

Hall of Records
Commission

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

SCHEDULE NO. **C 301**

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

COURT MINUTES

Size: 14" x 9" x 1/2"

Quantity: 568 volumes (estimating one vol. for each term)

Dates: 1777-1788, 1790-1822, 1824, 1826-1834, 1836-1877, 1879, 1881-1889, 1891...

File Arrangement: Chronological by Court Term

The Minutes of the Proceedings of the Montgomery County Court are a brief summary of court proceedings by court term, giving names of the court judges and officers and names of jurors sworn. The proceedings cover briefly both criminal and civil cases, with the names of plaintiffs and defendants, jurors and witnesses, and the verdict and sentence in each case. Other entries included in the Minutes are rules and regulations and petitions to the Court, sales of negroes, prolongations of servitude, indentures of orphans, and petitions for release to 1793, insolvencies 1824-1826, 1835-1844, 1866-1888, licenses (ferry, trader, and ordinaries) prior to 1831, inquisitions by coroners, amercements prior to 1827, naturalizations (1777-1905) with printed forms of applications and certificates tipped in for the period 1870-1905, and financial reports by the Clerk to the State Treasurer on fees collected.

Court proceedings for the period 1777-1795 (4 volumes) and Court Minutes for 1779-1820 (45 volumes) have been transferred to the Hall of Records.

RECOMMENDATION: RETAIN PERMANENTLY:- TRANSFER MINUTES NO LONGER REQUIRED FOR LEGAL OR ADMINISTRATIVE DUTIES OF THE COURT TO THE HALL OF RECORDS FOR PRESERVATION.

(continued)

HALL OF RECORDS COMMISSION
APPROVED

7. Agency, Division or Bureau Representative

Harold 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 2 1967

Date

Monica S. Duff

Archivist

FEB 8 1967

Date

Andrew H. Hurlburt

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. **E 301**
PAGE
NO. **2**

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.
2	<p>COURT PAPERS</p> <p>Size: Folded papers, and flat filing after 1952 Quantity: 1226 document files; 243 transfiles; 197 legal file drawers Dates: 1777... (See dates and quantities listed with each records series below.) File Arr.: By type of paper, then chronological, or by case or docket number</p> <p>Court Papers are composed of the original papers and documents filed in court proceedings, including criminal writs and appeals, summonses, appearances, presentments, imparlances, trials, appeals, continuances, recognizances and judicials, as well as miscellaneous papers for record, not necessarily in connection with legal proceedings, as listed below:-</p> <p>Law Papers - Judicials (1777-1952, 258 document files; 92 transfiles; (1952..., flat filing, 139 legal file drawers)</p> <p>Trials Foreign Trials Civils Criminals (separated from Law in 1952 - See below.) Appearances Recognizances Appeals Transcripts</p> <p>Equity Papers (1815-1952, 26 transfiles, 686 document files; (flat filing 1952..., 5 legal file drawers)</p> <p>Criminals (separated from Law in 1952; 1952-1962, 26 document files; (4 triple document files; flat filing 1963..., 5 legal (file drawers)</p> <p>Miscellaneous Orders of the Court (1940..., 4 document files)</p> <p>Miscellaneous Petitions (1898..., 3 transfiles, 36 doc. files, (2 legal file drawers)</p> <p>Confessed Judgments (1963..., 4 legal file drawers)</p> <p>Recognizances (1956..., 3 doc. files)</p> <p>Judicials (1958..., 8 doc. files)</p> <p>Deed and Mortgage Papers (Deeds are now returned to the grantor or grantee whenever possible, after recordation.) (1777..., 45 file drawers, 120 file boxes; (1958..., 44 doc. files) Released mortgages and deeds of trust have been provided for in Schedule C-251, Item 2.</p> <p>Condemnation Cases (1932..., 3 doc. files)</p> <p>Federal Tax Liens (1943..., 15 doc. files)</p> <p>Federal Farm Credit Liens (1951..., 6 doc. files)</p> <p>Mechanics' Liens (1876..., 6 doc. files)</p> <p>Certificates of Mechanics' Liens to Printers (1898-1911, 1 doc. file)</p> <p>Hospital Liens (1953..., 1 doc. file)</p> <p>Condemnation Cases (1932..., 3 doc. files)</p> <p>Extension in Town Lines and Election District Changes (1956..., 1 doc. file)</p> <p>Sealed Bastardy Information and Sealed Doctors' Certificates re Marriage Licenses (3 document files, N.D.)</p> <p>(continued)</p>	

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
NO. **301**
PAGE
NO. **3**

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.
2 (cont.)	<p>Corporation Records (1891...., 89 document files) Appointments by County Council (1962...., 1 doc. file) Bondsmen Registrations (1949...., 1 doc. file) Firearms Transfers (1965...., 1 doc. file) State Board of Medical Examiners (1896-1897, 1 doc. file) Physicians' and Surgeons' Applications to the Circuit Court, (1894-1895, 1 doc. file) State Health Dept. Certifications (1910...., 1 doc. file) Processes from other County Circuit Courts (1903-1908, 1 doc. file) Miscellaneous Roads Papers (1908...., 1 doc. file) Election Returns (1906...., 3 doc. files, 1 transfile) Election Reports, Financial (1923...., 1 transfile) Monthly and Annual Financial Reports to the Comptroller, (1950...., 2 doc. files) Monthly Reports to Montgomery County on Fees (1959...., 2 doc. files) State Roads Commission Land Acquisition Papers (1956...., 3 doc. files) Foreign Marriages (1939...., 1 doc. file) Beverage Licenses, Certificates of Approval to Clerk to Issue: (1956...., 2 doc. files) Bonds (1898...., 3 file drawers) Licenses (Copies retained by the Clerk have been provided for in Sched. C-251, Item 4)</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
3	<p>GENERAL DOCKETS AND CRIMINAL DOCKETS</p> <p>Size: 15" x 10" x 1" (approx.) Quantity: 404 vols. (") Dates: 1777.... File Arr.: Chronological by court term Index: Internal alpha. index to names of defendants</p> <p>The Dockets in this series are the final records of entry, giving a summary of court action in civil and criminal cases until 1952, when the General Dockets were separated into two series, one for civil cases (General Docket) and one for criminal cases (Criminal Docket). The dockets include entries for originals, trials, judicials, (See Item 6), appearances, appeals, recognizances, imparlances, pre-sentments, appointments of land commissions, continuances (See Item 11), insolvencies, and all additional writs issued by the court, giving names or initials of the attorneys, date and docket or case numbers, names of plaintiffs and defendants, dates and types of papers filed or issued, names of witnesses, the court verdicts, and costs.</p> <p>Retention of dockets prepared for the temporary use of the judges during court sessions and rough dockets later transcribed in the Clerk's Dockets has been provided for in Sched. C-251, Item 3, and may be disposed of as soon as no longer needed by the office.</p> <p>RECOMMENDATION: GENERAL DOCKETS AND CRIMINAL DOCKETS ARE TO BE RETAINED PERMANENTLY.</p> <p>(continued)</p>	

REQUEST FOR RECORDS RETENTION SCHEDULE

(Continuation Sheet)

SCHEDULE 301
NO.PAGE
NO. 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.
4	<p>JUDGMENT RECORD (COURT RECORD)</p> <p>Size: 18" x 12" x 3" (approx.) Quantity: 180 vols. Dates: 1777... File Arr.: Chronological Index: General Judgment Index (Item 5), and internal alpha. index to names of plaintiffs to 1872, then by names of plaintiffs and defendants, direct and reverse, also Equity and Tax Sale Index (Item 9)</p> <p>The Judgment Record contains the proceedings in equity cases before the Circuit Court, including foreclosure and partition suits, tax sales (1894...), Federal Tax Sales (1914...), mechanics' liens prior to 1863 (See Item 23 for continuation), and divorces until 1908 (See Item 34 for continuation). This series was entitled Court Record for the period 1777-1818, and included trials in misdemeanors and felonies in addition to judgments, also appointment of Clerks of Court, admission of attorneys to practice, lists of persons taking the oath of fidelity to the State of Maryland, appointments of road overseers, and, in the volume 1801-1806, a list of insolvencies for the period 1807-1823 (See Item 14).</p> <p>The Court Record for the years 1777-1795 (4 vols.) has been deposited in the Hall of Records.</p> <p>In 1953, open-end binders were introduced.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER VOLUMES PRIOR TO 1900 TO THE HALL OF RECORDS.</p>	
5	<p>GENERAL JUDGMENT INDEX</p> <p>Size: 18" x 13" x 3" Quantity: 28 vols. Dates: 1818-1827, 1846... File Arr.: Chronological</p> <p>This index to the Judgment Record was entitled "Short Judgment Record," 1818-1827, 1846-1886; the internal alphabetical index in the Judgment Record (Item 4) apparently was the only index available from 1827 to 1846. In 1886, the Campbell indexing system was introduced and continued until 1924, when the Russell Key index superseded the Campbell index. The index gives the names of plaintiffs and defendants, the date entered and docketed, the amount of the judgment and for whom rendered, costs, attorney's fees, and date of satisfaction. Judicials give the docket number and court term, writs served, additional costs, sheriff's return, and date of satisfaction.</p> <p>Tax sales and federal tax liens were recorded in this series beginning in 1914. Stetted cases have been entered since 1951 (Item 7).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER ALL INDEXES PRIOR TO 1900 TO THE HALL OF RECORDS.</p>	

(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. C 301
PAGE
NO. 5

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.
6	<p>JUDICIAL DOCKETS</p> <p>Size: 18" x 14" x 2" Quantity: 8 vols. Dates: 1927... File Arr.: Chron. Index: Internal alphabetical, to name of defendant</p> <p>The Judicial Dockets give the names of the parties and of the lawyers, the docket number and dates of docketing, date of issuance of writs of Fi Fa (Fieri Facias), the amount of the judgment, and interest and court costs, with a notation of satisfaction and the date.</p> <p>Prior to 1927, Judiciais were recorded in the Judgment Record (Item 4) and indexed in the General Judgment Index (Item 5); after 1927, only cases were recorded therein which involved the countermanding of charges, money made and paid, or a nulla bona returned by the sheriff.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
7	<p>STET DOCKETS</p> <p>Size: 8" x 16" x 3" Quantity: 6 vols. Dates: 1892-1951; DISCONTINUED File Arr.: Chron. Index: Internal alphabetical, to defendant</p> <p>This is a recorded of cases statted in the Circuit Court, giving case numbers and dockets from which removed, names of plaintiffs and defendants, names of witnesses, and dates on which the cases were statted.</p> <p>Since 1951, cases statted have been carried in the General Dockets.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
8	<p>CONFESSED AND OTHER JUDGMENTS AND LIENS</p> <p>Size: 14" x 20" x 3" Quantity: 3 vols. Dates: 1956... File Arr.: Chron.</p> <p>This series gives the names of the lawyers and parties, the docket number in the Judicial Dockets (Item 6), date of entry and the charge, date of court action, dates of petitions and serving papers, and the judgment, with court costs and notation of satisfaction.</p> <p>Prior to 1956, Confessed Judgments were contained in the General Dockets, (Item 3).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE 301

NO.

PAGE 6
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.

9 EQUITY AND TAX SALE INDEX

Size: 12" x 18" x 3"

Quantity: 26 vols.

Dates: 1777...

The Equity and Tax Sale Index is the Russell key system, giving the names of plaintiffs and defendants, case (docket) number, term and year, type of instrument, decree and date filed, and recordation in the Judgment Record (Item 4).

RECOMMENDATION: RETAIN PERMANENTLY.

10 EQUITY DOCKETS

Size: 14" x 9" x 2"

Quantity: 98 vols.

Dates: 1780...

File Arr.: Chron.

Index: Internal alpha., direct and reverse, to names of plaintiffs and defendants; also in Equity Index (Item 9)

The Equity Dockets are a brief record of cases in equity tried by the Circuit Court, including appeals in equity, appointments of trustees and receivers, bills in chancery, partition suits, ratification of sales, injunctions, petitions and exhibits, bills of complaint, answers, orders of publication and publishers' certifications, foreclosures, adoptions, subpoenas, orders nisi, petitions for change of names, and divorces prior to 1909 (See Item 34). Docket entries give names of plaintiff and defendant, the docket number, titling, names of attorneys, appearances, the decree and date, and the recordation in the Judgment Record (Item 4). A General Index to Equity Records 1808-1940 (6 vols.) discontinued in 1940, has been transferred to the Hall of Records.

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER ALL EQUITY DOCKETS PRIOR TO 1851 TO THE HALL OF RECORDS.

11 REFERENCE DOCKET

Size: 14" x 9" x 2"

Quantity: 2 vols.

Dates: 1807-1827, 1871-1891; DISCONTINUED (See Dockets, Item 3)

File Arr.: Chron.

Index: Internal alpha., to names of defendants or petitioners in partitions cases

The Reference Dockets contain docket entries for cases carried over from one court term to another, giving the equity case number, date, names of plaintiff and defendant, names of attorneys or their initials, appeals, date of continuance, and final disposition. The volume covering the period 1807-1827 has been transferred to the Hall of Records, and the Volume (1871-1891) remaining in the Courthouse ~~contains~~ contains petitions to divide lands, 1816- c.1854, 1871-1875, and docket entries to the cases.

(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE C 301
NO.
PAGE 7
NO.

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

11 (cont.) The General Dockets (Item 3) show continuances, and the Judgment Record (Item 4) includes cases on the division of land, which are also docketed in the General Dockets. A court order of 1871 required the clerk to initiate a "Reference Docket similar to the Common Law dockets for all Reference Cases and also to enter therein all references to Commissions to divide lands then in the Common Law Dockets..."

RECOMMENDATION: TRANSFER REFERENCE DOCKET FOR THE PERIOD 1871-1891 TO THE HALL OF RECORDS.

12 RECOGNIZANCE DOCKET

Size: 14" x 20" x 3"
Quantity: 2 vols.
Dates: 1956...
File Arr.: Chronological
Index: Internal alphabetical

The Recognizance Docket gives the docket number, names of the parties, lawyers, and sureties, amount of the surety and the date, the charge and term of court in which person is to appear, with the notation of case number and collateral deposited.

RECOMMENDATION: RETAIN PERMANENTLY.

13 MISCELLANEOUS DOCKET

Size: 17" x 13" x 3"
Quantity: 12 vols.
Dates: 1894...
File Arr.: Chron.
Index: Internal alpha., to petitioner or defendant

This is a record of miscellaneous court cases, including tax sales, suits for adoption of children, 1894-1947 (See Item 41 for continuation), receivership, habeas corpus proceedings, post convictions, remonstrances, lunacy proceedings, registration and disqualification of voters, abatement of nuisances, licenses, and marriage license waivers for members of the armed forces and the Merchant Marine during war (1894-1944).

Miscellaneous petitions (original papers) are found with Court Papers (Item 2).

RECOMMENDATION: RETAIN PERMANENTLY.

14 INSOLVENT RECORD

Size: 18" x 12" x 3"
Quantity: 4 vols.
Dates: 1807-1823, 1827-1834, 1845-1865, 1889-1898; DISCONTINUED
Index: Internal alpha., to name of petitioner

The Insolvent Record gives the petition of insolvency and attest, schedule of property and certification of the Clerk, temporary trustee's bonds and affidavits, exhibits, printers' certificates of publication, a memorandum of proceedings, order of the court to appoint a permanent trustee and his bond, order of sale, insolvent notice,

(continued)

STATEMENT FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. C 301
PAGE
NO. 8

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

14 (cont.)

trustees' reports and exhibits, the order nisi, the final order of satisfaction, and the auditor's report.

The Judgment Record (Item 4) for the years 1801-1806 contains a list of insolvencies for 1807-1823; and the Court Minutes (Item 1) include those for 1824-1826, 1835-1844, and 1866-1888. Keeping insolvencies as a separate record series was discontinued in 1898, when the Federal government passed the "Nelson Act" to establish a uniform system of bankruptcy and provided for jurisdiction by United States District Courts but did not bar local courts from hearing bankruptcies, if not in conflict with Federal laws (30 Stat. 544; U.S.C.A., Title 11). Most of the Maryland courts relinquished such proceedings to the District Courts in 1898 (Ann. Code of Md., 1957 edition as amended, Art. 47, Sec. 1). If insolvency cases have been heard in the Circuit Court since 1898, they would be entered in the General Docket (Item 3).

RECOMMENDATION: RETAIN PERMANENTLY.

15

LAND RECORDS

Size: 12½" x 16½" x 3" (to 1958)

Quantity: 3,506 vols.

Dates: 1777...

File Arr.: Chron.

Index: A. Internal alpha. (1777-May, 1960);

B. Land Record Indexes (Item 16, 1777...)

The Land Records contain the recorded copies of deeds and mortgages on real property; releases; rights of way; deeds of trust; notes; releases of dower rights and marriage agreements affecting the title to land; manumissions; discharges of negroes; lists of newly acquired negroes, with indentures and releases; bonds for payment of negroes; bonds for fulfillment of contracts; assignments; court commissions and disposition of lands by commissions; bonds and commissions of public officials to 1902 (continuation as Item 27); bills of sale and chattel mortgages prior to 1879 (continuation as Item 3, Sched. C-1, Chattel Record); certificates of incorporation prior to 1869 (continuation as Item 24, Corporation Record); and plats of roads and deeded property until 1914 (continuation in Item 17, Plat Books). Bills of sale and chattel instruments relating to real property have continued to be recorded and indexed with the Land Records.

One volume, 1869-1869, covers condemnation proceedings for Baltimore & Ohio Railroad property, and the volume for 1853-1855 covers condemnations in securing rights-of-way for the Washington Water Works Aqueduct, with deeds and plats.

The Land Records were handwritten until typing was introduced in 1899, and projection prints were initiated in May, 1948; the so-called small binders superseded the large volumes in June, 1958. The original volumes of the Land Records for 1777-1791 have been transferred to the Hall of Records for preservation, and photocopies have been substituted for courthouse use.

RECOMMENDATION: RETAIN PERMANENTLY.

(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. C 301
PAGE
NO. 9

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.

16

INDEX TO LAND RECORDS

Size: 18½" x 15½" x 2"

Quantity: 327 vols.

Dates: 1777...

File Arr.: Chron., then alphabetical within each index period

The Russell Key Index is divided in two series, one for grantees and mortgagees, and the other for grantors and mortgagors, giving the names of the parties, date of record, type of instrument, and recordation. The indexes have been combined and re-indexed from time to time, and the re-indexed volumes transferred to the Hall of Records.

Indexes in the Courthouse:-

	<u>Grantee-Mortgagee</u>	<u>Dates</u>	<u>Grantor-Mortgagor</u>
9	1. 24 volumes	1777-1927	27 volumes
	2. 53 "	1928-1952	34 "
	3. 50 "	1953-1962	55 "
	4. 32 "	1963...	32 "

Indexes in the Hall of Records:-

1. General Index to Land Records, 1777-1878, 7 vols. (Campbell)
2. " " " " " 1777-1927, 34 vols. (Campbell)
3. Grantors-Mortgagors, 1928-1946, 32 vols. (Russell)
4. Grantees-Mortgagees, 1928-1952, 40 " (")

RECOMMENDATION: RETAIN INDEXES UNTIL RE-INDEXED, THEN TRANSFER RE-INDEXED VOLUMES TO THE HALL OF RECORDS.

17

PLAT BOOKS

Size: 20½" x 19" x 2"

Quantity: 83 vols.

Dates: 1914...

File Arr.: Chron. by volume and internally by plat number

Index: Plat Index (Item 18)

The Plat Books contain plats and drawings of subdivisions, with certificates of the engineer's and owner's dedications.

Under the provisions of Chap. 92, Laws of Maryland 1914, the Clerk of the Circuit Court for Montgomery County was authorized to provide for recopying plats then inserted in the Land Records (Item 15), and to rebind the copies in a new series of Plat Books of uniform size. Plats were recopied as far back as 1893, the first plat in the new series, but it is not known if all plats from 1893 to 1914 were included in this project. Since there are few plats dated between 1893 and 1914, it is probable that only plats in bad condition or of unusual sizes were copied. This series is complete since 1914.

RECOMMENDATION: RETAIN PERMANENTLY.

(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE C 301
NO.
PAGE
NO. 10

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.
18	PLAT INDEX Size: 18½" x 15" x 3" Quantity: 2 vols. Dates: 1777... File Arr.: Alphabetical, Vol. 1, A-K; Vol. 2, L-Z Index: Russell Key The Plat Index covers all plats from 1777 to date, giving date of recordation, name of person recording, type of plat, and docket series (Land Record, 1777-1914; Plat Books, 1914...), and the liber and folio of recordation. RECOMMENDATION: RETAIN PERMANENTLY.	
19	STATE ROADS COMMISSION PLAT BOOKS, MONTGOMERY COUNTY Size: 15" x 31" x 2" Quantity: 7 binders Dates: 1914... File Arr.: By plat number The plats and revisions filed by the State Roads Commission with the Clerk of the Circuit Court for recording include rights-of-way for viaducts, roads, extensions, and entrances, giving the name of the road and the draftsman, the contract number, scale, date, and plat number. RECOMMENDATION: RETAIN PERMANENTLY.	
20	STATE ROADS COMMISSION LAND ACQUISITION DOCKET Size: 14" x 20" x 3" Quantity: 1 vol. Dates: 1957... File Arr.: Chron. Index: Internal alphabetical, to names of parties This docket is the record of land acquisition for road building by the State Roads Commission, giving names of the parties; a docket number and the date of filing petitions and plats; the plat number (S.R.C. Plat Books, Item 19); the amount deposited with the Clerk to be given to the grantor if the transfer of land is effected; the date of the owner's request to withdraw funds; the order of the Court to permit withdrawal; the check number and amount, with name of person to whom check was issued; and the court costs. For rights-of-way for roads prior to 1957, see Item 27. RECOMMENDATION: RETAIN PERMANENTLY.	
21	FEDERAL FARM CREDIT LIEN BOOK Size: 18" x 14" x 3" Quantity: 6 vols. Dates: 1935... File Arr.: Chronological Index: Internal alphabetical, to name of lienor This is a record of crop and chattel mortgages, giving the names	(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. **C 361**
PAGE
NO. **11**

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

21 (cont.) of lienor and lienee (Mortgagor, mortgagee); date of the lien; amount and terms of the lien; description and location of chattels and/or crops; the state tax; date received for record; notation of assignment, if made, and of release; and the file number.

Federal Farm Credit Liens were recorded in the Chattel Record (Sched. C- , Item 3) for 1933-1935.

RECOMMENDATION: RETAIN PERMANENTLY.

22 FEDERAL TAX LIEN NOTICES

Size: 16" x 12" x 2"

Quantity: 2 vols.

Dates: 1942...

File Arr.: Chronological

Index: Internal alphabetical, by name of defendant

This is a record of Federal tax lien notices, arranged by assigned serial numbers, giving name of the defendant and his residence; the serial number and date of filing the lien; the amount of tax due and court costs; the notation of discharge and the date.

RECOMMENDATION: RETAIN PERMANENTLY.

23 MECHANICS' LIEN RECORD

Size: 19" x 13" x 3", 1864-1959

13" x 10" x 3", 1959...

Quantity: 20 vols.

Dates: 1864...

File Arr.: Chronological

Index: Internal alphabetical, to lienor and lienee

Mechanics' Liens are filed against property to insure payment for work and materials supplied. The record gives names of lienor and lienee, a description of the property, hours worked and materials supplied, notations of payments, and of final settlement.

Projection prints were introduced in 1950 and open-end binders in 1959.

RECOMMENDATION: RETAIN PERMANENTLY.

24 CORPORATION RECORD

Size: 18" x 13" x 3"

Quantity: 117 vols.

Dates: 1869...

File Arr.: Chron.

Index: Internal alphabetical to 1950; also separate index:

Russell Key System, giving names, type of instrument, recordation, and date

This is a record of both foreign and domestic corporation charters, amendments, certificates of ownership, merger agreements and certificates of consolidation for business establishments, corporations, churches, associations, and societies.

(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. **C 301**
PAGE
NO. **12**

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.
24 (cont.)	<p>Original papers are included with Court Papers (Item 2).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER ALL VOLUMES PRIOR TO 1900 TO THE HALL OF RECORDS. MICROFILM RUSSELL KEY INDEX FOR SECURITY DEPOSIT IN THE HALL OF RECORDS.</p>	
25	<p>LICENSE BOOKS</p> <p>Size: 18" x 14" x 2" Quantity: 13 vols. Dates: 1936... File Arr.: Chron. Audit: State</p> <p>The License Books contain entries for traders' licenses, which are renewable annually, giving date of issue, name of licensee and his address, type of license, term of license, date of mailing, and the fee. All other licenses, except beer and hucksters' (Item 26), are not recorded.</p> <p>License copies retained by the Clerk are provided for in Schedule C-251, Item 4.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p>	
26	<p>BEER AND HUCKSTERS' LICENSE BOOK</p> <p>Size: 18" x 15" x 2" Quantity: 1 vol. Dates: 1938...</p> <p>The Beer and Hucksters' License Book contains the name of the licensee and his address, term of the license, whether on or off sale in the case of liquor licenses, class and amount of the fee, with space for remarks, (refusals and transfers.)</p> <p>License copies retained by the Clerk are provided for in Schedule C-251, Item 4.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
27	<p>RECORDS, ROADS, COMMISSIONS</p> <p>Size: 13" x 18" x 3" Quantity: 10 vols. Dates: 1886... File Arr.: Chron. Index: Internal alphabetical, to parties in actions.</p> <p>This record series contains copies of State commissions, including notaries; bonds of County officers after 1903; condemnation proceedings for acquisition of rights-of-way for road building, with plats giving courses and distances until 1957, when a separate docket was initiated (Item 20); recognizances in bastardy proceedings in justice of the peace courts; coroners' inquisitions, with proceedings, names of jurors, and verdicts (1907-1929); appointments of treasurers by</p>	(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. 301
PAGE
NO. 13

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

27 (cont.) candidates and political parties; election returns by the boards of canvassers, and certificates; certificates of compliance; appointment of court auditors; and detailed reports of receipts and expenditures by the County Treasurer.

In 1959, only election returns and certificates of election continued to be recorded in this series. All other recordation was either discontinued or was continued in equity records. State commissions and treasurers of political parties were no longer required to be registered or recorded by the Clerks of Court, as this information is found in the records of the Secretary of State.

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER ALL VOLUMES PRIOR TO 1900 TO THE HALL OF RECORDS.

28 BOND RECORD

Size: 13" x 18" x 2"

Quantity: 23 vols.

Dates: 1902...

File Arr.: Chron.

Index: Internal alphabetical

The Bond Record contains copies of bonds of public officials and of persons required to give bond to the court in court actions, including trials, appearances, equity, and replevin. Also included are bonds required in power of attorney and from the treasurers of political parties. Photostatic copies in place of typescript were introduced in 1950.

Bonds prior to 1902 are found in the Land Records (Item 15) and in Records, Roads, Commissions (Item 27). Original Bonds are included with Court Papers (Item 2).

RECOMMENDATION: RETAIN PERMANENTLY.

29 TEST BOOKS

Size: 18" x 14" x 3"

Quantity: 22 vols.

Dates: 1780-1897; 1900...

File Arr.: Chronological

Index: Internal alphabetical, by name

The Test Books contain the oaths required to be taken by County officials and attorneys sworn and subscribed to before the Clerk of the Circuit Court, giving name of the official or attorney, date, and signature, and signature of the Clerk.

The volumes for the period 1780-1897 (4 vols.) have been transferred to the Hall of Records, and photocopies have been substituted for Courthouse use.

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER PERIODICALLY TO THE HALL OF RECORDS.

(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. C 301
PAGE
NO. 14

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.
30	<p>APPLICATIONS FOR MARRIAGE LICENSES AND MARRIAGE LICENSE RECORDS</p> <p>Size: 11" x 17" x 2" (1799-1899); 9" x 14" x 2" (1886-1905); 12" x 17" x 3" (1906...)</p> <p>Quantity: 146 vols.</p> <p>Dates: 1799...</p> <p>File Arr.: Chron.</p> <p>Index: Internal alphabetical, to names of male and female; General Index to Marriage Licenses (Item 31)</p> <p>From 1799 to 1844, a simple list of marriage licenses was maintained, giving the date of issuance of the license, names of male and female, and addresses. In 1844, the amount of the fee was added to the entry; in 1885, the race or color of the applicant was added, and the entry for the amount of the fee was discontinued in 1888. This first series did not indicate whether or not the marriage had taken place. The two original volumes in this series have been photostatted for public use and the originals placed in the Clerk's vault.</p> <p>Beginning in 1886, a book-form application was initiated, giving date of issuance of the license and names of the parties, residence and ages, color, degree of relationship if any, marital status, and signature of the male. In 1935, space was added to the form to show the return made by the clergyman, giving date of the marriage, name of the clergyman and his address, names of the parties married, and date of filing the return.</p> <p>Since 1939, this series has been entitled "Marriage License Record."</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER VOLUMES PRIOR TO 1850 TO THE HALL OF RECORDS.</p>	
31	<p>GENERAL INDEX, MARRIAGE LICENSES (Record of Marriages, 1865-1896; (Record of Marriage Licenses, 1897-1934)</p> <p>Size: 14" x 20" x 3"</p> <p>Quantity: 17 vols.</p> <p>Dates: 1865...</p> <p>File Arr.: Chronological</p> <p>The first volume in this series, 1865-1886, is alphabetically arranged by surnames of the parties, direct and reverse, giving date, name and place of residence of the Clergyman, age, color and residence of the parties, their marital status and occupation, and the date of record. In 1887, the Campbell index system was introduced, by which the names of the parties were indexed direct and reverse, giving date of issuing the license, the sex, residence, age, color, and marital status of the applicants, date of the marriage, and name and address of the clergyman, date return was filed, and name of the applicant.</p> <p>For marriages prior to 1865, see Item 30.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
NO. C 301PAGE
NO. 15

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.
32	<p>MARRIAGE LICENSE RETURNS</p> <p>Size: 7" x 8½" sheets Quantity: 10 transfiles, 20 bundles Dates: c. 1865... File Arr.: Numerical by license number Index: General Index to Marriage Licenses (Item 31)</p> <p>This file is composed of the original returns made by clergymen or other persons authorized to perform marriage ceremonies, giving names of the parties, the date, their ages, color and marital condition, name of the person performing the ceremony, his title and residence, place where the ceremony was performed, and the certification and signature of the clergyman or authorized person.</p> <p>Returns were recorded in the Marriage License Record after 1886 (Item 30).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
33	<p>FOREIGN MARRIAGE RECORD BOOK</p> <p>Size: 13" x 18" x 3" Quantity: 1 vol. Dates: 1944... Index: Internal alphabetical, to names of parties</p> <p>The Foreign Marriage Record Book contains certificates of marriage issued by clergyman or officials solemnizing such marriages and official certified copies of marriage records deposited for recording in cases in which one or both parties are citizens of Maryland but the marriage was contracted in some other state, territory, or foreign country. (Annotated Code of Md., 1957 ed. as amended, Art. 62, Sec. 19).</p> <p>The majority of entries are marriages of military personnel who contracted marriage while stationed abroad.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
34	<p>DIVORCE RECORD</p> <p>Size: 13" x 19" x 3" Quantity: 8 vols. Dates: 1909... File Arr.: Chronological Index: Internal alphabetical, to names of plaintiff and defendant</p> <p>The Divorce Record contains transcripts of proceedings in divorce actions, giving names of the parties, type of divorce, custody of children, if any, alimony, if any, and the decree and costs.</p> <p>Divorces prior to 1909 are recorded in the Equity Dockets, (Item 10).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE

NO.

C 301

PAGE

NO.

16

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.
35	<p>NATURALIZATION RECORD</p> <p>Size: 12" x 17" x 3" Quantity: 1 vol. Dates: 1906; DISCONTINUED Index: Internal alphabetical, to name of person naturalized</p> <p>This volume contains one case only, giving name of applicant, the year of arrival, the petition, oaths of witnesses, and the order of the court granting citizenship.</p> <p>It is not known why this volume of 500 pages contains only one case.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO HALL OF RECORDS,</p>	
36	<p>DECLARATIONS OF INTENTION</p> <p>Size: 8½" x 14" x ½" Quantity: 2 vols., 1 binder Dates: 1907... File Arr.: Chronological Index: Internal alphabetical, to name of petitioner</p> <p>The Declaration of Intention to become a citizen is the preliminary step taken by the alien in citizenship proceedings, giving the name of the applicant, his age and occupation, a personal description, date and place of birth, present address, the country of departure and port of arrival, date of arrival and name of vessel, with the affidavit and signatures of the applicant and of the Clerk of Court.</p> <p>Prior to 1907, the courts having jurisdiction in naturalizations were not regulated with respect to processes and records to be kept. The majority of courts, Baltimore City being a notable exception, kept such records and proceedings as a part of the Court Minutes (Item 1) until the Federal government passed the Naturalization Act of 1906, requiring that uniform records and processes be maintained throughout the United States (34, Statutes at Large, 596).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER PERIODICALLY TO THE HALL OF RECORDS.</p>	
37	<p>PETITIONS FOR NATURALIZATION</p> <p>Size: 11½" x 20" x ½" Quantity: 2 vols., 9 binders Dates: 1907... File Arr.: Chronological Index: Internal alphabetical</p> <p>The Petitions are the second step in naturalization proceedings, giving the name, age and physical description of the petitioner, the date and place of birth, date of arrival, signature of petitioner and acknowledgment, with affidavits of witnesses. The Petitions are serialized forms (#N-405) which were furnished to the Clerk of Court by the Immigration and Naturalization Service.</p> <p>Naturalizations prior to 1907 are found in the Court Minutes, (Item 1).</p> <p>(continued)</p>	

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. C 301
PAGE
NO. 17

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.
37 (cont.)	<p>One volume of this record series contains a variety of loose papers including a typescript list of aliens naturalized in the Circuit Court of Montgomery County, 1850-1905, 1908-1930; Notices of Application for Admission to Citizenship (Form #2206); Preliminary Forms, 1909-1931 (#2214); and a few petitioners' copies of Petitions for Naturalization for the year 1921, which were apparently not called for by the petitioners. One binder contains Petitions which have been transferred to the jurisdiction of other courts, 1954 to date.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO THE HALL OF RECORDS.</p>	
38	<p>DEPOSITIONS IN NATURALIZATIONS</p> <p>Size: Folded papers Quantity: 4 document file drawers Dates: 1933... File Arr.: Chronological</p> <p>This file contains the original depositions in naturalization proceedings, giving the names of the deponents, the date, and the declaration.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER PERIODICALLY TO THE HALL OF RECORDS.</p>	
39	<p>CERTIFICATES OF NATURALIZATION</p> <p>Size: 8" x 4" x 1", and folded papers Quantity: 1 document file drawer Dates: 1933...(HRS has 7 vols., 1905-1936) File Arr.: Chronological</p> <p>This record is composed of the serialized stubs of the certificates issued to aliens naturalized by the Circuit Court, and gives the name of the person naturalized, names of county and of the court, the petition, age, occupation, and physical description of the person, place and date of birth, present residence, port of emigration and name of vessel or conveyance, latest foreign residence and marital status, the renouncement of foreign allegiance, the date and port of arrival, and the oath and signature of the person naturalized.</p> <p>Naturalizations prior to 1907 are found in the Court Minutes (Item 1).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER PERIODICALLY TO THE HALL OF RECORDS.</p>	
40	<p>RECORD OF ADMISSIONS AND DENIALS IN NATURALIZATIONS</p> <p>Size: 9" x 11" x 1/2" Quantity: 1 binder Dates: 1930... Index: Internal alphabetical</p> <p>This is a record of petitions for citizenship that have been granted or denied by the Circuit Court, giving the name and the certificate or petition number, change of name if any, date and, in cases of denial, the reason for denial.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER PERIODICALLY TO THE HALL OF RECORDS.</p>	(continued)

REEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
NO. C 301PAGE 18
NO.

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.
41	<p>ADOPTION EQUITY DOCKET</p> <p>Size: 11" x 16" x 3"</p> <p>Quantity: 4 vols.</p> <p>Dates: 1947...</p> <p>File Arr.: Chronological</p> <p>Index: Internal alphabetical index to name of petitioner</p> <p>This docket gives the names of the lawyers and of the petitioners, name of the infant, dates of court action on the petition, change of name, and the decree.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
42	<p>BASTARDY INFORMATION DOCKET</p> <p>Size: 12" x 16" x 2"</p> <p>Quantity: 1 vol.</p> <p>Dates: 1949...</p> <p>Index: Internal alphabetical, to names of parties</p> <p>This docket gives the names of the parties and their lawyers, the sex of the child, the dates of issuance of writs and court action, and the judgment or a notation of agreement between the parties.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
43	<p>REGISTRY OF PHYSICIANS AND SURGEONS</p> <p>Size: 12" x 18" x 1"</p> <p>Quantity: 5 vols.</p> <p>Dates: 1894...</p> <p>File Arr.: Chron.</p> <p>Index: Internal alpha., to name of registrant</p> <p>The Registry contains copies of the licenses issued by the several Boards of Medical Examiners, authorizing physicians and surgeons to practice in Maryland; it gives the certificate number, name of licensee and of president of the Board, the form of application, date approved, address of the licensee, and a copy of the license. (Laws of Maryland, 1892, Chap. 296).</p> <p>Registration of osteopaths and chiropractors was included, beginning in 1914. In 1957, the General Assembly enacted legislation which provided for a single Board of Medical Examiners for the State of Maryland (Ann. Code of Maryland, 1957 ed. as amended, Art. 43, Secs. 120, 129).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
44	<p>JUSTICES OF THE PEACE AND TRIAL MAGISTRATES' JUDGMENT RECORD</p> <p>Size: 11½" x 16" x 3" (average)</p> <p>Quantity: 15 vols.</p> <p>Dates: 1881...</p> <p>File Arr.: Chronological</p> <p>Index: 1 vol., Campbell index, 1891...; also internal alphabetical, to names of defendants and plaintiffs</p> <p>This is a record of justice of the peace and trial magistrate</p>	(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. C 301
PAGE
NO. 19

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.
44 (cont.)	judgments, giving names of the parties, the action, the amount, the returnable date and date of return, trial date, issuance of writs, and the judgment and costs. RECOMMENDATION: RETAIN PERMANENTLY.	
45	REGISTER OF MIDWIVES Size: 12" x 17½" x ½" Quantity: 1 vol. Dates: 1911-1924; DISCONTINUED File Arr.: Internat. arranged by first letter of surname The Register gives name of registrant, date of filing certificate, the number and date of issuing the license, and address of midwife. In 1910, midwives were required to be licensed by the Clerks of Court after they had been certified by the State Board of Health (Laws of Md., 1910, Chap. 155). In 1924, the General Assembly made the laws relating to the practice of midwifery more stringent, requiring that a midwife must be a licensed practitioner of medicine or under supervision of a licensed practitioner; this accounts for the discontinuance of the record. (Laws of Md., 1924, Chap. 294). RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO THE HALL OF RECORDS.	
46	CASH BOOK Size: 12" x 20" x 3" Quantity: 26 vols.; 8 bundles Dates: c. 1913... File Arr.: Chronological Audit: State The Cash Book is the final book of entry, showing both receipts and disbursements, with totals carried forward. The receipt sheets give date of receipt and name of payer, the total amount and amounts assigned to different accounts, licenses, fees, court costs; the disbursement sheets give date and name of the payee, the check number and amount of check by type of expenditure, salaries, office supplies, dockets, stationery and printing, telephone and postage, equipment and repairs, sundry expenses, and amounts forwarded to the State Treasurer, with space for remarks. License and receipt copies, as well as other accounting records which are disposable after expiration of the legal retention period, have been provided for in Schedule C-251, (Sept. 14, 1964). RECOMMENDATION: RETAIN PERMANENTLY.	