

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

SCHEDULE NO. **C 281**
PAGE NO.

Hall of Records Commission

1. Requesting Agency: **BALTIMORE COUNTY**
2. Division or Bureau of Requesting Agency: **OFFICE OF CENTRAL SERVICES RECORDS MANAGEMENT DIVISION**

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. **PROCEEDINGS OF THE LEVY COURT (COUNTY COMMISSIONERS) 1790-1827**
(series not complete)

Thin volumes, approx. 8" x 12 1/2" for years available, paper bound by year, except single hard bound volume 1816-27, 9 1/2" x 15".

RECOMMENDATION: TRANSFER to Hall of Records for safe keeping, repair, and reference as items of statewide historical significance.

2. **JOURNAL OF PROCEEDINGS: 1863-1939** (22 vols., Courthouse storage; volumes covering period 1939-1956 are shelved in Executive Office) approx. 13" x 18" each volume.
Bound volumes, approx. 13" x 18", of minutes of meetings of the Board of County Commissioners.

METROPOLITAN DISTRICT COMMISSION PROCEEDINGS; (1 bound volume, 1924-38, approx. 13" x 18" x 3")
Minutes of Meetings of Board of County Comm. sitting as Metropolitan District Commission.

HIGHWAY COMMISSION PROCEEDINGS (5 bound volumes, approx. 13" x 18" x 3" each, 1904-Nov. 1938)

HIGHWAY COMMISSION FRANCHISES, etc. (5 volumes, 1904-20)

MINUTES OF BOARD OF BOARD OF CONTROL AND REVIEW; 1 vol., Jan-Apr., 1897 only, (Assessment Review).

RECOMMENDATION: RETAIN INDEFINITELY.

HALL OF RECORDS COMMISSION APPROVED

(continued)

7. Agency, Division or Bureau Representative (APPROVALS REQUIRED BY TITLE 25A, BCC, HAVE BEEN SECURED)

Richard E. Maine | Records Management Officer | January 13, 1966
Signature | Title | 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.

1/21/66 | *Mervin S. Puchoff* | 2/18/66 | *William H. ...*
Date | Archivist | Date | Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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NO. C-281
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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. COUNTY COMMISSIONERS CORRESPONDENCE (1941-56, 8 1/2" x 11" filer, est. 75 cu. ft.)

Interdepartmental and general correspondence containing few items of long-term importance; official actions during this period were journalized.

RECOMMENDATION: DESTROY all items which have no continuing value for administrative, fiscal, or legal purposes.

4. OLD PUBLICATIONS

Bound publications of statistics of the sixth (1840) and Eighth (1860) U. S. Census; bound annual editions of the Maryland Journal, 1868-87, 13 vols.)

These publications are non-record in character but may be useful for reference because of age. They are not referred to in their present location.

RECOMMENDATION: DONATE TO (1) Board of Library Trustees, or (2) County Historical Society; if neither accepts, destroy.

BALTIMORE COUNTY, MD.

RECORDS RETENTION SCHEDULE

FOR

NO.

C-281

OFFICE OF CENTRAL SERVICES
RECORDS MANAGEMENT DIVISION

RECORD OR FILE STORED RECORDS AND FILES
OF BOARD OF COUNTY COMMISSIONERS

EFFECTIVE DATE

DESCRIPTION

- GROUP 1: Proceedings of the Levy Court and the County Commissioners, 1790-1827 (series not complete);
- GROUP 2: Journal of Proceedings: 1863-1939 (22 vols., courthouse storage); 1939-1956 (Executive Office). Bound volumes of minutes of meetings of the Board of County Commissioners.
Metropolitan District Commission proceedings, 1924-38; 1 bound volume.
Highway Commission Proceedings (5 bound volumes, 1904,-November, 1938).
Highway Commission Franchises, etc. (5 volumes, 1904-1920)
Board of Control and Review: Assessment Review, 1 vol., Jan. Apr. 1897 only.
- GROUP 3: County Commissioners' interdepartmental and general correspondence, 1941-56, est. 75 cu. ft.
- GROUP 4: Old publications of non-record character: Sixth and Eighth U. S. Census publications; bound editions of the Maryland Journal, 1868-87, 13 vols.)

APPRAISAL AND EVALUATION

- GROUP 1: Of permanent historical value for preservation in original form; the condition of these volumes makes their treatment, repair, and safekeeping important; the County is not equipped to repair and keep these records properly.
- GROUP 2: These are the official records, and usually the only record of activities of the government of Baltimore County in the period covered; they provide whatever there is of historical and administrative continuity.
- GROUP 3: A large quantity of obsolete items of short-term importance at best, interspersed with a few items of importance then and fewer items of importance now.
- GROUP 4: Items interesting for local reference; not government records and not historical materials; donate to library or historical society, where they might receive more attention and use.

RETENTION PERIOD

SEE STATE SCHEDULE

RECOMMENDED:

- GROUP 1: TRANSFER to Hall of Records for safekeeping, repair, and reference as items of statewide historical significance.
- GROUP 2: RETAIN INDEFINITELY.
- GROUP 3: RETAIN only those items of current and continuing administrative, fiscal, or legal value; destroy all others.
- GROUP 4: Donate to (1) Board of Library Trustees, or (2) County Historical Society; if neither accepts, destroy.

SPECIAL INSTRUCTIONS

Approved by B.P.W.
2/15/66

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|-----------------|-------------------------------|
| DATE | RECORDS MANAGEMENT OFFICER |
| January 6, 1966 | Richard F. Main |
| DATE | DEPARTMENT HEAD |
| Jan. 11, 1966 | Henry Reese |
| DATE | COUNTY ADMINISTRATIVE OFFICER |
| 17 Jan 66 | J. Thomas |