

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

1. Requesting Agency: **ALLEGANY COUNTY**
2. Division or Bureau of Requesting Agency: **CLERK OF CIRCUIT COURT**

3. Authorization Requested (Check only one of the squares below).

- A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.
- B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.
- C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No. 5. Description of Records: Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.
6. Recommendation of Hall of Records and Board of Public Works.

1. **CORRESPONDENCE**

Quantity: **4 cubic feet**
Dates: **1914 - -**
File Arrangement: **Alphabetical**
Annual Accumulation: **1/4 cubic foot**
Disposable Amount: **3 cubic feet**

Correspondence with individuals, private firms, various State and county agencies, etc., concerned with the functions of the Clerk's office.

RECOMMENDATION: **RETAIN FOR THREE YEARS AND THEN DESTROY.**

2. **LICENSES**

Quantity: **6 cubic feet**
Dates: **1952 - -**
File Arrangement: **Chronological**
Annual Accumulation: **2 cubic feet**
Disposable Amount: **None**
Audit: **State**

Applications for, and stub records and carbon copies of the following annual licenses issued by the Clerk of Court:

(Continued

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Joseph E. Boden
Signature

Clerk of the Circuit Court
For Allegany County
Cumberland, Maryland

DEC 23 1955

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

1/5/56
Date

Morris S. Radloff
Archivist

1956
Date

J. McEwen
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4
NO.

5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Amusement
Anglers
Auctioneers
Beer and Wine
Billiard Table
Bowling Alley
Carnival
Chain Store
Cigarette
Circus
Cleaning, Dyeing & Pressing
Construction Firm or Company
Distributors
Duck Blind
Garage
Hawker & Peddler
Horse & Jack
Hucksters
Hunting
Junk Dealer

Laundry
Liquor
Motion Picture Show
Motion Picture Machine
Music Box
Packers and Shippers
Pinball and Console
Plumbers and Gasfitters
Pushers
Restaurant or Eating Place
Show
Soda Water Fountain
Solid Fuel
Storage Warehouse
Theatre
Trader
Trading Stamp Company
Vending Machine
Wholesale Dealers in Farm Machinery

APPROVED
HALL OF RECORDS COMMISSION

All licenses are prepared in three copies, and in all cases the first copy goes to the licensee and the third copy is retained by the Clerk. Second copies of Duck Blind, Fishing and Hunting licenses are sent to the Department of Game and Inland Fish. Second copies of all other licenses go to the Comptroller, the County Commissioners, or town, depending upon which derives revenues from the license. All licenses except Duck Blind, Fishing, and Hunting licenses are recorded in the permanent "License Ledgers." Gross amounts received each day for licenses are recorded in the Cash Book, which is the permanent financial record of the office.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

3. RECEIPTS

Quantity: 18 cubic feet
Dates: 1950 --
File Arrangement: Chronological
Annual Accumulation: 3 cubic feet
Disposable Amount: 9 cubic feet
Audit: State

APPROVED BY
BOARD OF PUBLIC WORKS
Date JAN 9 1956

[Signature]
Secretary

Three types of printed receipts are used in the Clerk's office:

1. Series A: Used to receipt for any money received in connection with law cases.
2. Series B: Used to receipt for any money received in connection with equity cases.
3. Series C: Used to receipt for any other money received.

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE

NO. **C-45**PAGE
NO.**3.**

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

All receipts are prepared in duplicate, the first copy going to the payor and the second remaining in the office. Gross amounts received for each day are recorded in the Cash Book, which is the permanent financial record of the office.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

4. ADMINISTRATIVE ACCOUNTING RECORDS

Quantity: 8 cubic feet

Dates: 1928 - -

File Arrangement: Chronological

Annual Accumulation: 1 cubic foot

Disposable Amount: 5 cubic feet

Audit: State

This item includes the following accounting records, used as supporting data to the final book of entry. The transactions which they concern are recorded in the Cash Book, which is the permanent financial record of the office.

Paid invoices and bills, and receipts for office supplies and services connected with the operation of the Clerk's office.

Banking records, including check stubs, canceled checks, bank statements, deposit slips, and bank books of the Clerk of Court.

Copies of monthly and annual reports to the State Comptroller, and work sheets used in compiling these reports.

Copies of payrolls and supporting documents sent to the Employees' Retirement System.

Correspondence with the State Comptroller and other State officials regarding fiscal matters.

State Treasurer's Warrants.

Daily Financial Statements.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

APPROVED BY
BOARD OF PUBLIC WORKS

Date: JAN 10 1956

APPROVED
HALL OF RECORDS COMMISSION

[Signature]

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4 n NO.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
---------------	---	---

5. RELEASED MORTGAGES, DEEDS OF TRUST, AND MORTGAGES OF PERSONAL PROPERTY

Quantity: 250 cubic feet
Dates: 1791 - -
File Arrangement: Chronological
Annual Accumulation: 9 cubic feet
Disposable Amount: 85 cubic feet
Index: None

Mortgages, Deeds of Trust, and Mortgages of Personal Property are originally recorded by the Clerk among his Land Records and Chattel Records. Later if they are to be released pursuant to Sections 44 and 45, Article 21, Annotated Code of Maryland, 1955 Cumulative Supplement, they are sent to the Clerk with a release form endorsed thereon, and the Clerk records the release form in the same book in which the original instrument is recorded. The sections of the Code cited above authorize the Clerk to destroy these instruments twenty-five years after they have been released. The recommendations below apply only to Mortgages, Deeds of Trust, and Mortgages of Personal Property which have been fully released pursuant to the sections of the code listed above.

- A. RECOMMENDATION: INSTRUMENTS RELEASED IN 1875 OR LATER: RETAIN FOR TWENTY-FIVE YEARS AFTER THE DATE OF RELEASE AND THEN DESTROY.
- B. RECOMMENDATION: INSTRUMENTS RELEASED BEFORE 1875: DESTROY ONLY AFTER CONSULTATION WITH THE HALL OF RECORDS REGARDING POSSIBLE HISTORICAL VALUE.

6. DAILY INDEX SHEETS AND TRANSFER SLIPS

Quantity: 3 cubic feet
Dates: 1953 - -
File Arrangement: Chronological
Annual Accumulation: 2 cubic feet
Disposable Amount: 3 cubic feet

Indexing data for each instrument recorded among the Land Records is entered in the Daily Index Sheets when the instrument is received for recording. This information is later copied onto Transfer Slips, and then transcribed into the permanent General Index of Land Records. After the transcription is completed, this material is considered non-record within the meaning of the statute governing non-record material. (Art. 41, Sec. 155, Annotated Code of Maryland, 1951 Edition)

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
Date JAN 9 1956

James E. ...
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4
m
No.

5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

7. DAILY LICENSE BOOKS

Quantity: 2 cubic feet
Dates: 1939 - -
File Arrangement: Chronological
Annual Accumulation: $\frac{1}{4}$ cubic foot
Disposable Amount: 1 cubic foot
Audit: State

When a license is issued, the date of the license, name of licensee, and amount paid are recorded in one of five types of Daily License Books:

1. Annual License Book
2. Fractional License Book
3. State Revenue License Book
4. Music Box License Book
5. Pinball Machine License Book

All information in the Daily License Books is duplicated in the permanent License Ledgers.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

8. CONDITIONAL CONTRACTS OF SALE

Quantity: 8 cubic feet
Dates: 1953 - -
File Arrangement: Chronological
Annual Accumulation: $\frac{1}{4}$ cubic feet
Disposable Amount: None
Audit: State
Index: Yes, Conditional Contracts of Sales Index

The recording of Conditional Contracts of Sale in Allegany County is accomplished under a system established by Chapter 670 of the Acts of 1953. As each contract is received for recording, it is numbered and stored in numerical sequence in a document drawer, and an entry is made by vendee in the Conditional Contracts of Sales Index referring to the number assigned the contract. No further recording is required. Chapter 670 further provides that the contracts may be destroyed after three years.

RECOMMENDATION: RETAIN FOR ^{FIVE} YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY. (ART 21, SEC 67)

APPROVED
HALL OF RECORDS COMMISSION

Date JUN 9 1955

J. McEwen
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4
No.

5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

9. TEMPORARY LAW DOCKETS

Quantity: 16 cubic feet
Dates: 1941-1954
File Arrangement: Chronological
Annual Accumulation: None
Disposable Amount: 16 cubic feet

Until 1954 proceedings in law cases were first taken down in Temporary Law Dockets and later transcribed into the permanent Court Dockets of Allegany County. Since 1954 court proceedings are recorded directly in the Court Dockets. The Temporary Law Dockets, after they have been transcribed, are considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of Maryland, 1951 Edition).

APPROVED
HALL OF RECORDS COMMISSION

SECRETARY
1956
[Signature]
Secretary