

Hall of Records
Commission

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

SCHEDULE NO. 10-40

PAGE NO. 8

1. Requesting Agency KENT COUNTY	2. Division or Bureau of Requesting Agency REGISTER OF WILLS
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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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<p>1.</p>	<p><u>CORRESPONDENCE</u></p> <p>Quantity: 1 cubic foot Dates: 1935 - - File Arrangement: Alphabetical Annual Accumulations: Less than 1/4 cubic foot Disposable Amount: 1/2 cubic foot</p> <p>Correspondence with individuals, attorneys, various State and County agencies, etc., concerned with the functions of the office. Correspondence relating to decedents is filed in the appropriate estate papers, which are retained permanently. The recommendation below applies only to correspondence not filed in the estate papers.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">H I L O O T H P I O V E I C 3 M I S S I O N</p>
<p>2.</p>	<p><u>RECEIPTS</u></p> <p>Quantity: 1 cubic foot Date: 1932 - - File Arrangement: Chronological Annual Accumulations: 1 cubic foot Disposable Amount: 3 cubic feet Audited by: State</p> <p>A pre-numbered form, bound in books, is used to receipt for any money received by the Register of Wills. The form is prepared in triplicate and the copies are distributed as follows:</p>	

7. Agency, Division or Bureau Representative

E. Randolph Burgess *Register of Wills* *Dec. 20, 1955*
 *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.
<i>1/5/56</i> 7 7 Date	<i>Monie S. Sedell</i> Archivist
	<i>JAN 9 1956</i> Date <i>McCluskey</i> Secretary

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, Original - Payor
- 2, First Carbon - Filed in estate papers or set aside if no related estate file exists
- 3» Second Carbon - Remains in receipt book

Each receipted transaction is recorded in the Cash Receipts and Disbursements Book which is the permanent financial record of the Register's office. The recommendation below applies to all carbons not filed in estate papers.

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

3. ADMINISTRATIVE ACCOUNTING RECORDS

Quantity: 3 cubic feet
 Dates: 193U--
 File Arrangement: Chronological
 Annual Accumulation: 3 cubic foot
 Disposable Amount: 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 individually recorded in the Cash Receipts and Disbursements Book, which is the permanent financial record of the office.

Banking records, including canceled checks, bank statements, check books and stubs, deposit slips and bank books of the Register of Wills.

Copies of monthly end annual reports to the State Comptroller.

Paid invoices and bills, and receipts for office supplies and services connected with the operation of the office.

Correspondence with the State Comptroller and other State agencies regarding fiscal matters.

Copies of payrolls and supporting documents sent to the State Employees' Retirement System.

State Treasurer's Warrants.

Copies of financial statements sent to County Commissioners accounting for judges' salaries, and the costs of various functions of the Register's office.

Tiraa and payroll records of employees in the Register's office.

P P R O V E D
HALL OF RECORDS COMMISSION

BOARD OF PUBLIC WORKS
Date JAN 9 1935

APPROVED BY
WORKS

Secretary

Hall of Records
Commission

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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.

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

ROUGH MINUTES

Quantity: 2 cubic feet
Dates* 1878 - -
File Arrangement Chronological
Annual Accumulations Less than 1/2 cubic feet
Disposable Amounts 2 cubic feet.

During sessions of the Orphans' Court the Register makes a temporary draft of the proceedings in Rough Minutes books. Subsequently the account of the proceedings is transcribed into the Orphans' Court Proceedings volumes, which are the official minutes of the court and which are retained permanently. This material is considered non-record within the meaning of the statute governing non-record material (Art. 11, Sec. 15f, Annotated Code of Maryland, 1941 Edition).

APPROVED
HALL OF RECORDS COMMISSION

Permanently

APPROVED BY

Board of Public Works

UKB

JAN 9 1956

Maluski

Secretary