

REQUEST FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division  
Hall of Records Commission

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.
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**FINANCING RECORD**

Size: 13" x 20" x 3"  
 Quantity: 79 volumes  
 Dates: 1964--  
 File Arrangement: Chronological  
 Index: Debtor Index to Financing Statements (Item 2)

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. 95, Sec. 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).

The original Financing Statements and collateral papers are returned to the secured parties after recordation by Xerographic process.

A recorded financing statement with a stated maturity 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.

The Termination Statements are also filed chronologically herein and indexed in the Debtor Index to Financing Statements (Item 2).

(continued)

7. Agency, Division or Bureau Representative

*Ellis C. Wachter*  
Signature

*Clerk of Circuit Court*  
Title

*9/22/76*  
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.

*9-29-70*  
Date

*Morris E. DeBell*  
Archivist

*10-8-70*  
Date

*[Signature]*  
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.						
1 (cont)	<p>This record supersedes the Conditional Contracts of Sales Dockets, 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>							
✓ 2	<p>DEBTOR INDEX TO FINANCING STATEMENTS</p> <p>Size: 13" x 20" x 3" Quantity: 8 volumes Dates: 1964-- File Arrangement: Cottco Universal Index, chronological and alphabetical therein</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> <table border="0"> <tr> <td>a. Financing Statements</td> <td>d. Assignments</td> </tr> <tr> <td>b. Continuation Statements</td> <td>e. Amendments</td> </tr> <tr> <td>c. Termination Statements</td> <td>f. Collateral Releases</td> </tr> </table> <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 recordation and indexing.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY</p>	a. Financing Statements	d. Assignments	b. Continuation Statements	e. Amendments	c. Termination Statements	f. Collateral Releases	
a. Financing Statements	d. Assignments							
b. Continuation Statements	e. Amendments							
c. Termination Statements	f. Collateral Releases							
✓ 3	<p>CONDITIONAL CONTRACTS OF SALES DOCKETS; INDEXES; AND ORIGINAL PAPERS</p> <p>Size: 13" x 20" x 3" volumes (Dockets &amp; Indexes); folded papers. Quantity: Dockets 35 volumes; Indexes 8 volumes; papers 36 document files. Dates: 1916 - 1924 File Arrangement: Chronological Index: Buyer Index to Conditional Sale Contracts</p> <p>The Dockets give the names of vendor and vendee, 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>Under the provisions of the Uniform Commercial Code of 1963, Conditional Contracts of Sales Dockets, Indexes, and Papers were superseded in 1964 by the Financing Record (Item 1) and the Debtors' Index</p>	(continued)						

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3 (cont.)	<p>to Financing Statements (Item 2). Chapter 578, Session Laws of 1965, provided that Conditional Contracts of Sales Dockets, Indexes, and Papers may be destroyed five years and sixty days after the last entry or pertinent date. Since 1964, the original Financing Statements have been returned to the secured party or his agent.</p> <p>The following recommendation applies equally to the Dockets, Indexes, and original papers:</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS AND SIXTY DAYS AFTER THE LAST PERTINENT DATE OR RECORD ENTRY, THEN DESTROY.</p>	
4	<p>CHATTEL RECORD; GENERAL INDEX TO BILLS OF SALE, CHATTELS AND CROP LIENS; AND ORIGINAL PAPERS</p> <p>Size: Chattel Record 12"x18"x3"; General Index 16"x20"x2"; Original Papers folded for document files.</p> <p>Quantity: Chattel Records 78 volumes; Indexes 16 volumes; Original Papers quantity unknown.</p> <p>Dates: Chattel Records 1940-1964; Indexes 1916-1964</p> <p>File Arrangement: Chronological</p> <p>Index: General Index to Bills of Sale, Chattels, and Crop Liens</p> <p>The Chattel Records included all instruments pertaining to the mortgage of personal property, including bills of sale and chattel mortgages, chattel deeds of trust and indentures, agreements, assignments, extensions, and releases if recorded.</p> <p>Chattel mortgages relating to fixtures to land were recorded and indexed with the Land Records as well as in the Chattel Records.</p> <p>Under the provisions of the Uniform Commercial Code (Ann. Code of Md., 1957 ed. as amended, Art. 95-B, Secs. 9-401-406), Financing Statements replace Bills of Sale and Chattel Mortgages and are recorded in the Financing Record (Item 1) and indexed in the Debtors' Index to the Financing Record (Item 2). Financing Statements relating to real property (fixtures to land) are recorded and indexed in the Land Records. After recordation, the original papers are returned to the secured party or his agent.</p> <p>Chapter 578, Session Laws of 1965, provides for destruction of Financing Records five years and sixty days after the last entry, including the chattel records and papers superseded by the Uniform Commercial Code.</p> <p>The recommendation below applies equally to the Chattel Records and Indexes and to the original Chattel Papers, which are interfiled with the Mortgage Papers and no estimate of dates or quantity is available.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS AND SIXTY DAYS AFTER THE LAST PERTINENT DATE OR RECORD ENTRY, THEN DESTROY.</p>	

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## 5 FACTOR'S LIEN RECORD

Size: 16"x20"x2"  
 Quantity: 1 volume  
 Dates: 1949 - 1965  
 Index: Internal Alphabetical Index

The Factor's Lien Record is composed of copies of the contracts between commission merchants or agents and their suppliers, outlining the terms and conditions of their association. A general or contingent lien is usually included in favor of the supplier if certain specified procedures are permitted to lapse or are not pursued by the factor.

Chapter 578, Session Laws of 1965, provides for destruction of Factor's Lien Records five years and sixty days after the last entry.

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

## 6 MOTOR VEHICLE DOCKETS, ARREST TICKETS AND MISCELLANEOUS PAPERS

Size: 11" x 16½" x 2"  
 Quantity: 76 volumes  
 Dates: c. 1937 - 1964 (skips): DMV Dockets are no longer deposited with the Clerks of the Circuit Courts but have been retained in the court of origin since 1965 (Laws of Maryland, 1965, Chap. 607).  
 File Arrangement: Chronological  
 Index: Internal alphabetical index to name of defendant

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.

The Traffic Summonses are made out by the police office in sextuplicate and distributed as follows:

1. White original: To court of jurisdiction, to be stapled in the DMV Docket after disposition of the case and notation has been made on white original.

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6 (cont.)	<p>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.</p> <p>3. <u>Yellow copy, with white original:</u> To the court, with the bottom portion of the pink slip attached to the <u>yellow</u> copy until disposition of the case, at which time the disposition is entered on all copies, as well as on the <u>white original</u>. Then they are separated and the pink 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.</p> <p>4. <u>White copy:</u> To defendant at the time of the issuance of the summons.</p> <p>5. <u>Pink copy:</u> Retained by the issuing officer in his book. The bottom portion of the ticket is removed and attached to the yellow copy. (See above).</p> <p>6. <u>White Copy:</u> To DMV for its file as a notice that a summons has been issued. The <u>yellow</u> 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.</p> <p>Disposition of Motor Vehicle Dockets was provided for by the 1965 session of the General Assembly (Laws of Maryland, 1965, Chapter 607).</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER THE LAST PERTINENT ENTRY OR DATE OF RECORD, THEN DESTROY.</p>	