

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

SCHEDULE NO. **C 311**

PAGE NO. 1 of 2

1. Requesting Agency: **BALTIMORE COUNTY**
2. Division or Bureau of Requesting Agency: **Dept. of Welfare - Donable Foods**

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.
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1. APPLICATION FOR DONABLE FOOD AND CERTIFICATION OF ELIGIBILITY

Dates: 1961 to July 1, 1966
Size: Legal size folder
Quantity: about 25 cu. ft.
File Arrangement: Alphabetical by person's name

A legal size sheet of paper is used with spaces for information on both sides of the paper. The head of the household or spouse makes application for donable food and a complete case history is written up including wages or unemployment status, Social Security benefits, the amount of real and personal property, residency, birth certificate, number of persons in the family by name, age and status and such other data as may be deemed pertinent. A case worker investigates and verifies the statements. If satisfactory, certification is made on the face of the application.

Periodically recertification is required and a case worker again verifies the conditions and again approves certification. The folder contains any letters and other data which applies to the case.

On the face of the folder a running chronological record is kept
(continued next page)

W.D. Barkard
County Auditor
Welfare Department

James W. Cherry
Supervisor Donable Foods
For Baltimore County

Irvin Don
Director

[Signature]
County Administrative Officer

7. Agency, Division or Bureau Representative

Thomas B. Burnett Records Management Officer

Nov. 13, 1967
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.

NOV 21 1967

Date

Morris E. Dredoff
Archivist

January 11, 1968
Date
[Signature]
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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1. continued	<p>Baltimore County - Donable Food</p> <p>(kept) of the dates of certification and recertification, the dates when food was given out and notations of any change in status. The amount of food dispersed is in accordance with a strict formula and does not vary. This distribution is kept separately and is the only other record kept by the program except administrative housekeeping records kept in a separate folder.</p> <p>RECOMMENDATION: Since the donable food program was discontinued as of June 30, 1966, retain for three years after June 30, 1966, then destroy.</p>	
2.	<p>FOOD DISTRIBUTION CARD</p> <p>Dates: 1961 to July 1, 1966. Size: 3 1/2 x 5 1/2 post card Quantity: about 5 cu. ft. File arrangement: Alphabetical by name</p> <p>The card is sent thru the mail and thus has the name and address of the certified applicant on it. There is a list of the amounts and kinds of foods to be picked up, the place and date on which pick-up is to be made. There are also instructions relative to the pick-up and a place for the signature of the applicant when the food is obtained. Every applicant received the same kind of food, namely, dried milk, flour cornmeal, chopped meat, lard, beans, rice, peanut butter, cheese, butter and rolled wheat. The quantities were determined by a strict formula for the number and ages of the household. After three months recertification is required.</p> <p>RECOMMENDATION: Since the donable food program was discontinued as of June 30, 1966, retain for three years after June 30, 1966, then destroy.</p>	
3.	<p>GENERAL CORRESPONDENCE AND RECORDS</p> <p>Dates: 1961 to July 1, 1966. Size: 8 1/2 x 11 or legal size folders Quantity: about 25 cu. ft. File arrangement: Alphabetical</p> <p>This is a small accumulation of general correspondence and reports including interagency memos, purchase orders, requisitions, duplicate copies of receipts of supplies from the State and Federal programs and copies of reports of activities sent to County, State and Federal agencies. The program was closed out on June 30, 1966 and the reports and correspondence cease to have any value.</p> <p>RECOMMENDATION: Keep for three years, until June 30, 1969, then destroy.</p>	