

**BALTIMORE COUNTY**

**CLERK OF CIRCUIT COURT**

**X**

**1. GENERAL CORRESPONDENCE**

Quantity: 1 cubic foot  
Dates: 1948 - -  
File Arrangement: Chronological  
Annual Accumulation: less than 1/4 cubic foot  
Disposable Amount: 1 cubic foot

Correspondence with individuals, private firms, various state and county agencies, etc., concerned with the functions of the Clerk's office.

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

**2. LICENSES**

Quantity: 20 cubic feet  
Dates: 1950 - -  
File Arrangement: Chronological  
Annual Accumulation: 5 cubic feet  
Disposable Amount: 5 cubic feet  
Audited by: State

Applications for and stub records and carbon copies of the following annual licenses issued by the Clerk of Court:

Amusement  
Auctioneer  
Beer, Wine, and Liquor  
Billiard Table

Bowling Alley  
Carnival  
Chain Store  
Cigarette

REQUIREMENT FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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.

Item  
No.

Circus  
Cleaning, Dyeing & Pressing  
Construction Firm or Company  
Fishing  
Garage  
Hawker and Peddler  
Horse and Jack  
Huckster  
Hunting  
Laundry  
Motion Picture Show  
Motion Picture Machine

Music Box  
Plumbers and Gasfitters  
Restaurant or Eating Place  
Retail Coal Dealer  
Show  
Shuffle Board  
Soda Water Fountain  
Theatre  
Trader  
Vending Machine  
Wholesale Dealers in Farm  
Machinery

A record of all licenses issued, except Hunting and Fishing licenses, is recorded in permanent License Books (Blotters). Gross amounts received for licenses are recorded monthly in the General Ledger, which is the permanent financial record of the office. There are three copies of all business licenses, which are distributed as follows:

1. To the licensee
2. Retained by Clerk's office for the auditors.
3. To the County Commissioners or to the State Comptroller.

The recommendation below applies to all applications for and stub records and carbon copies of the licenses listed above which are retained by the Clerk's office.

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

3. RECEIPTS

Quantity: 60 cubic feet  
Dates: 1950 - -  
File Arrangement: Chronological  
Annual Accumulation: 18 cubic feet  
Disposable Amount: 10 cubic feet  
Audited by: State

There are three types of receipt forms in three concurrent series:

1. Recordation Receipts, used in receipting for any money received by the Clerk as recording fees or for documentary stamps.
2. Law and Equity Receipts, used in receipting for any money received as the result of court procedure.
3. White Prints Receipts, used in receipting for any money received for copies of plats.

All receipts are prepared in duplicate. The original of each Recordation Receipt is given to the payor as a delivery ticket, and is returned to the office when the document being recorded is received. The carbon copy of each Recordation Receipt is retained in the office. The original of each Law and Equity Receipt is retained by the Licensing and Accounting Department, and the carbon retained by the Law and Equity Section. The original of each White Print Receipt is given to the payor, and the carbon retained in the office. The following recommendation applies to all carbons and originals finally deposited in the Clerk's office.

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

4. ADMINISTRATIVE ACCOUNTING RECORDS

Quantity: 10 cubic feet  
 Dates: 1950 - -  
 File Arrangement: Chronological  
 Annual Accumulation: 2 1/4 cubic feet  
 Disposable Amount: 3 1/4 cubic feet  
 Audited by: State

This item includes the following accounting records, used as supporting data to the final book of entry, which is the General Ledger, containing monthly totals of receipts and disbursements.

Paid invoices and bills for office supplies and services connected with the operation of the Clerk's office.

Banking records, including check stubs, canceled checks, bank statements, deposit slips, and bank books of the Clerk of Court.

Copies of monthly and annual reports to the State Comptroller.

Daily Cash Sheets, showing receipts and disbursements for each day of operation.

Copies of payrolls and supporting documents sent to the Employee's Retirement System.

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

5. DRAFT INDEXES

Quantity: 9 cubic feet  
 Dates: 1952 - -  
 File Arrangement: Chronological  
 Annual Accumulation: 3 cubic feet

Handwritten draft indexes to record books prepared each day and later typed into the index pages of the books. The drafts are then kept for three years for checking in case an error is found in the typed version. This material is considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of Maryland, 1951).