

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

SCHEDULE NO. **C-50**
PAGE NO. **1**

1. Requesting Agency: **CALVERT COUNTY**
2. Division or Bureau of Requesting Agency: **CLERK OF 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.	<p><u>CORRESPONDENCE</u></p> <p>Quantity: $3\frac{1}{2}$ cubic feet Dates: 1916 - - File Arrangement: Alphabetical Annual Accumulation: $\frac{1}{4}$ cubic foot Disposable Amount: $2\frac{1}{2}$ cubic feet</p> <p>Correspondence with individuals, private firms, various State and county agencies, etc., concerned with the functions of the Clerk's office.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p>
2.	<p><u>LICENSES</u></p> <p>Quantity: 20 cubic feet Dates: 1938 - - File Arrangement: Chronological Annual Accumulation: 2 cubic feet Disposable Amount: $1\frac{1}{4}$ cubic feet Audit: State</p> <p>Applications for, and stub records and carbon copies of the following annual licenses issued by the Clerk of Court:</p>	

7. Agency, Division or Bureau Representative
[Signature] Clerk of Circuit Court Jan. 17, 1956
 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.

$1/27/56$ *[Signature]*
 Date Archivist
 JAN 31 1956 *[Signature]*
 Date Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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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- | | |
|-------------------------------|-------------------------------------|
| Amusement | Hunting |
| Amusement (Local) | Junk Dealer |
| Anglers | Laundry |
| Auctioneers | Liquor |
| Beer and Wine | Motion Picture Show |
| Billiard Table | Motion Picture Machine |
| Bowling Alley | Music Box |
| Carnival | Packers and Shippers |
| Chain Store | Pinball and Console |
| Cigarette | Plumbers and Gasfitters |
| Circus | Pushers |
| Cleaning, Dyeing and Pressing | Restaurant or Eating Place |
| Construction Firm or Company | Show |
| Distributors | Soda Water Fountain |
| Distributors (Local) | Solid Fuel |
| Duck Blind | Storage Warehouse |
| Garage | Theatre |
| Hawker and Peddler | Trader |
| Hawker and Peddler (Local) | Trading Stamp Company |
| Horse and Jack | Vending Machine |
| Hucksters | Wholesale Dealers in Farm Machinery |

APPROVED
HALL OF RECORDS COMMISSION

All licenses are prepared in three copies, and in all cases the first copy goes to the licensee and the third copy is retained by the Clerk. Second copies of Duck Blind, Fishing and Hunting licenses are sent to the Department of Game and Inland Fish. Second copies of all other licenses go to the Comptroller, the County Commissioners, or town, depending upon which derives revenues from the license. All licenses except Duck Blind, Fishing, and Hunting Licenses are recorded in the permanent License Books.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

3. RECEIPTS

Quantity: 14 cubic feet
Dates: 1915 - -
File Arrangement: Chronological
Annual Accumulation: 1 cubic foot
Disposable Amount: 11 cubic feet
Audit: State

APPROVED BY
BOARD OF PUBLIC WORKS
Date JAN 31 1956

[Signature]
Secretary

A printed, pre-numbered receipt is prepared in the Clerk's office for any money received. The receipt is prepared in duplicate, the first copy going to the payor and the second remaining in the office. Total amounts received for each day are recorded in Receipts and

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Disbursements Book, which is the permanent financial record of the office.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

4. ADMINISTRATIVE ACCOUNTING RECORDS

Quantity: 7 cubic feet
 Dates: 1915 - -
 File Arrangement: Chronological
 Annual Accumulations: $\frac{1}{2}$ cubic foot
 Disposable Amount: $5\frac{1}{2}$ cubic feet
 Audit: State

This item includes the following accounting records, used as supporting data to the final book of entry. The transactions which they concern are recorded in the Cash Book, which is the permanent financial record of the office.

Paid invoices and bills, and receipts for office supplies and services connected with the operation of the Clerk's office.

Banking records, including check stubs, canceled checks, bank statements, deposit slips, and bank books of the Clerk of Court.

Copies of monthly and annual reports to the State Comptroller, and work sheets used in compiling these reports.

Copies of payrolls and supporting documents sent to the Employees' Retirement System.

Correspondence with the State Comptroller and other State officials regarding fiscal matters.

State Treasurer's Warrants.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

5. RELEASED MORTGAGES, DEEDS OF TRUST, AND MORTGAGES OF PERSONAL PROPERTY

Quantity: 20 cubic feet
 Dates: 1882 - -
 File Arrangement: Chronological
 Annual Accumulations: 1 cubic foot
 Disposable Amount: 3 cubic feet
 Audit: State

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[Signature]
Secretary

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Mortgages, Deeds of Trust, and Mortgages of Personal Property are originally recorded by the Clerk among his Land Records and Chattel Records. Later, if they are to be released pursuant to Sections 44 and 45, Article 21, Annotated Code of Maryland, 1955 Cumulative Supplement, they are sent to the Clerk with a release form endorsed thereon, and the Clerk records the release form in the same book in which the original instrument is recorded. The sections of the Code cited above authorize the Clerk to destroy these instruments twenty-five years after they have been released. The recommendations below apply only to Mortgages, Deeds of Trust, and Mortgages of Personal Property which have been fully released pursuant to the sections of the code listed above.

RECOMMENDATION: RETAIN FOR TWENTY-FIVE YEARS AFTER THE DATE OF RELEASE AND THEN DESTROY.

6. TEMPORARY DOCKETS

Quantity: 2 cubic feet
 Dates: 1949 - -
 File Arrangement: Chronological by Court Term
 Annual Accumulation: 1/2 cubic foot
 Disposable Amount: 2 cubic feet

Temporary Dockets are made by the Clerk of Circuit Court for the use of the judges, State's attorney, and for his own use while court is in session. These dockets are designed solely as a practical aid to court proceedings, and are considered non-record within the meaning of the statute governing non-record material. (Art. 41, Sec. 155, Annotated Code of Maryland, 1951 Edition).

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