FORM HR-RM 1
(9-1-53)
Hall of Records Commission

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

SCHEDULE NO. C-48
PAGE NO. 1.

1. Requesting Agency: PRINCE GEORGE'S COUNTY

2. Division or Bureau of Requesting Agency: CLERK OF 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 [X] 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.	RELEASED MORTGAGES, DEEDS OF TRUST, AND MORTGAGES OF PERSONAL PROPERTY Size: 4" x 8½" (folded) Quantity: 202 cubic feet Dates: 1789 - - File Arrangement: Chronological Annual Accumulation: 8 cubic feet Disposable Amount: 70 cubic feet Audit: State Index: No Mortgages, Deeds of Trust, and Mortgages of Personal Property are originally recorded by the Clerk among his Land Records and Chattel Records. Later, if they are to be released pursuant to Sections 44 and 45, Article 21, Annotated Code of Maryland, 1955 Cumulative Supplement, they are sent to the Clerk with a release form endorsed thereon, and the Clerk records the release form in the same book in which the original instrument is recorded. The sections of the code cited above authorize the Clerk to destroy these instruments twenty-five years after they have been released. The recommendations below apply only to Mortgages, Deeds of Trust, and Mortgages of Personal Property which have been fully released pursuant to the sections of the code cited above. A. RECOMMENDATION: INSTRUMENTS RELEASED IN 1875 OR LATER: RETAIN FOR TWENTY-FIVE YEARS AFTER THE DATE OF RELEASE AND THEN DESTROY. B. RECOMMENDATION: INSTRUMENTS RELEASED BEFORE 1875: DESTROY ONLY AFTER CONSULTATION WITH THE HALL OF RECORDS REGARDING POSSIBLE HISTORICAL VALUE.	APPROVED HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

W. Waverley Webb — Clerk of Court P.G. Co. Md — 12/15/55
Signature — Title — Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

1/5/56 — Morris S. Radoff
Date — Archivist

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

JAN 9 1956 — J. McCurdy
Date — Secretary