

REQ. 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
BOARD OF COUNTY COMMISSIONERS

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.	<p><u>MINUTES OF THE BOARD OF COUNTY COMMISSIONERS</u></p> <p>Size: 11" x 18" x 2" Dates: 1924-1928, 1947 - - Quantity: 12 volumes File Arrangement: Chronological Index: After 1950, by subject and name in front of volume</p> <p>The Minute books summarize the proceedings of the Commissioners on all matters pertaining to the administration and regulation of County affairs under their jurisdiction.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p>
2.	<p><u>MINUTES IN PROCEEDINGS ON COUNTY INSTITUTIONS</u></p> <p>Size: 11" x 8½" x 2" Dates: 1944 - - Quantity: 1 volume</p> <p>This record gives the dates of the monthly and special meetings held by the Board at county institutions, the membership present and the business transacted.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

7. Agency, Division or Bureau Representative

J. M. J. Rowan Signature *President* Title *July 22 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

Mavis S. DeLoe
Archivist

Date

Secretary

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(Continuation Sheet)

SCHEDULE
NO. **C-145**

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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.
3.	<p><u>MINUTES ON ASSESSMENTS APPEALS</u></p> <p>Size: 8½" x 11" (loose leaf binder) 10" x 14" x 2" (volumes) Quantity: 1 binder, 1 volume Annual Accumulation: Discontinued. See Minutes of Proceedings</p> <p>This record is composed of rough minutes of proceedings on appeals from assessments giving the date, the members present, and the business transacted with the signatures of the President and the Clerk to the Board. The regular minutes carry this information. However, since the regular minutes are not found for this entire period a recommendation for permanent retention is made below.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
4.	<p><u>LEVY LIST</u></p> <p>Size: 11" x 16" x 2" Dates: 1918 - - Quantity: 2 volumes File Arrangement: Chronological</p> <p>The levy record is arranged by levy year with accounts and sub-accounts arranged alphabetically under each year showing the amount of the levy, and disbursements for each county agency with the balance remaining to each agency at the end of the levy year.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

APPROVED
HALL OF RECORDS COMMISSION