

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

SCHEDULE NO. **C-138**

PAGE NO. **1.**

1. Requesting Agency

FREDERICK 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. TRIAL MAGISTRATES PAPERS

Size: Folded papers
Dates: 1862 - -
Quantity: 3 document files, 4 cartons
File Arrangement: By district or magistrate, chronologically
Disposable Amount: 30 cubic feet

This file is composed of writs, warrants, and other miscellaneous papers prepared for the use of the court or for issue in the disposition of cases. The papers are filed in bundles and in some instances in jackets which give the name of the arresting officer and the Trial Magistrate, the class or type of trial and the district, the name of the defendant, the date of filing, the date of the 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 original papers deposited with the Clerk of the Circuit Court; the Trial Magistrates' Dockets which are also deposited are to be retained permanently (Annotated Code of Maryland, Art. 52, Sec. 31, 1957 edition and supplement).

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Ellis C. Nachter
Signature

Clerk of the Circuit Court
Title

4-25-60
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.

6/1/1960
Date

Morris S. Radloff
Archivist

June 6, 1960
Date

Andrew Strickoff
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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2. CONDITIONAL CONTRACTS OF SALES

Size: Folded papers
 Dates: 1916 - -
 Quantity: 103 document files
 File Arrangement: Chronological by date of recording
 Disposable Amount: 35 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 recordation in the Conditional Contract of Sales Docket. The Dockets are permanently retained but the original contracts may be destroyed five years after they have been recorded in the Dockets (Article 21, Section 67, Annotated Code of Maryland, 1957 Edition as amended). The recommendation below applies only to the original contracts.

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER RECORDING AND THEN DESTROY.

APPROVED BY
 BOARD OF PUBLIC WORKS

JUN 6 1960

Andrew Heiskell, Jr.
 SECRETARY

APPROVED
 HALL OF RECORDS COMMISSION