

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

SCHEDULE NO. C-251  
PAGE NO. 1

Requesting Agency  
MONTGOMERY 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 SALES CONTRACTS (ORIGINAL)

Conditional contracts of sale are deposited for recording in the Conditional Contracts of Sale Docket, which is a permanent record. Many of the counties are now returning the original contract to the maker after recordation. However, in those counties where such contracts are found, the law provides that they may be destroyed five years after recordation. (Annotated Code of Maryland, 1957 Edition, as amended, Art. 21, Sec. 67.)

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER RECORDATION, THEN DESTROY.

RELEASED MORTGAGES, DEEDS OF TRUST, AND MORTGAGES OF PERSONAL PROPERTY.

Quantity: 80 Documat files; 16 bundles  
Dates: 1846...  
File Arrangement: Chronological  
Audit: State

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 of Article 21, Annotated Code of Maryland, 1955 Cumulative Supplement, 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 listed above.

RECOMMENDATION: A. INSTRUMENTS RELEASED IN 1875 OR LATER; RETAIN FOR 25 YEARS AFTER THE DATE OF RELEASE, THEN DESTROY. (continued)

7. Agency, Division or Bureau Representative

*Clayton W. West*  
Signature

Clerk of the Circuit Court  
Title

September 3, 1964  
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.

9/9/64  
Date

*Merrin S. Radoff*  
Archivist

SEP 14 1964

Date

*Arthur H. Hurd*  
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.

Item No.

2 (cont.) RECOMMENDATION: B. INSTRUMENTS RELEASED BEFORE 1875: DESTROY ONLY AFTER CONSULTATION WITH THE HALL OF RECORDS REGARDING POSSIBLE HISTORICAL VALUE.

3 TEMPORARY COURT AND STATE'S ATTORNEY DOCKETS

Quantity: 120 vols.  
Dates: 1824...  
File Arrangement: Chronological by court term

Temporary Dockets are prepared by the Clerk of the Circuit Court for his use and for the use of the judges and the State's Attorney while court is in session. These dockets are designed solely as a convenience for the judges and the attorney, and are considered non-record within the meaning of the statute governing nonrecord material (Art. 41, Sec. 179, Ann. Code of Maryland, 1957 Ed., as amended.)

4 LICENSES

Quantity: 60 cu. ft.  
Dates: 1900...  
File Arrangement: Chronological  
Audit: State

Applications for, and stub records and carbon copies of, the following annual licenses issued by the Clerk of Court:-

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

All licenses are 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

(continued)

TEST 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.
(cont.)	in the permanent License Books. RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.	
5	<b>GENERAL ACCOUNTING RECORDS</b>  Size: Folded papers Quantity: 20 cu. ft. Dates: 1950 --- Audit: State  The General Accounting Records are composed of the following: <ol style="list-style-type: none"><li>1. Paid bills and invoices, warrants from the State Treasurer, and reports and correspondence with the Comptroller, State Auditor, and other agencies regarding fiscal matters, copies of reports to the State Employees' Retirement System.</li><li>2. Banking records, including check stubs, canceled checks, bank statements, deposit slips, and bank books.</li><li>3. Reports on fiscal matters to the Game and Inland Fish Commission, Board of County Commissioners, Board of Education, and the Sheriff.</li><li>4. Receipt books, payrolls and miscellaneous papers relating thereto, including reconciliation sheets and work papers used in general accounting procedures.</li></ol> The foregoing records are entered in the Cash Books, which are the permanent records of the Clerk's office. RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.	
6	<b>GENERAL FILE</b>  Size: Legal size Dates: 1950... Quantity: 6 file drawers File Arrangement: By subject  The General File principally contains correspondence and special reports to county and state departments and agencies. This material should be retained only so long as it has continuing value to the operation of the office or relates to cases not yet closed. Such material should be retained for at least three years to meet the legal requirements on records retention, after which time, if it has ceased to be of value, it may be destroyed. RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.	