

RULES 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

BOARD OF EDUCATION

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. TEACHER'S EXAMINATION JOURNAL

Size: 8" x 16" x 2"
Dates: 1876 - 1911
Quantity: one volume
Annual Accumulation: Discontinued

This is a discontinued record of examinations formerly given for issuance of teacher's certificates giving the date of the examination, the grade level for which the examination was given, the names of the applicants and their grades by subjects, and the type of certificate issued. During this period the County Commissioners issued the certificates upon satisfactory completion of the examination. Examinations are no longer given prior to issuance of certificates. Teaching certificates are issued by the State Department of Education on the basis of an applicant's educational background and record.

RECOMMENDATION: DESTROY ACCUMULATION.

2. GENSUS OF SCHOOL ATTENDANCE

Size: 8 1/2" x 11" sheets
Dates: 1921 - 1953
Quantity: 2 file drawers
File Arrangement: Alphabetical by name of pupil
Disposable Amount: 2 cubic feet
Annual Accumulation: Discontinued

This record is a census of pupils who have not attended school, giving the names of the pupil and of the person taking the census, a

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Business Manager

3/17/1961

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.

3/28/1961
Date

Maria S. Duff
Archivist

APR 5 1961
Date

Andrew H. ...
Secretary

OUT 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.
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code denoting the reason for non-attendance, the date of birth and address of the pupil, and the names of the parents or guardian and their address and election district.

RECOMMENDATION: DESTROY ACCUMULATION.

3. DIRECTORY OF SCHOOL TRUSTEES

Size: 3" x 5" cards
 Dates: 1923 - 1932
 Quantity: $\frac{1}{2}$ card drawer
 File Arrangement: By district, then alphabetically
 Annual Accumulation: Discontinued
 Disposable Amount: $\frac{1}{2}$ cubic foot

This is a card index of school trustees giving the names and addresses of the trustees, and the dates of appointments and reappointments. Since 1932 the appointment of school trustees has been discontinued.

RECOMMENDATION: DESTROY ACCUMULATION.

4. PETTY CASH BOOKS

Size: 8" x 11" x $\frac{1}{2}$ "
 Dates: 1899 - 1917
 Quantity: 1 volume
 File Arrangement: Chronological
 Annual Accumulation: Discontinued

This is a discontinued record of daily payments made from the petty cash fund giving the date, the reason for the expenditure, and the amount, with the balance carried forward.

RECOMMENDATION: DESTROY ACCUMULATION.

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 BOARD OF PUBLIC WORKS

APR 5 1961

Andrew Heuback, Jr.
 SECRETARY