

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

Schedule No. 2687
Page 1 of 8

Agency
REGISTERS OF WILLS AND ORPHANS' COURTS

Division/Unit

Item No.	Description	Retention
	<p>MARYLAND COURT SYSTEM</p> <p>Probate Records</p> <p>REGISTERS OF WILLS AND ORPHANS' COURTS</p> <p>GENERAL RETENTION AND DISPOSAL SCHEDULE</p> <p>No. <u>2687</u></p> <p>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.</p> <p>Records from this series that are maintained permanently will be transferred to the Maryland State Archives.</p> <p>This Schedule supersedes Schedules 662, 662A1, and 662A2.</p>	

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RECORDS MANAGEMENT DIVISION
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Agency
REGISTERS OF WILLS AND ORPHANS' COURTS

Division/Unit

Item No.	Description	Retention
	<p>Section I</p> <p><u>ADMINISTRATIVE OFFICE RECORDS</u></p> <p>1. <u>GENERAL ADMINISTRATIVE CORRESPONDENCE</u></p> <p>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.</p> <p>2. <u>PERSONNEL FILES</u></p> <p>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.</p>	<p>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.</p> <p>Retain all other material for three (3) years, then destroy.</p> <p>Retain for twelve (12) years after termination of service, then destroy.</p>

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Item No.	Description	Retention
	Section II <u>FISCAL RECORDS</u>	
1.	<u>AUDIT RECORDS</u> Audit reports, discussion notes, and correspondence with the Office of Legislative Audits.	Retain permanently; transfer periodically to the Maryland State Archives.
2.	<u>BUDGET AND FISCAL PLANNING RECORDS</u> 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.	<u>GENERAL ACCOUNTING RECORDS</u> Bank deposit slips Bank statements Credit transmittals	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
4.	<u>MISCELLANEOUS ACCOUNTING RECORDS</u> 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.

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Item No.	Description	Retention
5.	<p><u>PURCHASING RECORDS</u></p> <p>Contracts awarded Monthly credit card reports Monthly credit card statements Purchase orders Requisition of supplies Stores requisition</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
6.	<p><u>PAYROLL RECORDS</u></p> <p>Central Payroll Bureau pay reports Central Payroll Bureau payroll and check registers Employee weekly and annual time sheets</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

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Item No.	Description	Retention
Section III		
<u>PROBATE RECORDS</u>		
1.	<p><u>ADMINISTRATION/ESTATE DOCKETS FOR ESTATES OPENED THROUGH SEPTEMBER 30, 2014.</u></p> <p>Paper record of administration of estates listing all papers issued or received with dates of filing, estate numbers, and names of estates.</p>	Retain permanently; transfer periodically to the Maryland State Archives.
2.	<p><u>ADMINISTRATION/ESTATE DOCKETS FOR ESTATES OPENED COMMENCING OCTOBER 1, 2014.</u></p> <p>Digital record of administration of estates listing all papers issued or received with dates of filing, estate numbers, and names of estates.</p>	Retain permanently; transfer annually to the Maryland State Archives.
3.	<p><u>CLAIMS AGAINST DECEDENTS WITH NO ESTATE OF RECORD FILED THROUGH MAY 18, 1989.</u></p> <p>Record of claims against decedents.</p>	Retain permanently; transfer periodically to the Maryland State Archives.
4.	<p><u>CLAIMS AGAINST DECEDENTS WITH NO ESTATE OF RECORD FILED ON OR AFTER MAY 19, 1989.</u></p> <p>Record of claims against decedents.</p>	Scan original paper record to Maryland State Archives standards then destroy. Retain images permanently, and transfer annually to the Maryland State Archives.

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Item No.	Description	Retention
5.	<p><u>ESTATE FILES FOR ESTATES OPENED THROUGH SEPTEMBER 30, 2014.</u></p> <p>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.</p>	<p>Retain digital images and original paper files permanently; transfer digital images annually and original paper files periodically to the Maryland State Archives.</p>
6.	<p><u>ESTATE FILES FOR ESTATES OPENED COMMENCING OCTOBER 1, 2014.</u></p> <p>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.</p> <p>Refer to Item No. 10 for retention of wills and codicils filed in estates.</p>	<p>Retain digital images permanently; transfer annually to the Maryland State Archives.</p> <p>Six (6) months after the closing of an estate the Personal Representative ("P.R.") shall be given notice that he/she has sixty (60) days 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.</p>
7.	<p><u>GUARDIAN ACCOUNTS, BONDS, DOCKETS AND INDEXES</u></p> <p>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.</p>	<p>Retain permanently; transfer periodically to the Maryland State Archives.</p>

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Item No.	Description	Retention
8.	<p><u>MINUTES AND PROCEEDINGS OF THE ORPHANS' COURT AND INDEXES</u></p> <p>Summary of proceedings of the Orphans' Court.</p>	<p>Retain digital images and bound books permanently; transfer digital images and bound books periodically to the Maryland State Archives.</p>
9.	<p><u>VERBATIM PROCEEDINGS OF THE ORPHANS' COURT</u></p> <p>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.</p>	<p>Retain verbatim proceedings for twelve (12) years, then destroy.</p>
10.	<p><u>WILLS AND CODICILS AND INDEXES</u></p> <p>Original wills and codicils, probated and unprobated, and probated copies of wills and codicils which are filed with the Estate Case Files and indexed.</p>	<p>Retain permanently; transfer periodically to the Maryland State Archives.</p>
11.	<p><u>WILLS AND CODICILS OF LIVING PERSONS AND INDEXES</u></p> <p>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.</p>	<p>Retain unclaimed wills for eighty (80) years after deposit, then transfer permanently to the Maryland State Archives.</p> <p>Retain index permanently; transfer periodically to the Maryland State Archives.</p>

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REGISTERS OF WILLS AND ORPHANS' COURTS

Division/Unit

Item No.

Description

Retention

MARYLAND COURT SYSTEM

Probate Records

REGISTERS OF WILLS AND ORPHANS' COURTS

GENERAL RETENTION AND DISPOSAL SCHEDULE

No. 2687

General Schedule No. 2687 governs the retention and disposal of 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

Date: 8-27-2014

Signature: *Byron E. Macfarlane*

Typed Name: Byron E. Macfarlane

Title: Register of Wills for Howard County

Schedule Approved by State Archivist

Date:

9-12-14

Signature:

Timothy D. Bels

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
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Schedule Approved by Department, Agency, or Division Representative

Schedule Approved by State Archivist

Date: 9-17-14

Date: _____

Signature: Rebecca D. Drew

Signature: _____

Typed Name: Rebecca D. Drew

Title: Register of Wills for Allegany County

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE
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Schedule Approved by Department, Agency, or Division Representative

Date: 9/24/14

Signature: *Lauren M. Parker*

Typed Name: Lauren M. Parker

Title: Register of Wills for Anne Arundel County

Schedule Approved by State Archivist

Date: _____

Signature: _____

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
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Schedule Approved by Department, Agency, or Division Representative

Date: 09/29/2014

Signature: David B. Allen

Typed Name: David B. Allen

Title: Register of Wills for Baltimore City

Schedule Approved by State Archivist

Date: _____

Signature: _____

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE
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Schedule Approved by Department, Agency, or Division Representative

Schedule Approved by State Archivist

Date: 9-24-14

Date:

Signature: *Grace G. Connolly*

Typed Name: Grace G. Connolly

Signature:

Title: Register of Wills for Baltimore County

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No.

Description

Retention

MARYLAND COURT SYSTEM

Probate Records

REGISTERS OF WILLS AND ORPHANS' COURTS

GENERAL RETENTION AND DISPOSAL SCHEDULE

No. 2687

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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

Date: September 24, 2014

Signature: Margaret H. Phipps

Typed Name: Margaret H. Phipps

Title: Register of Wills for Calvert County

Schedule Approved by State Archivist

Date:

Signature:

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
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REGISTERS OF WILLS AND ORPHANS' COURTS

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Schedule Approved by Department, Agency, or Division Representative

Schedule Approved by State Archivist

Date: 9/24/08

Date:

Signature: *James L. Phelps*

Typed Name: James L. Phelps

Signature:

Title: Register of Wills for Caroline County

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
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Schedule Approved by Department, Agency, or Division Representative

Schedule Approved by State Archivist

Date: 9/24/14

Date: _____

Signature: 

Signature: _____

Typed Name: Paul G. Zimmermann

Signature: _____

Title: Register of Wills for Carroll County

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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Schedule Approved by Department, Agency, or Division Representative		Schedule Approved by State Archivist
Date: <u>9/24/14</u>		Date: _____
Signature: <u>Allyn P Nickle</u>		Signature: _____
Typed Name: <u>Allyn Price Nickle</u>		Signature: _____
Title: <u>Register of Wills for Cecil County</u>		Signature: _____

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
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Schedule Approved by Department, Agency, or Division Representative

Date: 9/24/14

Signature: Loraine D. Hennessy

Typed Name: Loraine D. Hennessy

Title: Register of Wills for Charles County

Schedule Approved by State Archivist

Date: _____

Signature: _____

Signature: _____

Signature: _____

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
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Schedule Approved by Department, Agency, or Division Representative

Date: 9/24/14

Signature: Doris K. Lewis

Typed Name: Doris K. Lewis

Title: Register of Wills for Dorchester County

Schedule Approved by State Archivist

Date: _____

Signature: _____

Signature: _____

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
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Schedule Approved by Department, Agency, or Division Representative

Date: 9.24.14

Signature: *Sharon Keller*

Typed Name: Sharon M. Keller

Title: Register of Wills for Frederick County

Schedule Approved by State Archivist

Date: _____

Signature: _____

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RECORDS MANAGEMENT DIVISION
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Schedule Approved by Department, Agency, or Division Representative

Date: 09-24-14

Signature: Rita L. Watson

Typed Name: Rita L. Watson

Title: Register of Wills for Garrett County

Schedule Approved by State Archivist

Date: _____

Signature: _____

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
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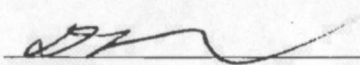
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 REGISTERS OF WILLS AND ORPHANS' COURTS

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Schedule Approved by Department, Agency, or Division Representative

Date: 9/29/14

Signature: 

Typed Name: Derek Hopkins

Title: Register of Wills for Harford County

Schedule Approved by State Archivist

Date: _____

Signature: _____

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
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Schedule Approved by Department, Agency, or Division Representative

Schedule Approved by State Archivist

Date: 9-9-14

Date: _____

Signature: Nancy Lee Jewell

Signature: _____

Typed Name: Nancy Lee Jewell

Title: Register of Wills for Kent County

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
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Schedule Approved by Department, Agency, or Division Representative

Date: 9/24/14

Signature: *Joseph M. Griffin*

Typed Name: Joseph M. Griffin

Title: Register of Wills for Montgomery County

Schedule Approved by State Archivist

Date: _____

Signature: _____

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. 2687
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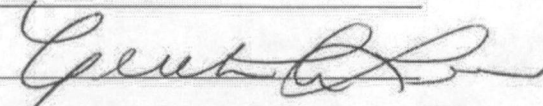
Agency
REGISTERS OF WILLS AND ORPHANS' COURTS

Division/Unit

Item No.	Description	Retention
	<p align="center">MARYLAND COURT SYSTEM</p> <p align="center">Probate Records</p> <p align="center">REGISTERS OF WILLS AND ORPHANS' COURTS</p> <p align="center">GENERAL RETENTION AND DISPOSAL SCHEDULE</p> <p align="center">No. <u>2687</u></p> <p>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.</p> <p>Records from this series that are maintained permanently will be transferred to the Maryland State Archives.</p> <p>This Schedule supersedes Schedules 662, 662A1, and 662A2.</p>	

Schedule Approved by Department, Agency, or Division Representative

Date: _____

Signature: 

Typed Name: Cereta A. Lee

Title: Register of Wills for Prince George's County

Schedule Approved by State Archivist

Date: _____

Signature: _____

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

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Agency
 REGISTERS OF WILLS AND ORPHANS' COURTS

Division/Unit

Item No.	Description	Retention
	<p>MARYLAND COURT SYSTEM</p> <p>Probate Records</p> <p>REGISTERS OF WILLS AND ORPHANS' COURTS</p> <p>GENERAL RETENTION AND DISPOSAL SCHEDULE</p> <p>No. <u>2687</u></p> <p>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.</p> <p>Records from this series that are maintained permanently will be transferred to the Maryland State Archives.</p> <p>This Schedule supersedes Schedules 662, 662A1, and 662A2.</p>	

Schedule Approved by Department, Agency, or Division Representative

Date: September 24, 2014
 Signature: Winsie A. Cannon
 Typed Name: Winsie A. Cannon
 Title: Register of Wills for Queen Anne's County

Schedule Approved by State Archivist

Date: _____
 Signature: _____

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. 2687

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Agency
REGISTERS OF WILLS AND ORPHANS' COURTS

Division/Unit

Item No.	Description	Retention
	<p align="center">MARYLAND COURT SYSTEM</p> <p align="center">Probate Records</p> <p align="center">REGISTERS OF WILLS AND ORPHANS' COURTS</p> <p align="center">GENERAL RETENTION AND DISPOSAL SCHEDULE</p> <p align="center">No. <u>2687</u></p> <p>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.</p> <p>Records from this series that are maintained permanently will be transferred to the Maryland State Archives.</p> <p>This Schedule supersedes Schedules 662, 662A1, and 662A2.</p>	

Schedule Approved by Department, Agency, or Division Representative

Date: September 24, 2014

Signature: Lois A. Duke

Typed Name: Lois A. Duke

Title: Register of Wills for St. Mary's County

Schedule Approved by State Archivist

Date: _____

Signature: _____

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 2687

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Agency
 REGISTERS OF WILLS AND ORPHANS' COURTS

Division/Unit

Item No.	Description	Retention
	<p>MARYLAND COURT SYSTEM</p> <p>Probate Records</p> <p>REGISTERS OF WILLS AND ORPHANS' COURTS</p> <p>GENERAL RETENTION AND DISPOSAL SCHEDULE</p> <p>No. <u>2687</u></p> <p>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.</p> <p>Records from this series that are maintained permanently will be transferred to the Maryland State Archives.</p> <p>This Schedule supersedes Schedules 662, 662A1, and 662A2.</p>	

Schedule Approved by Department, Agency, or Division Representative

Date: 9/24/14

Signature: Gary W. Miller

Typed Name: Gary W. Miller

Title: Register of Wills for Somerset County

Schedule Approved by State Archivist

Date:

Signature:

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. 2687
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Agency
REGISTERS OF WILLS AND ORPHANS' COURTS

Division/Unit

Item No.	Description	Retention
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MARYLAND COURT SYSTEM

Probate Records

REGISTERS OF WILLS AND ORPHANS' COURTS

GENERAL RETENTION AND DISPOSAL SCHEDULE

No. 2687

General Schedule No. 2687 governs the retention and disposal of 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: 09/24/2014

Date: _____
Signature: _____

Signature: Patricia E. Campen

Typed Name: Patricia E. Campen

Signature: _____

Title: Register of Wills for Talbot County

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

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Agency
 REGISTERS OF WILLS AND ORPHANS' COURTS

Division/Unit

Item No.	Description	Retention
	<p>MARYLAND COURT SYSTEM</p> <p>Probate Records</p> <p>REGISTERS OF WILLS AND ORPHANS' COURTS</p> <p>GENERAL RETENTION AND DISPOSAL SCHEDULE</p> <p>No. <u>2687</u></p> <p>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.</p> <p>Records from this series that are maintained permanently will be transferred to the Maryland State Archives.</p> <p>This Schedule supersedes Schedules 662, 662A1, and 662A2.</p>	

Schedule Approved by Department, Agency, or Division Representative

Date: 09/24/2014

Signature: Jason A. Malott

Typed Name: Jason A. Malott

Title: Register of Wills for Washington County

Schedule Approved by State Archivist

Date: _____

Signature: _____

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. 2687
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Agency
REGISTERS OF WILLS AND ORPHANS' COURTS

Division/Unit

Item No.	Description	Retention
	<p align="center">MARYLAND COURT SYSTEM</p> <p align="center">Probate Records</p> <p align="center">REGISTERS OF WILLS AND ORPHANS' COURTS</p> <p align="center">GENERAL RETENTION AND DISPOSAL SCHEDULE</p> <p align="center">No. <u>2687</u></p> <p>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.</p> <p>Records from this series that are maintained permanently will be transferred to the Maryland State Archives.</p> <p>This Schedule supersedes Schedules 662, 662A1, and 662A2.</p>	

Schedule Approved by Department, Agency, or Division Representative

Date: September 24, 2014

Signature: *Karen A. Lemon*

Typed Name: Karen A. Lemon

Title: Register of Wills for Wicomico County

Schedule Approved by State Archivist

Date:

Signature:

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 2687

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Agency
 REGISTERS OF WILLS AND ORPHANS' COURTS

Division/Unit

Item No.	Description	Retention
	<p>MARYLAND COURT SYSTEM</p> <p>Probate Records</p> <p>REGISTERS OF WILLS AND ORPHANS' COURTS</p> <p>GENERAL RETENTION AND DISPOSAL SCHEDULE</p> <p>No. <u>2687</u></p> <p>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.</p> <p>Records from this series that are maintained permanently will be transferred to the Maryland State Archives.</p> <p>This Schedule supersedes Schedules 662, 662A1, and 662A2.</p>	

Schedule Approved by Department, Agency, or Division Representative

Date: 9/24/2014

Signature: Charlotte K. Cathell

Typed Name: Charlotte K. Cathell

Title: Register of Wills for Worcester County

Schedule Approved by State Archivist

Date:

Signature:

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 1 OF 19</p>
<p>1. Department/Agency Registers of Wills and Orphans' Courts</p>	<p>2. Division N/A</p>	<p>3. Unit N/A</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title GENERAL ADMINISTRATIVE CORRESPONDENCE</p>		<p>5. Earliest Year/Latest Year 1777 to Present</p>
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Digital record</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>1,500</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Administrative file folders/papers related to the Office of the Attorney General.</u></p> <p>10. Annual Accumulation <u>100</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Administrative file folders/papers related to the Office of the Attorney General.</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>N/A</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Varies.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Correspondence with and opinions of the Office of the Attorney General are duplicated at that Office.</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Informal opinions and letters of advice from the Office of the Attorney General are subject to attorney-client privilege and thus restricted to the Registers of Wills.</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Index of opinions of the Office of the Attorney General is maintained in an electronic and paper format.</p>	<p>18. Recommended Retention 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. Retain all other material for three (3) years, then destroy.</p>	
<p>19. Name and Title of Preparer Byron E. Macfarlane, Register of Wills for Howard County</p>	<p>20. Telephone Number 410.313.2133</p>	<p>21. Date 8-27-2014</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 2 OF 19</p>
<p>1. Department/Agency Registers of Wills and Orphans' Courts</p>	<p>2. Division N/A</p>	<p>3. Unit N/A</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title PERSONNEL FILES</p>	<p>5. Earliest Year/Latest Year 1777 to Present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Digital record</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>600</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Individual employee files.</u></p> <hr/> <p>10. Annual Accumulation <u>20</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Individual employee files.</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>12</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Varies</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Office of Human Resources, Comptroller of Maryland.</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No MD Code, State Government Article, §10-616(i). Personnel records viewable only by the person of interest (ie. the employee) or by the Register of Wills personally. See also §10-617(e).</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for twelve (12) years after termination of service, then destroy.</p>	
<p>19. Name and Title of Preparer Byron E. Macfarlane, Register of Wills for Howard County</p>	<p>20. Telephone Number 410.313.2133</p>	<p>21. Date 8-27-2014</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 3 OF 19</p>
<p>1. Department/Agency Registers of Wills and Orphans' Courts</p>	<p>2. Division N/A</p>	<p>3. Unit N/A</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title AUDIT RECORDS</p>		<p>5. Earliest Year/Latest Year 1992 to Present</p>
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Audit reports, discussion notes, and correspondence with the Office of Legislative Audits.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Digital record</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>200</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Audit Report Files</u></p> <hr/> <p>10. Annual Accumulation <u>8</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Audit Report Files</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>N/A</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Varies.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Office of Legislative Audits.</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain permanently; transfer periodically to the Maryland State Archives.</p>	
<p>19. Name and Title of Preparer Byron E. Macfarlane, Register of Wills for Howard County</p>	<p>20. Telephone Number 410.313.2133</p>	<p>21. Date 8-27-2014</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 4 OF 19</p>
<p>1. Department/Agency Registers of Wills and Orphans' Courts</p>	<p>2. Division N/A</p>	<p>3. Unit N/A</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title BUDGET AND FISCAL PLANNING RECORDS</p>	<p>5. Earliest Year/Latest Year 1777 to Present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Materials and supplies physical inventory; Report of fixed assets; Report of materials and supplies.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Digital record</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>225</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Paper and digital record.</u></p> <hr/> <p>10. Annual Accumulation <u>72</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Paper and digital record.</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Varies.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Department of General Services, Inventory Standards & Support Division</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for three (3) years and until all audit requirements are fulfilled, then destroy.</p>	
<p>19. Name and Title of Preparer Byron E. Macfarlane, Register of Wills for Howard County</p>	<p>20. Telephone Number 410.313.2133</p>	<p>21. Date 8-27-2014</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 5 OF 19</p>
<p>1. Department/Agency Registers of Wills and Orphans' Courts</p>	<p>2. Division N/A</p>	<p>3. Unit N/A</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title GENERAL ACCOUNTING RECORDS</p>		<p>5. Earliest Year/Latest Year 1777 to Present</p>
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Bank deposit slips; bank statements; credit transmittals.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Various paper sizes.</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>20,000</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Paper records.</u></p> <p>10. Annual Accumulation <u>6,400</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Paper records.</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Varies.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Code, State Government Article §10-611 through 10-630 governs public records. Registers may require a Maryland Public Information Act request for these records.</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for three (3) years and until all audit requirements are fulfilled, then destroy.</p>	
<p>19. Name and Title of Preparer Byron E. Macfarlane, Register of Wills for Howard County</p>	<p>20. Telephone Number 410.313.2133</p>	<p>21. Date 8-27-2014</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 6 OF 19</p>
<p>1. Department/Agency Registers of Wills and Orphans' Courts</p>	<p>2. Division N/A</p>	<p>3. Unit N/A</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title MISCELLANEOUS ACCOUNTING RECORDS</p>	<p>5. Earliest Year/Latest Year 1777 to Present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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; and returned check or check copy.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Various size papers.</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>25,000</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Books and paper records.</u></p> <p>10. Annual Accumulation <u>8,000</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Books and paper records.</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Varies.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Code, State Government Article §10-611 through 10-630 governs public records. Registers may require a Maryland Public Information Act request for these records.</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for three (3) years and until all audit requirements are fulfilled, then destroy.</p>	
<p>19. Name and Title of Preparer Byron E. Macfarlane, Register of Wills for Howard County</p>	<p>20. Telephone Number 410.313.2133</p>	<p>21. Date 8-27-2014</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 7 OF 19</p>
<p>1. Department/Agency Registers of Wills and Orphans' Courts</p>	<p>2. Division N/A</p>	<p>3. Unit N/A</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title PURCHASING RECORDS</p>	<p>5. Earliest Year/Latest Year 1777 to Present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contracts awarded; monthly credit card reports; monthly credit card statements; purchase orders; requisition of supplies; and stores requisition.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Digital record</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>1,750</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Paper and digital record.</u></p> <p>10. Annual Accumulation <u>75</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Paper and digital record.</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Varies.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Code, State Government Article §10-611 through 10-630 governs public records. Registers may require a Maryland Public Information Act request for these records.</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for three (3) years and until all audit requirements are fulfilled, then destroy.</p>	
<p>19. Name and Title of Preparer Byron E. Macfarlane, Register of Wills for Howard County</p>	<p>20. Telephone Number 410.313.2133</p>	<p>21. Date 8-27-2014</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 8 OF 19</p>
<p>1. Department/Agency Registers of Wills and Orphans' Courts</p>	<p>2. Division N/A</p>	<p>3. Unit N/A</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title PAYROLL RECORDS</p>	<p>5. Earliest Year/Latest Year 1777 to Present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Central Payroll Bureau pay reports; Central Payroll Bureau payroll and check registers; and employee weekly and annual time sheets.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Digital record</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>10,500</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Reports/Time Sheets</u></p> <hr/> <p>10. Annual Accumulation <u>3,500</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Reports/Time Sheets</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Varies.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No MD Code, State Government Article, §10-616(i). Personnel records viewable only by the person of interest (ie. the employee) or by the Register of Wills personally. See also §10-617(e).</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for three (3) years and until all audit requirements are fulfilled, then destroy.</p>	
<p>19. Name and Title of Preparer Byron E. Macfarlane, Register of Wills for Howard County</p>	<p>20. Telephone Number 410.313.2133</p>	<p>21. Date 8-27-2014</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 9 OF 19</p>
<p>1. Department/Agency Registers of Wills and Orphans' Courts</p>	<p>2. Division N/A</p>	<p>3. Unit N/A</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title ADMINISTRATIVE/ESTATE DOCKETS FOR ESTATES OPENED THROUGH SEPTEMBER 30, 2014</p>	<p>5. Earliest Year/Latest Year 1777 to SEPTEMBER 30, 2014</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Paper record of administration of estates listing all papers issued or received with dates of filing, estate numbers, and names of estate.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Digital record</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>1,050,000</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Paper dockets, bound books and digital records.</u></p> <p>10. Annual Accumulation <u>30,000</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Paper dockets and digital records.</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>At the time of the closing of the estate.</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Varies.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Office of the Comptroller.</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain permanently; transfer periodically to the Maryland State Archives.</p>	
<p>19. Name and Title of Preparer Byron E. Macfarlane, Register of Wills for Howard County</p>	<p>20. Telephone Number 410.313.2133</p>	<p>21. Date 8-27-2014</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 10 OF 19</p>
<p>1. Department/Agency Registers of Wills and Orphans' Courts</p>	<p>2. Division N/A</p>	<p>3. Unit N/A</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title ADMINISTRATION/ESTATE DOCKETS FOR ESTATES OPENED COMMENCING OCTOBER 1, 2014</p>	<p>5. Earliest Year/Latest Year OCTOBER 1, 2014 to PRESENT</p>	
<p>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 issued or received with dates of filing, estate numbers, and names of estates.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Digital record</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume N/A Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation 30,000 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Digital records.</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After At the time of the closing of the estate. Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Varies.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Office of the Comptroller.</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain permanently; transfer periodically to the Maryland State Archives.</p>	
<p>19. Name and Title of Preparer Byron E. Macfarlane, Register of Wills for Howard County</p>	<p>20. Telephone Number 410.313.2133</p>	<p>21. Date 8-27-2014</p>

1. Department/Agency Registers of Wills and Orphans` Courts	2. Division N/A	3. Unit N/A
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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 CLAIMS AGAINST DECEDENTS WITH NO ESTATE OF RECORD FILED THROUGH MAY 18, 1989	5. Earliest Year/Latest Year 1777 to MAY 18, 1989
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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.

<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 100 Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Bound books.</u></p> <hr/> <p>10. Annual Accumulation 0 Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Bound books.</u></p>
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<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>Presently inactive.</u></p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>
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<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Varies.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
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<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>
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<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain permanently; transfer periodically to the Maryland State Archives.</p>
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19. Name and Title of Preparer Byron E. Macfarlane, Register of Wills for Howard County	20. Telephone Number 410.313.2133	21. Date 8-27-2014
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1. Department/Agency Registers of Wills and Orphans' Courts	2. Division N/A	3. Unit N/A
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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 CLAIMS AGAINST DECEDENTS WITH NO ESTATE OF RECORD FILED ON OR AFTER MAY 19, 1989	5. Earliest Year/Latest Year MAY 19, 1989 to Present
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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.

<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Digital record</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>40,000</u> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Paper and digital record.</u></p> <hr/> <p>10. Annual Accumulation <u>1,150</u> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Paper and digital record.</u></p>
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<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>N/A</u></p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>
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<p>13. Current Location(s) (Bldg., Floor, Room) Varies.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Office of the Comptroller.</p>
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<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>
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<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Scan original paper record to Maryland State Archives standards then destroy. Retain images permanently and transfer annually to the Maryland State Archives.</p>
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19. Name and Title of Preparer Byron E. Macfarlane, Register of Wills for Howard County	20. Telephone Number 410.313.2133	21. Date 8-27-2014
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<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 13 OF 19</p>
<p>1. Department/Agency Registers of Wills and Orphans' Courts</p>	<p>2. Division N/A</p>	<p>3. Unit N/A</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title ESTATE FILES FOR ESTATES OPENED THROUGH SEPTEMBER 30, 2014</p>	<p>5. Earliest Year/Latest Year 1777 to SEPTEMBER 30, 2014</p>	
<p>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 State Archives standard and the original papers in the estate case file under estate number.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Digital record</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>1,050,000</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Paper and digital estate files.</u></p> <p>10. Annual Accumulation <u>30,000</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Paper and digital estate files.</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>At the time of the closing of the estate.</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Varies.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Office of the Comptroller.</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Estate files are indexed by estate number, name of the decedent, names of interested persons, date of death, date of filing, type of estate, and status of the estate.</p>	<p>18. Recommended Retention Retain digital images and original paper files permanently; transfer digital images annually and original paper files periodically to the Maryland State Archives.</p>	
<p>19. Name and Title of Preparer Byron E. Macfarlane, Register of Wills for Howard County</p>	<p>20. Telephone Number 410.313.2133</p>	<p>21. Date 8-27-2014</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 14 OF 19</p>
<p>1. Department/Agency Registers of Wills and Orphans' Courts</p>	<p>2. Division N/A</p>	<p>3. Unit N/A</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title ESTATE FILES FOR ESTATES OPENED COMMENCING OCTOBER 1, 2014</p>		<p>5. Earliest Year/Latest Year OCTOBER 1, 2014 to PRESENT</p>
<p>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 State Archives standard and the original papers filed in the estate case file under estate number.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Digital record</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume N/A Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Paper and digital estate files.</u></p> <p>10. Annual Accumulation 30,000 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Paper and digital estate files.</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>At the time of the closing of the estate.</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Varies.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Office of the Comptroller.</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Estate files are indexed by estate number, name of the decedent, names of interested persons, date of death, date of filing, type of estate, and status of the estate.</p>	<p>18. Recommended Retention Retain digital images permanently; transfer annually to the Maryland State Archives. Six (6) months after the closing of an estate the Personal Representative ("P.R.") shall be given notice that he/she has Sixty (60) days 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, destroy original paper file.</p>	
<p>19. Name and Title of Preparer Byron E. Macfarlane, Register of Wills for Howard County</p>	<p>20. Telephone Number 410.313.2133</p>	<p>21. Date 8-27-2014</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 15 OF 19</p>
<p>1. Department/Agency Registers of Wills and Orphans' Courts</p>	<p>2. Division N/A</p>	<p>3. Unit N/A</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title GUARDIAN ACCOUNTS, BONDS, DOCKETS AND INDEXES</p>	<p>5. Earliest Year/Latest Year 1777 to Present</p>	
<p>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 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.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Digital Record</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>15,000</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Guardianship Estate Files</u></p> <p>10. Annual Accumulation <u>150</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Guardianship Estate Files</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>At the time of the termination of the guardianship.</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Varies.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Digital record duplicated at the Office of the Comptroller.</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Rules, §16-1006(a)(1)(B).</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Indexed by guardianship estate number, name of minor, date of birth of minor, name of guardian, and date of appointment of guardian.</p>	<p>18. Recommended Retention Retain permanently; transfer periodically to the Maryland State Archives.</p>	
<p>19. Name and Title of Preparer Byron E. Macfarlane, Register of Wills for Howard County</p>	<p>20. Telephone Number 410.313.2133</p>	<p>21. Date 8-27-2014</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 16 OF 19</p>
<p>1. Department/Agency Registers of Wills and Orphans' Courts</p>	<p>2. Division N/A</p>	<p>3. Unit N/A</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title PROCEEDINGS OF THE ORPHANS' COURT AND INDEX</p>	<p>5. Earliest Year/Latest Year 1777 to Present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Summary of proceedings in the Orphans' Court.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Digital Record</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>28,500</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Paper/digital records.</u></p> <hr/> <p>10. Annual Accumulation <u>4,750</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Paper/digital records.</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>At the time of the closing of the estate in which proceedings occurred.</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Varies.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Office of the Comptroller.</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain record permanently; transfer periodically to the Maryland State Archives.</p>	
<p>19. Name and Title of Preparer Byron E. Macfarlane, Register of Wills for Howard County</p>	<p>20. Telephone Number 410.313.2133</p>	<p>21. Date 8-27-2014</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 17 OF 19</p>
<p>1. Department/Agency Registers of Wills and Orphans' Courts</p>	<p>2. Division N/A</p>	<p>3. Unit N/A</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title VERBATIM PROCEEDINGS OF THE ORPHANS' COURT</p>		<p>5. Earliest Year/Latest Year 1777 to Present</p>
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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 individual, through use of an electronic device, digital device, magnetic audio or video tape, steno mask equipment, stenotype machine, written symbols or other medium.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Digital Record</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>24,000</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Audio cassettes/digital recordings.</u></p> <hr/> <p>10. Annual Accumulation <u>4,000</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Digital recordings.</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>12</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Varies.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Office of the Comptroller.</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain verbatim proceedings for twelve (12) years then destroy.</p>	
<p>19. Name and Title of Preparer Byron E. Macfarlane, Register of Wills for Howard County</p>	<p>20. Telephone Number 410.313.2133</p>	<p>21. Date 8-27-2014</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 18 OF 19</p>
<p>1. Department/Agency Registers of Wills and Orphans' Courts</p>	<p>2. Division N/A</p>	<p>3. Unit N/A</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title WILLS AND CODICILS AND INDEXES</p>	<p>5. Earliest Year/Latest Year 1777 to Present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Original wills and codicils, probated and unprobated, and probated copies of wills and codicils which are filed with the Estate Case Files and indexed.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Digital Record</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>315,000</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Paper and digital record.</u></p> <hr/> <p>10. Annual Accumulation <u>22,000</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Paper and digital record.</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>At the time of the closing of the estate in which the will(s)/codicil(s) was/were filed.</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Varies.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain permanently; transfer periodically to the Maryland State Archives.</p>	
<p>19. Name and Title of Preparer Byron E. Macfarlane, Register of Wills for Howard County</p>	<p>20. Telephone Number 410.313.2133</p>	<p>21. Date 8-27-2014</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 19 OF 19</p>
<p>1. Department/Agency Registers of Wills and Orphans' Courts</p>	<p>2. Division N/A</p>	<p>3. Unit N/A</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title WILLS AND CODICILS OF LIVING PERSONS AND INDEXES</p>	<p>5. Earliest Year/Latest Year 1777 to Present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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.</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Standard business envelope size.</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>320,000</u> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Sealed will/codicil envelopes.</u></p> <p>10. Annual Accumulation <u>17,000</u> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Sealed will/codicil envelopes.</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>80</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Varies.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Code, Estates & Trusts Article §4-201(c). During his/her lifetime, a will or codicil may only be delivered to him/her or a person authorized by him/her in writing to receive a will or codicil.</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Indexed by the first and last name of the testator, last four (4) digits of the testator's Social Security Number, and date of filing.</p>	<p>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.</p>	
<p>19. Name and Title of Preparer Byron E. Macfarlane, Register of Wills for Howard County</p>	<p>20. Telephone Number 410.313.2133</p>	<p>21. Date 8-27-2014</p>