

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

1. Requesting Agency

MONTGOMERY COUNTY DEPARTMENT OF FINANCE

2. Division or Bureau of Requesting Agency

ASSESSMENT OFFICE

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. SALES RECORD BOOK

This unnumbered form (11" x 14") is prepared in triplicate and is a record of all sales of real property. The original of the form is forwarded to the State Tax Commission; the first copy is retained by the Assessment Office and is the subject of this item; the second copy is forwarded to the Appeal Tax Court of Montgomery County.

The record indicates all transfers of real property in the County. Several entries are made on each page and indicate the assessment, lot and block numbers, liber and folio where transfer is recorded, sale price and names of grantee and grantor. The forms are inserted in post-binders quarterly. Within the binders they are arranged by Election District and sub-division and then alphabetically by name of grantees. This information is found in detail in the original deed recorded in the permanent land records of the County Court and the permanent records of the Commissioner of the Land Office, Annapolis. The sales record book is used primarily for assessment comparison purposes. It occupies 1 1/2 cubic feet for the years 1941 to date. During the years 1942 to 1951, however, the records were not maintained due to wartime lack of clerical help. The present annual accumulation is approximately 8 linear inches (1/2 cubic foot).

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

*Approved Hall of Records Commission*

7. Agency, Division or Bureau Representative

*Alvin K. Hancock* Director of Finance  
Signature Title

APR 6 1954  
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.

APR 13 1954

*Minnie S. Radloff*  
Date Archivist

APR 13 1954  
Date

*J. Meluskey*  
Secretary

1. Requesting Agency  
2. Division or Bureau of Requesting Agency

3. Item No.  
4. Description of Records

1. SALES RECORD BOOK  
The information recorded in the Sales Record Book is obtained from the land records maintained by the Clerk of the Court. The information is recorded in this book by employees of this Division, and the record is used to compare the assessment with the sale price and to make corrections on the property card (see Schedule C-10, Item 5).

APPROVED BY  
BOARD OF PUBLIC WORKS  
Date ..APR. 13 1954  
*J. Melusien*  
Secretary