

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

SCHEDULE NO. **C 320**
PAGE NO. **1**

1. Requesting Agency: **DORCHESTER 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 | 6. Recommendation of Hall of Records and Board of Public Works.

1	<p>FINANCING RECORD</p> <p>Size: 8 1/2" x 15" x 3" (half-books) Quantity: 9 volumes Dates: Feb. 3, 1964... File Arrangement: Chronological Index: Debtor Index to Financing Statements (Item 2)</p> <p>This is a record composed of the photoprint copies of the Financing Statements which replaced Chattel Mortgages, Bills of Sale, Conditional Contracts of Sales, and Factors' Liens under the Uniform Commercial Code of 1963 (Annotated Code of Maryland, 1957 Edition as amended, Art. 95B, Secs. 9-401 - 406). The Financing Record includes, in addition to financing statements, continuation statements, assignments, amendments, and collateral releases. Financing statements relating to fixtures of land are indexed and recorded in the Land Records and cross-indexed in the Debtor Index to Financing Statements (Item 2).</p> <p>The original Financing Statements and collateral papers are returned to the secured parties after recordation on microfilm. The film is processed and the photoprints are reproduced and bound as the record copy. The film is retained as a security copy.</p> <p>A recorded financing statement with a stated maturity date of five years or less is effective until such maturity and for sixty days thereafter. Any other recorded financing statement is effective for a period of five years. A continuation statement may be filed prior to the lapse of any recorded financing statement, but if a lapse occurs, the security interest becomes unperfected.</p> <p>This record supersedes the Conditional Contracts of Sales Dockets, Bills of Sale and Chattel Records, and Factors' Lien Records.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS AND SIXTY DAYS AFTER THE LAST PERTINENT DATE OR RECORD ENTRY THEREIN, THEN DESTROY.</p>	<p>(continued)</p>
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7. Agency, Division or Bureau Representative
Philip Cannon Signature Clerk of the Circuit Court Title May 9, 1968 Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission. MAY 17 1968 Date <i>Miriam S. Dardoff</i> Archivist	Disposal Authorized as Indicated in Col. 6 by Board of Public Works. 5/21/68 Date <i>Andrew Stuliff</i> Secretary
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REQUIREMENTS 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.
2	<p>DEBTOR INDEX TO FINANCING STATEMENTS</p> <p>Size: 16" x 18½" x 3" Quantity: 4 volumes Dates: Feb. 1, 1964... File Arrangement: Chronological</p> <p>The Debtor Index is a Cottco Universal Index arranged by name of the debtor and giving the name of the secured party (or of the assignee, if the paper has been assigned), the identifying file number with the dates, and the liber and folio of recordation, for the following types of instrument:-</p> <ul style="list-style-type: none">a. Financing Statementsb. Continuation Statementsc. Termination Statementsd. Assignmentse. Amendmentsf. Collateral Releases <p>If a Financing Statement involves fixtures to land, it is recorded in the Land Records and a notation to that effect is made in the Financing Statement Index, and if requested by the secured party, it may also be recorded in the Financing Record.</p> <p>The original records are returned to the secured parties or their agents after microfilming and indexing.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
3	<p>CHATTEL RECORDS AND BILLS OF SALE (In Land Record, 1669-1892; in Mortgage Record, 1892-1964)</p> <p>Size: 12" x 18½" x 3" Quantity: Land Records, 45 vols.; Mortgage Records, 134 vols. Dates: 1669-1964; DISCONTINUED File Arr.: Chronological Index: General Index to Land Records</p> <p>Chattel Records and Bills of Sale involving land, as well as those not involving land, were all recorded and indexed in the Land Records (1669-1892) and in the Mortgage Records (1892-1964). In 1964, the Uniform Commercial Code consolidated chattel mortgages, bills of sale, and conditional contracts of sale as Financing Statements.</p> <p>Mortgages involving title to land have continued to be recorded in the Land Records or Mortgage Records (a part of the Land Record series) and indexed in the General Index to Land Records; they are also cross-indexed in the Debtor Index to Financing Statements (Item 2).</p> <p>Although recorded Chattel Records and Bills of Sale not affecting the title to land are disposable under the Uniform Commercial Code as amended, such instruments were recorded in the permanent land records in Dorchester County and for that reason are not disposable. In some Maryland counties, such instruments were recorded in separate series as Chattel Records and Bills of Sale, which may now be destroyed, as long as the instruments affecting title to land were also recorded and indexed in the permanent Land Records.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY - (1) LAND RECORDS; (2) MORTGAGE RECORDS; (3) GENERAL INDEX TO LAND RECORDS.</p>	

REQUIREMENT FOR RECORDS RETENTION SCHEDULE

(Continuation Sheet)

SCHEDULE
NO. C 320PAGE
NO. 3

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4	<p>CONDITIONAL CONTRACTS OF SALE DOCKETS, INDEXES, & ORIGINAL PAPERS</p> <p>Size: 12" x 18½" x 3" (Dockets and Indexes) Quantity: Dockets, 59 vols.; Indexes, 5 vols. Dates: 1917... File Arr.: Chronological</p> <p>The Dockets give the names of vendor and vendee, the dates of filing and of the contract, a brief description of the property involved, the conditions of payment, name of the assignee if any, and date of the assignment, with a notation of release, if recorded.</p> <p>Conditional Contracts of Sale Dockets and Indexes were superseded in 1964 by the Financing Record and Index, under the provisions of the Uniform Commercial Code of 1963, as amended.</p> <p>Requests have been made infrequently for recordation in this record series, as well as in the Financing Record. Such requests are decreasing. As of July 1, 1967, the last such entry was made in May, 1966.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS AND SIXTY DAYS AFTER THE LAST PERTINENT DATE OR RECORD ENTRY, THEN DESTROY.</p> <p>MOTOR VEHICLE DOCKETS AND MARYLAND UNIFORM TRAFFIC SUMMONSES</p> <p>Size: Dockets, 11" x 16½" x 1"; Traffic Summonses, 4½" x 8" tickets Quantity: 12 cu. ft. Dates: 1956-1964 (skips); DMV Dockets are no longer deposited with the Clerks of Court but have been retained in court of origin since 1965 (Laws of Maryland, 1965, Chap. 607). File Arr.: Chronological</p> <p>Motor Vehicle dockets are a Dept. of Motor Vehicle form which is supplied to the Maryland courts having original jurisdiction in motor vehicle cases. Each docket has an average of 250 blank pages to which are stapled the original copies of the Maryland Uniform Traffic Summonses, after disposition of the cases. The older docket books contained blank forms for hand entries by the clerks of the various courts.</p> <p>The Traffic Summonses are made out by the police officer in sextuplicate and distributed as follows:</p> <ol style="list-style-type: none"> 1. <u>White original:</u> To court of jurisdiction, to be stapled in the DMV Docket after disposition of the case and notation has been made on white original. 2. <u>Buff copy:</u> To headquarters at Pikesville (CARD), where a punched card is prepared with information from the summons and filed, showing only that case has been set for trial. 3. <u>Yellow copy, with white original:</u> To the court, with the bottom portion of the pink slip attached to the yellow copy until disposition of the case, at which time the disposition is entered on all copies, as well as on the white original. Then they are separated and the pink 	

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

(cont.)

copy is forwarded to headquarters (CARD), where a second punched card is prepared and matched with the first, showing that the case is closed. The yellow copy is then forwarded to the Dept. of Motor Vehicles for its records on disposition of the case, and the white original is placed in the DMV Docket.

4. White copy: To defendant at the time of the issuance of the summons.
5. Pink copy: Retained by the issuing officer in his book. The bottom portion of the ticket is removed and attached to the yellow copy. (See above.)
6. White copy: To DMV for its file as a notice that a summons has been issued. The yellow copy received after disposition of the case is a notice that the case has been closed and that the DMV should take any appropriate action required.

Disposition of Motor Vehicle Dockets was provided for by the 1965 session of the General Assembly (Laws of Maryland, 1965, Chapter 607.)

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER THE LAST PERTINENT ENTRY OR DATE OF RECORD, THEN DESTROY.