

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

SCHEDULE NO. **C-350**  
PAGE NO. **1**

1. Requesting Agency: **BALTIMORE COUNTY**  
2. Division or Bureau of Requesting Agency: **Clerk of the Circuit Court**

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 | 6. Recommendation of Hall of Records and Board of Public Works.

1 FINANCING RECORD  
Size: **9" x 15" Binders**  
Quantity: **126 Binders**  
Dates: **1964-- 1965 - 1966 --**  
File Arrangement: **Post Binders that can be re-used**  
Index: **Debtor Index to Financing Statements (Item 2)**  
  
This is a record composed of the photoprint copies of the Financing Statements which replaced Chattel Mortgages, Bills of Sale, Conditional Contracts of Sales, and Factors' Liens under the Uniform Commercial Code of 1963 (Annotated Code of Maryland, 1957 Edition as Amended, Art. 95B, Secs. 9-401-406). The Financing Record includes, in addition to financing statements, continuation statements, assignments, amendments, and collateral releases. Financing statements relating to fixtures to land are indexed and recorded in the Land Records and cross-indexed in the Debtor Index to Financing Statements (Item 2).  
  
The original Financing Statements and collateral papers are returned to the secured parties after recordation.  
  
A recorded financing statement with a stated maturity of five years or less is effective until such maturity and for sixty days thereafter. Any other recorded financing statement is effective for a period of five years. A continuation statement may be filed prior to the lapse of any recorded financing statement, but if a lapse occurs, the security interest becomes unperfected.  
  
(cont'd)

7. Agency, Division or Bureau Representative  
**Orville T. Howell** Clerk of Circuit Court **November 3, 1971**  
Signature Title Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.  
**11/19/71** **Morris R. Powell**  
Date Archivist

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.  
**11/29/71** **Lucius H. Hubert**  
Date Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

SCHEDULE  
NO. C-350  
PAGE  
NO. 2

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  
(cont'd)

This record supersedes the Conditional Contracts of Sales Dockets, Bills of Sale and Chattel Records, Factors' Lien Records, and Indexes thereto.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND SIXTY DAYS AFTER THE LAST PERTINENT DATE OR RECORD ENTRY THEREIN, THEN DESTROY.

2

DEBTOR INDEX TO FINANCING STATEMENTS

Size: 16" x 18" x 3"  
Quantity: 50 volumes  
Dates: 1964--  
File Arrangement: Chronological

The Debtor Index is arranged alphabetically by name of the debtor and giving the name of the secured party (or of the assignee, if the paper has been assigned), the identifying file number with the dates, and the liber and folio of recordation, for the following types of instrument:

- |                            |                        |
|----------------------------|------------------------|
| a. Financing Statements    | d. Assignments         |
| b. Continuation Statements | e. Amendments          |
| c. Termination Statements  | f. Collateral Releases |

If a Financing Statement involves fixtures to land, it is recorded in the Land Records and a notation to that effect is made in the Financing Statement Index, and if requested by the secured party, it may also be recorded in the Financing Record.

The original records are returned to the secured parties or their agents after recordation and indexing.

RECOMMENDATION: RETAIN PERMANENTLY

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

SCHEDULE  
NO. **C-350**  
PAGE  
NO. 3

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 CONDITIONAL CONTRACTS OF SALE RECORD, INDEXES AND PAPERS

Size: 13"x18"x3" and folded papers  
Quantity: 53 volumes, c. 500 document files  
Dates: 1919 - 1964 Discontinued  
File Arrangement: Chronological  
Index: Alphabetical Index

This is a record of conveyances of goods and chattels in which the transfer of title is made conditional on a number of deferred payments. It gives the names of vendor and vendee, date of filing, a brief description of the property conveyed, date of the contract, names of witnesses, amount of money involved, when and how payable, whether assigned and whether discharged.

Conditional Contracts of Sale Dockets and Indexes were superseded in 1964 by the Financing Record and the Debtor Index to Financing Statements under the provisions of the Uniform Commercial Code of 1963 (Annotated Code of Maryland, 1957 Edition as Amended, Art. 95-B, Sections 9-401-406). Provision for disposal of these records was made in Chapter 578 of the Session Laws of 1965.

RECOMMENDATION: RETAIN RECORDS, DOCKETS AND PAPERS FOR FIVE YEARS AND SIXTY DAYS AFTER THE LAST RECORD ENTRY OR PERTINENT DATE, THEN DESTROY.

4 CHATTEL RECORDS AND ORIGINAL INSTRUMENTS

Size: 16½" x 13" x 3"  
Quantity: 512 volumes  
Dates: 1851 - 1964, discontinued  
File Arrangement: Chronological  
Index: General Index to Chattels (Item 5)

This is a record of all instruments pertaining to the mortgage of personal property, including bills of sale and chattel mortgages, chattel deeds of trust and indentures, agreements, assignment, extensions, and releases if recorded. Chattel mortgages relating to fixtures to land were recorded in the Land Records and cross-indexed to the Land Records in the General Indexes to Chattels (Item 6).

Under the provisions of the Uniform Commercial Code of 1963 (Annotated Code of Maryland, 1957 Edition as Amended, Art. 95-B, Sections 9-401-406), Financing Statements replaced Bills of Sale and Chattel Mortgages, and a new Index to Financing Statements was substituted for the former indexes and record books; the original

(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

SCHEDULE  
NO. **C-350**  
PAGE  
NO. 4

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.

4  
(cont'd)

paper is returned to the secured party or assignee, if assigned, after recordation. Chapter 578, Session Laws of 1965, provided for destruction of the former records five years and sixty days after the last entry.

RECOMMENDATION: . RETAIN RECORDS AND ORIGINAL PAPERS FOR FIVE YEARS AND SIXTY DAYS AFTER RECORDATION, THEN DESTROY.

5 GENERAL INDEX TO CHATTELS

Size: 16½" x 13" x 3"  
Quantity: 44 volumes  
Dates: 1851 - 1964, discontinued  
Index: Cott Universal

The General Index to Chattels is arranged alphabetically then by date of receipt of the record indexed giving the names of the grantees or mortgagees, the date and names of the Grantors or Mortgagors, the type of instrument, a brief description of the property and the liber and folio of recordation in the Chattel Record (Item 5). In come counties, chattels were indexed internally in the record books.

Instruments affecting the title to land were also indexed in the Land Record Indexes.

RECOMMENDATION: RETAIN INDEXES FOR FIVE YEARS AND SIXTY DAYS AFTER THE LAST ENTRY MADE THEREIN, THEN DESTROY.

6 MOTOR VEHICLE DOCKETS, ARREST TICKETS AND MISCELLANEOUS PAPERS

Size: 11"x16½"x 2"  
Quantity: c. 1,000 volumes  
Dates: 1936 - 1969  
File Arrangement: Chronological  
Index: Internal alphabetical index to name of defendant

Motor Vehicle dockets are a Department of Motor Vehicle form supplied to the Maryland courts having original jurisdiction in motor vehicle cases. Each docket has an average of 250 blank pages to which are stapled the original copies of the Maryland Uniform Traffic Summonses, after disposition of the cases. The older docket books contained blank forms for hand entries by the clerks of the various courts.

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

SCHEDULE  
NO. C-350  
PAGE  
NO. 5

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.

6  
(cont'd)

The Traffic Summonses are made out by the police office in sextuplicate and distributed as follows:

1. White original:  
To court of jurisdiction, to be stapled in the DMV Docket after disposition of the case and notation has been made on white original.
2. Buff copy:  
To headquarters at Pikesville (CARD), where a punched card is prepared with information from the summons and filed, showing only that case has been set for trial.
3. Yellow copy, with white original:  
To the court, with the bottom portion of the pink slip attached to the yellow copy until disposition of the case, at which time the disposition is entered on all copies, as well as on the white original. Then they are separated and the pink copy is forwarded to headquarters (CARD), where a second punched card is prepared and matched with the first, showing that the case is closed. The yellow copy is then forwarded to the Department of Motor Vehicles for its records on disposition of the case, and the white original is placed in the DMV Docket.
4. White copy:  
To defendant at the time of the issuance of the summons.
5. Pink copy:  
Retained by the issuing officer in his book. The bottom portion of the ticket is removed and attached to the yellow copy. (See above).
6. White copy:  
To DMV for its file as a notice that a summons has been issued. The yellow copy received after disposition of the case is a notice that the case has been closed and that the DMV should take any appropriate action required.

Disposition of Motor Vehicle Dockets was provided for by the 1965 session of the General Assembly (Laws of Maryland, 1965, Chapter 607).

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER THE LAST PERTINENT ENTRY OR DATE OF RECORD, THEN DESTROY.