

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

*(Extra Copy)*

SCHEDULE  
NO.

**C-268**

PAGE  
NO.

**1**

1. Requesting Agency

**HARFORD COUNTY**

2. Division or Bureau of Requesting Agency

**Register of Wills**

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><b>GENERAL CORRESPONDENCE</b></p> <p>Quantity: 4 cu. ft. Dates: 1954... File Arrangement: Alphabetical</p> <p>This file consists of correspondence with individuals, attorneys, and various State and county agencies, concerning functions of the office. This file also contains correspondence relating to decedents. Material having continuing legal or administrative value should be retained until such value ceases.</p> <p><b>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</b></p>	
2	<p><b>RECEIPT BOOKS</b></p> <p>Quantity: 8 cu. ft. Dates: 1913... File Arr.: Chronological Audit: State</p> <p>A pre-numbered receipt is prepared in triplicate for any money received by the Register of Wills. The copies of the receipt are distributed as follows:-</p> <ol style="list-style-type: none"> <li>1. Original (white) - payer</li> <li>2. Yellow carbon - filed in estate papers</li> <li>3. Blue carbon - retained in receipt book</li> </ol> <p>The recommendation below applies to carbons not filed in estate folders.</p> <p><b>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</b></p>	(continued)

7. Agency, Division or Bureau Representative

*Janet G. Marshall* Signature      *Chief Deputy Register of Wills* Title      *9/2/65* 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.

*9-7-65*  
Date

*Morris S. Radloff*  
Archivist

*SEP 17 1965*  
Date

*Andrew H. [Signature]*  
Secretary

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
(Continuation Sheet)

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3	<p><b>ADMINISTRATIVE ACCOUNTING RECORDS</b></p> <p>Quantity: 3 cu. ft. Dates: 1939... File Arr.: Chronological Audit: State</p> <p>The following accounting records are grouped together in file folders for audit purposes, with the exception of the check stubs, which are stored separately. The transactions they concern are recorded in the Cash Book and Ledger, which are the permanent financial records of the Register of Wills office.</p> <p>Canceled checks, bank statements, bank books, deposit slips, and check stubs</p> <p>Paid invoices and bills for office supplies and services necessary in the operation of the office</p> <p>Monthly and annual reports to the State Comptroller</p> <p>Copies of payrolls and supporting documents sent to the Employees' Retirement System</p> <p>Receiving warrants from the State Treasurer</p> <p>Authorizations from the Comptroller to make refunds, unusual purchases, or increases in salaries</p> <p>Receipts given to the Register of Wills</p> <p><b>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</b></p>	