(Card made)

FORM HR-RM 1
(11-1-56)
Hall of Records Commission

REQU[illegible] FOR RECORDS RETENTION SCHED[illegible]E

To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. C 280
PAGE NO. 1 of 1

1. Requesting Agency: BALTIMORE COUNTY

2. Division or Bureau of Requesting Agency: OFFICE OF FINANCE, COST AND COMPUTATION

3. Authorization Requested (Check only one of the squares below).

A [X] 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	TREASURER'S RECORD--METROPOLITAN DISTRICT SEWER AND WATER ASSESSMENT (OBSOLETE RECORD) 1924-37. ACCUMULATION: EST. 48 CU. FT. THIS FILE CONSISTS OF 10 1/2" x 9" HEAVY STOCK, BUFF PAPER FORMS, INITIATED BETWEEN 1924 AND 1937 AS A RECORD OF ASSESSMENTS MADE PURSUANT TO TITLE 32 OF THE COUNTY CODE FOR APPORTIONING COSTS OF METROPOLITAN DISTRICT CONSTRUCTION. IN 1938, THESE ASSESSMENTS WERE INCLUDED ON TAX BILLS AND MADE A TAX LIEN; THE ASSESSMENT INFORMATION ON THEM WAS TRANSCRIBED TO A FILE OF 9 5/8" x 4 1/4" YELLOW CARDS AND 5" x 8" BUFF CARDS, WHICH ARE STILL IN USE, ONE FILED BY DISTRICT, STREET, AND OWNER, THE OTHER BY DISTRICT AND OWNER. THE LATTER COINCIDES WITH A DUPLICATE RECORD MAINTAINED BY THE TRANSFER OFFICE, OFFICE OF ASSESSMENTS. SUBJECT FILE SERVES ONLY AS RECORD OF PAYMENTS FOR THE PERIOD 1924-37 WHICH HAS BEEN SUMMARIZED ON TRANSCRIBED CARDS. NO REFERENCE TO OBSOLETE FILE HAS BEEN MADE RECENTLY, NOR IS ANY REFERENCE TO THIS FILE ANTICIPATED. RECOMMENDATION: DESTROY 1924-37 PAPER STOCK ACCUMULATIONS.	

7. Agency, Division or Bureau Representative (APPROVALS REQUIRED BY SEC. 25A-5(B), BCC, ATTACHED)

Signature	Title	Date
[signature]	RECORDS MANAGEMENT OFFICER	NOVEMBER 30, 1965

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Date	Archivist
	[signature]

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Date	Secretary
1-14-66	[signature]

Sched. C-280

~~Exhibit xxlx~~

BALTIMORE COUNTY, MD.

RECORDS RETENTION SCHEDULE

FOR

RECORD OR FILE TITLE: TREASURER'S RECORD-METROPOLITAN DISTR.
FORM NO. Sewer and Water Assessment
DEPARTMENT: OFFICE OF FINANCE SUB-UNIT: COST & COMPUTATION

DESCRIPTION: (continue on reverse)

Accumulation of 48 cu. ft. of obsolete records of Metropolitan District Sewer and Water assessments for period 1924-1937; reverse lists record of payments; information is kept on 10-1/2" x 9" buff heavy paper stock. Data transcribed to present records, 9-5/8" and 4-1/4" and 5" x 8" cards. No reference to obsolete files has been made recently or is anticipated. Assessment included on tax bills after 1938 and these provide payment record since then. Transfer Office, Department of Assessments, maintains same information by different file index.

DESTROY: 1924-1937 paper stock accumulations for which assessment information is duplicated.

Disposition of records or files described above is recommended as noted under RETENTION PERIOD in right column. Requirements of applicable statutes are met by proposed retention period and method.

May 7 1965 — R. Emmaine
Date — Records Management Officer

I concur in the recommendation (if non-concurrence, initial only)

5/20/65 — C.E.J.
Date — Department Head

APPROVALS:

5/21/65
Date — County Administrative Officer

Date — Hall of Records Commission

Date — Board of Public Works

All required approvals having been secured, the retention periods established by this schedule shall become operative _____

Records Management Officer

AUTHORIZATION NO. 5

SCHEDULE NO. 6-01

Appraisal and Inventory Reference 6-1

This item is determined:

RECORD X

NON-RECORD

ESSENTIAL RECORD

RETENTION PERIOD

1. ACTIVE (yrs.)
(primary equipment authorized)
2. IN-ACTIVE (yrs.)
In Department
Record Center
(Storage equipment authorized)
3. PERMANENT
Originals
Microfilm
4. MICROFILM
Storage
Reference
5. ESSENTIAL RECORD
Copy
Microfilm
6. DISPOSAL
Incineration X
Sale
7. ARCHIVAL PRESERVATION
Review
8. SPECIAL INSTRUCTIONS:

Dispose of obsolete accumulations only authorized by this schedule.