

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

SCHEDULE NO. C-141  
PAGE NO. 1.

1. Requesting Agency  
**ALLEGANY COUNTY**

2. Division or Bureau of Requesting Agency  
**CLERK OF THE 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. TRIAL MAGISTRATES PAPERS

Size: **Folded papers**  
Dates: **1950 - -**  
Quantity: **21 cartons, 8 bundles**  
File Arrangement: **By Trial Magistrate or district**  
Disposable Amount: **30 cubic feet**

This file is composed of writs, warrants, and other miscellaneous papers prepared for the use of the Trial Magistrates Courts in the disposition of cases. The papers are filed loosely in bundles or in jackets, bearing on the face of the jacket the names of the arresting officer and the Trial Magistrate, the class or type of trial and the district, the name of the defendant, the date of filing, the date of the summons or commitment, the amount of the bond or collateral posted, continuations, the case number, the offense, the plea and verdict, and the amount of the fine and court costs. The recommendation below applies only to the original papers deposited with the Clerk of the Circuit Court, the Trial Magistrates' Dockets deposited with the Clerk must be retained permanently (Annotated Code of Maryland, 1957 Edition and supplement, Art. 52, Sec. 31).

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

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Clerk of the Circuit Court  
For Allegany County  
Cumberland, Maryland

*Joseph E. Boden*  
Signature

*July 19, 1960.*  
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.

*8/1/1960*  
Date

*Morris S. Dadd*  
Archivist

*AUG 8 1960*  
Date

*Ludovic H. ...*  
Secretary