

REQUEST 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

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 sheets, 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. NOTES OF THE COMMISSIONERS OF THE TAX (ROUGH)

Size: 10" x 16" x 1"
Dates: 1813-1830
Quantity: 2 volumes

The Commissioners of the Tax were established for the counties by Act of the General Assembly, April 20, 1777 and were abolished in Prince George's County in 1789, with powers and duties transferred to the Levy Court (See Item 2).

The Commissioners of the Tax were at first appointed by the General Assembly and later by the Governor and Council. They were authorized to name assessors to evaluate personal and real property in their respective districts and to deliver their evaluation in the form of assessment lists to the Commissioners. The Commissioners were required to make the lists available to the public and were empowered to hear complaints and to increase or abate assessments. After the assessment lists had been approved by the Commissioners of the Tax, the taxes were collected by the Sheriffs. Later after the Levy Courts were established in 1780 taxes were collected by Tax Collectors appointed by that Court.

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

APPROVED
HALL OF RECORDS COMMISSION

Agency, Division or Bureau Representative

Richard H. Perchick, Pres. Bd. of Commissioners 1959
Signature Title

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

Archivist

JUN 9 1959

Date

1A
56)
Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. **C-125**
PAGE
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4.
Item
No.

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

2. MINUTES OF THE LEVY COURT

Size: 8" x 13" x 3"
Dates : 1795-1853
Quantity: 3 volumes
Index: Thumb index

The Minutes of proceedings of the Levy Court summarize the transactions of the Court on matters pertaining to the annual levy for the payment of county expenses. This court also managed county property and schools, maintained roads and bridges, supervised elections, licensed ordinaries, and appointed overseers, constables and coroners. In Prince George's County the duties of the Commissioners of the Tax were transferred to the Levy Court by act of the General Assembly, 1829 (Maryland Laws, 1829, Chap. 88). The Levy Court continued to function as the principal administrative body in the County until it was abolished by the General Assembly in 1849 with powers and duties conveyed to a new elective body, the Commissioners for Prince George's County (Maryland Laws, 1849, Chap. 556). The Commissioners continued to keep separate minutes when acting on the levy until 1853.

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

3. MINUTES OF THE BOARD OF COUNTY COMMISSIONERS

Size: 12" x 18" x 3"
Dates: Rough Minutes, 1855-1866; 1889-1916
Finished Minutes, 1868-1872; 1882-1892; 1898 - -
Quantity: 6 volumes (1855-1866, 1889-1916)
23 volumes (1868-1872, 1882-1892, 1898 - -)
File Arrangement: Chronological

The Minute books summarize the proceedings of the Commissioners on all matters pertaining to the administration and regulation of County affairs. Beginning in 1937 the volumes are typewritten instead of handwritten, and in 1951 photostatic copies of the typescript pages were substituted in the bound volumes. Extra typescript (mimeographed) copies of Minutes are filed in the General File.

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO THE HALL OF RECORDS ALL VOLUMES PRIOR TO 1930.

4. ORDINANCES

Size: 9" x 16" x 1"
Dates: 1955 - -
Quantity: 1 volume
File Arrangement: Chronological

This record is composed of photostatic copies of the typescript

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JUN 9 1959
Richard H. Hulick
SECRETARY

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. **C-125**

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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.

ordinances enacted by the Board of County Commissioners. The ordinances pertain principally to speed limits established for County and municipal streets and roads.

RECOMMENDATION: RETAIN PERMANENTLY.

5. MINUTES OF THE BOARD OF LIQUOR LICENSE COMMISSIONERS

Size: 10" x 12" x 1/2"
Dates: 1912-1919
Quantity: 1 volume
Annual Accumulation: Discontinued (See Board of License Commissioners, 1933 - -, Schedule

The Minutes of the Board of County Commissioners, sitting as the Board of Liquor License Commissioners, give the dates of meetings, members present and the business transacted relating to the consideration and action of the Board on applications, licenses issued, rules and regulations on sales and conduct of liquor dispensers, and the revocation of licenses (Laws of Maryland, 1906, Chap. 245, Secs. 251 - A,B,C, 253). This Board became inoperative with ratification of the Amendment in January, 1919 and was reestablished in 1933 as the Board of License Commissioners (Laws of Maryland, 1933 Special Session, Chap. 2, Sec. 45). This new Board is appointed by the Governor and meets in the office of the County Commissioners. (See Schedule for Board of License Commissioners).

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

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BOARD OF PUBLIC WORKS
JUN 9 1959
Stephen H. ...
SECRETARY

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6. MINUTES OF THE BOARD OF POLICE COMMISSIONERS

Size: 10" x 14" x 2"
Dates: 1937-1946
Quantity: 1 volume
Annual Accumulation: Discontinued (See Minutes of the Board of County Commissioners)

From 1937 to 1946 the Board of County Commissioners, sitting as a Board of Police Commissioners, kept separate minutes on matters pertaining to the appointment and dismissal of County police officers, and hearings on complaints and petitions. After 1946 such transactions are found in the regular Minutes of the Board of County Commissioners.

RECOMMENDATION: RETAIN PERMANENTLY.

7. MINUTES OF THE BOARD OF COUNTY COMMISSIONERS, SITTING AS THE DISTRICT COUNCIL TO THE MARYLAND-NATIONAL CAPITOL PARK AND PLANNING COMMISSION.

Size: 12" x 18" x 1/4"
Dates: 1946 - -
Quantity: 1 volume

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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.

8. RESOLUTIONS OF THE BOARD OF COUNTY COMMISSIONERS SITTING AS THE DISTRICT COUNCIL

Size: 14" x 18" x 3"
 Dates: 1951 - -
 Quantity: 6 volumes
 File Arrangement: Numerical

Beginning in January, 1951 the full text of the resolutions of the Council (Board of County Commissioners) have been bound separately and relate mainly to zoning and rezoning. The volumes are composed of photostatic copies of the typescript resolutions filed in the General File.

RECOMMENDATION: RETAIN PERMANENTLY.

9. COUNTY ROADS COMMISSIONERS MINUTES

Size: 12" x 16" x 2"
 Dates: 1900-1902
 Quantity: 1 volume
 Annual Accumulation: Discontinued

The Minutes of the County Roads Commissioners give the date of meetings, membership present, and a summary of the business transacted regarding roads and highways. This elective board was provided for by act of the General Assembly in 1900 and was repealed in 1906 with powers and duties returned to the Board of County Commissioners (Laws of Maryland, 1900, Chap. 346, ibid., 1906, Chap. 249).

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

10. MINUTES OF THE BOARD OF HIGHWAY COMMISSIONERS

Size: 10" x 16" x 2"
 Dates: 1906-1909
 Quantity: 1 volume
 Annual Accumulation: Discontinued

The Minutes of the proceedings of the County Commissioners, sitting as a Board of Highway Commissioners, give the date of the meeting,

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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.

the members present and a summary of business transacted relating to construction and maintenance of roads, highways and bridges. The County Commissioners were authorized to sit as a Board of Highway Commissioners by act of the General Assembly in 1906 (Laws of Maryland, 1906 Chap. 249) replacing the County Roads Commission which had been created as an elective body in 1900 (Laws of Maryland, 1900, Chap. 346).

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

11. ROADS BOARD MINUTES

Size: 14" x 18" x 2"
Dates: 1916-1938
Quantity: 2 volumes

This record is a summary of the proceedings of the Board of County Commissioners sitting as the Roads Board, giving the dates of meetings, the members present, and the business transacted.

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

12. PROCEEDINGS OF THE SCHOOL BOARD

Size: 14" x 18" x 2"
Dates: 1827-1860
Quantity: 1 volume
Annual Accumulation: Discontinued

The minute book gives the dates of meetings, members present, and a summary of business transacted.

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

13. SCHOOL TEACHERS' PAYROLL JOURNAL

Size: 10" x 16" x 2"
Dates: 1883-1896
Quantity: 1 volume

This is a record of the payment of teachers' salaries by year, month, and day giving the school district and school number, the name of the teacher, and amounts paid to each teacher by the County Commissioners for books, salary, incidentals, fuel, repairs, furniture, and the total.

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

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

REQUEST FOR RECORDS RETENTION SCHEDULE
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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.

14. LEVY BOOKS

Size: 12" x 16" x 2"
 Dates: 1849-65, 1868, 1871-1875, 1878-1879, 1886-1952
 Quantity: 69 volumes
 File Arrangement: Chronological
 Annual Accumulation: Discontinued (see Accounting Officer's Schedule, General Ledger)
 Index: Thumb index to account

This is a record of County expenses used in preparation of the annual levy arranged by account and sub-account, giving the name of the bank of withdrawal, in early volumes, which was discontinued and replaced by the warrant number until 1952 when the use of account numbers was introduced and warrant numbers and individual names were dropped. This record was replaced by the General Ledger, to be found in the Accounting Officer's Schedule.

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

15. GENERAL LEDGER

Size: 12" x 16" x 2"
 Dates: 1906-1931, 1941-1952
 Quantity: 9 volumes
 File Arrangement: Chronological
 Annual Accumulation: Discontinued (See schedule for Accounting Officer, General Ledger)

The General Ledger is a book of final entry for all receipts and disbursements made by the Board of County Commissioners and the Treasurer, arranged by budget accounts. Since 1952, this ledger has been maintained by the Accounting Officer for the County Commissioners.

RECOMMENDATION: RETAIN PERMANENTLY.

16. CASH RECEIPTS JOURNAL

Size: 18" x 14" x 1"
 Dates: 1927-1951
 Quantity: 5 volumes
 Annual Accumulation: Discontinued (see Schedule for Accounting Officer)

This is a record of daily receipts giving the date, the name of the payor, the reason for the payment, and the amount. This record was continued in 1951 under the Comptroller, later the Accounting Officer, whose records are found in a separate schedule. Permanent

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JUN 9 1959
Lee Ann Stulick
SECRETARY

Yours

QUEST FOR RECORDS RETENTION SCHEDULE
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5. Description of Records

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

No.

retention is recommended to cover the period 1932-1941 for which the General Ledgers have not been found.

A. RECOMMENDATION: RETAIN PERMANENTLY VOLUMES FOR 1932-1941, INCLUSIVE.

B. RECOMMENDATION: DESTROY BALANCE OF ACCUMULATION.

17. CASH DISBURSEMENT JOURNAL

Size: 20" x 14" x 3"
 Dates: 1929-1951
 Quantity: 21 volumes
 File Arrangement: Chronological
 Annual Accumulation: Discontinued (See schedule for Accounting Officer)

4 cu ft

The Cash Disbursement Journal is a record of daily expenditures giving the name of the payee by year, month and day, the warrant or check number, the amount, and a columnar breakdown showing the budget account from which the payment has been made. In 1952 this journal was transferred to the Accounting Officer under the jurisdiction of the Board of County Commissioners and continued as the Cash Receipts Journal. Retention of this record is recommended to cover the period 1932-1941 for which General Ledgers have not been found.

A. RECOMMENDATION: RETAIN PERMANENTLY VOLUMES FOR 1932-1941, INCLUSIVE.

B. RECOMMENDATION: DESTROY BALANCE OF ACCUMULATION.

18. LEVY LEDGER

Size: 10" x 14" x 1"
 Dates: 1929-1950
 Quantity: 1 volume
 Annual Accumulation: Discontinued (See General Ledger, Accounting Officer's Schedule)

This is an annual record of tax receipts and expenditures by budget account giving the amount, the account number, and the amount debited or credited. Formerly the Tax Ledger (Item 19), this information is now carried in the General Ledger, a permanent record of the Accounting Officer.

RECOMMENDATION: RETAIN PERMANENTLY.

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JUN 9 1959
Ludwig Stulz
SECRETARY

REQUEST FOR RECORDS RETENTION SCHEDULE
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5. Description of Records

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

19. TAX LEDGERS

Size: 12" x 18" x 1"
Dates: 1892-1918
Quantity: 1 volume
Annual Accumulation: Discontinued (See Levy Ledger, Item 18)

The Tax Ledger gives the monthly status of tax collections and expenditures by levy year, amount, and the account debited or credited. The Treasurer's office maintains the current Levy Ledgers (Tax Ledgers).

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

20. JUSTICES OF THE PEACE, TRIAL MAGISTRATES, AND POLICE CASH RECEIPTS AND DISBURSEMENTS JOURNAL

Size: 12" x 18" x 2"
Dates: 1903-1915, 1939-1944
Quantity: 2 volumes
Annual Accumulation: Discontinued (See General Ledger, Accounting Officer's Schedule)

This is a journal type record of remittances made by the Trial Magistrates and police of fees, fines and penalties collected, giving the source of the receipt or in the case of disbursements the name of the payee and the amount. This information is now carried in the Accounting Officer's records.

RECOMMENDATION: RETAIN PERMANENTLY.

21. POLICE FUND CASH DISBURSEMENTS LEDGER

Size: 20" x 14" x 3"
Dates: 1941-1950
Quantity: 6 volumes
File Arrangement: Chronological
Annual Accumulation: Discontinued (See General Ledger, Accounting Officer's Schedule)

The Police Ledger which is a journal type record shows disbursements only, which appear by year, month, and day, giving the name of the payee, the check number, and the amount, with a columnar breakdown by account with amounts disbursed carried forward.

RECOMMENDATION: RETAIN PERMANENTLY.

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PUBLIC WORKS
JUN 9 1959
Ludwig W. ...
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.

22. POLICE RETIREMENT FUND RECEIPTS AND DISBURSEMENTS JOURNAL

Size: 18" x 12" x 1"
Dates: 1942-1950
Quantity: 1 volume
Annual Accumulation: Discontinued (See Budget Ledger, Accounting Officer's Schedule)
Index: Tab index to year

This is a record of receipts by year and by participant giving the amount deposited with the dates for each individual. Disbursements are shown only for the purchase of securities giving the cost, amount, and the class and series purchased for the fund.

RECOMMENDATION: RETAIN PERMANENTLY.

23. VOUCHER REGISTER

Size: 14" x 24" x 2"
Dates: 1929 - -
Quantity: 2 volumes
File Arrangement: Chronological
Audit: Annual outside audit

The Voucher Register is a record of the vouchers issued by the Board of County Commissioners authorizing the Treasurer to make payments from County funds for specified purposes giving the date of issue, the serialized voucher number, the name of the payee and explanation of the payment, the amount and the account credited with payment.

RECOMMENDATION: RETAIN PERMANENTLY.

24. LIST OF CHECKS ISSUED (CHECK REGISTER)

Size: 18" x 14" x 1"
Dates: 1926-1929
Quantity: 1 volume
Annual Accumulation: Discontinued (See Accounting Officer's Schedule)

Wait

This is a record of checks issued by the Board of County Commissioners for the payment of County expenses by year, month and day, giving the name of the payee, the reason for payment, and the amount. The check or voucher number is not listed in the volume for 1926-1929. The Check Register maintained by the Accounting Officer (See separate schedule) is more detailed.

RECOMMENDATION: DESTROY ACCUMULATION.

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BOARD OF PUBLIC WORKS
9 1959
Andrew Spalding Jr.
SECRETARY

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

25. RECONCILIATION OF CHECKS OUTSTANDING

Size: 13" x 18" x 1"
Dates: 1931-1937
Quantity: 1 volume
Annual Accumulation: Discontinued

Outstanding checks were listed separately by account on a monthly basis giving the check number and amount with a recapitulation showing the balance per bank statement, the amount of checks outstanding, and the ledger balance.

RECOMMENDATION: DESTROY ACCUMULATION

26. STATE TAX COLLECTED

Size: 5" x 7" x 1"
Dates: 1823
Quantity: 1 volume

This record is arranged by hundreds and alphabetically by name within each hundred, giving the name of the payee and the amount. This is apparently a record of the collection of crop taxes by the county for the State.

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

27. GENERAL ACCOUNTING RECORDS

Dates: 1912 - -
Quantity: 58 volumes, 46 cartons
File Arrangement: Chronological
Disposable Amount: 90 cubic feet
Audit: Annual outside audit

Go out

These records are composed of financial papers which after audit or posting to permanent books of entry cease to have further value. Records in this category are:

- Bank Records -
 - Bank statements
 - Canceled checks and check stubs
 - Deposit books and slips
 - Distribution, reconciliation, and trial balance sheets
 - Copies of financial reports to State agencies
 - Machine tapes (adding machine, check cutting, and cash register)
- Motor vehicle audit stubs
- Personnel Records -
 - Leave records
 - Time records
 - Pay warrants and checks
 - Payroll withholding and deduction forms

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JUN 9 1959
Ludwig Stulka
SECRETARY

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

24.
Item

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

- Purchase Records - Credit memoranda
- Invoices
- Partial delivery reports
- Paid bills
- Purchase orders
- Requisitions
- Receipts and receipt books
- Trial Magistrate's reports of fees collected
- Warrants (county and State)
- Vouchers

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER AND THEN DESTROY.

28. BOND REGISTER

Size: 8" x 12" x 11"
 Dates: 1908 - -
 Quantity: 1 volume, 1 file drawer
 Annual Accumulation: Discontinued

This record lists the bonds issued by the County for public improvements, principally roads, giving the amount of the issue, the date of the issue, the serial and series numbers, the rate of interest, the due date and amount due, the name of the broker or holding company or association, and a notation of retirement of the issue with the date. Maturity schedules are now prepared for each bond issue and filed in a vertical file and contain the same information as the Bond Register.

RECOMMENDATION: RETAIN PERMANENTLY.

29. RETIRED BONDS AND COUPONS

Size: folded papers
 Dates: 1920 - -
 Quantity: 3 cartons
 File Arrangement: By series and bond number
 Audit: Annual audit (outside)

4 cart

This file contains retired roads, school, and public improvements bonds and coupons together with bank statements and maturity schedules. Retirement of bonds is recorded in the Bond Register) a permanent record.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

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APPROVED BY
 BOARD OF PUBLIC WORKS
 JUN 9 1959
Andrew Stuebel
 SECRETARY

Item

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.

30. PERSONAL BOND FILE

Size: Folded papers
Dates: 1940 - -
Quantity: 1 document file drawer
File Arrangement: By year and alphabetically by name

This file includes the original bonds required for certain positions in the County government which are connected with the collection or disbursement of County and State funds. The bonds give the name of the bonding company, the date, the name of the person bonded and title of the position, the amount of the bond, and the conditions.

RECOMMENDATION: RETAIN WHILE IN EFFECT AND FOR THREE YEARS THEREAFTER AND THEN DESTROY.

31. MENTAL AND CHRONIC HOSPITAL FILES

Dates: 1930 - -
Quantity: 6 file drawers, 3 volumes
Audit: Annual outside audit

The Mental Commitment files are composed of (1) ledger type entry sheets giving the name of the patient and assigned hospital and hospital number, names of the sponsors and the two examining physicians, the monthly charges and dates of payment (the last two entries will not appear after January 1, 1959 but will be on record at the State level), (2) reports of investigations, (3) commitment papers.

The Chronic Commitment file gives the name of the patient and assigned hospital and hospital number, the sponsor, attending physician, and the charges collected and due the County and the State. In the case of Chronic Hospitals, the County continues to collect charges paid and to withhold its share and deposit the balance with the State Comptroller.

In 1949 the General Assembly provided for establishment of the Department of Mental Hygiene to supervise the custody, treatment and care of mental patients. Authority to commit has remained with the County Commissioners but the collection of hospital bills was taken over by the Department from the Counties in January, 1959 (Laws of Maryland, 1958, Chap. 69).

RECOMMENDATION: RETAIN UNTIL KNOWN DEATH OF PATIENT AND UNTIL ALL PUBLIC WORKS AUDIT REQUIREMENTS HAVE BEEN MET, AND THEN DESTROY.

APPROVED BY JUN 9 1959 SECRETARY

APPROVED HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4. Item

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.

32. INSURANCE POLICIES

Size: folded papers
Dates: 1940 - -
Quantity: 3 document file drawers
File Arrangement: By school
Disposable Amount: 1 cubic foot
Audit: Annual outside audit

This file is composed of current and expired insurance policies on county schools.

RECOMMENDATION: RETAIN WHILE CURRENT AND FOR THREE YEARS THEREAFTER OR UNTIL AUDITED WHICHEVER IS LATER AND THEN DESTROY.

33. ROAD PAPERS

Size: Folded papers
Dates: 1930 - -
Quantity: 13 document file drawers
File Arrangement: By name or title of the property

The Road papers are composed of deeds and right of ways, and agreements for County-owned property for road and highway purposes.

RECOMMENDATION: RETAIN PERMANENTLY.

34. ROAD PETITIONS

Size: Folded papers
Dates: 1940 - -
Quantity: 3 document files
File Arrangement: Chronological

This file contains petitions presented to the County Commissioners pertaining to the construction, maintenance, and repair of county roads, including the petition, the examiners report, plats, and supporting papers, with the decision of the Commissioners which also appears in the regular Minutes.

RECOMMENDATION: RETAIN PERMANENTLY.

35. ROAD PAYROLL JOURNAL

Size: 11" x 16" x 1"
Dates: 1903-1913, 1920, 1947-1950
Quantity: 6 volumes
File Arrangement: Chronological
Index: Thumb index
Annual Accumulation: Discontinued (See Accounting Officer's Schedule, General Ledger)

This journal is a record of payment for road work in Prince George's

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

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REQUEST FOR RECORDS RETENTION (CHECKLE)
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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.

County arranged by the name of the road and giving the date, the name of the employee, and the amount paid. Total amounts paid as salaries are carried in the General Ledger, a permanent record.

RECOMMENDATION: DESTROY ACCUMULATION

36. ROAD FUND BOOK

Size: 12" x 18" x 2"
 Dates: 1905, 1907-1908, 1913-1924, 1926-1933, 1947-1950
 Quantity: 16 volumes
 Annual Accumulation: Discontinued (See Accounting Officer's Schedule, General Ledger)

This record was apparently prepared for convenience in making entries to the General Ledger, a permanent book of entry. It is arranged by district and date giving totals expended on given dates and balances remaining in the fund for the district.

RECOMMENDATION: DESTROY ACCUMULATION.

37. BEER LICENSE REGISTER

Size: 20" x 18" x 3"
 Dates: 1933 - -
 Quantity: 1 volume

This register is a record of beer licenses issued by the Board of License Commissioners for "on and off sale" giving the license number, the name of the licensee, location of the place of business, the election district, the amount of the fee, the date of payment and the check number if paid by check.

RECOMMENDATION: RETAIN PERMANENTLY.

38. LIST OF LICENSES ISSUED

Size: 8" x 11" x 1/2"
 Dates: 1847-1849
 Quantity: 1 volume
 Annual Accumulation: Discontinued

This record is a list of licenses issued to ordinary keepers, traders, and sellers of stamped paper, giving the date of the license, the names of the licenses, and the amount of the fee.

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

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 JUN 9 1959
Andrew H. Hulett Jr.
 SECRETARY

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.

39. LIST OF PERMITS ISSUED

Size: 12" x 18" x 2"
Dates: 1915-1926, 1941-1946
Quantity: 2 volumes
Annual Accumulation: Discontinued (See schedule for Accounting Officer, Fees and Licenses Collected)

This record does not show the type of permit issued but gives only the name of the licensee by year, month and day, and the amount of the fee collected.

RECOMMENDATION: DESTROY ACCUMULATION.

40. DOG LICENSE REGISTER

Size: 11" x 16" x 2"
Dates: 1908-1909, 1918-1928, 1937-1948, 1951-1952
Quantity: 3 volumes
File Arrangement: Chronological
Annual Accumulation: Discontinued

This is a record of dog licenses issued under authority of the Board of County Commissioners giving the year, month, and day, the name of the organization, association, or municipal corporation to whom the licenses are issued for sale, the serial numbers of the licenses issued, the signature of the person receiving the licenses, and the serial numbers of the licenses returned unsold.

RECOMMENDATION: DESTROY ACCUMULATION.

41. TRUCK RECORD (INVENTORY)

Size: 12" x 16" x 4"
Dates: 1937-1941
Quantity: 1 volume
Annual Accumulation: Discontinued

The Truck Record is an inventory of County trucks giving the name of the driver, the make and year, horsepower, the engine and serial numbers, the number of the title, and the assessed valuation. Inventories are found currently in the General File.

RECOMMENDATION: DESTROY ACCUMULATION.

42. REGISTER OF CONSTABLES

Size: 8" x 12" x 1"
Dates: 1912-1928
Quantity: 1 volume
Annual Accumulation: Discontinued

The Register is arranged chronologically by year, month, and day of

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REQUEST FOR RECORDS RETENTION (Continuation Sheet)

4. Item No.

5. Description of Records

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appointment by the County Commissioners giving the name of the appointee, the election district, the name of the bondsman and the date of acceptance of the bond, the date of qualification, date term expires, and a column for date of resignation. This information is carried in the Minutes of the Board of County Commissioners.

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

43. STATE TAX COMMISSION CERTIFICATES

Size: Folded papers
Dates: 1936 - -
Quantity: 3 document files
File Arrangement: Chronological
Audit: Annual outside audit

Handwritten note: 4 cert

Certificates (Forms CT 2 & 3) are prepared in duplicate monthly, showing additions or deductions (abatements) in the County's taxable basis for the State Tax Commission. The original copy goes to the State Tax Commission and the duplicate is filed in the Commissioner's office. The certificates give the assessments made locally and by the State showing the new taxable basis and the amount of the increase or decrease in the levy.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

44. ANACOSTIA RIVER FLOOD CONTROL RECORD

Size: 9" x 13" x 1"
Dates: 1954 - -
Quantity: 1 volume

This volume is composed of photostatic copies of resolutions, compacts, laws, and supporting papers relating to flood control of the Anacostia River in cooperation with the Washington Suburban Sanitary Commission and the Maryland-National Capital Park and Planning Commission.

RECOMMENDATION: RETAIN PERMANENTLY.

45. DIVIDEND BOOK

Size : 12" x 18" x 1/2"
Dates: 1874-1875, 1882-1884, 1890-1892
Quantity: 5 volumes
File Arrangement: Chronological
Annual Accumulation: Discontinued

This is a record of the redemption of county issued certificates given in lieu of money as payment for work done by individuals for

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Secretary

REQUEST FOR RECORDS RETENTION (Continuation Sheet)

Records Commission

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NO.

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

the county. The Dividend Books give a certificate number, the name of the holder, the reason for issue, the amount, interest and total redemption cost, and the dividend.

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

46. GENERAL FILE

Dates: 1928 - -
Quantity: 86 volumes, 48 cartons, 26 transfiles, 27 file drawers, 11 boxfiles
File Arrangement: By subject and year
Disposable Amount: 160 cubic feet
Audit: Annual outside audit
Index: Card index by name of correspondent and by subject

The General File includes correspondence, supporting papers and mimeographed and printed material on the following subjects in three categories:

Category I - Permits and licenses (alcoholic beverage, racing, carnivals, fairs, building, dog, etc.)

- Applications
- Petitions
- Protests
- License copies
- Transfers and renewals
- Removals
- Summonses, rejections, and cancellations

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Andrew Hubel
SECRETARY

Since 1933 the Board of License Commissioners has maintained a Liquor License Book which is permanently retained in the office of the Board of County Commissioners and sets forth all information on the issuance of alcoholic beverage licenses (Schedule). All other classes of licenses or permits are renewable annually so that retention beyond three years is unnecessary.

Periodic financial reports made to State and county agencies
Increase and decrease in assessment notices

Category II - Material in this category is of value to the administration of the office as long as it is active and for three years thereafter when it may be destroyed.

Education and schools: general correspondence and reports to state agencies relating to school finance, and reports of hearings and resolutions of the Board of County Commissioners relating to schools.

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REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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No.

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

Purchasing: purchase orders and authorizations, bills of lading, and warehouse receipts.

Public Health: correspondence with the Prince George's County State Department of Health relating mainly to petitions and permits to subdivide land, or to erect or alter buildings.

Police: petitions and requests from individuals or groups of individuals for police action on a wide variety of subjects.

Parks and planning: correspondence with the Maryland National Capital Park and Planning Commission relating to petitions, administrative action of the County Council, and miscellaneous financial reports.

Petitions: miscellaneous petitions, mainly relating to zoning

Fire departments: correspondence relating to fire district fire prevention, and dedication of firehouses and equipment.

Flood control: correspondence with the Washington Suburban Sanitary Commission and with individuals on flood control and sanitation projects.

Roads: correspondence with individuals and State agencies regarding maintenance of existing roads and highways and new road projects.

Miscellaneous: general correspondence with individuals, and State and county agencies including building and sewage inspection, inventories, and public welfare inquiries

Category III - In addition to the foregoing categories there is a special class of material which is considered "non-record" within the meaning of the statute governing "non-record" material (Art. 41, Sec. 179, Annotated Code of Maryland, 1957 Edition). Such material includes printed and mimeographed reports and publications of Federal, State and County agencies, and incorporated towns, also multiple copies of hearings, Resolutions, acts and ordinances of the Board of County Commissioners, mimeographed or in typescript, which were prepared for convenient office reference use or circulation. The mimeographed copies of the minutes are photostated and bound in the Minute Books which are permanently retained.

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Andrew Hubert
SECRETARY

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RECOMMENDATION: CATEGORY I - RETAIN FOR THREE YEARS OR UNTIL AUDITED WHICHEVER IS LATER, AND THEN DESTROY.
CATEGORY II - RETAIN UNTIL AUDITED OR WHILE ACTIVE IF NOT SUBJECT TO AUDIT, AND FOR THREE YEARS THEREAFTER AND THEN DESTROY.
CATEGORY III - NON-RECORD, DESTROY WHEN NO LONGER OF VALUE TO OFFICE ADMINISTRATION.

REQUEST FOR RECORDS RETENTION (Continuation Sheet)

5. Description of Records

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

Item No.

47. PRIVATE BUSINESS LEDGERS

Size: 12" x 18" x 2"
Dates: 1863-1871
Quantity: 2 volumes
Index: Thumb index

These ledgers give names of customers, dates of purchases, the item purchased, quantity, and the price; occasionally payment is noted.

The first ledger covering the years 1863-1865 is for the operation of the store by M.R. Stamp of Nottingham; in 1865 the second ledger was started with the additional name of F. D. Garner.

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

48. BANK BOOK OF PHILEMON CHEW

Size: 5" x 8" x 1"
Dates: 1822-1845

This bank book is apparently a record of withdrawals giving the date, name of the payee, the amount and the balance remaining in the account.

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

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JUN 9 1959

Andrew H. [Signature]
SECRETARY