

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

1. Requesting Agency

**GARRETT COUNTY**

2. Division or Bureau of Requesting Agency

**CLERK OF 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. CORRESPONDENCE

Quantity: 1 cubic foot  
Dates: 1955 - -  
File Arrangement: Alphabetical  
Annual Accumulation: 1 cubic foot  
Disposable Amount: None

Correspondence with individuals, private firms, various State and County agencies, etc., concerned with the functions of the Clerk's office.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

2. LICENSES

Quantity: 8 cubic feet  
Dates: 1900 - -  
File Arrangement: Chronological  
Annual Accumulation: 1/2 cubic foot  
Disposable Amount: 6 1/2 cubic feet  
Audit: State

Applications for, and stub records and carbon copies of the following annual licenses issued by the Clerk of Court:

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

*Richard L. Davis*  
Signature

*clerk of Court*  
Title

*1/5/56*  
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.

*1/27/56*  
Date

*Morris S. Stoddell*  
Archivist

*JAN 31 1956*  
Date

*[Signature]*  
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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Amusement  
 Anglers  
 Auctioneers  
 Beer and Wine  
 Billiard Table  
 Bowling Alley  
 Carnival  
 Chain Store  
 Cigarette  
 Circus  
 Cleaning, Dyeing & Pressing  
 Construction Firm or Company  
 Distributors  
 Duck Blind  
 Garage  
 Hawker and Peddler  
 Horse and Jack  
 Hucksters  
 Hunting  
 Junk Dealer

Laundry  
 Liquor  
 Motion Picture Show  
 Motion Picture Machine  
 Music Box  
 Packers and Shippers  
 Pinball and Console  
 Plumbers and Gasfitters  
 Pushers  
 Restaurant or Eating Place  
 Show  
 Soda Water Fountain  
 Solid Fuel  
 Storage Warehouse  
 Theatre  
 Trader  
 Trading Stamp Company  
 Vending Machine  
 Wholesale Dealers in Farm Machinery

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All licenses are prepared in three copies, and in all cases the first copy goes to the licensee and the third copy is retained by the Clerk. Second copies of Duck Blind, Fishing and Hunting licenses are sent to the Department of Game and Inland Fish. Second copies of all other licenses go to the Comptroller, the County Commissioners, or town, depending upon which derives revenues from the license. All licenses except Duck Blind, Fishing, and Hunting licenses are recorded in the permanent License Books. Gross amounts received each day for licenses are recorded in the Cash Book, which is the permanent financial record of the office.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

3. RECEIPTS

Quantity: 6 cubic feet  
 Dates: 1948 - -  
 File Arrangement: Chronological  
 Annual Accumulation: 1 cubic foot  
 Disposable Amount: 3 cubic feet  
 Audit: State

APPROVED BY  
 BOARD OF PUBLIC WORKS  
 Date ... JAN 31 1956

*[Signature]*  
 Secretary

Two types of printed receipt forms are prepared in the Clerk's office:

1. General Receipts - used in receipting for any money received except marriage license fees.
2. Marriage License Receipts - used in receipting for marriage license fees.

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All receipts are prepared in duplicate, the first copy going to the payor and the second remaining in the Clerk's office. Gross amounts received for each day are recorded in the Cash Book, which is the permanent financial record of the office.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

4. ADMINISTRATIVE ACCOUNTING RECORDS

Quantity: 4 cubic feet  
Dates: 1928 - -  
File Arrangement: Chronological  
Annual Accumulation: 1/2 cubic foot  
Disposable Amount: 2 1/2 cubic feet  
Audit: State

This item includes the following accounting records, used as supporting data to the final book of entry. The transactions which they concern are recorded in the Cash Book, which is the permanent financial record of the office.

Paid invoices and bills, and receipts for office supplies and services connected with the operation of the Clerk's office.

Banking records, including check stubs, canceled checks, bank statements, deposit slips, and bank books of the Clerk of Court.

Copies of monthly and annual reports to the State Comptroller, and work sheets used in compiling these reports.

Copies of payrolls and supporting documents sent to the Employees' Retirement System.

Correspondence with the State Comptroller and other State officials regarding fiscal matters.

State Treasurer's Warrants

Daily Journal Sheets

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5. RELEASED MORTGAGES, DEEDS OF TRUST, AND MORTGAGES OF PERSONAL PROPERTY

Quantity: 45 cubic feet  
Dates: 1872 - -  
File Arrangement: Chronological  
Annual Accumulation: 2 cubic feet  
Disposable Amount: 15 cubic feet  
Audit: State

Mortgages, Deeds of Trust, and Mortgages of Personal Property are originally recorded by the Clerk among his Land Records and Chattel Records. Later, if they are to be released pursuant to Sections 44 and 45, Article 21, Annotated Code of Maryland, 1955 Cumulative Supplement, they are sent to the Clerk with a release form endorsed thereon, and the Clerk records the release form in the same book in which the original instrument is recorded. The sections of the Code cited above authorize the Clerk to destroy these instruments twenty-five years after they have been released. The recommendations below apply only to Mortgages, Deeds of Trust, and Mortgages of Personal Property which have been fully released pursuant to the sections of the code listed above.

RECOMMENDATION: RETAIN FOR TWENTY-FIVE YEARS AFTER THE DATE OF RELEASE AND THEN DESTROY.

6. TEMPORARY LAW DOCKETS

Quantity: 2 cubic feet  
Dates: 1951-1954  
File Arrangement: Chronological  
Annual Accumulation: None  
Disposable Amount: 2 cubic feet

Until 1954 proceedings in law cases were first taken down in Temporary Law Dockets and later transcribed into the permanent Court Dockets of Garrett County. Since 1954 court proceedings are recorded directly in the Court Dockets. The Temporary Law Dockets, after they have been transcribed, are considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of Maryland, 1951 Edition).

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Date JAN 31 1956

*[Signature]*  
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7. TRANSFER SLIPS

Quantity: 2 cubic feet  
 Dates: 1872-1955  
 File Arrangement: Alphabetical  
 Disposable Amount: 2 cubic feet

These Transfer Slips are small cards containing indexing data for the General Indexes to Land Records and Chattel Records. The cards were used as a means of transferring index entries from one set of books to another, in a change of index systems completed in 1955. All information on the Transfer Slips has been transcribed into the new index books, and the slips are considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of Maryland, 1951 Edition).

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 BOARD OF PUBLIC WORKS  
 Date ... JAN 12 1956

*[Signature]*  
 Secretary