

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

SCHEDULE NO. 51
PAGE NO. 1.

1. Requesting Agency
CECIL 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
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. CORRESPONDENCE

Quantity: 11 cubic feet
Dates: 1940 - -
File Arrangement: Alphabetical
Annual Accumulations: 1 cubic foot
Disposable Amount: 8 cubic feet

Correspondence with individuals, private firms, various State and county agencies, etc., concerned with the functions of the Clerk's office.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

2. LICENSES

Quantity: 13 cubic feet
Dates: 1933 - -
File Arrangement: Chronological
Annual Accumulation: 3 cubic feet
Disposable Amount: 4 cubic feet
Audit: State

Applications for, and stub records and carbon copies of, the following annual licenses issued by the Clerk of Court:

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7. Agency, Division or Bureau Representative
[Signature] Clerk of the Circuit Court 1/20/56
Signature Title Date

8. Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.
1/27/56 Morris S. Radloff
Date Archivist

9. Disposal Authorized as Indicated in Col. 6 by Board of Public Works.
1956 [Signature]
Date Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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.

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

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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: 18 cubic feet
Dates: 1951 - -
File Arrangement: Chronological
Annual Accumulation: 4 cubic feet
Disposable Amount: 6 cubic feet
Audit: State

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BOARD OF PUBLIC WORKS
Date JAN 31 1956

J. McQuinn
Secretary

Two types of printed, pre-numbered receipts are used in the Clerk's office:

1. General Receipts - used to receipt for any money received except marriage license fees.
2. Marriage License Receipts - used to receipt for marriage license receipts.

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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6. Recommendation of Hall of Records and Board of Public Works.

All receipts are prepared in duplicate, the first copy going to the payor and the second remaining in the office. Total amounts receipted for each day are recorded in the Receipts and 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: 1 1/4 cubic feet
Dates: 1944 - -
File Arrangement: Chronological
Annual Accumulation: 3 cubic feet
Disposable Amount: 5 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.

Cash Books.

Traders License Pads.

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Date 1956

[Signature]

Secretary

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(Continuation Sheet)

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.

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

Quantity: 15 cubic feet
Dates: 1848 - -
File Arrangement: Chronological
Annual Accumulation: 1 cubic foot
Disposable Amount: 3 cubic feet
Audit: State

Mortgages, Deeds of Trust, and Mortgages of Personal Property are originally recorded by the Clerk among his Land Records and Chattal 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.

- A. RECOMMENDATION: INSTRUMENTS RELEASED IN 1875 OR LATER; RETAIN FOR 25 YEARS AFTER THE DATE OF RELEASE AND THEN DESTROY.
- B. RECOMMENDATION: INSTRUMENTS RELEASED BEFORE 1875; DESTROY ONLY AFTER CONSULTATION WITH THE HALL OF RECORDS REGARDING POSSIBLE HISTORICAL VALUE.

6. DRAFT INDEXES

Quantity: 2 cubic feet
Dates: 1950 - -
File Arrangement: One index book for each Land Record Volume
Annual Accumulation: 1/2 cubic foot
Disposable Amount: 2 cubic feet

Indexing data for each Deed, Mortgage of Real Estate, and Long Mortgage Release is entered on the Draft Indexes when the instrument is received for recording. This information is later copied into the permanent General Index of Land Records. After the transcription is completed, this material is 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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1957 Ed as amended
Art 21 & Sec. 35-37

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(Continuation Sheet)

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.

7. TEMPORARY DOCKETS

Quantity: 10 cubic feet
Dates: 1855 - -
File Arrangement: Chronological by Court Term
Annual Accumulations: 1/2 cubic foot
Disposable Amount: 10 cubic feet

Proceedings in law and equity cases are first taken down in Temporary Dockets, and later transcribed into the permanent Law and Equity Dockets. The Temporary Dockets are simply rough minute books, and after they have been transcribed, are considered non-record within the meaning of the statute governing non-record material. (Art. 41, Sec. 155, Annotated Code of Maryland, 1951 Edition)

8. TEMPORARY COURT AND STATE'S ATTORNEY DOCKETS

Quantity: 10 cubic feet
Dates: 1896 - -
File Arrangement: Chronological by court term
Annual Accumulation: 1/2 cubic feet
Disposable Amount: 10 cubic feet

Temporary Dockets are ^{PREPARED} made by the Clerk of Circuit Court for the use of the judges and the State's Attorney while court is in session. These dockets are designed solely as a convenience for the judges and the attorney, 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).

9. UNRECORDED APPLICATIONS FOR MARRIAGE LICENSE

Quantity: 11 cubic feet
Dates: 1948 - -
File Arrangement: Chronological
Annual Accumulations: 2 cubic feet
Disposable Amount: 5 cubic feet
Audit: State

Applications for Marriage Licenses are prepared on a printed form by anyone seeking a marriage license. If the marriage license is issued, the application is recorded in The Marriage License Book as a supporting document to the license (See Sec. 8, Art. 62, Annotated Code of Maryland, 1951 Edition). This item includes only applications for which no licenses are issued, and which are consequently not recorded.

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

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Secretary

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as amended