

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

1. Requesting Agency: **DORCHESTER COUNTY**
2. Division or Bureau of Requesting Agency: **TREASURER'S OFFICE**

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. LEDGER LEVI
There are two volumes bearing this title, No. 1, 1909-1910 and No. 2, July 1, 1913-. Shown in the volumes are disbursements by accounts, the date, check number, name of payee and the amount. The volumes are indexed by type of disbursement.

RECOMMENDATION: DISPOSE OF PRESENT ACCUMULATION.

Approved Hall of Records Commission

2. TAX RECEIPT BOOKS - LEVI
Information in these bound volumes is the date, district, name and amount of tax paid, with an occasional remark, usually the name of the person making the tax payment. Entries are made in straight chronological order. The volumes in the basement vault date from 1921 to 1940. From 1918, taxpayments also are indicated on the levy cards. After 1940 the Levy Cards are the only record.

RECOMMENDATION: DISPOSE OF PRESENT ACCUMULATION.

Approved Hall of Records Commission

3. TAX SALE RECORDS AND TAX SALE DEEDS 1916 - 1923
There are 21 small pads (approximately 7" x 11"). These appear to be working papers regarding the tax sales and there is usually a copy of the deed, as well as the location of the property, the owner, to whom sold, amounts involved, and dates. Along with these pads are several envelopes of loose papers dealing with tax sales.

RECOMMENDATION: DISPOSE OF PRESENT ACCUMULATION.

Approved Hall of Records Commission

7. Agency, Division or Bureau Representative
John A. Shinn Signature Title *Dorchester Co* Date *2/9/55*

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission. Disposal Authorized as Indicated in Col. 6 by Board of Public Works.
Feb. 10, 1955 Date *Morris S. Radoff* Archivist *1 1955* Date *J. Meluski* Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

Hall of Records
Commission

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4.	<p><u>CASH BOOKS</u></p> <p>There are 21 volumes dating 1876 to 1940. Their use was discontinued in 1940. Shown in the book is all income and its source and disbursements; to whom paid, date and in the latter volumes check numbers. Disbursements since 1931 are recorded in the Warrant Register which is retained permanently.</p> <p>RECOMMENDATION: DISPOSE OF PRESENT ACCUMULATION.</p>	<p><i>Approved Hall of Records Commission</i></p>
5.	<p><u>TREASURER'S QUARTERLY STATEMENT</u></p> <p>There are five volumes bearing this title, 1889, 1894, 1900, 1905 and 1909. Entries cover the years 1888 to 1909. Entries are made by fund and show disbursements, payee, purpose, date, amount and balance remaining.</p> <p>RECOMMENDATION: DISPOSE OF PRESENT ACCUMULATION.</p>	<p><i>Approved Hall of Records Commission</i></p>
6.	<p><u>CHECK STUBS</u></p> <p>Check stubs for the period January 3, 1935 to September 10, 1940, are in 5 post-binders in the basement vault. Since the latter date a carbon copy of the check is a part of the warrant which is recommended for permanent retention.</p> <p>RECOMMENDATION: DESTROY CHECK STUBS FOR PERIOD JANUARY 3, 1935 TO SEPTEMBER 10, 1940.</p>	<p><i>Approved Hall of Records Commission</i></p>

APPROVED BY
BOARD OF PUBLIC WORKS
Date FEB 14 1955

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