

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

Hall of Records
Commission

PAGE NO. 1

1. Requesting Agency: **PRINCE GEORGE'S COUNTY**
2. Division or Bureau of Requesting Agency: **SUPERVISOR OF ASSESSMENTS**

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 BOOKS

Size: 20" x 20" x 3"
 Dates: 1910 - -
 Quantity: 410 volumes
 File Arrangement: Chronological, by district

The Assessment Books give the name and address of the taxpayer, an account number, a description of the property, and the assessment; transfers are recorded. Assessments of personal property, business personal and farm personal have been kept in separate volumes since 1953. Beginning in 1942, the Assessment Books have been machine-prepared in one operation with the Levy Books in the IBM Room of the Treasurer's Office. The Assessment Books for the period, 1796-1909, have been deposited in the Hall of Records.

RECOMMENDATION: RETAIN PERMANENTLY.

2. ASSESSMENT CARDS

Size: 8" x 10"
 Dates: c. 1938 - -
 Quantity: 81 file drawers, 33 transfiles, 10 boxes
 File Arrangement: By district, then alphabetically by name
 Disposable Amount: 25 cubic feet

Assessment cards are prepared for each re-assessment or transfer of property within Prince George's County giving the name and address of the owner, a detailed description of the property with space for

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7. Agency, Division or Bureau Representative
Wm Emory Hutchinson Supervisor of Assessments Dec 8, 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.

19/1959 Date | *Morris S. Radloff* Archivist | DEC 14 1959 Date | *Andrew Strubel* Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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. Item No.

an acreage sketch, the account number, the liber and folio of recordation, the assessment year and the amount of the assessment. The reverse side of the card is for the use of the assessor in the field with space for a detailed examination and report on property, foundation, roof, exterior, interior, plumbing and heating, floors, and the quality and condition of the property. The type of property assessed is indicated by a colored block, green for commercial property, red for acreage, blue for tax exempt property, and subdivision property is left uncolored.

When property is transferred, the Transfer Clerk prepares a Transfer Card (Schedule C-127) for the current file in his office and a Transfer Notice in quadruplicate, one copy going to the Supervisor of Assessments for correction of the Assessment Card. The Supervisor's copy is also used to correct the Block Books and Property Maps and to prepare the Sales Sheet for the State Tax Commission.

In the re-assessment or transfer of property the assessment card for that property is withdrawn from the current file, attached to a partially prepared new assessment card and is taken to the field by the assessor for a detailed description of the property and the assessment. The old card is filed in dead storage and the new card is sent to the Transfer Office for correction of the Assessment Books and returned to the Supervisor's current Assessment Card File.

RECOMMENDATION: RETAIN CARDS UNTIL RETIRED AND FOR THREE YEARS THEREAFTER OR UNTIL THE NEXT RE-ASSESSMENT OF THE PROPERTY, WHICHEVER IS LATER, AND THEN DESTROY.

3. BLOCK BOOKS

Size: 12" x 18" x 3"

Dates: 1925 - -

Quantity: 55 volumes

File Arrangement: Alphabetical by subdivision, then by block

Index: Thumb index to name of subdivision

The Block Books are indexes to subdivision property as distinct from acreage property. Each card gives the name of the subdivision and the block number (alphabetically or numerically), the lot number and district, and the name of the owner. This record is arranged alphabetically by name of the subdivision and numerically by block number within the subdivision in a visible system which assigns one card to each piece of property. The cards include space for 12 transfers of property. The Block Books are an aid in discovering ownership of subdivision property when only the location is known. In searching for titles to acreage, as distinct from subdivision titles, the Acreage Card File is consulted.

RECOMMENDATION: RETAIN PERMANENTLY.

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Arthur H. ...
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.
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4. PERSONAL PROPERTY RETURNS

Size: Folded papers
Dates: 1910, 1950 - -
Quantity: 13 file drawers, 66 document files
File Arrangement: By district, then alphabetical by name of taxpayer

This file is composed of tax returns evaluating the personal property of owners of farms and estates, corporations and firms, giving the names and addresses of the owners, a description of the personal property and the assessed value. The returns for the year 1910 have been retained as they include real estate evaluations made by property owners rather than assessors and became the basis for preparation of later assessment books. The recommendation below does not apply to the 1910 personal property returns which are to be retained permanently.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

5. BUSINESS PERSONAL AND CORPORATION CARD INDEX FILE

Size: 5" x 8" cards
Dates: No date
Quantity: 4 card drawers
File Arrangement: By district, and alphabetical by name therein

This file is an index to the Personal Property Assessment Books, giving the name of the owner, the firm name, the address or location, the assessment year, the merchandise assessment, and the total assessment. (See Item 1)

RECOMMENDATION: RETAIN CARD UNTIL REPLACED, AND FOR THREE YEARS THEREAFTER, AND THEN DESTROY.

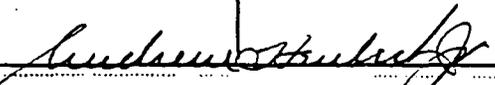
6. FARM PERSONAL CARD INDEX FILE

Size: 3" x 5" cards
Dates: No date
Quantity: 2 card drawers
File Arrangement: By district and alphabetical therein

This is an index to personal property Assessment Books giving the name of the owner and address and the district in which this farm property is located.

RECOMMENDATION: RETAIN CARDS UNTIL REPLACED, AND FOR THREE YEARS THEREAFTER, AND THEN DESTROY.

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4.	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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7. ACREAGE CARD FILE

Size: 5" x 8" cards
 Dates: No dates
 Quantity: 1 card drawer
 File Arrangement: By map and grid number

The Acreage Card File is an index to the ownership of acreage, as distinct from subdivision property. Each card gives the map and grid number where the property appears on the map, the name of the owner, the parcel number, the district and the name of the area, and the liber and folio of recordation. Partial transfers of property are recorded giving the name of the buyer and amount of acreage, a separate card is then prepared for the buyer; in case of a total transfer of property, the original card is retained in the file with a notation of the transfer and the name of the new owner. This file is an aid in searching for title to acreage when ownership is unknown. The title searcher locates the property in question on the map and obtains the grid number, he then can locate the acreage card by map and grid number in the file and thus identify the owner. This file, covering acreage only, combined with the Block Books (Item 3) covering subdivisions only, enables title searchers to identify ownership of property when only the location is known.

RECOMMENDATION: RETAIN CARDS UNTIL REPLACED AND THEN DESTROY.

8. PROPERTY MAPS AND INDEX

Size: Varied
 Quantity: 17 map drawers, 3 folios, 1 file drawer, 21 boxes, 1 carton
 File Arrangement: By type of map, then by district and order of receipt
 Index: Victor Visible - alphabetical by name to index number

This file is composed of linen and sepia maps, blueprints and tracings of acreage and subdivision property, showing ownership only on acreage property as distinct from subdivision property. The maps are catalogued by letter, as to type of map, the district number follows and then a number is assigned placing it in chronological order of receipt, i.e.:

A-12-0094:
 A Linen map
 12 District number
 0094 Date of receipt

C - Small tracing
 D - Large tracing
 E - Other copy

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REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4. 1. N	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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The map index is a Victor Visible Strip Index arranged alphabetically by district giving the map catalog number for the district.

RECOMMENDATION: RETAIN PERMANENTLY.

9. TRANSFER NOTICES

Size: 5" x 8" sheets
Dates: 1959 - -
Quantity: 1 file drawer
File Arrangement: By district and alphabetical by name therein

The Transfer Notice gives the names and addresses of the grantor and grantee, the location and description of the property, the date of transfer, the liber and folio of recordation, and the consideration.

The Transfer Office prepares the Notices in quadruplicate, one copy of which comes to the Supervisor of Assessments for correction of the Assessment Cards, Block Books, and for the preparation of the Sales Sheet for the State Tax Commission. When notices relate to acreage only, they are given to the property map clerk who corrects the maps and then forwards the notices to the State Tax Commission for correction of the State's tax maps. The recommendation below applies only to the copy in the office of the Supervisor of Assessments.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

10. RE-ASSESSMENT NOTICES

Size: 5" x 8" sheets
Dates: 1959 - -
Quantity: 4 card drawers
File Arrangement: By district and alphabetically by name of owner therein

Re-assessment Notices are prepared in duplicate, the original is sent to the property owner and the duplicate retained in the office. If the re-assessment is protested the lower half of the retained copy is detached and mailed to the property owner with the date for a hearing on the protest. The notice gives the name and address of the taxpayer, the account number, a description of the property, the new valuation, the district number, and the date of expiration of the protest period.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

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Andrew Schulz
SECRETARY

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
NO. 2-137PAGE
NO. 6.

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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11. SALES SHEETS

Size: 8½" x 11" sheets
 Dates: 1950 - -
 Quantity: 2 file drawers
 File Arrangement: By district and chronological therein

The Sales Sheets are prepared in duplicate from the Transfer Notices giving the date of sale of property, the names of the grantor and grantee, a brief description, the amount of the assessment on land and improvements, and the sale price. The original goes to the State Tax Commission and the copy retained in the office shows the percentage relationship between assessment and selling price.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

12. BUILDING PERMITS FILE

Size: 8½" x 11"
 Dates: 1940 - -
 Quantity: 16 card drawers, 35 ringbinders
 File Arrangement: By district and subdivision on a yearly, three-quarter, and one-half-yearly basis

The Building Permits file contains copies of building permits issued by the Maryland-National Capital Park and Planning Commission giving the permit number, the name and address of the owner, the lot and block number, the name of the former owner, the architect's and contractor's names and addresses, and the estimated cost. This copy is taken by the Assessor in the field who writes in the assessment with a complete description of the property and returns the permit to the Supervisor's office as a basis for preparation of the Assessment Card.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER PREPARATION OF THE ASSESSMENT CARD AND THEN DESTROY.

13. GENERAL FILE

Size: Letter-size
 Dates: 1949 - -
 Quantity: 11 file drawers
 File Arrangement: By subject

The General File is composed of correspondence, forms (State and County) and interoffice memoranda relating to assessments. This material has administrative value to the Supervisor's Office for only a short period of time.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

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