



HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

C-383

Schedule Number

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Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of nonrecord material when no longer needed by office)
			A.	B. Distribution	
5 (cont'd)		B. Serialized copy	1	White - remains in office.	3 years, audit, destroy
			1	White - to State Dept. of Assessments & Taxation	
6		INCREASE OR DEDUCTION FROM THE TAX ROLL, 1960 -- A. Increase or addition	3	1 white remains in office file	3 years, audit, destroy
				1 white to Treasurer	
				1 white to Clerk, Board of County Commissioners	
			B. Abatement or deduction	3	
1 white to Treasurer					
			1 white to Clerk, Board of County Commissioners		
7		APPLICATION FOR TAX CREDIT FOR THE ELDERLY	1	white to County Commissioners for decision, then to Tax Collector for notation in his records, then to Supervisor of Assessments for notation and file.	3 years, audit, destroy
8		MONTHLY REPORT OF ANNUAL ASSESSED VALUATION OF TAXABLE PROPERTY AND TAXES LEVIED	3	1 white to Comptroller of the Treasury	Agency schedule
				1 white to State Department of Assessment and Taxation	" "
				1 white remains in office	3 years, audit, destroy.
9		REPORT OF DEDUCTIONS FROM ASSESSED VALUATION OF TAXABLE PROPERTY AND TAXES LEVIED FOR SEMI-ANNUAL LEVY	3	blue (distributed as in Item #8)	3 years, audit, destroy

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			A.	B. Distribution	
10		REPORT OF ADDITIONS TO THE ANNUAL ASSESSED VALUATION OF TAXABLE PROPERTY AND TAXES LEVIED	3	pink (distributed as in Item #8)	3 years, audit, destroy
11		REPORT OF DEDUCTIONS FROM ANNUAL ASSESSED VALUATION OF TAXABLE PROPERTY AND TAXES LEVIED	3	tan (distributed as in Item #8)	3 years, audit, destroy
12		TAX MAP FILE A. County Maps, 24"x36", card index to map and parcel nos.  B. Town Maps, 24"x36", card index to name of owner and map number	1	18 map file drawers, 3 hang-a-files	Retain until replaced, then destroy  " " "
13		SOIL BOOKS 8½"x11" sheets, USDA Soil Conservation Survey Series 1959, No.26, August 1963. Prepared by overlay of Tax Maps (Item 12) and Soil Conservation Survey maps showing individual farms, name of owner, acreage, parcel numbers, liber and folio of recordation in Land Records and coded capability of production.	1	119 - 3 ring binders	Retain permanently
14		GENERAL FILE Includes cards in process of revision, reports and correspondence	1	2 file drawers	Retain for three years, then destroy