

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

SCHEDULE NO. **C-136**

PAGE NO. **1.**

Requesting Agency

HOWARD 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.
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1. CONDITIONAL CONTRACTS OF SALE

Size: Folded papers
Dates: 1940 - -
Quantity: 31 document files, 1 carton
File Arrangement: By date of recording
Disposable Amount: 6 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. Chapter 9, Laws of Maryland, 1959, 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.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

William M. Gaither
Signature

Chief Deputy Clerk
Title

5 December 1959
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.

12/8/1959
Date

Morris S. Radoff
Archivist

DEC 14 1959
Date

[Signature]
Secretary

REQUEST FOR RECORDS RETENTION HELD FILE
(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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2. TRIAL MAGISTRATES PAPERS

Size: Folded papers
 Dates: 1886 - -
 Quantity: 3 document files, 11 transfiles, 8 cartons
 File Arrangement: By Court District and type of trial--
 civil, criminal, and motor vehicle
 Disposable Amount: 39 cubic feet

The Trial Magistrates Papers are composed of writs, warrants, and miscellaneous papers prepared or issued in the disposition of cases, the majority of which 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. These papers also include cash books, receipt books, canceled checks, and check stubs and bank statements. The recommendation below pertains only to the papers deposited with the Clerk; the Trial Magistrates Dockets are to be retained permanently (Laws of Maryland, 1959, Chap. 45).

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
 BOARD OF PUBLIC WORKS
 DEC 14 1959
Ludwin H. ...
 SECRETARY