

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.

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

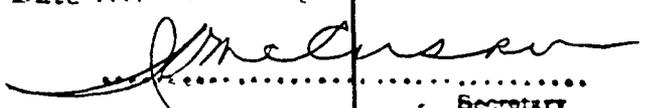
APPROVED
HALL OF RECORDS COMMISSION

All licenses prepared in three copies, and 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." Individual amounts received for each license are recorded in the Receipts and Disbursements Ledger, which is the permanent financial record of the Clerk's office.

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

3. RECEIPTS

Quantity: 23 cubic feet
 Dates: 1933 - -
 File Arrangement: Chronological
 Annual Accumulation: 2 cubic feet
 Disposable Amount: 17 cubic feet
 Audited by: State

APPROVED BY
 BOARD OF PUBLIC WORKS
 Date DEC 13 1955

 Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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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Three types of printed receipt forms are used in the Clerk's offices:

1. Marriage License Receipts: Used to receipt for marriage license fees.
2. Court Cost Receipts: Used to receipt for court costs paid.
3. General Receipts: Used to receipt for any money received other than marriage license fees and court costs.

All receipt forms are prepared in duplicate, the first copy going to the payor, and the second remaining in the Clerk's office. All receipted amounts are recorded in the Receipts and Disbursements Ledger, which is the permanent financial record of the office.

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

4. ADMINISTRATIVE ACCOUNTING RECORDS

Quantity: 6 cubic feet
 Dates: 1916 - -
 File Arrangement: Chronological
 Annual Accumulation: $\frac{1}{2}$ cubic foot
 Disposable Amount: $\frac{1}{2}$ cubic feet
 Audited by: State

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 Receipts and Disbursements Ledger, 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.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

[Signature]
Secretary

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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5. RELEASED MORTGAGES AND DEEDS OF TRUST

Size: 4" x 8 1/2" (folded)
 Quantity: 30 cubic feet
 Dates: 1856 - -
 File Arrangement: Chronological
 Annual Accumulation: 1 1/2 cubic feet
 Disposable Amount: 8 cubic feet
 Audited by: State
 Indexed: No

Mortgages, Deeds of Trust, and Mortgages of Personal Property are originally recorded by the Clerk among his Land Records and Chattel Records. Later if they are to be released pursuant to Sections 44 and 45, Article 21, Annotated Code of Maryland, 1955 Cumulative Supplement, and Section 57, Article 21, Annotated Code of Maryland, 1951 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 Mortgages of Personal Property which have been fully released pursuant to the sections of the Code cited above.

- A. RECOMMENDATION: INSTRUMENTS RELEASED IN 1875 OR LATER: RETAIN FOR 25 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.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
 BOARD OF PUBLIC WORKS
 Date DEC 13 1955

J. MacLean
 Secretary