FORM HR (11-1 Hall of R Commis	ecords To be Submitted		TENTION SCHEL E s Management Division ommission	·	Extra coy SCHEDULE NO. C 278 PAGE 1		
-	uesting Agency NCE GEORGE'S COUNTY	, <b>,</b>	2. Division or Bureau of CLERK OF THE CIRCU	•			
A Dis add pated. Re	cords have ceased to have value activity to the contract of the ceased to have value activity to the contract of the ceased to have value activity to the ceased	B Establish retent cords for which cumulation. The re	ion schedule for re- there is a continuing ecords will cease to their retention after	Originals if	and destroy originals. not microfilmed would be eriod of time indicated.		
4. Item No.	5. E Describe records accurately. work or activity to which th (cubic or linear feet). Show	e records relate,	rm number, size of docume , inclusive dates, and qua		6. Recommendation of Hall of Records and Board of Public Works.		
1	DEBTOR INDEX TO FINANCING S	STRTEMENTS					
	Size: 20" x 26" x 2" Quantity: 16 volumos Dates: 1964 File Arrangement: Chron Index: Cottco Universal	-					
	Under the provisions of tated Code of Maryland, 195 401-406), the Debtor Index tional Contracts of Sale Do Record and Index (Item 2).	the Uniform ( 7 edition as to Financing	amended, Art. 95B, Se Statements replaced a	ics. 9- the Condi	•		
· · · ·	The Cottoo 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:-						
•	<ul> <li>s. Financing Statements</li> <li>b. Continuation Statement</li> <li>c. Termination Statement</li> </ul>	ents	<ul><li>d. Assignments</li><li>e. Amendments</li><li>f. Collateral Release</li></ul>	ies			
<i></i>	If a Financing Statement in the Land Records and a n Financing Statement Index, may also be recorded in the	notation to the and if reques	nat effect is made in sted by the secured pa	the	•		
) 	The original records are agents after microfilming a applies only to the Index. sixty days after the last p	nd indexing. Microfilm ma	((The recommendation be destroyed five )	below vears and			
	RECOMMENDATION: RETAIN PER	<u></u>	· · · · · · · · · · · · · · · · · · ·		(continued)		
7. Age	ncy, Division or Burgau Represent Working Will Signature		Circuit Court Title	Dec	c. 28, 1965 Date		
	le Authorized as Indicoted in Col. 6 by Ha Commission.	ll of	Disposal Authorized as Indi Public Works.	coted in Col.	. 6 by Board of		
	Date Archivis	. Radoff	<u>1-14-66</u>	udsu	Secretary		

. (8-	RECEST FOR RECORDS RETENTION SCHE. JLE Records (Continuation Sheet) ission	NO. U 278		
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	CHATTEL RECORD, INDEXES AND PAPERS			
pr: (	Size: Record and Indexes - 12" x 16" x 3"; folded papers 7 Quantity: 427 vols. (records) 28 vols. (indexes) 21 document files (papers) > Dates: 1867-1964; DISCONTINUED File Arr.: Chronological	4		
Pline	Index: Internal alphabetical, to 1941; then separate Cottco Index to Chattel Records			
	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, ex- tensions, 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.			
	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.			
	Some mortgages of personal property dated prior to February 1, 1964, as well as continuances, are still being recorded in the Chatte Record and indexed in the Chattel Index at the request of the secure party.			
	The recommendation below applies equally to the Chattel Record, Indexes, and original papers.			
•	RECOMMENDATION: RETAIN FOR FIVE YEARS AND SIXTY DAYS AFTER THE LAST PERTINENT DATE OR RECORD ENTRY, THEN DESTROY.			
3	CONDITIONAL CONTRACTS OF SALE DOCKETS, INDEXES AND ORIGINAL PAPERS			
OPEN-	<pre>Size: Dockets &amp; Indexes - 18" x 15" x 4"; folded papers &gt; Quantity: 64 vols.; 47 document files &gt; Dates: 1917-1964; DISCONTINUED File Arrangement: Chronological &gt; Index: Cottco Conditional Contracts of Sale Index</pre>			
OAL IT->	SUPERSEDES SCHEDULE 134 (10/21/59) The Dockets give the names of vendor and vendee, the dates of fill and of the contract, a brief description of the property involved,	ang		
	the conditions of payment, name of the assignce if any, and date of the assignment, with a notation of release, if recorded.			
	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			

Add a Record:       Continuention Sheet)       PAGE         Commission       5. Description of Records       Records         Describe records accurately. Include tile, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity       6. Recommendation         No.       Cubbic of linear feet). Show recommended relention period.       6. Recommendation         ant.)       The recommendation below applies equally to the Dockets, Indexes and original papers.       8. ECOMOMENDATION: EFTAIL FOR FIVE YEARS AND SIXTY DAYS AFTER THE LAST PERTINENT DATE OF RECORD ENTRY, THEN DESTROY.         4       MOTOR VEHICLE DOCKETS AND ARREST TICKETS       Size: 117 * 164" × 11"         5       Guantity: 2,100 vols. (210 cu. ft.)       7 Dates: 1037         7       Describe area supplied by the Department of Motor         Vehicle so the Maryland courts having original jurisdiction in motor vehicle areas. The dockets acntain an average of 250 pages, ad the forma, the Advite option of street Lickeis were stapled directly to the page, and hand entries were discontinued.         Arrest Tickets ware made out originally by the arresting officer in quintuplicate and are distributed as follows:-         Vehicle corget no be defendat         The white original and the yellow and orange copies are filed in the court of fice uncil disposition of the case, after which disposition of areas to the signature of the preasiding judge or magistrate. The white original becomes the Motor Vehicle Docket entry and is stapled in the dockets and indexed by name of the d		A REL EST FOR RECORDS RETENTION SCHE. JLE	<u>N0.</u>	<sup>ne</sup> 278	3
<ul> <li>Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (aubic or linear feet). Show recommended retention period.</li> <li>ant.)</li> <li>The recommendation below applies equally to the Dockets, Indexes and original papers.</li> <li>ABCOMMENDATION: RETAIN FOR FIVE YEARS AND SIXTY DAYS AFTER THE LAST PERTINENT DATE OR RECORD ENTRY, THEN DESTROY.</li> <li>MOTOR VEHICLE DOCKETS AND ARREST TICKETS Size: 11" x 16% x 1"</li> <li>Guantity: 2,100 vols. (210 cu. ft.)</li> <li>Datest 1037</li> <li>File Arr.: Chronological</li> <li>The Notor Vehicle Dackets are supplied by the Department of Notor Vehicles to the Maryland courts having original jurisdiction in motor vehicle enses. 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 cess was cried. Later, blank pages were substituted for the page, and hard entries were discontinued.</li> <li>Arrest Tickets are made out originally by the arresting officer in quintuplicate and art distributed as follows:</li> <li><u>White original</u> 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 provided in the docket and indexed by name of the defendent: the yellow copy is forwarded to the Dopics atton and filed.</li> <li>White original and the yellow and orange copies are filed in the form of the case, after which disposition of the case, after which disposition for the dafendent; the yellow copy is forwarded to the Dopics atton and filed.</li> <li>White entry on dis stapied in the docket and indexed by name of the dafendent; the yellow copy is forwarded to the Dopics atton and filed.</li> <li>The pitk copy is retained by the arresting officer, who makes this on notation of disposition. The white original chapter 607.</li> <li< th=""><th>•</th><th>(Continuation Sheet)</th><th></th><th>-3</th><th></th></li<></ul>	•	(Continuation Sheet)		-3	
The recommendation below applies equally to the Dockets, Indaxos and original papers. RECOMMENDATION: RETAIL FOR FIVE YEARS AND SINTY DAYS AFTER THE LAST PERTINENT DATE OR RECORD ENTRY, THEN DESTROY. MOTOR VEHICLE DOCKETS AND ARREST TICKETS Size: 11" x 16%" x 1" - Quantity: 2,100 vols. (210 cu. ft.) > Dates: 107 File Arr.: Chronological The Motor Vehicle Dockets are supplied by the Cepartment of Motor Vehicles to the Maryland courts having original jurisdiction in motor vehicle anses. 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 substituted for the forms, the white copies of arrest tickets were substituted for the forms, the white copies of arrest tickets were substituted for the forms, the white copies of arrest tickets were substituted for the forms, the white originally by the arresting officer in white original - Motor Vehicle Docket <u>Yellow copy</u> - To Dept. of Motor Vehicles <u>Orange copy</u> - Retained in the police station <u>Pink copy</u> - Retained by the arresting officer <u>White cory -</u> To be defendant The white original and the yellow and orange copies are filed in the court office until disposition of the case, after which disposi- tion is entered on all three copies, with signature of the presiding Judge or magistrate. The white original becomes the Motor Yehicles Docket entry and is stapled in the docket and indexed by name of the defendent; the yellow copy is forwarded to the Department of Motor Vehicles; the orange copy is returned to the police station and file The pink copy is retained by the arresting officer, who makes this ow notation of disposition. The white copy is given to the defendent at the time of arrest. Mission of the General Assembly, Laws of Maryland, Chapter 605 BECOMMENDATION: RETAIN FOR FIVE YEARS AFTER THE LAST DOCKET ENTRY,	Item	Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity	of Hall and Boar	of Recor	rd
<ul> <li>and original papers.</li> <li>RECOMMENDATION: RETAIL FOR FIVE YEARS AND SIXTY DAYS AFTER THE LAST PERTINENT DATE OR RECORD ENTRY, THEN DESTROY.</li> <li>MOTOR VEHICLE DOCKETS AND ARREST TICKETS Size: 11" × 16% × 1" Stat: 1" × 16% × 1" Stat: 1" × 16% × 1" Stat: 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, ad 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 was made out originally by the arresting officer in quintuplicate and are distributed as follows:- <ul> <li>White original - Notor Vehicle Docket</li> <li>Yellow copy - To Dept. of Motor Vehicles <ul> <li>Orange copy - Ratained in the police station</li> <li>The white original and the yellow and orange copies are filed in the court office until disposition of the case, after which disposi- tion is entered on all three copies, with signeture 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 defendent; the yellow copy is returned to the police station and file.</li> <li>White original by the arresting officer who makes whis form notation of disposition. The white copy is given to the defendent at the time of Arrest.]</li> </ul></li></ul></li></ul>	cont.)				
PERTINENT DATE OR RECORD ENTRY, THEN DESTROY. MOTOR VEHICLE DOCKETS AND ARREST TICKETS Size: 11" x 16%" 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 Mayland courts having original jurisdiction in motor vehicle enses. The dockets contain an average of 250 pages, ed the earlier ones were blank forms for entry by the cleark of the court in which the case was tried. Later, blank pages were subsitued for the forms, the white copies of arrest tickets were stapled directly to the page, and hand entries were discontinued. Arrest Tickets ware made out originally by the arresting officer in quintuplicate and are distributed as follows:- <u>White original</u> - Motor Vehicle Docket <u>Yellow copy</u> - To Dept, of Motor Vehicles <u>Orange copy</u> - Retained by the arresting officer in thist ecopy - 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 disposi- tion 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 defendent; the yellow copy is forwarded to the Department of Motor Vehicles; the orange copy is returned to the police station and filed. Motor Vehicles of arrest.] The pink copy is returned to the police station and filed. Motor Notor Vehicle Docket swas provided for if the 1965 session of the General Assembly, Lows of Maryland, Chapter 607. RECOMMENDATION; RETAIN FOR FIVE YEARS AFTER THE LAST DOCKET ENTRY,				•	
Size: 11" x 164" 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 enses. 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:- <u>White original</u> - Motor Vehicle Docket <u>Yellow copy</u> - To Dept. of Motor Vehicles <u>Orange copy</u> - Retained in the police station <u>Fink copy</u> - 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 disposi- tion 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 White eory is retained by the arresting officer, who makes/his own motation of disposition. The white copy is given to the defendant The pink copy is retained by the arresting officer, who makes/his own motation of Motor Vehicle Dockets was provided for if the 1965 session of the General Assembly, Laws of Maryland, Chapter 607. RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER THE LAST DOCKET ENTRY,	RECO		<u> </u>	*	
<ul> <li>&gt; Dates: 1937</li> <li>File Arr.: Chronological</li> <li>The Motor Vehicle Dockets are supplied by the Department of Motor</li> <li>Vehicles to the Maryland courts having original jurisdiction in</li> <li>motor vehicle enses. The dockets contain an average of 250 pages, and</li> <li>the earlier ones were blank forms for entry by the clerk of the court</li> <li>in which the case was tried. Later, blank pages were substituted for</li> <li>the forms, the white copies of arrest tickets were stapled directly</li> <li>to the page, and hand entries were discontinued.</li> <li>Arrest Tickets are made out originally by the arresting officer in</li> <li>quintuplicate and are distributed as follows:-</li> <li>White original - Motor Vehicle Docket</li> <li>Yellow copy - To Dept. of Motor Vehicles</li> <li>Origing copy - Retained in the police station</li> <li>Pink copy - To the defendant</li> <li>The white original and the yellow and orange copies are filed in</li> <li>the court office until disposition of the case, after which disposition is entered on all three copies, with signature of the presiding</li> <li>judge or magistrate. The white original becomes the Motor Vehicle</li> <li>Docket entry and is stapled in the docket and indexed by name of the</li> <li>defendent; the yellow copy is forwarded to the Department of Motor</li> <li>White is the original by the arresting officer, who makes his</li> <li>form notation of disposition. The white copy is given to the defendent</li> <li>Market</li> <li>Market</li> <li>Market</li> <li>Market</li> <li>Market</li> <li>Market</li> </ul>	1				
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 Orrange copy - Retained in the police station Fink copy - Retained in the police 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 defendent; the yellow copy is forwarded to the Department of Motor Vehicles. White late yellow copy is forwarded to the Dolice station and filed. The pink copy is retained by the arresting officer, who makes this own notation of disposition. The white copy is given to the defendent at the time of arrest.] Minument of Motor Vehicle Dockets was provided for H the 1965 Session of the General Assembly, Laws of Maryland, Chapter 607. NECOMMENDATION: RETAIN FOR FIVE YEARS AFTER THE LAST DOCKET ENTRY,					
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 errest 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 <u>Vehicles converted in the police station Plink copy</u> - To Eapt, of Motor Vehicles <u>Orange copy</u> - Retained in the police station <u>Plink copy</u> - 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 police station and filed. The pink copy is returned to the police station and filed. The pink copy is returned to the police station and filed. The pink copy is returned to the police station of the case water of disposition. The white copy is given to the defendant at the time of arrest.] Market					
<pre>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:- <u>White original</u> - Motor Vehicle Docket <u>Yellow copy</u> - To Dept. of Motor Vehicles <u>Orange copy</u> - Retained in the police station <u>Pink copy</u> - Retained by the arresting officer <u>White copy</u> - 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 disposi- tion 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.</pre>	Vehi moto	cles to the Maryland courts having original jurisdiction in r vehicle esses. The dockets contain an average of 250 pages, a			
quintuplicate and are distributed as follows:- <u>White original</u> - Motor Vehicle Docket <u>Yellow copy</u> - To Dept. of Motor Vehicles <u>Orange copy</u> - Retained in the police station <u>Fink copy</u> - Retained by the arresting officer <u>White copy</u> - To the defendant The white <u>original</u> and the yellow and orange copies are filed in the court office until disposition of the case, after which disposi- tion 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 defendent; 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 defendent at the time of arrest.] Minute	in w tha	hich the case was tried. Later, blank pages were substituted fo forms, the white copies of arrest tickets were stapled directly		1	
Yellow copy - To Dept. of Notor Vehicles Grange 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 disposi- tion 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. Minute Minute Minute RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER THE LAST DOCKET ENTRY,	•		N .		
The white <u>original</u> and the yellow and orange copies are filed in the court office until disposition of the case, after which disposi- tion 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 <u>copy</u> is given to the defendant at the time of arrest. Manual Disposition of Motor Vehicle Dockets was provided for is the 1965 Session of the General Assembly, Laws of Maryland, Chapter 607. RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER THE LAST DOCKET ENTRY,		Yellow copy - To Dept. of Motor Vehicles Orange copy - Retained in the police station Fink copy - Retained by the arresting officer			
Docket entry and is stapled in the docket and indexed by name of the defendent; 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 defendent at the time of arrest. Malent Disposition of Motor Vehicle Dockets was provided for if the 1965 Session of the General Assembly, Laws of Maryland, Chapter 607. RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER THE LAST DOCKET ENTRY,	the	he white <u>original</u> and the yellow and orange copies are filed in court office until disposition of the case, after which disposi- is entered on all three copies, with signature of the presiding		•	
June ( June Disposition of Motor Vehicle Dockets was provided for if the 1965 Session of the General Assembly, Laws of Maryland, Chapter 607. TRECOMMENDATION: RETAIN FOR FIVE YEARS AFTER THE LAST DOCKET ENTRY,	Dock defe Vehi The jn own	et entry and is stapled in the docket and indexed by name of the ndent; the yellow copy is forwarded to the Department of Motor cles; the orange copy is returned to the police station and file pink copy is retained by the arresting officer, who makes his notation of disposition. The white copy is given to the defenden	in	(52 w, 31	
RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER THE LAST DOCKET ENTRY,	1-319m	Alext) - BY	-		
	guituiti) Sess		, ,	۰.	
2	RECO				
	2				
	Γ				

•