

REQUEST FOR RECORDS RETENTION SCHEDULE

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

SCHEDULE
NO. C-25

PAGE
NO. 1.

1. Requesting Agency

MONTGOMERY COUNTY

2. Division or Bureau of Requesting Agency

REGISTER OF WILLS

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. GENERAL CORRESPONDENCE

Dates: 1915 - -
Quantity: 6 cubic feet
File Arrangement: Alphabetical
Annual Accumulation: 1/2 cubic foot
Disposable Amount: 5 cubic feet

This file consists of 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 case folders, which are retained permanently.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CREATION OR RECEIPT, AND THEN DESTROY.

*Approved Hall of
Records Commission*

2. RECEIPT BOOKS

Size: 1" x 8" x 11"
Dates: 1931 - -
Quantity: 7 cubic feet
File Arrangement: Chronological
Annual Accumulation: 1/2 cubic foot
Disposable Amount: 5 1/2 cubic feet
Audited by: State

A pre-numbered receipt is prepared in triplicate for any money received by the Register of Wills. The copies of the receipt are distributed as follows:

*Approved Hall of
Records Commission*

7. Agency, Division or Bureau Representative

Elizabeth Osay
Signature

Register of Wills
Title

6/7/55
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.

6/8/55
Date

Maria S. O'Connell
Archivist

Date

McLuskey
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

Item No.	<p>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.</p>	<p>6. Recommendation of Hall of Records and Board of Public Works.</p>
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1. Original (white) - payor
2. Yellow carbon - filed in estate folder when transaction concerns estate
3. Pink carbon - remains in receipt book

The recommendation below applies to carbons not filed in estate folders.

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

3. ADMINISTRATIVE ACCOUNTING RECORDS

Dates: 1898 - -
 Quantity: 8 cubic feet
 File Arrangement: By fiscal year
 Annual Accumulation: $\frac{1}{2}$ cubic foot
 Disposable Amount: 7 cubic feet
 Audited by: State

The following accounting records are grouped together by fiscal years for audit purposes. The transactions they concern are recorded in the Cash Book, which is the permanent financial record of the Register of Wills' office.

Canceled Checks, Bank Statements, Bank Books, Deposit Slips, and Check Stubs

Paid telephone bills

Invoices for office supplies and housekeeping expenses, called "Receipted Bills"

Authorizations from the Comptroller to make refunds, unusual purchases, or increases in salaries.

Reports to the Comptroller

Receiving Warrants from the State Treasurer

Correspondence with the Comptroller, State Auditor, and other agencies regarding fiscal matters

Joint Account Receipts, given for payment of inheritance taxes on cash assets held jointly by the deceased and his survivors

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

*Approved Hall of
Records Commission*

APPROVED BY
BOARD OF PUBLIC WORKS

Date: 11-1-55

J. McLaughlin
Secretary