

Hall of Records
Commission

REQ FOR RECORDS RETENTION SCHEDULE

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

SCHEDULE C-140
NO.

PAGE
NO. 1.

Requesting Agency

HARFORD 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. RELEASED MORTGAGES, DEEDS OF TRUST AND CHATTELS

Quantity: 70 cubic feet
Dates: 1845 - -
File Arrangement: Chronological
Disposable Amount: 30 cubic feet

Mortgages, Deeds of Trust, and Chattels are originally recorded by the Clerk among his Land Records and Chattel Records. Later if they are to be released pursuant to Sections 35-37 and 44-45, Article 21, Annotated Code of Maryland, 1957 Edition, 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 Chattels which have been fully released pursuant to the sections of the code listed above.

A. RECOMMENDATION: INSTRUMENTS RELEASED IN 1875 OR LATER: RETAIN FOR TWENTY-FIVE YEARS AFTER THE DATE OF RELEASE AND THEN DESTROY.

B. RECOMMENDATION: INSTRUMENTS RELEASED BEFORE 1875: DESTROY ONLY AFTER CONSULTATION WITH THE HALL OF RECORDS REGARDING POSSIBLE HISTORICAL VALUE.

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7. Agency, Division or Bureau Representative

Garland R. Drell
Signature

Clerk of the Circuit Court

Title

June 6-1960
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.

June 29, 1960
Date

Morris S. Dardoff
Archivist

July 8 1960
Date

Richard H. Hurlburt
Secretary

RECORDS FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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2. TRIAL MAGISTRATES PAPERS

Quantity: 55 cubic feet
Dates: 1850 - -
File Arrangement: By name of magistrate or district
Disposable Amount: 45 cubic feet

The Trial Magistrates Papers are composed of writs, warrants, and miscellaneous papers prepared or issued in the disposition of cases. The papers are filed in jackets which give the names of the arresting officer and of the Trial Magistrate, the type of trial and the district, the name of the defendant, the date of filing, the date of 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 papers deposited with the Clerk; the Trial Magistrates Dockets are to be retained permanently, (Article 52, Sec. 31, 1957 Edition, Annotated Code of Maryland).

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

3. CONDITIONAL CONTRACTS OF SALE

Quantity: 60 cubic feet
Dates: 1917 - -
File Arrangement: Chronological
Disposable Amount: 30 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 the Conditional Contracts of Sale Docket in which the contract is recorded. Article 21, Section 67, Annotated Code of Maryland, 1957 Edition (1959 Cumulative Supplement) states that the contracts recorded and thereafter retained in the offices of the Clerks of Court for a period of five years from the date of recording may be destroyed. The recommendation below applies only to the contracts deposited for recording. The Dockets are to be retained permanently.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

4. GENERAL CORRESPONDENCE

Quantity: 4 cubic feet
Dates: 1925 - -
File Arrangement: By subject
Disposable Amount: 1 cubic foot

Correspondence with individuals, private firms, various state and

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Andrew H. ...
SECRETARY

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| 4. Item | 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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county agencies, etc., concerned with the functions of the Clerk's office.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

5. ADMINISTRATIVE ACCOUNTING RECORDS

Quantity: 25 cubic feet
Dates: 1920 - -
Audit: State audit
Disposable Amount: 15 cubic feet

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.

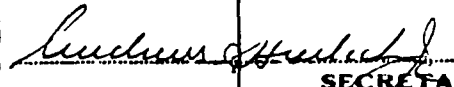
State Treasurer's Warrants.

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

6. LICENSES

Quantity: 15 cubic feet
Dates: 1920 - -
Disposable Amount: 10 cubic feet
Audit: State Audit

This file is composed of applications for, and stub records and carbon copies of all or some of the following annual licenses issued by the Clerk of Court:

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RECORDS FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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4.
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|------------------------------|----------------------------|
| Amusement | Hucksters |
| Anglers | Hunting |
| Auctioneers | Junk Dealer |
| Beer and Wine | Laundry |
| Billiard Table | Liquor |
| Bowling Alley | Motion Picture Show |
| Carnival | Motion Picture Machine |
| Chain Store | Music Box |
| Cigarette | Packers and Shippers |
| Circus | Pinball and Console |
| Clammers | Plumbers and Gasfitters |
| Clam Dealers | Pushers |
| Cleaning, Dyeing & Pressing | Restaurant or Eating Place |
| Construction Firm or Company | Show |
| Crabber | Soda Water Fountain |
| Crab Dealer | Solid Fuel |
| Distributors | Storage Warehouse |
| Dredging | Theatre |
| Duck Blind | Trader |
| Garage | Trading Stamp Company |
| Gypsies | Vending Machine |
| Hawker & Peddler | Wholesale Dealers in Farm |
| Horse & Jack | Machinery |

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All are renewable annually and are prepared in three copies. 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." The individual amounts received for all 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

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AUG 8 1960

Andrew H. Hurlbut
SECRETARY