Retention
5.	<u>PURCHASING RECORDS</u> Contracts awarded Monthly credit card reports Monthly credit card statements Purchase orders Requisition of supplies Stores requisition	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
6.	PAYROLL RECORDS Central Payroll Bureau pay reports Central Payroll Bureau payroll and check registers Employee weekly and annual time sheets	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

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REC	RECORDS MANAGEMENT DIVISION CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 5 of 8	
Agency REGISTER	Divisio RS OF WILLS AND ORPHANS' COURTS	on/Unit	
Item No.	Description	Retention	
	Section III		
	PROBATE RECORDS		
1.	ADMINISTRATION/ESTATE DOCKETS FOR ESTATES OPENED THROUGH SEPTEMBER 30, 2014.		
	Paper record of administration of estates listing all papers issued or received with dates of filing, estate numbers, and names of estates.	Retain permanently; transfer periodically to the Maryland State Archives.	
2.	ADMINISTRATION/ESTATE DOCKETS FOR ESTATES OPENED COMMENCING OCTOBER 1, 2014.		
	Digital record of administration of estates listing all papers issued or received with dates of filing, estate numbers, and names of estates.	Retain permanently; transfer annually to the Maryland State Archives.	
3.	CLAIMS AGAINST DECEDENTS WITH NO ESTATE OF RECORD FILED THROUGH MAY 18, 1989.		
	Record of claims against decedents.	Retain permanently; transfer periodically to the Maryland State Archives.	
4.	CLAIMS AGAINST DECEDENTS WITH NO ESTATE OF RECORD FILED ON OR AFTER MAY 19, 1989.		
	Record of claims against decedents.	Scan original paper record to Maryland State Archives standards then destroy. Retain images permanently, and transfer annually to the Maryland State Archives.	

REC	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. Z687 Page 6 of 8	
Agency REGISTER	Division AS OF WILLS AND ORPHANS' COURTS	on/Unit	
Item No.	Description	Retention	
5.	ESTATE FILES FOR ESTATES OPENED THROUGH SEPTEMBER 30, 2014.		
	All papers docketed in an estate are scanned to State Archives standards and the original papers filed in the estate case file under estate number.	Retain digital images and original paper files permanently; transfer digital images annually and original paper files periodically to the Maryland State Archives.	
6.	ESTATE FILES FOR ESTATES OPENED COMMENCING OCTOBER 1, 2014.		
	All papers docketed in an estate are scanned to State Archives standards and the original papers filed in the estate case file under estate number.	Retain digital images permanently; transfer annually to the Maryland State Archives.	
	Refer to Item No. 10 for retention of wills and codicils filed in estates.	Six (6) months after the closing of an estate the Personal Representative ("P.R.") shall be given notice that he/she has sixty (60) day to retrieve the original paper file in person or by mail, cost to be paid by the P. R. At expiration of sixty (60) days, if no response received or P.R. declines to retrieve file, destroy original paper file.	
7.	GUARDIAN ACCOUNTS, BONDS, DOCKETS AND INDEXES		
	Record of accounting by guardians for receipts and disbursements to and for wards giving names, account numbers, itemized expenditures and receipts with dates of filing and approval by the Orphans' Court and record of the bonding of guardians with names of the bonders and bondees, the amounts, conditions and obligations of the bonds, names of the wards and certifications by the Registers of Wills.	Retain permanently; transfer periodically to the Maryland State Archives.	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No. 2687	
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Item No.	Description	Retention	
8.	MINUTES AND PROCEEDINGS OF THE ORPHANS' COURT AND INDEXES		
	Summary of proceedings of the Orphans' Court.	Retain digital images and bound books permanently; transfer digital images and bound books periodically to the Maryland State Archives.	
9.	VERBATIM PROCEEDINGS OF THE ORPHANS' COURT		
	Records of courtroom proceedings before an Orphans' Court, which reflect accurately the spoken word and nonverbal communication and action, and any accompanying notes, "recording logs," etc., recorded by an audiographer, reporter, videographer, courtroom clerk or other individual, through use of an electronic device, digital device, magnetic audio or video tape, steno mask equipment, stenotype machine, written symbols or other medium.	Retain verbatim proceedings for twelve (12) years, then destroy.	
10.	WILLS AND CODICILS AND INDEXES		
	Original wills and codicils, probated and unprobated, and probated copies of wills and codicils which are filed with the Estate Case Files and indexed.	Retain permanently; transfer periodically to the Maryland State Archives.	
11.	WILLS AND CODICILS OF LIVING PERSONS AND INDEXES		
	Wills deposited by testators or agents for safekeeping with the Registers of Wills. Indexed by names of the testators. The wills are restricted pursuant to Estates and Trusts Article, §4-201(d). Wills are stored until claimed by testator or agent or, after death, upon petition to open an estate or transfer will to appropriate venue for probate.	Retain unclaimed wills for eighty (80) years after deposit, then transfer permanently to the Maryland State Archives.	
		Retain index permanently; transfer periodically to the Maryland State Archives.	

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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet) Agency Divisi REGISTERS OF WILLS AND ORPHANS' COURTS		E Schedule No. 7687 Page 8 of 8 Division/Unit	
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	REGISTERS OF WILLS AND ORPHANS' COURTS		
	GENERAL RETENTION AND DISPOSAL SCHEDULE		
	No. <u>26</u> 87		
	General Schedule No. <u>Z687</u> governs the retention and disposal or records created by or deposited in the Offices of the Registers of Wills and the Orphans' Courts.		
	Records from this series that are maintained permanently will be transferred to the Maryland State Archives.		
	This Schedule supersedes Schedules 662, 662A1, and 662A2.		
Schedule Approved by Department, Agency, or Division Representative		Schedule Approved by State Archivist	
Date: <u>8-27-2014</u>		Date:	
Signature: Dyron Marfaelan		9-12-14	
Typed Name: <u>Byron E. Macfarlane</u>		Signature:	
fitle: <u>Regi</u>	ster of Wills for Howard County	- innothin D. Bd	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. 2687 Page 8 of 8	
Agency REGISTER	Divis RS OF WILLS AND ORPHANS' COURTS	sion/Unit	
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	<section-header>         MARYLAND COURT SYSTEM         Probate Records         REGISTERS OF WILLS AND ORPHANS' COURTS         GENERAL RETENTION AND DISPOSAL SCHEDULE         No. 2607         General Schedule No.2667 governs the retention and disposal or records created by or deposited in the Offices of the Registers of Wills and the Orphans' Courts.         Records from this series that are maintained permanently will be transferred to the Maryland State Archives.         This Schedule supersedes Schedules 662, 662A1, and 662A2.</section-header>		
Schedule Approved by Department, Agency, or Division Representative Date: <u>9-17-14</u> Signature: <u>Palecra 40. Aren</u>		Schedule Approved bý State Archivist Date:	
Typed Name: <u>Rebecca D. Drew</u>		Signature:	
Title: <u>Regi</u>	ster of Wills for Allegany County		

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. 2687 Page 8 of 8	
			Agency REGISTER
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	General Schedule No. <b>2667</b> governs the retention and disposal or records created by or deposited in the Offices of the Registers of Wills and the Orphans' Courts.		
	Records from this series that are maintained permanently will be transferred to the Maryland State Archives.		
	This Schedule supersedes Schedules 662, 662A1, and 662A2.		
Schedule A Representa	pproved by Department, Agency, or Division tive	Schedule Approved by State Archivist	
Date: Signature: June M. Poukers		Date:	
Typed Name: Lauren M. Parker		Signature:	
	ster of Wills for Anne Arundel County	And Andrewson, DOT - Managara (1999)	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. 2687 Page 8 of 8	
Agency REGISTER	Divis S OF WILLS AND ORPHANS' COURTS	sion/Unit	
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	General Schedule No. 267 governs the retention and disposal or records created by or deposited in the Offices of the Registers of Wills and the Orphans' Courts.		
i. E	Records from this series that are maintained permanently will be transferred to the Maryland State Archives.		
	This Schedule supersedes Schedules 662, 662A1, and 662A2.		
Representat		Schedule Approved by State Archivist	
Date: 09/29/2014 Signature: David B. aller		Date:	
	: _David B. Allen	Signature:	
Title: <u>Regis</u>	ter of Wills for Baltimore City	The second	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. 2687 Page 8 of 8	
Agency	Divis RS OF WILLS AND ORPHANS' COURTS	ion/Unit	
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	MARYLAND COURT SYSTEM Probate Records REGISTERS OF WILLS AND ORPHANS' COURTS GENERAL RETENTION AND DISPOSAL SCHEDULE No. <u>2687</u> General Schedule No. <u>2687</u> governs the retention and disposal or records created by or deposited in the Offices of the Registers of Wills and the Orphans' Courts. Records from this series that are maintained permanently will be transferred to the Maryland State Archives. This Schedule supersedes Schedules 662, 662A1, and 662A2.		
<b>Representa</b> Date: Signature: _ Typed Nam	pproved by Department, Agency, or Division tive <u>9-24-4</u> <u>Heave</u> <u>B</u> Concern e: <u>Grace G. Connolly</u> <u>ster of Wills for Baltimore County</u>	Schedule Approved by State Archivist Date: Signature:	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. 2687 Page 8 of 8	
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	No. 2687		
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Schedule A Representa	pproved by Department, Agency, or Division ative	Schedule Approved by State Archivist	
Date: September 24, 20,4 Signature: Margaret H. Phipho		Date:	
- ,	e: Margaret H. Phipps	Signature:	
itle: <u>Reg</u> i	ister of Wills for Calvert County		

REC	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION ORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. 2687 Page 8 of 8	
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	MARYLAND COURT SYSTEM Probate Records REGISTERS OF WILLS AND ORPHANS' COURTS		
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	GENERAL RETENTION AND DISPOSAL SCHEDULE		
	No. <u>268</u> 7		
	General Schedule No. <b>2657</b> governs the retention and disposal or records created by or deposited in the Offices of the Registers of Wills and the Orphans' Courts.		
	Records from this series that are maintained permanently will be transferred to the Maryland State Archives.	orden - series	
	This Schedule supersedes Schedules 662, 662A1, and 662A2.		
Schedule A Representa	pproved by Department, Agency, or Division tive	Schedule Approved by State Archivist	
Date:	4/24/24 Name I Valor	Date:	
Typed Nam	e James L. Phelps	Signature:	
Tida Daal	ister of Wills for Caroline County		

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. 2487 Page 8 of 8	
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Schedule A Representa	pproved by Department, Agency, or Division tive	Schedule Approved by State Archivist	
	9/24/14	Date:	
Signature:			
Typed Nam	e: <u>Paul G. Zimmermann</u>	Signature:	
Title: <u>Regi</u>	ster of Wills for Carroll County		

REC	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION ORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. 2687 Page 8 of 8
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	GENERAL RETENTION AND DISPOSAL SCHEDULE	A. C. Starter
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Schedule A Representa	pproved by Department, Agency, or Division	Schedule Approved
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Signature: _	ally & Hickle	-
Typed Nam	e: <u>Allyn Price Nickle</u>	Signature:
Title: <u>Regi</u>	ster of Wills for Cecil County	

	DEPARTMENT OF GENERAL SERVICES	Schedule No. 2687
RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Page 8 of 8
Agency	Divis RS OF WILLS AND ORPHANS' COURTS	ion/Unit
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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. 2687 Page 8 of 8	
REC	ORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		
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	This Schedule supersedes Schedules 662, 662A1, and 662A2.		
Schedule A Representa	pproved by Department, Agency, or Division tive	Schedule Approved by State Archivist	
Date: <u> </u>	Harin X Lewis'	Date:	
Гуреd Nam	e: _Doris K. Lewis	Signature:	
Title: <u>Regi</u>	ster of Wills for Dorchester County_		

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. 2687 Page 8 of 8	
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	No. 2607		
	General Schedule No. <b>2417</b> governs the retention and disposal or records created by or deposited in the Offices of the Registers of Wills and the Orphans' Courts.		
	Records from this series that are maintained permanently will be transferred to the Maryland State Archives.		
	This Schedule supersedes Schedules 662, 662A1, and 662A2.		
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Date: <u>9.</u> Signature	24.14 The mikeller	Date:	
	e: <u>Sharon M. Keller</u>	Signature:	
Title: <u>Regi</u>	ster of Wills for Frederick County_		

	DEPARTMENT OF GENERAL SERVICES	Schedule No. 2687
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Signature: <u>\</u>	-Bito & Watson)	
	e: <u>Rita L. Watson</u>	Signature:
nue. <u>_Kegi</u>	ster of Wills for Garrett County	

REC	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION ORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. 2687 Page 8 of 8
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	No. <u>268</u> 7	
	General Schedule No. <b>2657</b> governs the retention and disposal or records created by or deposited in the Offices of the Registers of Wills and the Orphans' Courts.	
	Records from this series that are maintained permanently will be transferred to the Maryland State Archives.	
	This Schedule supersedes Schedules 662, 662A1, and 662A2,	
Schedule A Representa	pproved by Department, Agency, or Division tive	Schedule Approved by State Archivist
Date: 9/29/14		Date:
Signature: _		
Гуреd Nam	e: _Derek Hopkins	Signature:
Fitle: <u>Regi</u>	ster of Wills for Harford County	

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	e: <u>Nancy Lee Jewell</u>	Signature:
Title: <u>Regi</u>	ster of Wills for Kent County	

	DEPARTMENT OF GENERAL SERVICES	Schedule No. 2687
RECO	RECORDS MANAGEMENT DIVISION ORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 8 of 8
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	This Schedule supersedes Schedules 662, 662A1, and 662A2.	
Schedule A Representa	pproved by Department, Agency, or Division tive	Schedule Approved by State Archivist
Date: Signature: _	gaseph m Sight	Date:
Typed Name	Joseph M. Griffin	Signature:
	ster of Wills for Montgomery County	

REC	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION ORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. 2687 Page 8 of 8	
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	GENERAL RETENTION AND DISPOSAL SCHEDULE No. <u>268</u> 7		
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REC	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION ORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. 2687 Page 8 of 8	
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	e: _Winsie A. Cannon	Signature:	

REC	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION ORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. 2687 Page 8 of 8
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	DEPARTMENT OF GENERAL SERVICES	Schedule No. 2687	
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Agency	Divis RS OF WILLS AND ORPHANS' COURTS	sion/Unit	
Item No.	Description	Retention	
	MARYLAND COURT SYSTEM Probate Records REGISTERS OF WILLS AND ORPHANS' COURTS GENERAL RETENTION AND DISPOSAL SCHEDULE No. <u>1687</u> General Schedule No. <u>268</u> governs the retention and disposal or records created by or deposited in the Offices of the Registers of Wills and the Orphans' Courts. Records from this series that are maintained permanently will be transferred to the Maryland State Archives. This Schedule supersedes Schedules 662, 662A1, and 662A2.		
Representa Date: Signature: Typed Nam	pproved by Department, Agency, or Division tive $\frac{1}{24 \int 14}$ $\int a_{m_{1}} 2 M_{1} da_{1}$ e: <u>Gary W. Miller</u> ster of Wills for Somerset County	Schedule Approved by State Archivist Date: Signature:	

DEPARTMENT OF GENERAL SERVICES		Schedule No. 2687
REC	RECORDS MANAGEMENT DIVISION ORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 8 of 8
Agency REGISTER	Divis RS OF WILLS AND ORPHANS' COURTS	ion/Unit
Item No.	Description	Retention
	MARYLAND COURT SYSTEM Probate Records REGISTERS OF WILLS AND ORPHANS' COURTS GENERAL RETENTION AND DISPOSAL SCHEDULE No. <u>7687</u> General Schedule No. <u>7687</u> governs the retention and disposal or records created by or deposited in the Offices of the Registers of Wills and the Orphans' Courts. Records from this series that are maintained permanently will be transferred to the Maryland State Archives.	
Representa Date: Signature: _ Typed Name	pproved by Department, Agency, or Division tive <u>09/24/2014</u> <u>Paticia E. Campen</u> e: <u>Patricia E. Campen</u> ster of Wills for Talbot County_	Schedule Approved by State Archivist Date: Signature:

DEPARTMENT OF GENERAL SERVICES	Schedule No. 2687	
RECORDS MANAGEMENT DIVISION ORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 8 of 8	
	ion/Unit	
Description	Retention	
MARYLAND COURT SYSTEM         Probate Records         REGISTERS OF WILLS AND ORPHANS' COURTS         GENERAL RETENTION AND DISPOSAL SCHEDULE         No. <u>2687</u> General Schedule No. <u>2697</u> governs the retention and disposal or records created by or deposited in the Offices of the Registers of Wills and the Orphans' Courts.         Records from this series that are maintained permanently will be transferred to the Maryland State Archives.         This Schedule supersedes Schedules 662, 662A1, and 662A2.		
pproved by Department, Agency, or Division tive 19/24/2014 Jason M. Malott	Schedule Approved by State Archivist Date:	
	RECORDS MANAGEMENT DIVISION ORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet) Divis SS OF WILLS AND ORPHANS' COURTS Description MARYLAND COURT SYSTEM Probate Records REGISTERS OF WILLS AND ORPHANS' COURTS GENERAL RETENTION AND DISPOSAL SCHEDULE No. <u>2687</u> General Schedule No. <u>2687</u> General Schedule No. <u>2687</u> General Schedule No. <u>2687</u> Ceneral Schedule No. <u>2687</u> State Archives. Records from this series that are maintained permanently will be transferred to the Maryland State Archives. This Schedule supersedes Schedules 662, 662A1, and 662A2.	

REC	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION ORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. 2687 Page 8 of 8
Agency	Divis RS OF WILLS AND ORPHANS' COURTS	ion/Unit
Item No.	Description	Retention
	MARYLAND COURT SYSTEM Probate Records REGISTERS OF WILLS AND ORPHANS' COURTS GENERAL RETENTION AND DISPOSAL SCHEDULE No. 2697 General Schedule No. 2697 governs the retention and disposal or records created by or deposited in the Offices of the Registers of Wills and the Orphans' Courts. Records from this series that are maintained permanently will be transferred to the Maryland State Archives. This Schedule supersedes Schedules 662, 662A1, and 662A2.	
Representa Date: /// Signature:(	pproved by Department, Agency, or Division tive stenday 24 2014 August Jenus e: Karen A. Lemon	Schedule Approved by State Archivist Date: Signature:

	DEPARTMENT OF GENERAL SERVICES	Schedule No. 2687
REC	RECORDS MANAGEMENT DIVISION ORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 8 of 8
Agency	Divis RS OF WILLS AND ORPHANS' COURTS	ion/Unit
Item No.	Description	Retention
	MARYLAND COURT SYSTEM   Probate Records   REGISTERS OF WILLS AND ORPHANS' COURTS   GENERAL RETENTION AND DISPOSAL SCHEDULE   No 2607   General Schedule No 2607 governs the retention and disposal or records created by or deposited in the Offices of the Registers of Wills and the Orphans' Courts. Records from this series that are maintained permanently will be transferred to the Maryland State Archives. This Schedule supersedes Schedules 662, 662A1, and 662A2.	
epresenta ate: gnature: _ yped Nam	pproved by Department, Agency, or Division tive	Schedule Approved by State Archivist Date: Signature:

Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SER	VICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVI 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930		SION	PAGE 1 OF 19	
1. Department/Agency	2. Division			3. Unit	
Registers of Wills and Orphans' Courts	N/A			N/A	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally filed	d and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title			5. Earlie	st Year/Latest Year	
GENERAL ADMINISTRATIVE CORRESPONDEN	ICE		1777	to Present	
<ul> <li>6. Record Series Description (Briefly describe the series.)</li> <li>General correspondence, reports and miscellaneo formal and informal opinions and correspondence</li> </ul>	ous papers relating to th	e operation and	organizat		
7. Record Series Format(s) List all		ries Sequence	9. Volume		
Letter Size     Microfilm			<u>1,500</u> Number		
Legal Size Computer Tape	Numerical Chronological		☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s)		
Audio Tape Floppy Disk					
Bound Book Video Tape	Geographical		Other (specify) Administrative file folders/papers related to the Office of the Attorney General.		
Other (specify) Digital record	Other (sp	ecify)	10. Annual Accumulation 100 Number		
				m Reel(s) ter Tape(s) specify) <u>Administrative file folders/papers related to the Office of</u>	
11. File is Used		12. File Become	s Inactive Af	ter	
Daily Weekly Monthly Ani	nually	N/A Number		fonth(s) 🔲 Year(s)	
13. Current Location(s)       (Bldg., Floor, Room)         Varies.         15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)         ☑ Yes       □ No         Informal opinions and letters of advice from the Office of the Attorney         General are subject to attorney-client privilege and thus restricted to		Xes	□ No ence with	ted Elsewhere? (If yes, specify agency or office.) and opinions of the Office of the Attorney General Office.	
		16. Audit Requir	rements	] Federal 🔲 Independent	
the Registers of Wills. 17. Is an Index System used? If yes, explain briefly and describe ⊠ Yes □ No Index of opinions of the Office of the Attorney Gen in an electronic and paper format.		Attorney Ger having contin	anently op neral, offic nuing lega	etention pinions and correspondence with the Office of the ce organization papers, reports, and material al and/or administrative value to the operation of ther material for three (3) years, then destroy.	
19. Name and Title of Preparer Byron E. Macfarlane, Register of Wills for Howard		none Number	21. Date 8-27-201		

Instructions –Type or Print a separate form for DEPARTMENT OF		F GENERAL SE	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		x 275	PAGE 2 OF 19	
1. Department/Agency	2. Division			3. Unit	
egisters of Wills and Orphans' Courts N/A				N/A	
DEFINITION: RECORD SERIES: A group of relate	d records normally file	ed and used as a	a unit for refe	erence as well as retention and disposition purposes.	
4. Record Series Title PERSONNEL FILES				st Year/Latest Year o Present	
	loyment in the office of	f the Register of	Wills, inclue	series. Include the purpose or function of the series.) ding application forms, change in status information, tax ning to the individual employee.	
7. Record Series Format(s) List all	cord Series Format(s) List all 8. Record Series		9. Volume		
Letter Size Microfilm	Alphabo	etical	600 Number		
Legal Size Computer Tape	Numeri	cal	File Dra		
Audio Tape Floppy Disk	Chrono	gical Compu		ter Tape(s) specify) <u>Individual employee files.</u>	
Bound Book Video Tape	Geogra	phical	10. Annual Accumulation		
Other (specify) <u>Digital record</u>	Other (	specify)	20 Number File Drav Microfilm Comput	n Reel(s)	
11. File is Used	nually	12. File Becon <u>12</u> Number	mes Inactive Aft	er onth(s) Xear(s)	
13. Current Location(s) (Bldg., Floor, Room) Varies		Yes	No No	ed Elsewhere? (If yes, specify agency or office.) urces, Comptroller of Maryland.	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		1.		Federal 🔲 Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements			nmended Retwelve (12)	etention years after termination of service, then destroy.	
19. Name and Title of Preparer	20. Teler	phone	21. Date		
19. Name and Title of Preparer       20. Telepho         Byron E. Macfarlane, Register of Wills for Howard County       Number         410.313.21		And the second	8-27-2014		

ructions –Type or Print a separate form for DEPARTMENT OF G				AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Boy Jessup, Maryland 20794 410-799-1930			PAGE 3 OF 19	
1. Department/Agency	2. Division			3. Unit	
Registers of Wills and Orphans' Courts	sters of Wills and Orphans' Courts N/A			N/A	
DEFINITION: RECORD SERIES: A group of related purposes.	records normally file	ed and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title			5. Earlie	st Year/Latest Year	
AUDIT RECORDS			1992	to Present	
6. Record Series Description (Briefly describe the typseries.) Audit reports, discussion notes, and correspondence				e series. Include the purpose or function of the	
7. Record Series Format(s) List all 8. Record		eries Sequence	9. Volume		
Letter Size Microfilm	Alphabet	ical	200 Number	ər	
Legal Size Computer Tape	Numerical		File Drawer(s)		
Audio Tape Floppy Disk	Chronolo	ogical		iter Tape(s)	
			Other (specify) Audit Report Files		
Bound Book Video Tape	Geograp	nical	10. Annual Accumulation		
Other (specify) Digital record	Other (sp	pecify)	<u>8</u> Number		
11. File is Used		12. File Becom	nes Inactive Af	ter	
🗋 Daily 🗌 Weekly 📄 Monthly 🛛 Annu:	ally	N/A Number		Nonth(s) 🔲 Year(s)	
13. Current Location(s) (Bldg., Floor, Room)					
		14. Is Record S	Series Duplica	ted Elsewhere? (If yes, specify agency or office.)	
Varies.		Yes Office of Legis	No No Audits.	ted Elsewhere? (If yes, specify agency or office.)	
Varies.		Office of Legis	No No No No No No No No No No No No No N	ted Elsewhere? (If yes, specify agency or office.)	
Varies. 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	quirements	☑ Yes       Office of Legis       16. Audit Req       □ None       18. Recom	No No Native Audits. Uirements State Commended R	] Federal 🔄 Independent	
Varies. 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No 17. Is an Index System used? If yes, explain briefly and describe read	20. Telep	Yes     Office of Legis     16. Audit Req     None     18. Recom     Retain perr     Archives.	No No Native Audits. Uirements State Commended R	Federal Independent	

	2. Division N/A records normally filed res of information/doc fixed assets; Report c 8. Record Seri Alphabetic	cuments/forms of materials and	5. Earlie 1777 f found in th d supplies. 9. Volume	est Year/Latest Year to Present ne series. Include the purpose or function of the	
Registers of Wills and Orphans' Courts DEFINITION: RECORD SERIES: A group of related repurposes. Record Series Title BUDGET AND FISCAL PLANNING RECORDS Record Series Description (Briefly describe the type series.) Materials and supplies physical inventory; Report of fi	N/A records normally filed res of information/doc fixed assets; Report c 8. Record Seri Alphabetic	cuments/forms of materials and	5. Earlie 1777 f found in th d supplies. 9. Volume	N/A eference as well as retention and disposition est Year/Latest Year to Present ne series. Include the purpose or function of the	
DEFINITION: RECORD SERIES: A group of related morposes. A. Record Series Title BUDGET AND FISCAL PLANNING RECORDS B. Record Series Description (Briefly describe the type series.) Materials and supplies physical inventory; Report of fi	records normally filed res of information/doc fixed assets; Report of 8. Record Seri Alphabetic	cuments/forms of materials and	5. Earlie 1777 f found in th d supplies. 9. Volume	eference as well as retention and disposition est Year/Latest Year to Present ne series. Include the purpose or function of the	
A. Record Series Title BUDGET AND FISCAL PLANNING RECORDS B. Record Series Description (Briefly describe the type series.) Materials and supplies physical inventory; Report of fi	es of information/doc fixed assets; Report c 8. Record Seri Alphabetic	cuments/forms of materials and	5. Earlie 1777 f found in th d supplies. 9. Volume	est Year/Latest Year to Present ne series. Include the purpose or function of the	
<ul> <li>B. Record Series Title</li> <li>BUDGET AND FISCAL PLANNING RECORDS</li> <li>B. Record Series Description (Briefly describe the type series.)</li> <li>Materials and supplies physical inventory; Report of final series in the series of the series inventory is a series of the series of the</li></ul>	ñxed assets; Report c 8. Record Seri ☐ Alphabetic	of materials and	1777 found in th d supplies. 9. Volume	to Present	
B. Record Series Description (Briefly describe the type series.) Materials and supplies physical inventory; Report of fit	ñxed assets; Report c 8. Record Seri ☐ Alphabetic	of materials and	found in th d supplies. 9. Volume	ne series. Include the purpose or function of the	
series.) /laterials and supplies physical inventory; Report of fi	ñxed assets; Report c 8. Record Seri ☐ Alphabetic	of materials and	d supplies. 9. Volume		
. Record Series Format(s) List all	Alphabetic		1.22		
		al			
Letter Size 🔲 Microfilm			225 Number		
Legal Size Computer Tape				Drawer(s) rofilm Reel(s)	
Audio Tape Floppy Disk	Chronolog	ical		iter Tape(s)	
Bound Book 🔲 Video Tape	Geographi	ical	Other (	(specify) Paper and digital record.	
				ual Accumulation	
Other (specify) Digital record	Other (spe	ecify)	72 Number		
			File Dra	awer(s)	
			Microfil		
	Section 1			ıter Tape(s) (specify) Paper and digital record.	
11. File is Used		12. File Becom			
Daily Weekly Monthly Annual	lly	<u>3</u> Number		Month(s) 🛛 Year(s)	
		1.11			
<ol> <li>Current Location(s) (Bldg., Floor, Room) /aries.</li> </ol>		Yes	No No	tted Elsewhere? (If yes, specify agency or office.)	
5. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ			
Yes No			State	Federal 🔲 Independent	
7. Is an Index System used? If yes, explain briefly and describe requ	uirements	18. Recom Retain for t then destro	hree (3) ye	Retention ears and until all audit requirements are fulfilled,	
9. Name and Title of Preparer	20 Teleph	one Number	21. Date	a	
Byron E. Macfarlane, Register of Wills for Howard Co			8-27-201		

Instructions – Type or Print a separate form for	ctions –Type or Print a separate form for DEPARTMENT OF GE		RVICES	ES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DI 7275 Waterloo Road, P.O. Bo Jessup, Maryland 20794 410-799-1930			PAGE 5 OF 19		
1. Department/Agency	2. Division			3. Unit		
Registers of Wills and Orphans' Courts	N/A			N/A		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	d and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title	and the second		5. Earlie	st Year/Latest Year		
GENERAL ACCOUNTING RECORDS		1777	to Present			
6. Record Series Description (Briefly describe the series.) Bank deposit slips; bank statements; credit transm		cuments/forms	found in th	e series. Include the purpose or function of the		
7. Record Series Format(s) List all	ord Series Format(s) List all 8. Record Serie		9. Volume			
			20,000			
Letter Size Microfilm	Alphabetic	cal	Number			
Legal Size Computer Tape	Numerical		File Dra			
Audio Tape Floppy Disk		gical	Microfil	m Reel(s) ter Tape(s)		
		Geographical		Other (specify) Paper records.  10. Annual Accumulation  6,400		
Bound Book Video Tape	Geograph					
Other (specify) Various paper sizes.	Other (sp					
			200			
11. File is Used		12. File Becom	es Inactive Af	ter		
Daily Weekly Monthly Annually		3 Number	<u> </u>	Nonth(s) 🛛 Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Varies.		14. Is Record S	Series Duplica	ted Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			uirements			
Maryland Code, State Government Article §10-611 through 10-630		16. Audit Requ		] Federal 🔲 Independent		
Yes No Maryland Code, State Government Article §10-611 through 10-630	or these records.	None 18. Recom	State Commended R Immended R Ihree (3) ye			

Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SEI	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MAN					
with Records Retention Schedule (DGS 550-1)		Road, P.O. Box aryland 20794 <sup>799-1930</sup>	275	PAGE 6 OF 19		
1. Department/Agency	2. Division			3. Unit		
Registers of Wills and Orphans' Courts	gisters of Wills and Orphans' Courts N/A			N/A		
DEFINITION: RECORD SERIES: A group of related purposes.	records normally file	d and used as a	a unit for re	I ference as well as retention and disposition		
4. Record Series Title			5. Earlie	st Year/Latest Year		
MISCELLANEOUS ACCOUNTING RECORDS			1777	to Present		
<ol> <li>Record Series Description (Briefly describe the ty series.)</li> <li>Bank books, statements and deposit receipts; cash is</li> </ol>						
employee reimbursements; expense sheets; paid bil	lls and invoices; perio					
reconciliation balance sheets; and returned check or						
7. Record Series Format(s) List all	8. Record Se	ries Sequence	9. Volume 25,000			
Letter Size Microfilm	Alphabeti	cal	Number			
Legal Size Computer Tape	Numerica	1	File Dra			
Audio Tape Floppy Disk	Chronolo	gical	al Computer Tape(s)			
Bound Book Uideo Tape	Geograph			specify) Books and paper records.		
Other (specify) Various size papers.	Other (sp	ecify)	10. Annual Accumulation 8,000			
			Number			
		File D				
	Mar Sec. 2		Microfilm Reel(s)     Computer Tape(s)			
		☐ Other (specify) <u>Books and paper records.</u>				
11. File is Used	N/2	12. File Becom	es Inactive Af	ter		
🛛 Daily 🗌 Weekly 🗌 Monthly 🗌 Annu.	ally	3 Number				
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Varies.		Yes X No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
✓ Yes ☐ No Maryland Code, State Government Article §10-611 through 10-630 g Registers may require a Maryland Public Information Act request for		None 🛛 State 📄 Federal 📄 Independent				
17. Is an Index System used? If yes, explain briefly and describe re-	quirements	18. Recommended Retention				
Yes No				ars and until all audit requirements are fulfilled,		
		then destro		· · · · · · · · · · · · · · · · · · ·		
A Start Start						
19. Name and Title of Preparer	20. Telepl	none Number	21. Date			
Byron E. Macfarlane, Register of Wills for Howard C			8-27-20			

		T OF GENERAL S		AGENCY RECORDS INVENTORY			
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Wate	MANAGEMENT D erloo Road, P.O. B up, Maryland 2079 410-799-1930	ox 275	PAGE 7 OF 19			
1. Department/Agency Registers of Wills and Orphans' Courts	2. Division N/A			3. Unit N/A			
DEFINITION: RECORD SERIES: A group of relate	ed records normal	ly filed and used a	s a unit for re	ference as well as retention and disposition			
4. Record Series Title		in and the	5. Earliest Year/Latest Year				
PURCHASING RECORDS			1777 1	to Present			
6. Record Series Description (Briefly describe the series.) Contracts awarded; monthly credit card reports; m							
7. Record Series Format(s) List all	8. Re	cord Series Sequence	9. Volume				
Letter Size I Microfilm		phabetical	<u>1,750</u> Number				
Legal Size Computer Tape		umerical	File Dra				
Audio Tape Floppy Disk		nronological	Microfil	m Reel(s) ter Tape(s)			
Bound Book Video Tape	G	eographical	Other (	specify) Paper and digital record.			
Other (specify) Digital record		ther (specify)	10. Annual 75 Number	Accumulation wer(s)			
			Microfile	icrofilm Reel(s) omputer Tape(s) Iher (specify) <u>Paper and digital record.</u>			
11. File is Used			12. File Becomes Inactive After				
Daily Weekly Monthly An	nually	<u>3</u> Number		Ionth(s) Xear(s)			
	13. Current Location(s) (Bldg., Floor, Room) Varies.						
		14. Is Reco		ted Elsewhere? (If yes, specify agency or office.)			
		16. Audit F	equirements	ted Elsewhere? (If yes, specify agency or office.)			
Varies. 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No Maryland Code, State Government Article §10-611 through 10-63	for these records.	s. 16. Audit F	equirements e State ommended R r three (3) ye	Federal Independent			

Instructions –Type or Print a separate form for	DEPARTMENT OF (	GENERAL SERV	/ICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANA 7275 Waterloo R Jessup, Ma	GEMENT DIVIS				
1. Department/Agency	2. Division	99-1930		3. Unit		
Registers of Wills and Orphans' Courts	N/A			N/A		
DEFINITION: RECORD SERIES: A group of related purposes.	l d records normally filed a	and used as a ur	nit for refe	erence as well as retention and disposition		
4. Record Series Title			5. Earlies	st Year/Latest Year		
PAYROLL RECORDS			1777 to	o Present		
6. Record Series Description (Briefly describe the ty series.) Central Payroll Bureau pay reports; Central Payroll						
7. Record Series Format(s) List all	8. Record Seri	ies Sequence	9. Volume			
🛛 Letter Size 🔲 Microfilm	Alphabetic		10,500 Number			
Legal Size Computer Tape	Numerical		File Drav	wer(s)		
			Microfilm			
Audio Tape Floppy Disk	Chronolog	lical	Computer Tape(s) Computer Tape(s) Computer (specify) Reports/Time Sheets  10. Annual Accumulation  3,500 Number			
Bound Book Video Tape	Geographi	_				
Other (specify) Digital record	Cther (spe	ecify)				
				wer(s) n Reel(s) er Tape(s) pecify) <u>Reports/Time Sheets</u>		
11. File is Used		12. File Becomes	Inactive After	er		
🗋 Daily 🛛 Weekly 🗌 Monthly 🗌 Ann	ually	3 Number	□ M	onth(s) 🛛 Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Varies.		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)         Yes       No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
17. Is an Index System used? If yes, explain briefly and describe m		<ol> <li>Recommended Retention</li> <li>Retain for three (3) years and until all audit requirements are fulfilled,</li> </ol>				
		then destroy.				
19. Name and Title of Preparer	20. Teleph	one Number	21. Date			
Byron E. Macfarlane, Register of Wills for Howard C						

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		GEMENT DIV	ISION	AGENCY RECORDS INVENTORY PAGE 9 OF 19		
1. Department/Agency	2. Division			3. Unit		
Registers of Wills and Orphans' Courts	N/A			N/A		
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	l and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title		and the second	5. Earlie	st Year/Latest Year		
ADMINISTRATIVE/ESTATE DOCKETS FOR ESTAT	TES OPENED THROU	JGH	1777	to SEPTEMBER 30, 2014		
SEPTEMBER 30, 2014						
<ul><li>6. Record Series Description (Briefly describe the typeseries.)</li><li>Paper record of administration of estates listing all p</li></ul>						
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volume			
Letter Size Microfilm	Alphabetic	al	1,050,000 Number			
Legal Size Computer Tape	Numerical			File Drawer(s)		
Audio Tape Floppy Disk				rronim Reei(s) mputer Tape(s)		
Bound Book Video Tape	Geographi	ical	Other (specify) Paper dockets, bound books and digital records.			
Dound book D video rape	Geographi	Other (specify)         10. Ar           30,000		Accumulation		
Other (specify) Digital record	Other (spe			30,000		
			Number			
				File Drawer(s)		
			Microfilm Reel(s)     Computer Tape(s)			
				specify) Paper dockets and digital records.		
11. File is Used	ally	12. File Becom At the time of th Number	he closing of t			
13. Current Location(s) (Bldg., Floor, Room) Varies.		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)            ∑ Yes         ☐ No         Office of the Comptroller.				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	2012	16. Audit Requirements				
Yes 🛛 No		None None	State	Federal 🔲 Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes		18. Recommended Retention Retain permanently; transfer periodically to the Maryland S Archives.				
19. Name and Title of Preparer	20. Teleph	II one Number	21. Date			
Byron E. Macfarlane, Register of Wills for Howard Co						

Instructions –Type or Print a separate form for	DEPAR				AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)			GEMENT DIVI bad, P.O. Box		PAGE 10 OF 19		
		Jessup, Maryland 20794 410-799-1930					
1. Department/Agency	2. Divisio	on			3. Unit		
Registers of Wills and Orphans' Courts	N/A				N/A		
DEFINITION: RECORD SERIES: A group of relate	ed records	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
purposes.							
4. Record Series Title					st Year/Latest Year		
ADMINISTRATION/ESTATE DOCKETS FOR EST COMMENCING OCTOBER 1, 2014	ATES OPE	ENED			DBER 1, 2014 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.)							
Digital record of administration of estates listing all	papers iss	sued or receiv	ed with dates	of filing, es	tate numbers, and names of estates.		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
🛛 Letter Size 🔲 Microfilm		Alphabetica	ıl	<u>N/A</u> Number			
🛛 Legal Size 🔄 Computer Tape		Numerical		File Dra			
🗋 Audio Tape 🛑 Floppy Disk		Chronologi	cal		ter Tape(s)		
Bound Book 🔲 Video Tape		Geographic	al	Other (	· · · ·		
Other (specify) Digital record		Other (spec	cify)	10. Annual <u>30,000</u>	Accumulation		
				Number			
				File Dra			
			Compu		ter Tape(s) specify) Digital records.		
11. File is Used			12. File Becom	es Inactive Af	ter		
			At the time of the closing of the estate.				
🛛 🖾 Daily 🗋 Weekly 🔲 Monthly 🛄 Ani	nualiy		Number I Month(s) Year(s)				
13. Current Location(s) (Bldg., Floor, Room) Varies,			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ⊠ Yes □ No				
			Office of the Comptroller.				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements ☑ None □ State □ Federal □ Independent				
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recommended Retention				
			Retain perr Archives.	nanently; ti	ransfer periodically to the Maryland State		
19. Name and Title of Preparer		20. Telepho		21. Date			
Byron E. Macfarlane, Register of Wills for Howard	County	410.313.21		8-27-20 <sup>2</sup>			
	County			0.21-20			

Instructions       Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)       DEPARTMENT OF GENERAL SERVICES       AGENCY RECORDS INVENTORY         1. Department/Agency       2. Division       7275 Waterloo Road, P.O. Box 275       PAGE 11 OF 19         1. Department/Agency       2. Division       3. Unit         Registers of Wills and Orphans' Courts       N/A       N/A         DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purpor         4. Record Series Title       5. Earliest Year/Latest Year         CLAIMS AGAINST DECEDENTS WITH NO ESTATE OF RECORD FILED       1777 to MAY 18, 1989         THROUGH MAY 18, 1989       6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series cord of claims against decedents.					
410-799-1930         1. Department/Agency         Registers of Wills and Orphans` Courts         N/A         DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purpor         4. Record Series Title         CLAIMS AGAINST DECEDENTS WITH NO ESTATE OF RECORD FILED         THROUGH MAY 18, 1989         6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.	DSES.				
1. Department/Agency       2. Division       3. Unit         Registers of Wills and Orphans' Courts       N/A       N/A         DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purpor         4. Record Series Title       5. Earliest Year/Latest Year         CLAIMS AGAINST DECEDENTS WITH NO ESTATE OF RECORD FILED       1777 to MAY 18, 1989         6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.	<u>)565.</u>				
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purpor         4. Record Series Title       5. Earliest Year/Latest Year         CLAIMS AGAINST DECEDENTS WITH NO ESTATE OF RECORD FILED       1777 to MAY 18, 1989         THROUGH MAY 18, 1989       6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.	oses.				
4. Record Series Title       5. Earliest Year/Latest Year         CLAIMS AGAINST DECEDENTS WITH NO ESTATE OF RECORD FILED       1777 to MAY 18, 1989         THROUGH MAY 18, 1989       6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.	oses.				
4. Record Series Title       5. Earliest Year/Latest Year         CLAIMS AGAINST DECEDENTS WITH NO ESTATE OF RECORD FILED       1777 to MAY 18, 1989         THROUGH MAY 18, 1989       6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.	oses.				
CLAIMS AGAINST DECEDENTS WITH NO ESTATE OF RECORD FILED       1777 to MAY 18, 1989         THROUGH MAY 18, 1989       1777 to MAY 18, 1989         6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.					
THROUGH MAY 18, 1989 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.					
Record of claims against decedents.	eries.)				
7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume 100					
Letter Size Microfilm Alphabetical Number					
Legal Size Computer Tape Invertical File Drawer(s)					
Audio Tape Floppy Disk Chronological Floppy Disk Chronological Computer Tape(s) Other (specify) Bound books.					
Bound Book Video Tape					
Other (specify)         0					
Number					
File Drawer(s)					
Microfilm Reel(s) Computer Tape(s)					
Other (specify) Bound books.					
11. File is Used 12. File Becomes Inactive After					
Daily Weekly Monthly Annually					
Number Month(s) Year(s)					
13. Current Location(s)       (Bldg., Floor, Room)         14. Is Record Series Duplicated Elsewhere?       (If yes, specify agency or office.)         Varies.       Yes       No					
Varies.					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements	<del></del>				
Yes X No Independent					
17. is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention					
Retain permanently; transfer periodically to the Maryland State Archive	<b>≥S</b> .				
19. Name and Title of Preparer     20. Telephone     21. Date					
Byron E. Macfarlane, Register of Wills for Howard County Number 8-27-2014					
410.313.2133					

Instructions –Type or Print a separate form for	DEPAF	RTMENT OF G	ENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930				PAGE 12 OF 19		
<ol> <li>Department/Agency Registers of Wills and Orphans' Courts</li> </ol>	2. Divisio N/A	on			3. Unit N/A		
4. Record Series Title CLAIMS AGAINST DECEDENTS WITH NO ESTAT AFTER MAY 19, 1989	TE OF REC	CORD FILED	ON OR	5. Earlies MAY 1	erence as well as retention and disposition purposes. t Year/Latest Year 9, 1989 to Present series. Include the purpose or function of the series.)		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume 40,000			
Letter Size Microfilm		Alphabetica	d	Number			
Legal Size Computer Tape     Audio Tape     Floppy Disk     Ovideo Tape	Floppy Disk 🖾 Chronolog Video Tape		eographical				
Other (specify) Digital record							
				ver(s) i Reel(s) er Tape(s) becify) Paper and digital record.			
11. File is Used				nes Inactive Afte	er		
🖾 Daily 🗌 Weekly 🗌 Monthly 🗌 Ann	ually		N/A Number Month(s) Year(s)				
13. Current Location(s) (Bldg., Floor, Room) Varies.			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)         ☑ Yes       □ No         Office of the Comptroller.				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes			16. Audit Requirements				
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes X No			18. Recommended Retention Scan original paper record to Maryland State Archives standards then des Retain images permanently and transfer annually to the Maryland State A				
19. Name and Title of Preparer Byron E. Macfarlane, Register of Wills for Howard (	County	ounty 20. Telephone Number 410.313.2133		8-27-2014			

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			AGENCY RECORDS INVENTORY PAGE 13 OF 19		
1. Department/Agency Registers of Wills and Orphans' Courts	2. Division N/A			3. Unit N/A		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as a				
4. Record Series Title ESTATE FILES FOR ESTATES OPENED THROU	GH SEPTEMBER 30, 2	014		st Year/Latest Year to SEPTEMBER 30, 2014		
<ol> <li>Record Series Description (Briefly describe the t series.)</li> <li>All papers docketed in an estate are scanned to State</li> </ol>						
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume 1,050,000			
Letter Size Microfilm	Alphabetica	al	Number			
Legal Size Computer Tape	Numerical		File Dra			
Audio Tape Floppy Disk	Chronologi	ical	Compu	ter Tape(s) specify) Paper and digital estate files.		
Bound Book Video Tape		cal	199			
Other (specify) Digital record	Cther (spec	cify)	10. Annual Accumulation <u>30,000</u> Number			
			<ul> <li>File Drawer(s)</li> <li>Microfilm Reel(s)</li> <li>Computer Tape(s)</li> <li>Other (specify) Paper and digital estate files.</li> </ul>			
11. File is Used	ually	12. File Become At the time of th Number	e closing of t			
13. Current Location(s) (Bldg., Floor, Room) Varies.		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)         ☑ Yes       □ No         Office of the Comptroller.				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements					
<ol> <li>Is an Index System used? If yes, explain briefly and describe n</li></ol>	requirements	18. Recommended Retention				
Estate files are indexed by estate number, name of the decedent, r persons, date of death, date of filing, type of estate, and status of t		Retain digital images and original paper files permanently; transfer digital images annually and original paper files periodically to the Maryland State Archives.				
19. Name and Title of Preparer		one Number	21. Date			
Byron E. Macfarlane, Register of Wills for Howard	County 410.313.21	33	8-27-2014			

Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SE	AGENCY RECORDS INVENTORY			
each new or revised record series. Forward			GEMENT DIVI	/ISION			
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo Ro	oad, P.O. Box	275	PAGE 14 OF 19		
	Jessup, Maryland 20794 410-799-1930						
1. Department/Agency	2. Division				3. Unit		
Registers of Wills and Orphans` Courts	N/A				N/A		
DEFINITION: RECORD SERIES: A group of related purposes.	d records r	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
ESTATE FILES FOR ESTATES OPENED COMME	NCING O	CTOBER 1, 2	014	ОСТС	DBER 1, 2014 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.)							
All papers docketed in an estate are scanned to Sta	ate Archive	es standard ar	nd the original	papers file	ed in the estate case file under estate number.		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
🛛 Letter Size 🔲 Microfilm		Alphabetica	1	<u>N/A</u> Number			
		_					
🛛 Legal Size 🛛 Computer Tape		🗙 Numerical		File Dra			
🔲 Audio Tape 🔄 Floppy Disk		Chronologic	cal		ter Tape(s) specify) Paper and digital estate files.		
Bound Book 🔲 Video Tape		Geographic	al				
🔀 Other (specify) <u>Digital record</u>		Other (spec	;ify)	10. Annual <u>30,000</u>	Accumulation		
				Number			
				File Dra			
				Microfil			
				🛛 Other (	specify) Paper and digital estate files.		
11. File is Used	[		12. File Becom				
🛛 Daily 🗌 Weekly 🗌 Monthly 🗌 Anni	ually		At the time of the Number		h <u>e estate.</u> Ionth(s)		
13. Current Location(s) (Bldg., Floor, Room)							
13. Current Location(s) (Bldg., Floor, Room) Varies.			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)         X Yes       □ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			Office of the Co 16. Audit Requ		· · · · · · · · · · · · · · · · · · ·		
Yes 🛛 No			None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe re X Yes No	equirements		18. Recommended Retention				
Estate files are indexed by estate number, name of the decedent, r		ested	Retain digital images permanently; transfer annually to the Maryland				
persons, date of death, date of filing, type of estate, and status of the	he estate.		State Archives. Six (6) months after the closing of an estate the Personal Representative ("P.R.") shall be given notice that he/she has				
					eve the original paper file in person or by mail,		
			,	•	P.R. At expiration of sixty (60) days, if no		
				eceived or	P.R. declines to retrieve, destroy original paper		
10 Name and Tills of Despaces	T	20. T-1 1	file.	04 D (			
19. Name and Title of Preparer Byron E. Macfarlane, Register of Wills for Howard (	County	20. Telepho 410.313.21:		21. Date 8-27-201			
				U 21-20			
L							

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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICE RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			SION	AGENCY RECORDS INVENTORY PAGE 15 OF 19		
1. Department/Agency	2. Divisio				3. Unit		
Registers of Wills and Orphans <sup>®</sup> Courts	N/A				N/A		
DEFINITION: RECORD SERIES: A group of related purposes.	d records i	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title GUARDIAN ACCOUNTS, BONDS, DOCKETS ANI	S			st Year/Latest Year to Present			
<ol> <li>Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</li> <li>Record of accounting by guardians for receipts and disbursements to and for wards giving names, account numbers, itemized expenditures and receipts with dates of filing and approval by the Orphans' Court and record of the bonding of guardians with names of the bonders and bondees, the amounts, conditions and obligations of the bonds, names of the wards and certifications by the Registers of Wills.</li> </ol>							
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume 15,000			
🛛 Letter Size 🔲 Microfilm		Alphabetica	I	Number			
🗌 Legal Size 🛛 Computer Tape		X Numerical		☐ File Drawer(s) ☐ Microfilm Reel(s)			
🗌 Audio Tape 🔄 Floppy Disk	I	Chronologi	cal	Computer Tape(s)			
🔲 Bound Book 🔄 Video Tape	Geographical						
Other (specify) Digital Record		Other (spec	sify)	10. Annual Accumulation <u>150</u> Number			
				File Dra Microfil Compu Other (:	m Reel(s)		
11. File is Used	ually		12. File Becomes Inactive After         At the time of the termination of the guardianship.         Number       Month(s)         Year(s)				
13. Current Location(s) (Bldg., Floor, Room) Varies.			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)     ☑ Yes □ No     Digital record duplicated at the Office of the Comptroller.				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ⊠ Yes □ No Maryland Rules, §16-1006(a)(1)(B).			16. Audit Requirements ☐ None  State  Federal  Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements ⊠ Yes □ No Indexed by guardianship estate number, name of minor, date of birth of minor, name of guardian, and date of appointment of guardian.			18. Recommended Retention Retain permanently; transfer periodically to the Maryland State Archives.				
19. Name and Title of Preparer Byron E. Macfarlane, Register of Wills for Howard (	County	20. Telepho 410.313.21		21. Date 8-27-201			

Instructions –Type or Print a separate form for DEPARTMENT OF GE			RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)				PAGE 16 OF 19	
1. Department/Agency	2. Division			3. Unit	
Registers of Wills and Orphans' Courts	N/A			N/A	
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title			5. Earlie	st Year/Latest Year	
PROCEEDINGS OF THE ORPHANS' COURT AND	INDEX		1777	to Present	
<ol> <li>Record Series Description (Briefly describe the typeseries.)</li> <li>Summary of proceedings in the Orphans' Court.</li> </ol>	pes of information/doc	uments/forms	found in th	e series. Include the purpose or function of the	
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume 28,500		
Letter Size Microfilm	Alphabetica	al	Number		
🛛 Legal Size 🛛 Computer Tape	Numerical		File Dra		
Audio Tape Floppy Disk	Chronologi	cal	Microfil	iter Tape(s)	
Bound Book Video Tape	Geographic	cal	Other (	specify) Paper/digital records.	
Other (specify) Digital Record	Other (spe	cify)	10. Annual Accumulation <u>4,750</u> Number		
			awer(s) m Reel(s) ter Tape(s) specify) <u>Paper/digital records.</u>		
11. File is Used	ally	12. File Becom At the time of t Number	he closing of t	ter he estate in which proceedings occurred. /lonth(s)	
13. Current Location(s) (Bldg., Floor, Room) Varies.		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes		16. Audit Requirements ☑ None ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe red ☐ Yes	18. Recommended Retention Retain record permanently; transfer periodically to the Maryland Sta Archives.				
19. Name and Title of Preparer Byron E. Macfarlane, Register of Wills for Howard C				14	

, <u>Instructions</u> –Type or Print a separate form for			SENERAL SEP		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECO	ORDS MANA	GEMENT DIVI	SION		
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo R	iterloo Road, P.O. Box 275 sup, Maryland 20794		PAGE 17 OF 19	
	410-799-1930				<b>2</b>	
1. Department/Agency	2. Divisio	n			3. Unit	
Registers of Wills and Orphans' Courts	N/A				N/A	
DEFINITION: RECORD SERIES: A group of relate	ed records r	normally filed	and used as a	a unit for re	ference as well as retention and disposition	
purposes.		,		· •····		
4. Record Series Title				5. Earlie	st Year/Latest Year	
VERBATIM PROCEEDINGS OF THE ORPHANS	COURT			1777	to Present	
6. Record Series Description (Briefly describe the	types of info	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.)						
Records of courtroom proceedings before an Orph	ans' Court	which reflec	t accurately th	e spoken v	word and nonverbal communication and action.	
and any accompanying notes, "recording logs," et						
		•		-		
of an electronic device, digital device, magnetic au	ialo or viae	o tape, steno	mask equipm	ent, stenot	ype machine, written symbols of other medium.	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
		_		<u>24,000</u>		
🛛 Letter Size 🔲 Microfilm		Alphabetica	al	Number		
🛛 Legal Size 🛛 Computer Tape		Numerical		File Dra	awer(s)	
				Microfil		
🔲 Audio Tape 🛛 🔲 Floppy Disk		🔀 Chronologi	cal	Compu	ter Tape(s)	
				🛛 Other (	specify) Audio cassettes/digital recordings.	
🔲 Bound Book 🔄 Video Tape		Geographic	cal	10. Annual Accumulation		
🔀 Other (specify) Digital Record		Other (spec				
			Number			
				_		
			File Dr			
				Microfilm Reel(s) Computer Tape(s)		
					er (specify) Digital recordings.	
					-	
11. File is Used			12. File Becom	es Inactive Af	ter	
🛛 Daily 🗌 Weekly 🔲 Monthly 🔲 An	nually		<u>12</u> Number		nonth(s) 🛛 Year(s)	
	i duny		Humber	۳ <b>ا</b> جا ۳		
13. Current Location(s) (Bldg., Floor, Room)	· · · ·					
Varies.			14. Is Record Series Duplicated Elsewhere?       (If yes, specify agency or office.)         X Yes       No			
			Office of the Comptroller.			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
Yes 🛛 No			_	<b>-</b> -		
			🔀 None 🗋 State 🔲 Federal 🛄 Independent			
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recommended Retention			
🗋 Yes 🛛 No					edings for twelve (12) years then destroy.	
					sounds for twolve (12) years then desiroy.	
19. Name and Title of Preparer		20. Telepho	one Number	21. Date		
Byron E. Macfarlane, Register of Wills for Howard	County	410.313.21	33	8-27 <b>-</b> 20	14	

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		ISION	AGENCY RECORDS INVENTORY	
with Records Retention Schedule (DGS 550-1)			275	PAGE 18 OF 19	
1. Department/Agency	2. Division			3. Unit	
Registers of Wills and Orphans' Courts N/A				N/A	
DEFINITION: RECORD SERIES: A group of related purposes.	d records normally file	d and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title		5. Earliest Year/Latest Year			
WILLS AND CODICILS AND INDEXES			1777 to Present		
<ul><li>6. Record Series Description (Briefly describe the ty series.)</li><li>Original wills and codicils, probated and unprobated</li></ul>					
7. Record Series Format(s) List all 8. Record Series		ries Sequence	es Sequence 9. Volume		
🛛 Letter Size 🔲 Microfilm	Alphabeti	Alphabetical		<u>315,000</u> Number	
Legal Size Computer Tape	Numerica			File Drawer(s) Microfilm Reel(s)	
Audio Tape Floppy Disk	Chronolo	Chronological		Computer Tape(s)	
Bound Book 🔲 Video Tape	Geograph	Geographical		Other (specify) Paper and digital record.	
Other (specify) Digital Record	D Other (sp	Other (specify)		10. Annual Accumulation 22,000 Number	
				<ul> <li>□ File Drawer(s)</li> <li>□ Microfilm Reel(s)</li> <li>□ Computer Tape(s)</li> <li>☑ Other (specify) Paper and digital record.</li> </ul>	
11. File is Used	ually	12. File Becom At the time of th Number	he closing of t	ter he estate in which the will(s)/codicil(s) was/were filed. fonth(s)	
13. Current Location(s) (Bldg., Floor, Room) Varies.	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes		16. Audit Requirements ☐ None			
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes		18. Recommended Retention Retain permanently; transfer periodically to the Maryland State Archives.			
19. Name and Title of Preparer Byron E. Macfarlane, Register of Wills for Howard C		none Number 133			

nstructions –Type or Print a separate form for DEPARTMENT OF GENERAL SERVIC			AGENCY RECORDS INVENTORY	
		GENERAL SERVICES		
with Records Retention Schedule (DGS 550-1)	chedule (DGS 550-1) 7275 Waterloo Ro Jessup, Mary 410-799		PAGE 19 OF 19	
1. Department/Agency	2. Division		3. Unit	
Registers of Wills and Orphans' Courts	N/A		N/A	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally filed	d and used as a unit for	reference as well as retention and disposition	
4. Record Series Title		5. Earliest Year/Latest Year		
WILLS AND CODICILS OF LIVING PERSONS AND INDEXES		177	1777 to Present	
6. Record Series Description (Briefly describe the series.) Wills deposited by testators or agents for safekeep			the series. Include the purpose or function of the nes of the testators. The wills are restricted pursuan	
to Estates and Trusts Article, §4-201(d). Wills are s will to appropriate venue for probate.	stored until claimed by te	estator or agent or, afte	death, upon petition to open an estate or transfer	
7. Record Series Format(s) List all	8. Record Ser	ies Sequence 9. Volum	e	
Letter Size Microfilm	Alphabetic	cal 320,000 Number		
Legal Size Computer Tape	Numerical	File I	File Drawer(s)	
		Micro	Microfilm Reel(s)	
Audio Tape Floppy Disk	Chronolog		uter Tape(s) (specify) Sealed will/codicil envelopes.	
Bound Book Video Tape	Geograph		10. Annual Accumulation 17,000 Number File Drawer(s) Microfilm Reel(s)	
Other (specify) Standard business envelope size.	Other (spe	ecify) <u>17,000</u>		
	AIO:			
	an a			
	Lastinona.	Com	Other (specify) Sealed will/codicil envelopes.	
11. File is Used		12. File Becomes Inactive 80	After	
Daily Weekly Monthly Annually		Number Month(s) X Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Varies.		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)         □ Yes       ☑ No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements ⊠ None  ☐ State	Federal Independent	
<ul> <li>17. Is an Index System used? If yes, explain briefly and describe</li> <li></li></ul>		18. Recommended Retention Retain unclaimed wills for eighty (80) years after deposit, then transfer permanently to the Maryland State Archives. Retain index permanently transfer periodically to the Maryland State Archives.		
19. Name and Title of Preparer Byron E. Macfarlane, Register of Wills for Howard			te 014	