

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

1. Requesting Agency **BALTIMORE COUNTY**  
**CIRCUIT COURT**

2. Division or Bureau of Requesting Agency  
**JURY COMMISSIONER'S OFFICE**

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	<p><u>JUROR QUALIFICATION FORMS</u></p> <p>Dates: 1970 to present Size: 8 1/2" x 11" Annual Accumulation: 5 cu. ft. File Arrangement: Alphabetized by Election Precincts and Districts</p> <p>This file consists of print outs of the name master jury wheel, names of candidate jurors and grand and petit jury panels. There are also print outs of original J.Q.F.'s not returned, certified letters containing second undelivered J.Q.F.'s, copies of summonses issued for failure to return J.Q.F.'s and certified letter receipts for summonses.</p> <p>RECOMMENDATION: RETAIN FOR FOUR YEARS AND THEN DESTROY.</p>	

Approved for Baltimore County:

*Eugene Breed*  
Court Administrator

*W.E. Jones*  
County Administrative Officer

7. Agency, Division or Bureau Representative

*Frank P. Thornton*  
Signature

Records Management Officer  
Title

November 11, 1971  
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.

3-1-72  
Date

*Merris L. Redelfs*  
Archivist

3/13/72  
Date

*Leubron Huelshoff*  
Secretary