

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

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	<p>MINUTES OF THE HARFORD COUNTY CIRCUIT COURT</p> <p>Size: 12" x 10" x 1"; 21 " x 12" x 2" Quantity: 36 volumes Dates: 1774-1778, 1783-1795, 1797-1822, 1830... File Arrangement: Chronological</p> <p>This is a record of the proceedings of the Circuit Court, including civil and criminal trials and appeals, judgments, motions, grand jury reports, presentments, arraignments, recognizances, pleas and verdicts, giving the names of the judges and jurors, dates of meeting and adjournment, cases for trial, and orders and resolutions of the court.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO THE HALL OF RECORDS ALL VOLUMES PRIOR TO 1900.</p>	<p>HALL OF RECORDS COMMISSION APPROVED</p>
2	<p>LAND RECORDS</p> <p>Size: 14" x 20" x 3" Quantity: 683 vols. Dates: 1773... File Arr.: Chronological, by date of recordation Index: In Item 3</p> <p>This is a record of instruments pertaining to real property, consisting of copies of deeds, assignments, leases, mortgages, releases of mortgages, powers of attorney, agreements, and rights-of-way.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
3	<p>LAND INDEX</p> <p>Size: 18" x 15" x 3" Quantity: 111 vols. Dates: 1773...</p> <p style="text-align: right;">(continued)</p>	

7. Agency, Division or Bureau Representative

Maryland A. Greer
Signature

Clerk of the Circuit Court
Title

November 4, 1965
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.

11-22-65 *Morris S. Radloff*
Date Archivist

Dec. 13, 1965 *Cynthia J. ...*
Date Secretary

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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.
3 (cont.)	<p>File Arr.: Chronological Index: Paul Company Key Index, 1773-1959; Cott Company Universal Index, 1960...</p> <p>This series is an index to the land records (Item 2), giving the parties, date of recordation, type of instrument, location by election district, liber number, and folio of recordation.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
4	<p>DAILY INDEX TO DEEDS AND MORTGAGES</p> <p>Size: 12" x 8" x 7" Quantity: 4 vols. Dates: 1936-1945; DISCONTINUED File Arr.: Chronological</p> <p>This is a temporary Paul Company index, arranged alphabetically by name of grantor, giving name of grantee, type of instrument, district number, and liber and folio of land record entry. These entries were transferred to the permanent index, Item 3.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>	
5	<p>EQUITY RECORD</p> <p>Size: 18" x 13" x 3" Quantity: 173 vols. Dates: 1829... File Arr.: Chronological, by date recorded Index: In Item 7</p> <p>This is a record of proceedings in equity affecting the title to land, including foreclosures, partitions, divorces, copies of mortgages and promissory notes, bonds, bills of sale, reports of sales, orders nisi, certificates of publication, final orders of ratification, and auditors' reports and accounts.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
6	<p>EQUITY DOCKET</p> <p>Size: 18" x 13" x 2" Quantity: 45 vols. Dates: 1803... File Arr.: Chronological, by assigned case number Index: In Item 7</p> <p>This is a brief record of proceedings in equity, giving case number, names of attorneys, date, names of plaintiff and defendant, proceedings in the case, and an itemized list of costs.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
7	<p>EQUITY INDEX</p> <p>Size: 18" x 13" x 2" Quantity: 48 vols.</p>	

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7 (cont.)	<p>Dates: 1803...</p> <p>File Arr.: Alphabetical by names of defendant & plaintiff, direct and reverse</p> <p>This is an index to equity cases, giving case number, names of parties, volume and folio of recordation in the Equity Docket, Item 6, and Equity Record, Item 5.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
8	<p>APPEALS DOCKET</p> <p>Size: 18" x 12" x 2"</p> <p>Quantity: 11 vols.</p> <p>Dates: 1838...</p> <p>File Arr.: Chronological by court term</p> <p>Index: Thumb index to parties, direct & reverse, in the front of each volume</p> <p>This series is composed of docket entries in cases appealed on judgments from Trial Magistrates and People's Courts to the Circuit Court, as well as from rulings of administrative boards and agencies, giving the case number and names of the parties, the attorneys and the witnesses, the verdict, judgment or ruling, and the dates of issuance of papers. The Appeals Docket was separated into civil and criminal dockets in 1960.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
9	<p>BOAT LIEN DOCKET</p> <p>Size: 18" x 13" x 2"</p> <p>Quantity: 1 vol.</p> <p>Dates: 1925...</p> <p>File Arr.: Chronological</p> <p>Index: Thumb index, alphabetical, direct & reverse</p> <p>This record gives names of the parties and the amount of the lien or claim, when the work and materials were furnished, and the dates of such work, with an itemized list, and a dated notation of satisfaction.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
10	<p>BOND RECORD</p> <p>Size: 18" x 13" x 3"</p> <p>Quantity: 9 vols.</p> <p>Dates: 1891...</p> <p>File Arr.: Chronological</p> <p>Index: Thumb index, alphabetical, by name of party bonded, giving name of sureties and folio of recordation</p> <p>This series consists of copies of bonds executed by county officials, giving name of official, official position, name of surety, amount of bond, date of bond, length of term, conditions of the bond, signatures of witness, principal and surety, and date of approval by</p>	(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.

Item
No.

(cont.)

the Clerk.

The Bond Record also contains a record of all bonds filed in court cases, giving date, name of case, names of principal and sureties, amount, conditions, signatures of principal, sureties and witness, and date of Clerk's approval.

Bonds for the period 1773-1878 are recorded in the Land Records, Item 2,; for 1879-1890 in the Commission and Inquisition Record, Item 12.

RECOMMENDATION: RETAIN PERMANENTLY.

11 CLAIMS DOCKET

Size: 18" x 13" x 2"

Quantity: 6 vols.

Dates: 1886...

File Arr.: Chronological

Index: Thumb index, alphabetical by surname of defendant and plaintiff

This is a record of proven claims of persons entitled to a pro-rata share in equitable distribution of property in a case where the creditor institutes suit to recover a debt. It gives name of the creditor, amount and character of the claim, equity case number, and date proven and filed.

RECOMMENDATION: RETAIN PERMANENTLY.

12 COMMISSION AND INQUISITION RECORD

Size: 18" x 13" x 2"

Quantity: 6 vols.

Dates: 1879-1947; DISCONTINUED

File Arr.: Chronological

Index: Alphabetical, by surname of official or deceased

This is a record of commissions issued to county officials, such as justices of the peace, notaries, special police, board of supervisors of elections, county commissioners, clerks of court, registers of wills, and judges of the Orphans' Court. It gives date of commission, name of official, name of office, term of office, date of expiration, signature of the Governor and the Secretary of State, and the date recorded.

This is also a record of coroners' inquisitions, 1879-1939, giving name of coroner, date and place convened, name of deceased, where body was found, cause of death, names of jury, and verdict. Bonds were also recorded in this series for the period 1879-1891. (See Item 10).

RECOMMENDATION: RETAIN PERMANENTLY.

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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.
13	<p>CONVEYANCES AND LIENS FOR RECORD</p> <p>Size: 18" x 13" x 2" Quantity: 15 vols. Dates: 1894-1952; DISCONTINUED File Arr.: Chronological Index: None</p> <p>This is a daily list of papers filed for recording, giving type of instrument (deed, mortgage, conditional sale, etc.), date received, and date recorded. This list was discontinued in 1952 as a result of revised accounting methods.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>	
14	<p>CORPORATION RECORDS</p> <p>Size: 18" x 13" x 3" Quantity: 14 vols. Dates: 1868... File Arr.: Chronological by date of recording Index: In Item 16</p> <p>This series is composed of copies of articles of incorporation, amended certificates of incorporation, certificates of ownership, merger agreements, and certificates of consolidation, for churches, business units, and non-profit organizations, giving names of corporation and officers, date, purpose, by-laws, amount of capital, stock issuance statements, dissolutions with acknowledgments, and signatures of court officials, corporation officers, and witnesses.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
15	<p>AGENCY RECORD</p> <p>Size: 18" x 12" x 3" Quantity: 1 vol. Dates: 1936... File Arr.: Chronological Index: Alphabetical thumb index, by name of corporation</p> <p>This series is composed of certificates of incorporation filed in other jurisdictions and operating in the county under a trade name, giving name of corporation, state of incorporation, address of principal office, the product sold and trade name used, names and types of business organizations owned or controlled, names of town in which branches are located, names of corporation representatives and secretary, oaths of corporation officials, date sworn, name of notary, date received for recording, and name of Clerk.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
16	<p>INDEX TO CORPORATIONS</p> <p>Size: 18" x 13" x 3" Quantity: 1 vol. Dates: 1868... File Arr.: Alphabetical</p>	

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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.
16 (cont.)	<p>This index gives name and type of corporation, and volume and folio of recordation in Corporation Records, Item 14.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
17	<p>CASE FILES (COURT PAPERS)</p> <p>Size: Folded papers Quantity: 1,787 document files, 24 legal file drawers Dates: 1774... File Arr.: Chronological, alphabetical, or by case or docket number</p> <p>This series consists of original papers filed with the Clerk of the Circuit Court. The majority of these papers have been recorded or otherwise noted in permanently retained volume records. Typical examples of these papers are original deeds, mortgages, land commissions, corporation charters, civil commissions, bonds, marriage licenses, election returns, and grand jury reports.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
18	<p>CRIMINAL DOCKET</p> <p>Size: 18" x 13" x 2" Quantity: 23 vols. Dates: 1793-1794, 1803-1817, 1821-1877, 1884... File Arr.: Chronological Index: Alphabetical, by name of defendant</p> <p>The docket entries for criminal trials give the name of the defendant, the names or initials of the State's Attorney and of the defendant's attorney, the plea and the verdict, amount of the bond, the sentence and commitment, recognizances, and the costs and dates of all papers issued in the case. Stetted cases are included in the series.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
19	<p>DISCHARGE RECORD</p> <p>Size: 14" x 18" x 3" Quantity: 6 vols. Dates: 1945... File Arr.: Chronological Index: Thumb index, alphabetical by surname of dischargee</p> <p>The Discharge Record consists of copies of military separations and discharges. The recording of discharges is voluntary, and this record is therefore not necessarily a complete record of discharges for Harford County.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
20	<p>FINANCING RECORD</p> <p>Size: 12" x 16" x 3" Quantity: 12 vols.</p>	(continued)

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20 (cont.)	<p>Dates: 1964... File Arr.: Chronological Index: In Item 22</p> <p>This series consists of financing statements filed with the Clerk of Court, pursuant to Article 95B of the Annotated Code of Maryland, 1957 Edition as amended, giving the signature and address of the debtor and of the secured party, maturity date if any, a description of the collateral, the paper number assigned by the Clerk, and the liber and folio of recordation.</p> <p>This series also contains assignments, continuation statements, and amendments to the financing statements. A filed financing statement which gives a maturity date of the obligation secured of five years or less is effective until such maturity date, and thereafter for a period of sixty days. Any other filed financing statement is effective for a period of five years from the date of filing. The effectiveness of a filed financing statement lapses on the expiration of such sixty-day period after a stated maturity date, or on the expiration of such five-year period, as the case may be, unless a continuation statement is filed prior to the lapse. Upon such lapse, the security interest becomes unperfected.</p> <p>Financing statements involving title to real property are recorded and indexed with the Land Records, Item 2.</p> <p>This record supersedes the Conditional Contracts of Sale, Chattel Records, and Factors' Liens (Items 57, 58, 59) and the Federal Crop Lien and Chattel Mortgage Book (Item 24).</p> <p>RECOMMENDATION: DESTROY FIVE YEARS AND SIXTY DAYS AFTER THE LAST PERTINENT DATE THEREON OR RECORD ENTRY THEREIN.</p>	
21	<p>TERMINATION RECORD</p> <p>Size: 12" x 16" x 3" Quantity: 1 vol. Dates: 1964... File Arr.: Chronological Index: In Debtor Index to Financing Statements, Item 22</p> <p>This series consists of statements terminating financing statements recorded in the Financing Record, Item 20. Termination statements involving title to real property are recorded in the Land Records, Item 2. The termination statement gives the file number, liber and folio of recordation, signature of the secured party, and the Clerk's notation of filing. The recording of termination statements is not mandatory, therefore this record is not expected to become a complete record of terminations.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
22	<p>DEBTOR INDEX TO FINANCING STATEMENTS</p> <p>Size: 12" x 16" x 3" Quantity: 4 vols. Dates: 1964... File Arr.: Cottco Universal</p>	(continued)

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22 (cont.)	<p>This is an index to the financing statements, Item 20, arranged by surname of debtor, giving his name and that of the secured party, the assigned paper number, the liber and folio of recordation, the assigned paper number of continuation or termination statements, and the dates of assignment, amendment, and termination or release.</p> <p>Financing Statements involving title to real property are recorded in the Land Records, Item 2, and may also be indexed in this series.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
23	<p>FEDERAL AND STATE TAX LIEN RECORD</p> <p>Size: 16" x 20" x 2" Quantity: 2 vols. Dates: 1958... File Arr.: Chronological Index: 1934-1958 in Land Record Index, Item 3; 1958... in Judgment Index, Item 29</p> <p>This is a record of Federal and State Tax liens on real property giving the date of receipt by the Clerk, serial number of the lien, the name and address of the taxpayer, and notation of satisfaction.</p> <p>These liens were recorded in the Land Records, Item 2, prior to 1958.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
24	<p>FEDERAL CROP LIEN AND CHATTEL MORTGAGE BOOK</p> <p>Size: 14" x 20" x 3" Quantity: 2 vols. Dates: 1933-1964; DISCONTINUED File Arr.: Chronological Index: Thumb index to parties, direct & reverse</p> <p>This is a record of Federal Crop Lien agreements and Chattel Mortgages, recorded under the provisions of the Annotated Code of Maryland, 1957 Edition as amended, Article 21, Secs. 52-65, giving date, names of lienor and lienee, amount of lien, terms of payment, date of maturity, date released, and signature of lienor and lienee.</p> <p>This record was superseded by the Financing Statements, Item 20.</p> <p>RECOMMENDATION: DESTROY FIVE YEARS AND SIXTY DAYS AFTER THE LAST PERTINENT DATE THEREON OR RECORD ENTRY THEREIN.</p>	
25	<p>HOSPITAL LIEN DOCKET</p> <p>Size: 18" x 13" x 3" Quantity: 1 vol. Dates: 1940... File Arr.: Chronological Index: Alphabetical by name of injured person</p> <p>This is a record of liens for hospital services for persons injured in accidents, giving date filed, name of person injured, name</p>	(continued)

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25 (cont.)	of person or corporation alleged to be liable, date of accident, name of hospital, amount of claim, date of release, and amount of fees for filing and release. RECOMMENDATION: RETAIN PERMANENTLY.	
26	JUDGMENT RECORD Size: 17" x 11" x 5" Quantity: 11 vols. Dates: 1798-1836; DISCONTINUED File Arr.: Chronological Index: Thumb index to parties, direct & reverse, in front of each volume This is a record of judgments rendered in Circuit Court, giving names of plaintiff, defendant and attorneys, date and amount of judgment, date recorded, and signatures of judge and Clerk. This record was merged with the Trial Docket, Item 49, in 1886 and was superseded by the Judgment Docket, Item 28, in 1931. RECOMMENDATION: RETAIN PERMANENTLY.	
27	INSOLVENT JUDGMENT DOCKET (BANKRUPTCY DISCHARGES) Size: 19" x 13" x 2" Quantity: 2 vols. Dates: 1861-1899, 1904-1934; DISCONTINUED File Arr.: Chronological Index: Alphabetical, direct & reverse This is a full record of proceedings in insolvency cases, including petitions of insolvency, list of real and personal property, affidavit, list of creditors, claims filed, minutes of creditors' meetings, certificate of notice to creditors, appointment of trustee, trustee's deed, certificate of insolvent notice, and final ratification by the court. The United States courts have processed bankruptcies since 1934. RECOMMENDATION: RETAIN PERMANENTLY.	
28	JUDGMENT DOCKET Size: 18" x 13" x 2" Quantity: 8 vols. Dates: 1931... File Arr.: Chronological This series contains docket entries of judgments rendered in Circuit Court, giving names of parties, initials of attorneys, date, orders, appearances, the judgment, and scattered notations of satisfaction. Civil judgments were recorded in Item 26 for the period 1798 to 1886 and in Item 49 for the period 1886-1931. RECOMMENDATION: RETAIN PERMANENTLY.	

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29	<p>JUDGMENT INDEX</p> <p>Size: 18" x 13" x 2" Quantity: 20 vols. Dates: 1931... File Arr.: Alphabetical, by surname of defendant</p> <p>This is an index to judgments rendered in the Circuit Court and docketed in the Judgment Docket (Item 28), and to Federal and State Tax Liens, (Item 23) 1958..., giving names of parties, liber and folio wherein recorded, and scattered notations of satisfaction.</p> <p>This is also an index to Magistrates' Judgments (Item 62), 1927 to 1961.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
30	<p>JUVENILE COURT DOCKET</p> <p>Size: 18" x 13" x 2" Quantity: 9 vols. Dates: 1914... File Arr.: Chronological Index: Internal alphabetical thumb index to name of defendant</p> <p>This is a docket-style record of cases held before the Circuit Court in juvenile cases, giving name of the defendant, case or docket number, date of filing, petitions and affidavits, court orders, the bond, dates of hearings and findings, the order of the court, and commitments and releases.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
31	<p>LIST OF PERSONS (CENSUS BOOK)</p> <p>Size: 14" x 10" x 2" Quantity: 1 vol. Dates: 1880 File Arr.: Alphabetical by name of enrollee</p> <p>This is a record kept by the Clerk, listing persons not located by the census enumerator, giving name of person registered, address, color, sex, and age at last birthday.</p> <p>RECOMMENDATION: TRANSFER TO THE HALL OF RECORDS.</p>	
32	<p>MECHANICS' LIENS</p> <p>Size: 14" x 20" x 2" Quantity: 9 vols. Dates: 1841... File Arr.: Chronological Index: In front of each volume</p> <p>This record of mechanics' liens gives names of lienor and lienee, date filed, statement of the claim, a brief description and the location of the property, a description of the materials and their location, purchase order and invoice numbers, the value and the total amount of the claim.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

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33	<p>MISCELLANEOUS DOCKET</p> <p>Size: 14" x 19" x 2" Quantity: 3 vols. Dates: 1905... File Arr.: Numerical by case number Index: Alphabetical, by names of plaintiff and defendant</p> <p>This series consists of docket entries of miscellaneous cases, including habeas corpus, mandamus, certiorari and disbarment proceedings, appeals from board of registry for reinstatements of voters, appeals from administrative decisions of regulatory boards and agencies, and writs to summon jury de lunatico, giving names of plaintiff and defendant, attorneys, witnesses, court term, case number, and dates of all papers and orders issued.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
34	<p>NEGRO PASS BOOK (MANUMISSIONS)</p> <p>Size: 14" x 12 " x 1" Quantity: 1 vol. Dates: 1843-1862; DISCONTINUED File Arr.: Chronological</p> <p>This is a record of manumissions of negro slaves, giving name of owner, name of slave, age, sex, weight, identification marks, date recorded, and certification by the Clerk.</p> <p>RECOMMENDATION: TRANSFER TO THE HALL OF RECORDS.</p>	
35	<p>OATH BOOK (ELECTIONS)</p> <p>Quantity: 1 vol. Dates: 1898-1911; DISCONTINUED File Arr.: Chronological</p> <p>This is a record of oaths and affirmations of officers of registration and of clerks and judges of elections, giving name and address of official, precinct and district numbers, date sworn or affirmed, and signatures of official and supervisor of election. Such election officials have taken their oaths before the Supervisors of Elections since 1911 (Chap. 741, Session Laws of Maryland, 1910).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
36	<p>PATERNITY DOCKET</p> <p>Size: 22" x 17" x 3" Quantity: 1 vol. Dates: 1963... File Arr.: Chronological Index: Thumb index in front of each vol.; alphabetical by defendant and plaintiff</p> <p>This is a record of docket entries of proceedings in paternity cases (Laws of Maryland, 1963, Chapter 722), giving a brief description of the papers filed, with the names of the attorneys and of the parties, docket entry of support agreement, abstract of agreement,</p>	

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36 (cont.)	case number, and itemized list of costs, with date paid. RECOMMENDATION: RETAIN PERMANENTLY.	
37	PETITION AND RECORD Size: 18" x 11" x 1" Quantity: 1 vol. Dates: 1900-1916; DISCONTINUED File Arr.: Chronological Index: Alphabetical, by name of petitioner This is a petition and record of persons naturalized (Federal Form 2204), giving name and address of petitioner, date, occupation, date and place of birth, country of departure and port of arrival, date, name of vessel, declaration of intentions, literacy, number of children, if any, name of former sovereign, signatures of petitioner and of Clerk, affidavit of witnesses, oath of allegiance, order of court admitting petitioner, date, and signature of judge. Since 1916, non-military naturalizations have been handled by the U. S. District Courts. Naturalization records, (including certificates of arrival, declarations of intention, certificates of naturalization, and certificates of citizenship), and immigration records, (including immigrant or non-immigrant visas and permits or other documents required for entry into the United States), cannot be reproduced [18 U.S.C. 1426, Naturalization; 18 U.S.C. Sec. 1546, as amended by Sec. 402-a of Public Law 414, effective December 24, 1952] except in accordance with the authority of the Commissioner of Immigration and Naturalization, the General Counsel of the Service, District Directors, or such other officers of that Service as may be designated by the Commissioner [17 FR 1147]. RECOMMENDATION: TRANSFER TO HALL OF RECORDS.	
38	MILITARY PETITIONS (NATURALIZATION) Size: 18" x 14" x 2" Quantity: 3 vols. Dates: 1920; DISCONTINUED File Arr.: Chronological Index: None This is a record of naturalized soldiers, giving name and address of petitioner, date and place of birth, name of former sovereign, date of declaration of intention, date entered U. S. Army, affidavit of petitioners and witnesses, signature of Clerk, and date. All naturalizations have been handled by the U. S. District Courts since 1920. RECOMMENDATION: TRANSFER TO THE HALL OF RECORDS.	

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(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.
39.	<p>PLATS AND MAPS</p> <p>Size: 14" x 36" x 3" Quantity: 14 vols. Dates: 1889... File Arr.: Chronological by record date Index: In Item 41, Index to Plats</p> <p>This series consists of plans or drawings of tracts of land, subdivisions, land developments, towns, rights-of-way, and proposed roads, usually filed in conjunction with conveyances. Plats recorded prior to 1889 are recorded in the Land Records, Item 2; State Roads Commission plats have been filed separately since 1932, Item 40.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
40	<p>PLAT BOOKS, STATE ROADS COMMISSION</p> <p>Size: 15" x 30" x 1" Quantity: 6 vols. Dates: 1933... File Arr.: Chronological, by date of record Index: In Land Record Index, Item 3</p> <p>This is a record of plats filed by the State Roads Commission, showing property or rights-of-way acquired or conveyed by the Commission.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
41	<p>INDEX TO PLAT RECORDS</p> <p>Size: 18" x 12" x 2" Quantity: 2 vols. Dates: 1889... File Arr.: Alphabetical, by grantor and grantee</p> <p>This is an index to recorded plats and maps, excluding the State Roads Commission series, (Item 40). It is arranged alphabetically by names of grantor and grantee, giving volume and folio of recordation.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
42	<p>RECOGNIZANCE AND ATTACHMENT DOCKET</p> <p>Size: 20" x 15" x 3" Quantity: 4 vols. Dates: 1959... File Arr.: Chronological by date of docketing</p> <p>This is a record of recognizances in criminal cases, giving name of defendant, nature of crime, case number, date, amount of bond, and name of recognizer.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

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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.
43	<p>REGISTER OF PHYSICIANS AND SURGEONS</p> <p>Size: 18" x 14" x 1" Quantity: 2 vols. Dates: 1894... File Arr.: Alphabetical by surname of licenses (Vol. 1) Chronological by date of filing (Vol. 2) Index: Internal alphabetical thumb index to Vol. 2</p> <p>This is a record of licenses or certificates granted to physicians and surgeons in Harford County by the State Board of Medical Examiners. These licenses or certificates were registered for the period 1894-1957, giving the number and the date of the practitioner's certificate, his name and residence and date the certificate was issued. These licenses have been recorded since 1957.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
44	<p>RULES OF COURT</p> <p>Size: 9" x 14" x 1" Quantity: 3 vols. Dates: 1808, 1838, 1899-1912; DISCONTINUED File Arr.: Chronological</p> <p>This is a record of rules governing proceedings of the court, opinions of the court establishing fees to be charged and collected by justices of the peace, bills for court expenses, Clerk's and State's Attorney's accounts, and court orders for defendant's counsel fees.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER VOLUMES FOR 1808 AND 1838 TO THE HALL OF RECORDS.</p>	
45	<p>STATE ROADS COMMISSION LAND ACQUISITION DOCKET</p> <p>Size: 16" x 20" x 1" Quantity: 1 vol. Dates: 1956... File Arr.: Chronological by date of recordation Index: Thumb index to defendant</p> <p>This is a docket-type record of State Roads Commission deposits of funds with the Clerk for the acquisition of land, giving the docket number, name of the defendant, contract number, plat number, amount deposited, and the date of withdrawal of funds or the institution of condemnation proceedings.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
46	<p>SUBPOENA DOCKET</p> <p>Size: 16" x 18" x 2" Quantity: 10 vols. Dates: 1845-1874, 1883... File Arr.: Chronological</p> <p>This is a record of summonses issued for witnesses to appear and</p>	(continued)

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REQUEST FOR RECORDS RETENTION SCHEDULE
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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.
46 (cont.)	<p>testify in civil, criminal, and equity cases, giving name of witness, court term, and date sworn. Since 1929, this records grand jury summonses only.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
47	<p>TAX SALES RECORD</p> <p>Size: 18" x 13" x 3" Quantity: 3 vols. Dates: 1889... File Arr.: Chronological Index: Alphabetical, by name of taxpayer</p> <p>This is a full record of proceedings in tax sales, including the treasurer's report citing taxpayer's delinquency, the execution of legally required measures of notification, report of sale, certificate of publication, order nisi, final order of ratification, and order of the court to record proceedings.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
48	<p>TEST BOOKS</p> <p>Size: 13" x 8" x 1" Quantity: 8 vols. Dates: 1801-1834, 1950... File Arr.: Chronological Index: Alphabetical, by name of office, in front of each vol.</p> <p>The Test Books contain the oaths of county officials and attorneys sworn to before the Clerk of Court, giving name of official or Attorney, office, date sworn, nature of oath, signatures of person sworn and of the Clerk.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER ALL VOLUMES PRIOR TO 1900 TO THE HALL OF RECORDS.</p>	
49	<p>TRIAL DOCKET</p> <p>Size: 18" x 13" x 2" Quantity: 158 vols. Dates: 1800... File Arr.: Numerically by case number Index: Internal alphabetical, by name of defendant</p> <p>This is a brief record of proceedings in civil trials, giving case numbers and names of attorneys, plaintiffs and defendants, the proceedings, and an itemized statement of costs.</p> <p>Civil judgments for the period 1886-1931 were included in this series.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

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REQUEST FOR RECORDS RETENTION SCHEDULE
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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.
50	<p>TRUST DOCKET</p> <p>Size: 18" x 13" x 3" Quantity: 2 vols. Dates: 1933... File Arr.: Chronological Index: In Item 52, General Index to Trust Docket</p> <p>This is a docket record of proceedings in equity cases where trustees have been appointed, giving the name of the estate, case number, and volume and folio of recordation in Equity Docket, Item 6, and report of auditor.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
51	<p>RELEASE RECORD</p> <p>Size: 18" x 13" x 3" Quantity: 7 vols. Dates: 1892... File Arr.: Chronological Index: Alphabetical, by name of releasor and releasee</p> <p>This series consists of copies of releases of trustees appointed by the court in equity proceedings, giving names of payee and trustee, amount of money received, and date of release with notarization and signatures of payee and of witness.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
52	<p>GENERAL INDEX TO TRUST DOCKET</p> <p>Size: 17" x 9" x 3"; 9" x 12" cards Quantity: 1 vol., 4 linear inches Dates: 1933...</p> <p>This is an index to the Trust Docket, arranged alphabetically by name of estate, giving name of the trustee, docket and folio of recordation in the Equity Docket, Item 6, and date of the latest or last report by the trustee.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
53	<p>BOND INDEX (TRUST)</p> <p>Size: 12" x 16" x 3" Quantity: 1 vol. Dates: 1931... File Arr.: Chronological</p> <p>This is an index to bonds filed by trustees appointed by the court and recorded in the Trust Docket, Item 50.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

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(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.
54	<p>CASH BOOK</p> <p>Size: 18" x 13" x 6" Quantity: 7 vols. Dates: 1917... File Arr.: Chronological</p> <p>This is a record of cash receipts and disbursements: Receipts give date, bill, and amount; disbursements give date, check number, name of payee, amount, and purpose.</p> <p>This is the final book of entry. Disposition of supporting records has been provided for in Schedule C-140, Item 5.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
55	<p>RECORD OF DEATHS</p> <p>Size: 16" x 15" x 3" Quantity: 1 vol. Dates: 1865-1867; DISCONTINUED File Arr.: Alphabetical, by surname of deceased</p> <p>This is a register of deaths recorded under the provisions of Chapter 130 of the Acts of 1865; it gives date of death, name, sex, color, marital status, age, residence, occupation, place of death, place of birth, parents' names and residence, cause of death, place of burial, and date recorded.</p> <p>RECOMMENDATION: TRANSFER TO THE HALL OF RECORDS.</p>	
56	<p>MAGISTRATE AND JUSTICE OF THE PEACE DOCKETS AND PAPERS</p> <p>Size: 7" x 5" x 1"; 14" x 10" x 2" Quantity: 1,015 vols., 75 cu. ft. Dates: Dockets, 1815...; papers, 1850... File Arr.: Internal: Chronological External: By name of magistrate or district Index: Volume, alphabetical by name of defendant Papers, none</p> <p>These volumes consist of docket entries of civil and criminal proceedings before justices of the peace and magistrates, giving type of proceeding, case number, date of trial, names of plaintiff and defendant, writs issued, verdict or judgment, disposition of the case, and signature of the justice.</p> <p>Cases under the motor vehicles law are docketed in separate volumes furnished by the Commissioner of Motor Vehicles.</p> <p>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, name of the defendant, date of filing, date of summons or commitment, amount of bond or collateral posted, continuations, case number, the offense, plea, and verdict, and amounts of the fine and</p>	

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(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.
56 (cont.)	<p>the court costs.</p> <p>These dockets and papers were deposited with the Clerk of Court by the magistrates under the provisions of Article 52, Secs. 29 and 30, of the Annotated Code of Maryland, 1957 Edition as amended, and preceding legislation. This procedure was changed by Chapter 607, Laws of Maryland, 1965, which provided that the justice, magistrate, or Judge of the People's Court papers shall be retained by the court over which the judge presided. This law also provided for the permanent retention of all magistrate papers and dockets, except motor vehicle dockets which have been in the custody of the Clerk for five (5) years or more.</p> <p>The recommendations below apply only to dockets and papers deposited with the Clerk.</p> <p>RECOMMENDATION: RETAIN ALL MAGISTRATE DOCKETS AND PAPERS, EXCEPT MOTOR VEHICLE DOCKETS, PERMANENTLY.</p> <p>DESTROY ALL MOTOR VEHICLE DOCKETS WHICH HAVE BEEN IN THE CLERK'S CUSTODY FOR FIVE YEARS OR MORE.</p>	
57	<p>CONDITIONAL CONTRACTS OF SALE DOCKET</p> <p>Size: 16" x 20" x 2" Quantity: 21 vols. Dates: 1916-1965; DISCONTINUED File Arr.: Chronological Index: Internal - Alphabetical thumb index, 1916-1952; External - In Item 60, Buyer Index to Conditional Contracts of Sale, 1953-1965</p> <p>This is an abstracted record of conveyances of goods and chattels in which the transfer of title is made conditional on a number of deferred payments, giving names of vendor and vendee, date of filing, date of contract, description of the property conveyed, names of witnesses, amount of money involved, how and when payable, notation of assignment, and discharge notice.</p> <p>This record was superseded by the Financing Statements, Item 20, and Chapter 578, Laws of Maryland, 1965, provided for the destruction of conditional contracts of sale dockets at any time after the expiration of five years and sixty days from the last pertinent date thereon or record entry therein.</p> <p>RECOMMENDATION: DESTROY FIVE YEARS AND SIXTY DAYS AFTER THE LAST PERTINENT DATE THEREON OR RECORD ENTRY THEREIN.</p>	
58	<p>CHATTEL RECORD</p> <p>Size: 14" x 20" x 3" Quantity: 85 vols. Dates: 1851-1965; DISCONTINUED File Arr.: Chronological Index: Internal thumb index in each volume, arranged alphabetically, direct & reverse; external index, 1892..., in Item 61, Chattel Index</p>	

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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.
58 (cont.)	<p>The Chattel Record is composed of copies of chattel mortgages, bills of sale, releases, assignments, and liens, giving the names of the grantor and the grantee, the conditions of the mortgage, a list of the chattels, and signatures of the parties, acknowledgments affidavits, and the signature of the Clerk.</p> <p>This series also contains a record of election returns made by the Board of Canvassers for the period 1923-1964, giving name of candidate for election, office, number of votes cast for each candidate, and names of chairman and secretary of the Board of Canvassers.</p> <p>This record was superseded by the Financing Statements, Item 20; and Chapter 578, Laws of Maryland, 1965, provided for the destruction of chattel records at any time after the expiration of five years and sixty days from the last pertinent date thereon or record entry therein.</p> <p>RECOMMENDATION: REMOVE AND RETAIN PERMANENTLY THE RECORDS OF ELECTION RETURNS. DESTROY THE CHATTEL RECORDS FIVE YEARS AND SIXTY DAYS AFTER THE LAST PERTINENT DATE THEREON OR RECORD ENTRY THEREIN.</p>	
59	<p>FACTORS' LIENS</p> <p>Size: 12" x 18" x 2" Quantity: 1 vol. Dates 1947-1965; DISCONTINUED File Arr.: Chronological Index: Alphabetical thumb index</p> <p>This volume contains the recorded copies of factors' liens placed by supply companies against their agents to secure commodities handled on consignment, listing the factors and borrowers, and outlining the procedures for the transaction of the business. The lien is notarized and a notation of recordation made by the Clerk. This record was superseded by the Financing Statements, Item 20; and Chapter 578, Laws of Maryland, 1965, provided for the destruction of Factors' Liens at any time after the expiration of five years and sixty days from the last pertinent date thereon or record entry therein.</p> <p>RECOMMENDATION: DESTROY FIVE YEARS AND SIXTY DAYS AFTER THE LAST PERTINENT DATE THEREON OR RECORD ENTRY THEREIN.</p>	
60	<p>BUYER INDEX TO CONDITIONAL CONTRACTS OF SALE</p> <p>Size: 18" x 15" x 3" Quantity: 4 vols. Dates: 1953-1965; DISCONTINUED File Arr.: Alphabetical, by surname of buyer</p> <p>This is an index to Conditional Contracts of Sales, Item 57, giving names of buyer and seller, and docket and folio of recordation. The Conditional Contracts of Sale Docket was superseded by the Financing Statements, Item 20; and Chap. 578, Laws of Md., 1965, provided</p>	

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(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.
60 (cont.)	<p>for the destruction of indices to conditional sale contracts at any time after the expiration of five years and sixty days after the last pertinent date thereon or record entry therein.</p> <p>RECOMMENDATION: DESTROY FIVE YEARS AND SIXTY DAYS AFTER THE LAST PERTINENT DATE THEREON OR RECORD ENTRY THEREIN.</p>	
61	<p>CHATTEL INDEX</p> <p>Size: 14" x 20" x 3" Quantity: 22 vols. Dates: 1892-1965; DISCONTINUED File Arr.: Alphabetical by grantee</p> <p>This is an index to the Chattel Record, Item 58, giving names of grantor and grantee, liber and folio of recordation, and date released.</p> <p>The Chattel Record was superseded by the Financing Statements, Item 20; and Chapter 578, Laws of Md., 1965, provided for the destruction of indices to chattel records.</p> <p>RECOMMENDATION: DESTROY FIVE YEARS AND SIXTY DAYS AFTER THE LAST PERTINENT DATE THEREON OR RECORD ENTRY THEREIN.</p>	
62	<p>MAGISTRATES' JUDGMENT DOCKET</p> <p>Size: 11" x 11" x 3"; 17" x 11" x 3" Quantity: 40 vols. Dates: 1798-1961; DISCONTINUED File Arr.: Chronological Index: Alphabetical thumb index by defendant in each volume, 1798-1918; also in Item 65, Magistrates' Judgment Index, 1864-1926, and in Item 29, Judgment Index, 1927...</p> <p>This series consists of docket entries of judgments rendered by magistrates and justices of the peace, giving names of plaintiff and defendant, date, amount of judgment and costs, signature of magistrate, date docketed, signature of the Clerk, and scattered notations of satisfaction.</p> <p>This record was superseded by the People's Court Judgment Docket, Item 64.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
63	<p>GENERAL INDEX TO LAW CASES</p> <p>Size: 14" x 18" x 3" Quantity: 1 vol. Dates: 1960... File Arr.: Alphabetical, by surname of defendant</p> <p>This is an index to civil actions docketed in the Circuit Court, including Trial Docket, Item 49, and condemnations, Item 45. It gives names of the parties, and docket and folio of recordation, with a space for notation of satisfaction.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

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REQUEST FOR RECORDS RETENTION SCHEDULE
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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.
64	<p>PEOPLE'S COURT JUDGMENT DOCKET</p> <p>Size: 18" x 12" x 3"; 9" x 14" x 3" Quantity: 2 vols. Dates: 1961... File Arr.: Chronological Index: Internal thumb index, direct & reverse, and in Item 29, Judgment Index</p> <p>This series contains copies of docket entries and record of judgments rendered in civil suits by magistrates of the People's Courts, giving names of plaintiff and defendant, the date tried, the judgment, pleas, disposition of the case, and certification by the Clerk of the People's Court.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
65	<p>MAGISTRATES' JUDGMENT INDEX</p> <p>Size: 18" x 13" x 2" Quantity: 40 vols. Dates: 1864-1926; DISCONTINUED File Arr.: Alphabetical, by surnames of plaintiff & defendant, 1864-1918; by surname of defendant only, 1918-1926</p> <p>This is an index to the Magistrates' Judgment Docket, Item 62, giving names of plaintiff and defendant, and liber and folio of recordation, with scattered notations of satisfaction.</p> <p>This index was incorporated into the Judgment Index, Item 29, in 1927.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
66	<p>RECORD OF MARRIAGE LICENSES</p> <p>Size: 17" x 15" x 2"; 19" x 13" x 2" Quantity: 7 vols. Dates: 1779-1784; 1792... File Arr.: Chronological Index: In Item 68</p> <p>This is a record of marriage licenses and marriages, giving names of male and female, residence, age, color, marital status, degree of relationship if any, name of applicant, date of license, place and date of marriage, and name of minister or Clerk performing the marriage. Several of these volumes have been transcribed.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER ALL TRANSCRIBED VOLUMES TO THE HALL OF RECORDS.</p>	
67	<p>APPLICATIONS FOR MARRIAGE LICENSES</p> <p>Size: 10" x 10" x 3" Quantity: 157 vols. Dates: 1892... File Arr.: Internal - Numerical, by application number External - Chronological Index: In Item 68</p>	(continued)

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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.
67 (cont.)	<p>This series contains applications for marriage licenses, record of licenses issued, and copies of the minister's or Clerk's certificates of return, giving application number, name of male and female, residence, age, color, nativity, occupation, marital status, names of persons consenting if applicants are minors, signature and affidavit of applicant, date sworn, signature of Clerk, date license issued, name and address of Clerk or minister, date of marriage and return, and date filed.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
68	<p>MARRIAGE LICENSE INDEX</p> <p>Size: 18" x 13" x 2"; 18" x 15" x 4" Quantity: 28 vols. Dates: 1779-1784; 1792... File Arr.: Alphabetical, by name of male and female</p> <p>This is an index to the Record of Marriage Licenses, Item 66, and to the Applications for Marriage License, Item 67, giving volume number and folio of recordation in Item 66, and application number in Item 67. Several of these volumes have been transcribed.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER ALL TRANSCRIBED VOLUMES TO HALL OF RECORDS.</p>	
69	<p>CIVIL MARRIAGE CEREMONIES</p> <p>Size: 18" x 13" x 3" Quantity: 1 vol. Dates: 1964... File Arr.: Chronological Index: In Marriage License Index, Item 68</p> <p>This is a register of marriages performed by the Clerk of the Circuit Court, under the provision of Chapter 406, Laws of Maryland, 1963, giving date, marriage fee receipt number, license number, parties, initials of officer performing the ceremony, and signatures of parties.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

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