

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

SCHEDULE  
NO.

C-135

PAGE  
NO.

1.

1. Requesting Agency

CARROLL COUNTY

2. Division or Bureau of Requesting Agency

CLERK OF THE 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

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. CONDITIONAL CONTRACTS OF SALE

Size: Folded papers  
Dates: 1921 - -  
Quantity: 9 document files  
File Arrangement: By date of recording  
Disposable Amount: 2 cubic feet

This file is composed of conditional contracts of sale, giving the date of the contract, the names of the vendor and vendee with their signatures, the amount involved and terms of payment, a description of the property, the conditions of the contract, and a notation of the liber and folio of the Conditional Contracts of Sale Docket in which the contract is recorded. Chapter 9, Laws of Maryland, 1959, states that the contracts recorded and thereafter retained in the offices of the Clerks of Court for a period of five years from the date of recording may be destroyed. The recommendation below applies only to the contracts deposited for recording. The Dockets are to be retained permanently.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

*John Bucher*  
Signature

*Clerk of the Court*  
Title

*Dec 3 1959*  
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.

*12/2/1959*  
Date

*Morris S. Redoff*  
Archivist

*DEC 14 1959*  
Date

*[Signature]*  
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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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.
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2. TRIAL MAGISTRATES PAPERS

Size: Folded Papers  
 Dates: 1928 - -  
 Quantity: 155 document files  
 File Arrangement: By Court district and type of trial--  
 civil, criminal, and motor vehicle  
 Disposable Amount: 60 cubic feet

The Trial Magistrates Papers are composed of writs, warrants, and miscellaneous papers prepared or issued in the disposition of cases. The papers are filed in jackets which give the names of the arresting officer and of the Trial Magistrate, the type of trial and the district, the name of the defendant, the date of filing, the date of summons or commitment, the amount of the bond or collateral posted, continuations, the case number, the offense, plea and verdict, and the amounts of the fine and court costs. The recommendation below pertains only to the papers deposited with the Clerk; the Trial Magistrates Dockets are to be retained permanently (Laws of Maryland, 1959, Chap. 45).

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

3. RELEASED MORTGAGES AND DEEDS OF TRUST

Size: Folded papers  
 Dates: 1856 - -  
 Quantity: 156 document files  
 File Arrangement: Chronological  
 Disposable Amount: 60 cubic feet

Mortgages and deeds of trust are filed with the Clerk for recordation. The notation of release is written or stamped on the jacket of the mortgage with the Clerk's notation of the liber and folio in which the mortgage and release are recorded. According to the provisions of law relating to conveyances, mortgages and deeds of trust must be retained by the Clerk and not removed from his office for a period of twenty-five years following their release, after which they may be destroyed (Art. 21, Secs. 35-37, Annotated Code of Maryland, 1957 Edition). Abstracts of releases are prepared by the Clerk and microfilmed by the Hall of Records, and the microfilm copies are deposited with the Commissioner of the Land Office. The abstracts are then destroyed.

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

APPROVED  
HALL OF RECORDS COMMISSION

APPROVED BY  
BOARD OF PUBLIC WORKS  
DEC 14 1959  
*Arthur H. Hubert*  
SECRETARY