

ANNE ARUNDEL COUNTY

CLERK TO THE BOARD OF COUNTY COMMISSIONERS

X

14.05 PR has 1857-1866

1. MINUTES OF THE BOARD OF COUNTY COMMISSIONERS

Dates: 1893-1895, 1911-1914, 1919 - -
Quantity: 5 cubic feet (23 volumes)
File Arrangement: Chronological
Annual Accumulation: 1/4 cubic foot
Audit: Annual outside audit and State audit
Index: None

1871-82, 1887-1893, 1896-98,
1899-1900, 1901-1902, 1904-
1906, 1907-1908, 1908-1911,
1911, 1914-1916, 1917-1919
11 vols

Contains record of proceedings of the Commissioners including statements of policy decisions, lists of building permits granted, accounts of actions in zoning matters, and copies of all acts, ordinances and resolutions adopted or passed.

RECOMMENDATION: RETAIN PERMANENTLY

2. ACTS, ORDINANCES, AND RESOLUTIONS OF THE COUNTY COMMISSIONERS

Dates: 1949 - -
Quantity: 1 cubic foot
File Arrangement: Subject
Annual Accumulation: 1/4 cubic foot
Disposable Amount: 1 cubic foot

Under the provisions of Article 25, Section 4, Annotated Code of Maryland, 1951 Edition, a copy of all acts, ordinances and resolutions

adopted or passed by the Board of County Commissioners, certified by the President of the Board and attested by the Clerk to the Board, must be filed with the Clerk of Circuit Court for recording. The act, ordinance or resolution becomes effective and is admissible as evidence in court only after it has been so filed. Before the copy of the act, ordinance or resolution is filed with the Clerk, another record of it is made in the Minutes of the Board of County Commissioners. After the Clerk of Court completes his recording, the filed copy is returned to the Clerk to the Board of County Commissioners, who retains it solely for purposes of convenient reference. These copies of acts, ordinances and resolutions, after being recorded both among the records of the Clerk of Court and in the Minutes of the County Commissioners, are considered non-record within the meaning of the statute governing non-record material (Article 41, Section 155, Annotated Code of Maryland, 1951 Edition).

3. CORRESPONDENCE

Dates: 1934 - -
 Quantity: 30 cubic feet
 File Arrangement: Subject and alphabetical therein
 Annual Accumulation: 2 cubic feet
 Disposable Amount: 2 1/2 cubic feet

Correspondence with individuals, State and county agencies, etc., concerned with the functions of the Board of County Commissioners. Letters requiring the attention of the Board of County Commissioners are submitted to it, and any action taken or decisions made are recorded in the Minutes of the Board. Letters concerning fiscal matters are transmitted to the appropriate county office. Letters of a purely routine nature are answered by the Clerk to the Board. The Correspondence file itself contains nothing of importance that is not elsewhere recorded and no material that is required for audit.

RECOMMENDATION: RETAIN FOR THREE YEARS; THEN REMOVE AND RETAIN PERMANENTLY RECORDS HAVING CONTINUING ADMINISTRATIVE AND LEGAL VALUE AND DESTROY ALL OTHER MATERIAL.

4. COMMITMENT PAPERS

Size: 8 1/2" x 11"
 Dates: 1930 - -
 Quantity: 10 cubic feet
 File Arrangement: by hospital, then alphabetically by name of person committed
 Annual Accumulation: 1 cubic feet
 Disposable Amount: 2 cubic feet

This file is a record of the County Commissioners' performance of

their duties under Article 59: "Lunatics and Insane, Sub-title Lunatic or Insane Paupers" of the Annotated Code of Maryland, 1951 Edition. A separate folder is established for each committed person, and may contain all or some of the following papers and forms:

1. Commitment Certificates, which are submitted by two physicians. The form of the certificates is prescribed by Article 59, Sec. 30, Annotated Code of Maryland, 1951 Edition. The certificates are supplied to the Commissioners by the Department of Mental Hygiene as Departmental Form 57. Copies of the certificates are forwarded to the hospital to which the patient is committed.
2. Letter of admission, and other correspondence with the hospital. Copies are kept in the file.
3. Application for Hospitalization form - Department of Mental Hygiene DMI Form 1.
4. Voluntary Commitment Agreement form - Department of Mental Hygiene un-numbered form.
5. Financial Agreement for Hospitalization form - Department of Mental Hygiene - DMI Form FISC2, 1954.
6. Exception to Financial Agreement for Hospitalization form - Department of Mental Hygiene - DMI Form FISC 3, 1954.
7. Notice of Adjustment form - Department of Mental Hygiene - Form DMI 350.
8. Magistrates' Commitments.
9. Miscellaneous correspondence and papers relating to the case.

The Commitment Papers are divided among three files, as follows:

1. Active File - containing case folders of patients who have been committed from the county and are presently located in mental institutions.
2. Probation File - containing case folders of patients who have been released from mental institutions on probation. The patients may be returned to the hospitals at any time during one year after release on probation. After that time, re-commitment involving creation of a new case folder is necessary to return him to a hospital.
3. Dead File - containing case folders of patients who are deceased.

(continued)

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

5. ROADS FILE

Dates: 1949 - -
Quantity: 6 cubic feet
File Arrangement: District, then subdivision, then road
Annual Accumulation: 1 cubic foot
Disposable Amount: None

When private roads are taken over by the County Commissioners to be maintained as county roads, and when existing county roads are altered or closed by petition of property holders, a procedure is followed involving the use of the forms listed below:

1. Road Notice: A petition signed by property owners giving notice of intention to petition the County Commissioners to take over and maintain the road. The petition must be advertised in a county newspaper for four consecutive weeks.
2. Certificate of Publication: This certificate is supplied by the newspaper, has a copy of the advertisement attached thereto, and certifies that the Road Notice was advertised on the dates stated.
3. Road Petition: This is a petition to the County Commissioners requesting that they take over and add to the County Road System the private road in question, and it is signed by all owners of property through which the road passes.
4. Report of the Director of Public Works: When the forms listed above have been completed, they are submitted to the County Department of Public Works for a cost estimate and recommendation.
5. Commission of Road Examiners: The Report of the Director of Public Works, with the previously completed forms, is forwarded to the Board of County Commissioners, which then appoints a committee of three Roads Examiners, who are commissioned as such.
6. Report of Roads Examiners: The committee of Roads Examiners, having examined the road in question, reports whether the road should be taken over or not. The appointment of the Roads Examiners and the acceptance or

or rejection of the road are recorded among the Minutes of the Board of County Commissioners. All papers relating to the road are then collected in a case folder and filed. This procedure has been in effect since 1949. Before then, all proceedings in connection with the acceptance of roads were recorded in the Minutes.

RECOMMENDATION: RETAIN FOR TEN YEARS AND THEN DESTROY.

6. DEEDS TO ROADS

Dates: 1955 - -
 Quantity: $\frac{1}{2}$ cubic foot
 File Arrangement: Chronological
 Annual Accumulation: $\frac{1}{4}$ cubic foot
 Disposable Amount: None

Each road that is taken over from private owners by the County Commissioners is conveyed to the County by a deed. Prior to 1955, these deeds were kept in the office of the Clerk of Circuit Court. Since 1955 they have been returned to the Board of County Commissioners after recording. The Clerk to the Board endorses on each deed the dates of the following documents or actions: Certificate of Publication, Report of the Roads Examiners, Acceptance by the County Commissioners, Approval by the Department of Public Works, and approval by the Counsel to the Board of County Commissioners.

RECOMMENDATION: RETAIN PERMANENTLY.

7. CONTRACTS

Quantity: 6 cubic feet
 Dates: 1950 - -
 File Arrangement: By type of contract and then by district or firm
 Annual Accumulation: 1 cubic foot
 Audit: Annual outside audit
 Disposable Amount: 2 cubic feet

File folders contain signed copies of all contracts let by the County, together with related plans, specifications, committee reports on bids, correspondence, sales literature, inter-office memos, bonds of contractors, proposals, and bids. Approval of each contract is noted in the Minutes of the County Commissioners.

- A. RECOMMENDATION: RETAIN FILES CONCERNING ROAD CONSTRUCTION AND BUILDING CONSTRUCTION PERMANENTLY
- B. RECOMMENDATION: RETAIN ALL OTHER FILES FOR THREE YEARS AFTER EXPIRATION OF CONTRACT OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

8. FIRE COMPANY REPORTS

Dates: 1953 - -

Quantity: 3 cubic feet

Annual Accumulation: 1 cubic foot

Audit: Annual outside audit

Under the provisions of Section 330, Code of Public Local Laws of Anne Arundel County, 1947 Edition, Fire Company receiving financial support from County funds is required to submit a financial report to the County Commissioners by December 1 of each year, showing the distribution of these funds for the year past. On the basis of this report, funds for the coming year are allotted to the company in the County Budget. The amount of the allotment and all payments to the Fire Companies are recorded in the Appropriation Control Sheets and in the Voucher Register, which are permanent records.

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

9. FIRE COMPANY BONDS

Dates: 1953 - -

Quantity: Less than $\frac{1}{2}$ cubic foot

Annual Accumulation: $\frac{1}{32}$ cubic foot

Audit: Annual outside audit

Under the provisions of Section 328, Code of Public Local Laws of Anne Arundel County, 1947 Edition, the Treasurer of each Fire Company must be bonded to the extent of the amount of money contributed to the Fire Company by the County. The bond must be executed before any County funds can be released to the company, and it is valid only for one year.

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