

COAST 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. REPORTS OF TRIAL MAGISTRATES AND CONSTABLES

Size: Folded papers
Dates: 1910 - -
Quantity: 8 document files
File Arrangement: Chronological
Audit: Annual outside audit and State audit

Trial Magistrates and Constables file monthly reports with the Board of County Commissioners on all civil and criminal cases heard or tried giving the names of the parties, the nature of the case or the offense charged, the number of witnesses summoned, the name of the officer serving the warrant and summons, the judgment rendered, and the amount of the fine and costs imposed and collected. All fines and penalties collected are deposited with the Board except fines in motor vehicle cases which are payable to the Commissioner of Motor Vehicles (Annotated Code of Maryland, 1957 edition, Art. 52, Secs. 107, 122).

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

2. COMMITMENT PAPERS

Size: Folded papers
Dates: 1935 - -
Quantity: 43 document files
File Arrangement: By hospital, then alphabetical by name of patient

**APPROVED
HALL OF RECORDS COMMISSION**

7. Agency, Division or Bureau Representative

John J. P. ...
Signature Title

1-10/61
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.

2/7/1961 *Morris S. ...*
Date Archivist

FEB 13 1961 *Andrew ...*
Date Secretary

TEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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.
-------------------	---	---

Any person alleged to be a lunatic or insane and without sufficient means to pay for maintenance at an asylum and who has no relatives or others legally chargeable for support may be sent to a hospital or some other place suitable to his condition by the Board of County Commissioners upon the written certificates of two qualified physicians (Annotated Code of Maryland, 1957 edition, Art. 59, Sec. 1). The Commitment File includes all or some of the following papers:

- Commitment Certificates from physicians
- Letter of admission and related correspondence
- Application for Hospitalization Form
- Voluntary Commitment Agreement
- Financial Agreement Form
- Exception to Financial Agreement
- Notice of Adjustment
- Acceptance Order
- Magistrates' Commitments

RECOMMENDATION: RETAIN FOR SEVENTY YEARS AFTER COMMITMENT OR FOR THREE YEARS AFTER KNOWN DEATH, WHICHEVER IS EARLIER, THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

FEB 13 1961

Andrew Steubert, Jr.
SECRETARY