

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

1. Requesting Agency CAROLINE COUNTY	2. Division or Bureau of Requesting Agency BOARD OF COUNTY COMMISSIONERS
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3. Authorization Requested (Check only one of the squares below).

<input type="checkbox"/> A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.	<input checked="" type="checkbox"/> 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.	<input type="checkbox"/> C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.
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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>MINUTE BOOKS</u></p> <p>Size: 8" x 12" x 1" Dates: 1 unbound volume, 1850-1853; 1 volume, 1886-1893; 6 volumes, 1897 - - Quantity: 8 volumes (1 cubic foot) File Arrangement: Chronological by date of meeting Annual Accumulation: less than 1/4 cubic foot</p> <p>The Minute Books contain the proceedings of the County Commissioners—statements of policy, resolutions adopted, orders to pay, awarding of contracts, commitments to hospitals, adjustments in assessments, action on county roads, ferries and landings prior to establishment of the County Roads Board (July, 1956), action on bear license applications (prior to 1941), agreements, and appearances before the Board.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p>
2.	<p><u>ROUGH MINUTES OF THE BOARD OF COUNTY COMMISSIONERS</u></p> <p>Size: 8" x 12" x 1/2" Dates: 1901-1908 Quantity: 1 volume File Arrangement: Chronological by date of meeting Disposable Amount: Less than 1/4 cubic foot</p> <p>The Rough Minutes are transcribed in the permanent Minutes of the</p>	

7. Agency, Division or Bureau Representative

<i>Rachel Collier</i> Signature	<i>clerk to Board of</i> Title <i>County Commissioners</i>	<i>4-16-57</i> Date
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Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

5/22/57 Date *Marie S. Rudolf* Archivist

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

MAY 20 1957 Date *[Signature]* Secretary

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Board of County Commissioners. This material is considered non-record material within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of Maryland, 1951 Edition).

3. RECEIPTS AND DISBURSEMENTS LEDGERS

Size: 16" x 22" x 3"
 Dates: 1918 - -
 Quantity: 4 volumes (3 cubic feet)
 File Arrangement: Chronological by year, month, and day
 Annual Accumulation: Less than 1/4 cubic foot
 Audit: Annual outside audit and State audit

The Receipts and Disbursements Ledgers are the permanent books of account of the Board of County Commissioners. The Receipts Ledger sheets record amounts collected from the following sources: taxes, fines and costs, licenses, rentals, sheriff's fees, maintenance, motor vehicle fees, refunds, and others. The Disbursement Ledger sheets list the dates, the names of the county agencies or firms and individuals paid from county funds, the warrant (voucher) number, and the amount paid.

RECOMMENDATION: RETAIN PERMANENTLY.

4. LEVY MINUTES BOOK

Size: 12" x 18" x 2 1/2"
 Dates: 1877-1932
 Quantity: Less than 1/2 cubic foot (1 volume)
 File Arrangement: Chronological
 Annual Accumulation: Discontinued

The Levy Books contain the proceedings of the Board of County Commissioners concerning estimates of expenditures for the ensuing levy year. The Minutes list the dates of the meetings, membership present, levy list, and estimated expenditures for each budget account by district. Since 1932, proceedings on levies are contained in the Minute Books of the Board of County Commissioners.

RECOMMENDATION: RETAIN PERMANENTLY: TRANSFER TO THE HALL OF RECORDS.

5. BOND RECORD BOOK (BOND REGISTER)

Size: 14" x 8" x 1"
 Dates: 1910 - -
 Quantity: Less than 1/4 cubic foot (1 volume)
 File Arrangement: Chronological by date of bond issue
 Annual Accumulation: Less than 1/4 cubic foot
 Audit: Annual outside audit and State audit

APPROVED BY
BOARD OF PUBLIC WORKS

MAY 28 1957

[Signature]
SECRETARY

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HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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The Bond Record Book lists bonds issued by the County to finance County projects, mainly roads and schools, and includes the name, date and purpose of the issue, the par value and rate of interest, the name of the purchaser, the maturity dates, and the names of persons or firms paid in retiring the bond issues with the amount paid.

RECOMMENDATION: RETAIN PERMANENTLY.

6. MINUTES OF THE BEER LICENSE BOARD

Size: 8" x 12" x 1/2"
 Dates: 1941 - -
 Quantity: 2 volumes (less than 1/4 cubic foot)
 File Arrangement: Chronological

The Minutes of the Board of County Commissioners sitting as the Beer License Board record the names of applicants, the dates of the original applications and annual renewals, and the action of the Board on applications and renewals. Fees for beer licenses are not recorded in the Minutes but appear in the Beer License Register which also includes the application and renewal information as it appears in the Minutes of the Beer License Board. The Minutes of the Board of County Commissioners contain the records of proceedings on beer licenses prior to 1941.

RECOMMENDATION: RETAIN PERMANENTLY.

7. BEER LICENSE REGISTER

Size: 10" x 12" x 1"
 Dates: 1933-1939 (1 volume), 1947 - -
 Quantity: 2 volumes (less than 1/4 cubic foot)
 File Arrangement: Chronological by year and month, and alphabetical by name of applicant

The Register contains a list of beer licenses issued by the Beer License Board. The first volume of the Beer License Register (1933-1939) is arranged by year and month, listing the name of the applicant and address, date of action on the application, and the amount of license fee paid.

The second volume is divided into two sections: one is arranged chronologically by month and the other alphabetically by name of the applicant. Both sections list the names of applicants and their addresses, the dates of hearings on original applications and renewals, the final action of the Board on applications, and the amount of fees paid by the applicants.

RECOMMENDATION: RETAIN PERMANENTLY.

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8. MINUTES OF THE COUNTY ROADS BOARD

Size: 8" x 12" x 1"
 Dates: 1956 - -
 Quantity: 1 volume (less than 1/4 cubic foot)
 File Arrangement: Chronological

The County Roads Board Minutes contain proceedings of the Board of County Commissioners sitting as the County Roads Board. Prior to 1956, when the County took over administration of the county roads from the State Roads Commission, proceedings relating to roads are found in the Minute Books of the Board of County Commissioners. Since 1956, roads proceedings are found only in the Minutes of the County Roads Board. The Minutes record the actions of the Roads Board on construction, reconstruction, and maintenance of county roads, contracts, bids, the roads payroll, and expenses.

RECOMMENDATION: RETAIN PERMANENTLY.

9. LEVY REGISTER

Size: 14" x 24" x 2"
 Dates: 1937 - -
 Quantity: 4 volumes (less than 1 cubic foot)
 File Arrangement: Chronological by year, and alphabetical by name of account
 Annual Accumulation: Less than 1/4 cubic foot
 Audit: Annual outside audit and State audit
 Index: By name of budget account
 Disposable Amount: Less than 1/4 cubic foot

The Levy Register shows currently the status of each budget account after expenditures and is used as an aid in budget formulation and as a control of expenditures. Appropriations and expenditures are recorded for each budget account, showing the date, title of account, amount appropriated and expended, and the amount remaining in each account.

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

10. BEER LICENSE APPLICATIONS

Size: 11" x 8" x
 Dates: 1933 - -
 Quantity: 1 drawer (1 1/2 cubic feet)
 File Arrangement: Alphabetical by name of applicant
 Annual Accumulation: Less than 1/4 cubic foot
 Disposable Amount: Less than 1/4 cubic foot

The file includes the original application, with the date the

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MAY 28 1957
[Signature]

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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.

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application was approved or rejected, and the original clipping of the newspaper notice of application. This information is recorded in the Minutes of the Board of County Commissioners prior to 1941, and in the Minutes of the Beer License Board since 1941.

RECOMMENDATION: RETAIN AS LONG AS THE LICENSE IS IN EFFECT AND FOR THREE YEARS THEREAFTER, AND THEN DESTROY.

11. ROADS ACCOUNTS DISTRIBUTION

Size: 16" x 20" x 3"

Dates: 1908-1923

Quantity: 2 volumes (less than $\frac{1}{2}$ cubic foot)

Annual Accumulation: Discontinued

Audit: Annual outside audit and State audit

The Roads Accounts Distribution recorded payments authorized by the Board of County Commissioners for the maintenance and building of county roads, giving the names of persons or firms paid, the voucher numbers, amounts, remarks on the nature of the work, and the dates the accounts were filed and approved for payment. This information was recorded in the Voucher Register and in the Disbursements Journal in the Treasurer's office.

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

12. ROADS BOOK

Size: 14" x 24" x 2"

Dates: 1885-1901

Quantity: 1 volume (less than $\frac{1}{2}$ cubic foot)

File Arrangement: Numerical by election districts
(6 districts)

Annual Accumulation: Discontinued

The Roads Book lists county roads by name in each of the six election districts, recording the terminal points of each road, distances, grades, types of roadbeds, causeways, ditches, and bridges. Petitions and remonstrances, and examiner's and surveyor's reports are included. Sketches and maps are shown for important roads, roadbeds, and bridges.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED BY
BOARD OF PUBLIC WORKS

MAY 28 1977

J. Melvin

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HALL OF RECORDS COMMISSION

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13. ORDER BOOKS (WARRANTS, VOUCHERS)

Size: 9" x 14" x 2"

Dates: 1955 - -

Quantity: 5 volumes (less than 1 cubic foot)

File Arrangement: Chronological and numerical by warrant number

Annual Accumulation: Less than $\frac{1}{4}$ cubic foot

Audit: Annual outside audit and State audit

The Order Book contains a stub record of warrants issued by the County Commissioners, authorizing the Treasurer to pay bills and claims against the County from County funds. The stub shows the name of the payee, warrant number, date, amount, and the service performed. The warrant, signed by the Commissioners and their Clerk, is forwarded to the Treasurer in a voucher cover which also contains the original bill, and a supporting authorization form later discarded by the Treasurer. After the Treasurer has issued a check in payment, the voucher cover (warrant cover) stamped paid with the date, and the original bill are returned to the County Commissioners to be filed in the Voucher File. The Treasurer retains the original warrant. The name of the payee, warrant number, date, and the amount of the payment are posted to the Disbursements Journal of the Treasurer and the Disbursements Ledger of the Board of County Commissioners.

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

14. VOUCHER FILE (WARRANT)

Size: 8 $\frac{1}{2}$ " x 11"

Dates: 1955 - -

Quantity: 2 drawers (3 cubic feet)

File Arrangement: Alphabetical by categories

Annual Accumulation: Less than $\frac{1}{4}$ cubic foot

Audit: Annual outside audit and State audit

This file contains the voucher (warrant) covers, stamped "paid" with the dates of payment, after checks have been issued by the Treasurer. The original bill is attached to the cover and returned to the Voucher File in the office of the Board of County Commissioners. The original voucher (warrant) is retained in the Treasurer's Voucher File.

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

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MAY 28 1957

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of Hall of Records
and Board of Public
Works.15. TRIAL MAGISTRATES REPORTS

Size: 12" x 18"

Dates: 1954 - -

Quantity: Less than $\frac{1}{4}$ cubic foot

File Arrangement: Chronological by year and month

Annual Accumulation: Less than $\frac{1}{4}$ cubic foot

Audit: Annual outside audit

Trial Magistrates are required to file semi-monthly reports with the Board of County Commissioners (Art. 52, Sec. 115, Annotated Code of Maryland, 1951 Edition). These reports list all civil and criminal cases heard and tried, names of parties, nature of the cases or offenses charged, judgment rendered, and the amount of the fines, penalties, forfeitures, fees and costs imposed and collected. The County's share of fines and costs is transmitted with the Report. Information contained in the reports is posted to the Receipts Ledgers of the Board of County Commissioners and the Receipts Journal in the Treasurer's office.

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

16. GENERAL CORRESPONDENCE FILESize: 8 $\frac{1}{2}$ " x 11"

Dates: 1946 - -

Quantity: 1 letter-size file drawer (1 $\frac{1}{2}$ cubic feet)

File Arrangement: Alphabetical by subject

Annual Accumulation: 1 cubic foot

This file contains correspondence of the Board of County Commissioners with individuals, firms, and State agencies. The major portion of material filed appears under the headings, "County Roads," "School Bond Issue of 1949," and "Health and Welfare."

RECOMMENDATION: RETAIN FOR THREE YEARS; THEN REMOVE AND RETAIN PERMANENTLY RECORDS HAVING CONTINUING ADMINISTRATIVE AND LEGAL VALUE AND DESTROY ALL OTHER MATERIAL.

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