

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

SCHEDULE NO. C-145

PAGE NO. 1.

1. Requesting Agency
KENT 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. TRIAL MAGISTRATES PAPERS

Size: Folded Papers
Dates: 1848, 1879-90, 1900-1904, 1940 --
Quantity: 4 cartons, 6 document files
File Arrangement: By district or magistrate
Disposable Amount: 8 cubic feet

This file is composed of writs, warrants, and other miscellaneous papers prepared for the use of the Court or for issue in the disposition of cases. The papers are filed in bundles and in some instances in jackets which give the name of the arresting officer and the Trial Magistrate, the class or type of trial and the district, the name of the defendant, the date of filing, the date of the 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. The recommendation below pertains only to the original papers deposited with the Clerk of the Circuit Court; the Trial Magistrates' Dockets which are also deposited are to be retained permanently (Annotated Code of Maryland, Art. 52, Sec. 31, 1957 Edition as amended).

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

W. Henry Gull Signature *Clerk of the Circuit Court* Title 10-20-1960 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.

11/1/1960 Date

Morris S. Pauloff Archivist

NOV 7 1960

Date

Andrew Strickland Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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.

2. CONDITIONAL CONTRACTS OF SALES

Size: Folded papers
Dates: 1936 - - 1965)
Quantity: 1 file drawer, 3 cartons
File Arrangement: Chronological
Disposable Amount: 3 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 recordation in the Conditional Contract of Sales Docket. The Dockets are permanently retained but the original contracts may be destroyed five years after they have been recorded in the Dockets (Article 21, Section 67, Annotated Code of Maryland, 1957 Edition as amended). The recommendation below applies only to the original contracts.

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER RECORDING AND THEN DESTROY.

RELEASED MORTGAGES, DEEDS OF TRUST, AND MORTGAGES OF PERSONAL PROPERTY APPROVED BY

Size: Folded papers
Quantity: 22 document files, 4 cartons
Dates: 1886 - -
File Arrangement: Chronological
Disposable Amount: 3 cubic feet
Audit: State

BOARD OF PUBLIC WORKS

NOV 7 1950

Andrew Strickland
SECRETARY

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 Section 37, Article 21, Annotated Code of Maryland, 1957 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 TWENTY-FIVE YEARS AFTER 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