

REQUIREMENT FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division
Hall of Records Commission

Extra copy

SCHEDULE NO. C 300

PAGE NO. 1

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.
-------------	---	---

1

FINANCING RECORD

Size: 9" x 14" x 2"
Quantity: 44 volumes (400 pages per vol.)
Dates: Feb. 1964...
Index: In Item 2, Index to the Financing Record

The Financing Record contains the photocopies of the original financing statements returned to the secured parties after recordation by the Clerk. Under the provisions of the Uniform Commercial Code of 1963, (Annotated Code of Maryland, 1957 edition as amended, Art. 95B, Secs. 9, 401-406), the Financing Record includes in addition to the financing statements, continuations, assignments, amendments, and collateral releases.

A filed financing statement which gives a maturity date of the secured obligation of five years or less is effective until such maturity and thereafter for a period of sixty days; and any other filed financing statement is effective for a period of five years from the date of filing. The effectiveness of a filed statement with a stated maturity date of five years or less lapses sixty days after the maturity date, and other statements lapse on the expiration of the five-year period, unless a continuation statement is filed prior to the date of lapsing, which is reindexed. Upon the lapse of a financing statement, the security interest becomes unperfected.

Financing statements involving real property are recorded in the Land Records (Schedule , Item 15) and by request may be cross-indexed in the Index to the Financing Record (Item 2, this schedule).

The Financing Record supersedes the Conditional Contracts of Sale Dockets and the Bill of Sale and Chattel Records. The recommendation below applies only to the recorded copies of the financing statements, the Financing Record, and not to the Index to the Financing Record (Item 2), which is a permanent record.

HALL OF RECORDS COMMISSION
APPROVED

(continued)

7. Agency, Division or Bureau Representative

Howard M. Smith
Signature

Clerk of the Circuit Court
Title

Jan. 30, 1967
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.

FEB 1 1967

Date

Morris S. Dabbs
Archivist

FEB 8 1967

Date

Andrew H. Harkness
Secretary

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.

(cont.) RECOMMENDATION: RETAIN FOR FIVE YEARS AND SIXTY DAYS AFTER THE LAST PERTINENT DATE OR RECORD ENTRY THEREIN, THEN DESTROY.

2 INDEX TO THE FINANCING RECORD

Size: 20" x 26" x 2"
Quantity: 20 vols.
Dates: 1964...
File Arrangement: Chronological

Under the provisions of the Uniform Commercial Code of 1963 (Ann. Code of Md., 1957 ed. as amended, Art. 95B, Secs. 9, 401-406), the Financing Statements are required to be indexed by the Clerk. This index is arranged alphabetically by the name of the debtor, giving the name of the secured party, the identifying file number, with dates, and the liber and folio of recordation in the Financing Record (Item 1) for the following types of instrument:-

- | | |
|----------------------------|------------------------|
| a. Financing statements | d. Assignments |
| b. Continuation statements | e. Amendments |
| c. Termination statements | f. Collateral releases |

If a Financing Statement involves real property, it is recorded and indexed in the Land Records, and if requested may be cross-indexed to the Land Records in the Index to the Financing Record (See Item 1).

RECOMMENDATION: RETAIN PERMANENTLY.

3 CHATTEL RECORD AND ORIGINAL PAPERS

Size: Chattel Record and Index, 19" x 13" x 3"
Original papers: folded
Quantity: 545 vols.; 11 document files; 10 file drawers
Dates: 1879-1964; DISCONTINUED
File Arr.: Chronological
Index: 1) Internal alphabetical, to names of parties, direct and reverse, giving type of instrument; and
2) General Index to Chattel Mortgages and Bills of Sale (Item 4)

The Chattel Record contains the chattel mortgages and bills of sale, conditional contracts of sale, and crop liens (1933-1935 - see Item 21, Sched. C-), giving names of the parties, a brief description of the property, the amount and terms of the contract, deeds of trust, and releases.

Prior to 1879, all chattel mortgages and bills of sale were recorded in the Land Records (Sched. C- , Item 15). Since 1879, only those chattel mortgages and bills of sale relating to real property have continued to be recorded with Land Records. Crop liens were recorded in the Chattel Record from 1933-1935, when a separate record series was established for crop liens (Sched. C- , Item 21).

Under provisions of the Uniform Commercial Code of 1963, as amended, the record books, docket, indexes and papers relating to chattel mortgages were superseded by the Financing Record (Item 1, this schedule) and are subject to disposal according to the recommendation below, (Ann. Code of Md., 1957 ed. as amended, Art. 95B, Sec. 10-102).

(continued)

REQUEST 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.
3 (cont.)	<p>Instruments affecting title to land are recorded in the Land Records (Sched. C- , Item 15), as well as in the General Index to Chattel Mortgages (this schedule, Item 4).</p> <p>RECOMMENDATION: RETAIN CHATTEL RECORDS AND ORIGINAL PAPERS FOR FIVE YEARS AND SIXTY DAYS AFTER LAST PERTINENT DATE OR RECORD ENTRY, THEN DESTROY.</p>	
4	<p>GENERAL INDEX TO CHATTEL MORTGAGES</p> <p>Size : 18" x 13" x 3" Quantity: 26 vols. Dates: 1903-1964; DISCONTINUED File Arr.: Chronological</p> <p>This is a Campbell index, giving names of mortgagors and mortgagees, lienors and lienees, vendors and vendees, with date, type of instrument, and liber and folio of recordation in the Chattel Record (Item 3).</p> <p>Volumes numbered 21, 23, 24, and 26 (1959-1964) are entitled "Chattels Recorded in the Land Records" and include deeds of trust, consent agreements, and mortgages relating to real property. Since 1964, such papers have been recorded and indexed with the Land Records (Sched. C- , Item 15); entries made in these volumes are also contained in the Index to Land Records (Sched. C- , Item 16), in which the instruments are recorded.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS AND SIXTY DAYS AFTER LAST PERTINENT ENTRY, THEN DESTROY.</p>	