

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

SCHEDULE
NO. C 278

PAGE
NO. 1

Extra copy

1. Requesting Agency
PRINCE GEORGE'S 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	<p>DEBTOR INDEX TO FINANCING STATEMENTS</p> <p>Size: 20" x 26" x 2" Quantity: 16 volumes Dates: 1964... File Arrangement: Chronological Index: Cotteo Universal</p> <p>Under the provisions of the Uniform Commercial Code of 1963 (Annotated Code of Maryland, 1957 edition as amended, Art. 95B, Secs. 9-401-406), the Debtor Index to Financing Statements replaced the Conditional Contracts of Sale Dockets and Index (Item 3), and the Chattel Record and Index (Item 2).</p> <p>The Cotteo Universal Index is arranged by name of the debtor, giving name of the secured party or the assignee, if the paper has been assigned, the identifying file number with the dates, and the liber and folio of recordation, for the following types of instrument:-</p> <table border="0"> <tr> <td>a. Financing Statements</td> <td>d. Assignments</td> </tr> <tr> <td>b. Continuation Statements</td> <td>e. Amendments</td> </tr> <tr> <td>c. Termination Statements</td> <td>f. Collateral Releases</td> </tr> </table> <p>If a Financing Statement involves fixtures to land, it is recorded in the Land Records and a notation to that effect is made in the Financing Statement Index, and if requested by the secured party, it may also be recorded in the Financing Record.</p> <p>The original records are returned to the secured parties or their agents after microfilming and indexing. [The recommendation below applies only to the Index. Microfilm may be destroyed five years and sixty days after the last pertinent entry on each reel of film.]</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	a. Financing Statements	d. Assignments	b. Continuation Statements	e. Amendments	c. Termination Statements	f. Collateral Releases	(continued)
a. Financing Statements	d. Assignments							
b. Continuation Statements	e. Amendments							
c. Termination Statements	f. Collateral Releases							

7. Agency, Division or Bureau Representative

W. Waverly Webb
Signature

Clerk, Circuit Court
Title

Dec. 28, 1965
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.

Date *Morris S. Radoff*
Archivist

Date 1-14-66 *Cudrum Hedrick*
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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>CHATTEL RECORD, INDEXES AND PAPERS</p> <p>Size: Record and Indexes - 12" x 16" x 3"; folded papers Quantity: 427 vols. (records) 28 vols. (indexes) 21 document files (papers)</p> <p>Dates: 1867-1964; DISCONTINUED File Arr.: Chronological Index: Internal alphabetical, to 1941; then separate Cottco Index to Chattel Records</p> <p>This is a record of all instruments pertaining to the mortgage of personal property, including bills of sale and chattel mortgages, chattel deeds of trust and indentures, agreements, assignments, extensions, and releases if recorded. Chattel mortgages relating to fixtures to land were recorded in the Land Records and cross-indexed to the Land Records in the Indexes to Bills of Sale and Chattel Mortgages.</p> <p>Under the provisions of the Uniform Commercial Code (Ann. Code of Md., 1957 ed. as amended, Art. 95B, Secs. 9-401-406), Financing Statements replaced Bills of Sale and Chattel Mortgages, and a new Index to Financing Statements was substituted for the former indexes and record books; the original paper is returned to the secured party or assignee, if assigned, after recordation. Chapter 578, Session Laws of 1965, provided for destruction of the former records five years and sixty days after the last entry.</p> <p>Some mortgages of personal property dated prior to February 1, 1964, as well as continuances, are still being recorded in the Chattel Record and indexed in the Chattel Index at the request of the secured party.</p> <p>The recommendation below applies equally to the Chattel Record, Indexes, and original papers.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS AND SIXTY DAYS AFTER THE LAST PERTINENT DATE OR RECORD ENTRY, THEN DESTROY.</p>	
3	<p>CONDITIONAL CONTRACTS OF SALE DOCKETS, INDEXES AND ORIGINAL PAPERS</p> <p>Size: Dockets & Indexes - 18" x 15" x 4"; folded papers Quantity: 64 vols.; 47 document files Dates: 1917-1964; DISCONTINUED File Arrangement: Chronological Index: Cottco Conditional Contracts of Sale Index</p> <p><u>SUPERSEDES SCHEDULE 134 (10/21/59)</u></p> <p>The Dockets give the names of vendor and vendee, the dates of filing and of the contract, a brief description of the property involved, the conditions of payment, name of the assignee if any, and date of the assignment, with a notation of release, if recorded.</p> <p>Conditional Contracts of Sale Dockets and Indexes were superseded in 1964 by the Financing Statements Index, under the provisions of the Uniform Commercial Code of 1963. Chapter 578, Session Laws of 1965, provided that Conditional Contracts of Sale Dockets and Indexes may be destroyed five years and sixty days after the last entry.</p>	

(continued)

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

3 (cont.)

The recommendation below applies equally to the Dockets, Indexes and original papers.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND SIXTY DAYS AFTER THE LAST PERTINENT DATE OR RECORD ENTRY, THEN DESTROY.

4 MOTOR VEHICLE DOCKETS AND ARREST TICKETS
 Size: 11" x 16 1/2" x 1"
 Quantity: 2,100 vols. (210 cu. ft.)
 Dates: 1937...
 File Arr.: Chronological

The Motor Vehicle Dockets are supplied by the Department of Motor Vehicles to the Maryland courts having original jurisdiction in motor vehicle cases. The dockets contain an average of 250 pages, and the earlier ones were blank forms for entry by the clerk of the court in which the case was tried. Later, blank pages were substituted for the forms, the white copies of arrest tickets were stapled directly to the page, and hand entries were discontinued.

Arrest Tickets are made out originally by the arresting officer in quintuplicate and are distributed as follows:-

- White original - Motor Vehicle Docket
- Yellow copy - To Dept. of Motor Vehicles
- Orange copy - Retained in the police station
- Pink copy - Retained by the arresting officer
- White copy - To the defendant

The white original and the yellow and orange copies are filed in the court office until disposition of the case, after which disposition is entered on all three copies, with signature of the presiding judge or magistrate. The white original becomes the Motor Vehicle Docket entry and is stapled in the docket and indexed by name of the defendant; the yellow copy is forwarded to the Department of Motor Vehicles; the orange copy is returned to the police station and filed.

The pink copy is retained by the arresting officer, who makes his own notation of disposition. The white copy is given to the defendant at the time of arrest.

Disposition of Motor Vehicle Dockets was provided for in the 1965 Session of the General Assembly, Laws of Maryland, Chapter 607.

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER THE LAST DOCKET ENTRY, THEN DESTROY.

*Copy in
to Trial
(Magistrate)*

*cut 5-2
Mar 31*