

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

1. Requesting Agency

**ALLEGANY COUNTY**

2. Division or Bureau of Requesting Agency

**REGISTER OF WILLS**

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.
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**1. GENERAL ACCOUNTING RECORDS**

Dates: 1940 - -  
Quantity: 60 cubic feet  
File Arrangement: Chronological by subject  
Disposable Amount: 50 cubic feet  
Audit: State audit

The General Accounting Records are composed of the following series:

- Bank Books
- Bank Deposit Statements
- Canceled Checks
- Check Books and Check Stubs
- Copies of Monthly and Annual Reports to the State Comptroller
- Paid invoices and bills
- Payroll form copies sent to the State Employees' Retirement System
- Receipts and receipt copies
- State Treasury Warrants

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

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

*James M. Rhy*  
Signature

Register of Wills

Title

January 9, 1961

Date

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

*2/7/1961*  
Date

*Morris S. Radoff*  
Archivist

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

FEB 13 1961

Date

*Audrea H. H. H.*  
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.

**2. GENERAL CORRESPONDENCE**

**Size:** Letter-size  
**Dates:** 1950 - -  
**Quantity:** 2 file drawers  
**File Arrangement:** By subject or name

This file contains routine correspondence and papers not of sufficient importance to be included with the Estate Papers relating principally to notices to legatees, administrators, executors, and guardians, inquiries and replies regarding estates, correspondence with attorneys, individuals, and with various State and County agencies concerned with the functions of the office.

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

APPROVED  
HALL OF RECORDS COMMISSION

APPROVED BY  
BOARD OF PUBLIC WORKS  
FEB 13 1961  
*Andrew Healey, Jr.*  
SECRETARY