

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

(No extra copy made)
 SCHEDULE NO. **C 294**
 PAGE NO. **1**

1. Requesting Agency

HARFORD COUNTY

2. Division or Bureau of Requesting Agency

SUPERVISOR OF ASSESSMENTS

3. Authorization Requested (Check only one of the squares below).

(No extra copy made)

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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1 ASSESSMENT BOOK (RECORD)

Size: 18" x 16" x 4"
Quantity: 230 vols.
Dates: 1858...

File Arr.: Libers arranged by election district, and alphabetical by surname of owner therein

This is a record of assessed property in the county, giving name of owner, list and description of real and personal property, assessed value, and total value. These records are labeled by election district number and/or name of subdivision. One volume, 1860, and 8 volumes, 1899-1901, are not titled.

RECOMMENDATION: ~~RETAIN PERMANENTLY.~~ Changed, per letter of 12-13-67, attached.

2 TRANSFER BOOK

Size: 18" x 16" x 3"
Quantity: 40 vols.
Dates: 1858...

File Arr.: Chronological, by date of entry

This is a record of property transfers, giving date, amount, acreage, location, from and to whom transferred, name of person ordering transfer, and Assessment Book folio (Item 1). The titles vary: One volume, 1905-1909, is mis-titled "Journal," another, 1912-1937, "Assessment Book."

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED
HALL OF RECORDS COMMISSION

(continued)

7. Agency, Division or Bureau Representative

C. Page Wimmer *Supervising Assessments* *9/28/66*
 Signature Title 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.

10-7-66
 Date

Mavis S. Dadd
 Archivist

Nov. 15, 1966
 Date

[Signature]
 Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
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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.

3

ASSESSMENT CARDS

Size: 5" x 8"; 8 1/2" x 11"

Quantity: 27 cu. ft. and 44 letter-size file drawers

Dates: 1927...

File Arr.: Alphabetical, by name of owner;
color-coded for subdivision

This is a card record of assessments of real property, giving the county election district, name of owner and address, acreage, description, improvements, total assessment, adjoining land owners, insurance on buildings, date assessed, and name of assessor(s).

Scattered schedules and returns of personal property are attached to the Assessment Record card. The card in current use gives a detailed basis for evaluation, and has a life span of up to 21 years.

These are the original assessment cards from which the Assessment Books (Item 1) are prepared.

RECOMMENDATION: RETAIN INDIVIDUAL CARDS UNTIL REPLACED, AND FOR THREE YEARS THEREAFTER, THEN DESTROY.

4

SCHEDULE AND RETURN OF PERSONAL PROPERTY

Size: 3" x 7" folded documents

Dates: 1927...

Quantity: 9 file drawers

File Arr.: Alpha., by name of owner

This series is composed of schedules of taxable personal property made by individuals, firms and foreign corporations, giving schedule number, name of owner, description of property, and value, including livestock, farm implements, and motor vehicles.

These are the original schedules from which the Personal Property Assessment Books (Item 6) are prepared.

RECOMMENDATION: RETAIN UNTIL SUPERSEDED AND FOR THREE YEARS THEREAFTER, THEN DESTROY.

5

ASSESSOR'S FIELD BOOK

Size: 6" x 9" x 4"

Quantity: 14 vols.

Dates: 1882-1927; DISCONTINUED

File Arr.: Alpha, by name of owner

This is the Assessor's Field Book for each district, giving name of owner, kind of property, number of acres, improvements, personal property, assessed value, and total assessment. These items were transferred to the Assessment Book (Item 1).

RECOMMENDATION: DESTROY ACCUMULATION.

A P P R O V E D
HALL OF RECORDS COMMISSION

(continued)

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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.

6

PERSONAL PROPERTY ASSESSMENT RECORD

Size: 18" x 18" x 1"

Quantity: 2 vols.

Dates: 1963...

File Arr.: Alpha., by surname of owner of personal property

The Personal Property Assessment Record is divided into two volumes: Farm Returns and Business. Each volume gives name and address of property owner, the account number, the assessment, and transfers.

This record is posted from Schedule and Return of Personal Property (Item 4).

RECOMMENDATION: RETAIN PERMANENTLY,

7

MOTOR VEHICLE ASSESSMENT

Size: 12" x 12" x 3"

Quantity: 23 vols.

Dates: 1931-1947; DISCONTINUED

File Arr.: Alpha., by name of owner

This is a record of assessment of motor vehicles, giving name and address of owner, type of car, serial number, list price, and assessed value.

RECOMMENDATION: DESTROY ACCUMULATION.

HALL OF RECORDS COMMISSION
APPROVED



STATE OF MARYLAND
HALL OF RECORDS COMMISSION
ANNAPOLIS

December 13, 1967

Mr. Thomas Galbreath
Supervisor of Assessments
Harford County
County Office Bldg.
Bel Air, Md.

Dear Mr. Galbreath:

This will confirm my telephone conversation today with Howard Marshall concerning the amended retention period for the Assessments Records, Item 1 in Schedule C-294.

The recommended retention period should be changed to read:-

Microfilm and destroy originals. Retain microfilm copies permanently. Transfer the camera negative microfilm copy to the Hall of Records for permanent retention.

The Assessment Records have been microfilmed for the period 1912 to June 30, 1966. Since the microfilm is being preserved as a permanent record, it is not necessary to obtain the approval of the Board of Public Works for this amendment.

(May I suggest that you attach this letter to Records Retention Schedule No. C-249, since it now becomes a part of the schedule.)

In addition, I am enclosing a disposal certificate which should be completed and the original filed with us when the microfilmed records are destroyed. (The copy is for your records.)

It has been a pleasure working with you on this project, and I believe that the records are now more accessible on film, and they certainly take up much less space.

Sincerely yours,

Connis O. Brown, Jr.
Public Records Examiner

Enc.

CC: HOWARD MARSHALL
COUNTY COMMISSIONERS' OFFICE

CB:BK