

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

1. Requesting Agency

PRINCE GEORGE'S COUNTY

2. Division or Bureau of Requesting Agency

BOARD OF COUNTY COMMISSIONERS, Transfer 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. ASSESSMENT RECORD

Size: 16" x 16" x 4"
Dates: 1910 - -
Quantity: 239 volumes
File Arrangement: Chronological and election district
Audit: Annual outside audit and State audit
Index: Thumb index in earlier volumes; Voting Record Cards; Tax Card File

Assessment Books are machine prepared since 1941 in the IBM room of the Treasurer's office and are retained in the Transfer Office giving the tax account number, the name of the owner and address, a brief description of the property, and the machine preparation of assessment. The Assessment Records are closed on December 31 of each year and the IBM room prepares the new volumes which are proof-read in the Transfer Office against the preceding volumes. This series includes three subdivisions which have been discontinued; Assessment of Automobiles, 1931-1941, 5 volumes; Assessment of Household Goods, 1926-1944, 17 volumes; and Assessment of Stocks, Bonds, and Notes, 1929-1933, 1 volume. All Assessment Records prior to 1910 are deposited in the Hall of Records.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Robert M. Perichet, Pres. Bd. of Co. Comm. - June 2 1959
Signature Title 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.

6/2/1959 Date
Morris S. DeLoff Archivist

JUN 9 1959 Date
Andrew H. [Signature] Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE (Continuation Sheet)

1A
(6)
Records
Commission

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. ASSESSMENT OF LOTS IN HUNTINGTON (BOWIE)

Size: 16" x 18" x 2"
Dates: 1874
Quantity: 1 volume

This assessment record gives the name of the owner of the property the square (plat number), the number of the lot and the number of lots in each square, the valuation per lot, and the assessment.

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

3. TRANSFER BOOKS

Size: 14" x 20" x 3"
Dates: 1901-1941
Quantity: 37 volumes
File Arrangement: Chronological
Annual Accumulation: Discontinued
Index: Thumb index

The Transfer Books were replaced by Transfer Cards in 1942. The entries give the date, the names and addresses of the grantors and grantees, with a description of the property. The information contained herein is also found in the Assessment Record.

RECOMMENDATION: RETAIN PERMANENTLY.

4. TRANSFER CARDS

Size: 5" x 8" cards
Dates: 1942 - -
Quantity: 40 file drawers
File Arrangement: Chronological

The Transfer Cards were substituted in 1942 for the Transfer Books. The card shows the year, the district, the names of the grantor and the grantee, the address of the property, and a description. Space is included for the libar and folio of recording in the Land Records, the sales price, and the tax.

RECOMMENDATION: RETAIN PERMANENTLY OR UNTIL CARD IS REPLACED

APPROVED
HALL OF RECORDS COMMISSION

<p>APPROVED BY BOARD OF PUBLIC WORKS</p>	
<p>JUN 9 1959</p>	
<p><i>Lawrence H. ...</i> SECRETARY</p>	

REQUEST FOR RECORDS RETENTION
(Continuation Sheet)

SCHEDULE
NO. 127

PAGE
NO. 3

5. Description of Records
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(cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

5. TRANSFER NOTICES

Size: 5" x 8" slips
Dates: 1945 - -
Quantity: 2 file drawers, 4 cartons
File Arrangement: Chronological
Disposable Amount: 2 cubic feet

Transfer notices are prepared in quadruplicate in the Transfer Office, one copy goes to the Treasurer for correction of the Levy Books, one goes to the IBM Room for correction of the Tax Card File, one to the Board of County Commissioners for correction of assessment notices, and one remains in the office for correction of the Assessment Books and the Transfer Cards.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
JUN 9 1959
Andrew H. ...
SECRETARY