

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

SCHEDULE NO. **C-131**
PAGE NO. **1.**

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

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

1. TAX CARD FILE (BILLS AND DELINQUENT NOTICES)

Size: **3 1/4" x 7 1/4" IBM cards**
Dates: **1948 - -**
Quantity: **15 IBM card drawers, 14 cartons**
File Arrangement: **By district and alphabetical by name**
Disposable Amount: **20 cubic feet**
Audit: **Annual outside audit and State audit**

The Tax Card gives the name of the taxpayer, his address, the tax year, a brief description of the property, the amount of the assessment and tax, the district, special area tax, tax class, and the portion of taxes allotted for the County, State, Park and Planning, Metropolitan and Sanitary accounts.

The IBM Tax Card system of billing taxes was adopted in 1948. Two sets of cards are prepared in duplicate, each set consisting of an original bill and receipt copy. One security set is filed in the office and the other is mailed to the taxpayer. When the tax is paid the receipt copy is given to the payee and the original is filed in the paid file, the duplicate set is removed if unused and filed in dead storage. In cases in which taxes are not paid within the prescribed period, interest charges are added and the card refiled in the unpaid or back tax file, with a copy of the delinquent notice sent to the taxpayer. Individual entries are made in the Levy Books for paid taxes and the paid tax card is used in preparation of the daily Cash Receipts Summary. It is refiled in the Paid Tax file and after a certain period of time is removed to dead storage.

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7. Agency, Division or Bureau Representative
Robert W. Reichelt, Pres. Bd. of Co. Comm. - June 2 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.

6/2/1959 | *M. S. [Signature]* | **JUN 9 1959** | *[Signature]*
Date | Archivist | Date | Secretary

QUEST FOR RECORDS RETENTION ?
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Records
Division
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.

Disposal of Paid Tax Bill cards is provided for in this schedule under General File, the unused Tax Bill Cards are considered "non-record" within the meaning of the statute governing "non-record" material (Annotated Code of Maryland, 1957 Ed., Sec. 179, Art. 41) and may be destroyed as soon as their value to office administration ceases. The recommendation below applies only to the Unpaid or Back Tax File.

RECOMMENDATION: RETAIN UNPAID TAX CARDS AND DELINQUENT NOTICES UNTIL TAX SALE OR REDEMPTION, AND UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

2. DAILY CASH RECEIPTS REGISTER

Size: 12" x 16" x 4"
File Arrangement: Chronological
Quantity: 39 volumes
Audit: Annual outside audit and State audit

The Register is a record of daily tax receipts giving the tax district, the individual account number, the amount of taxes credited to the County, State, Park and Planning, Metropolitan Area, Sanitary, Front Footage, Special Area, the ad valorem tax, and the total tax. Information is posted to this record from the receipted IBM tax bills and is the basis for the Daily Cash Receipts Summary Sheets.

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

3. DAILY CASH RECEIPT SUMMARY SHEETS

Size: 8 1/2" x 13" sheets
Dates: 1954 - -
Quantity: 3 file drawers
File Arrangement: Chronological
Audit: Annual outside audit and State audit

The Daily Cash Receipts Summary gives daily collections by account and account number as totals. Only three accounts requiring disbursements are still handled by the Treasurer, Building Inspector office supplies and printing, Public Works Department supervision, supplies and maintenance, and Recreation Department Project expenses; these accounts appear on the summary sheet giving the account number and total expenses. The information contained in the summary sheets is obtained from the Daily Cash Receipts Register and is posted daily to the Daily Cash Receipts Summary Journal.

1954 the General Ledger was discontinued and several records were substituted, the Daily Cash Receipts Summary Sheet, the Daily Cash Receipts Register, and the General or Budget Ledger prepared by the Accounting Officer in the Commissioner's Office. The Treasurer's

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continued to be the collecting agency after 1950 when the Accounting Officer took charge of disbursements with the exception of three accounts, Building Inspection, Public Works, and Recreation. Two sets of sheets are prepared daily for collections, one of which goes to the Accounting Officer for entry in the General or Budget Ledger and one is posted to the Treasurer's Daily Cash Receipts Summary Journal and filed.

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

4. INCORPORATED TOWN TAX RECEIPT SUMMARY

Size: 8 1/2" x 11" sheets
Dates: 1956 - -
Quantity: 1 file drawer
File Arrangement: By name of town
Audit: Annual outside audit and State audit

The sheets are a record of the payment of taxes by incorporated towns in Prince George's County showing the date of payment, the name of the town and the amount of tax collected. This information is entered in the Incorporated Town Tax Journal, a permanent record.

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

5. BANK BOND AGREEMENTS

Size: Folded papers
Dates: 1945 - -
Quantity: 2 document file drawers
File Arrangement: Chronological
Audit: Annual outside audit and State audit

This file is composed of Deposit and Escrow formal agreements and of report copies from the Treasurer to indemnity companies and banks and to the Treasurer from banks and indemnity companies giving information on the amount of bank deposits and the amount of bond in escrow securing such deposits. The Treasurer's reports give the date, the names of the depository banks, the amount of bonds in escrow, the amount of the deposits, and the totals with the Treasurer's signature. The bank and indemnity company reports show the amount, type series, and serial numbers of the bonds in escrow covering the Treasurer's deposits.

RECOMMENDATION: RETAIN WHILE ACTIVE OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

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6. INDEX TO CORPORATION AND BANK PERSONAL PROPERTY

Size: 3" x 5" cards
Dates: 1957 - -
Quantity: 1 card file
File Arrangement: Alphabetical

This is an index of foreign and domestic corporations and banks giving the name and the account number of recording in the Levy Book. This file is active for five years or until a new card is prepared.

RECOMMENDATION: RETAIN FOR FIVE YEARS OR WHILE ACTIVE AND THEN DESTROY.

7. LOAN COMPANY TAX FILE

Size: 3" x 5" cards
Dates: 1957 - -
Quantity: 1 IBM file drawer
File Arrangement: By district and account number
Audit: Annual outside audit and State audit

This file is an index to mortgaged property in cases in which taxes are paid by the loan companies holding the mortgage, giving the name of the mortgagee and mortgagor, the amount of the tax; and the liber and folio of record in the Levy Books.

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

8. LICENSE TAG ACCOUNT (MOTOR VEHICLES)

Size: 18" x 24" x 3"
Dates: 1950 - -
Quantity: 3 volumes, 4 cartons
File Arrangement: Chronological
Disposable Amount: 6 cubic feet
Audit: Annual outside audit and audit in the Department of Motor Vehicles

Payments for motor vehicle licenses are entered on the License Tag Account sheets, supplied by the Department of Motor Vehicles, the name and address of the licensee, and the amount of fee collected. The fees and original copy of the account sheet are forwarded to the Department of Motor Vehicles together with the Auto License application forms stamped with the number of the license issued. The Department computes the County's share of fees collected and returns the Auto Audit Stubs (Item 9) detached from the application with a check for the computed amount.

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

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REQUEST FOR RECORDS RETENTION SCHEDULE
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SCHEDULE NO. **0130**

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Records
Commission
No.

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

9. AUTO LICENSE AUDIT STUBS

Size: 1" x 4" stubs
 Dates: 1946 - -
 Quantity: 4 file drawers, 19 cartons
 File Arrangement: Chronological
 Disposable Amount: 26 cubic feet
 Audit: Audited in the Department of Motor Vehicles

The audit stubs are arranged by name of the street for incorporated towns and are the perforated sections of the Auto License Application forms returned by the Department of Motor Vehicles to the Treasurer with the check for the County's apportioned share of the license fees collected. They are checked against the amount of money returned to the County by the State and then arranged by incorporated towns and streets to determine the amount due such towns from the County's share of motor vehicle license funds.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

10. DOG LICENSE RECEIPT COPY

Size: 3" x 5" slips
 Dates: 1946 - -
 Quantity: 1 file drawer, 14 cartons
 File Arrangement: Chronological
 Disposable Amount: 8 cubic feet
 Audit: Annual outside audit

This file contains the copies of the receipts prepared when dog licenses are issued by the office of the Board of County Commissioners showing the date, the breed and sex of the dog, the name and address of the owner, the tag number, and the amount of the fee. This type of license is renewable annually.

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

11. GENERAL ACCOUNTING RECORDS

Quantity: 20 IBM file drawers
 6 document files, 17 cartons
 Disposable Amount: 30 cubic feet
 Audit: Annual outside audit and State audit

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

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Cancelled checks and check stubs
Deposit books and slips
Distribution, reconciliation, and trial balance sheets
Copies of financial reports to State and County, and Bi-County agencies
Machine tapes (adding machine, check cutting, and cash register)

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

12. BONDS OF COUNTY EMPLOYEES

Size: Folded papers
Dates: 1940 - -
Quantity: 1 document file drawer
File Arrangement: Chronological

This file contains the bonds and sureties of County employees required by law to file such instruments upon taking office giving the name of the bonding company or security, the date, the name of the employee, the amount of the bond, the conditions, and the signature of the bondor or security.

RECOMMENDATION: RETAIN WHILE BONDEE IS EMPLOYED AND FOR FOUR YEARS THEREAFTER AND THEN DESTROY.

13. INCREASE AND DECREASE IN ASSESSMENT NOTICES

Size: 8 1/2" x 11" sheets
Dates: 1950 - -
Quantity: 1 file drawer
File Arrangement: Chronological
Disposable Amount: 1 cubic foot
Audit: Annual outside audit and State audit

Serialized orders to increase, decrease, or abate assessments are prepared by the Board of County Commissioners for the Treasurer's office and IBM room for correction of the Levy Books and the IBM Tax Cards. The form gives the date, the name of the taxpayer, the tax year, the amount of the assessment and description of the property, the reason for the change, and the signatures of the Board of County Commissioners, the Treasurer, and the Supervisor of Assessments.

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

TRANSFER NOTICES

Size: 5" x 8" slips
Dates: 1948 - -

(continued on next page)

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Records Commission

Item No.

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Quantity: 3 cartons
File Arrangement: Chronological
Disposable Amount: 2 cubic feet
Audit: Annual outside audit and State audit

Transfer Notices are made out in quadruplicate in the Transfer Office. One copy goes to the Treasurer for correction of the Assessment Books and the Levy Books. The notice is made out when property ownership changes and gives the names of the former and present owners, the district, old and new account numbers, a brief description of the property, the assessment, the sale price, the date of recordation and the liber and folio of recording in the Land Records deposited in the office of the Clerk of the Circuit Court.

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

15. MORTGAGE TAX JOURNAL

Size: 20" x 12" x 3"
Dates: 1898-1900
Quantity: 1 volume
Annual Accumulation: Discontinued

This is a record of tax on mortgage income giving the names of the mortgagor and mortgagee, and assignee if any, the length of time the mortgage is to run, the due date, the amount of the mortgage, the rate of interest, the total income accruing to the mortgagor, the tax rate on the mortgage income and the amount due. Releases are entered.

RECOMMENDATION: DESTROY ACCUMULATION.

16. INSOLVENCY NOTICES

Size: 3½" x 4½" slips
Dates: 1945 - -
Quantity: 9 document file drawers, 2 cartons
File Arrangement: Chronological by serial number
Disposable Amount: 4 cubic feet
Audit: Annual outside audit and State audit

When taxes are uncollectible the Board of County Commissioners relieves the Treasurer of the duty of collecting tax charged against him by preparing a serialized insolvency notice giving the name of the taxpayer, the levy year, the number of the tax district, the reason for the insolvency and the amount of the assessment.

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

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LIST FOR RECORDS RETENTION SCHEDULE
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6. Recommendation of Hall of Records and Board of Public Works.

17. CASH BOOK (BACK TAX PAYMENTS)

Size: 12" x 16" x 3"
Dates: 1874-1879, 1904-1940, 1949 - -
Quantity: 19 volumes
File Arrangement: Chronological
Audit: Annual outside audit and State audit

The Cash Book gives individual tax payments by date, district, and account number, listing the type of tax and interest, and the total payment. In 1948 the IBM tax card system was adopted and the Cash Book continued only as a book of entry for the collection of back taxes.

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

18. TAX SALE PROPERTY

Size: 18" x 20" x 3"
Dates: 1922-1936
Quantity: 2 volumes
File Arrangement: Chronological
Annual Accumulation: discontinued

This is a rough record of final sales and redemptions of property in default of taxes giving the name of the owner, the liber and folio of recordation in the Land Records, the location and size of the property, the amount due in taxes, interest, and cost of sale, and the date of the sale or redemption.

RECOMMENDATION: DESTROY ACCUMULATION.

19. TAX SALE LISTS

Size: 14" x 20" sheets
Dates: 1940 - -
Quantity: 1 file drawer, 14 cartons
File Arrangement: Chronological
Disposable Amount: 12 cubic feet

These annual lists cover both real and personal property sold by the County giving the tax account number, the name and address of the delinquent taxpayer, a description of the property, the amount of the assessment and of the tax. When taxes were paid either by redemption or sale the entry was crossed out and reentered in the Tax Sale Journal and the Cash Receipts Journal.

RECOMMENDATION; RETAIN FOR THREE YEARS AND THEN DESTROY.

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LIST FOR RECORDS RETENTION SCHEDULE (Continuation Sheet)

4. Item No. 5. Description of Records 6. Recommendation of Hall of Records and Board of Public Works.

20. TAX SALE DAY BOOK

Size: 10" x 16" x 2" Dates: 1935 - Quantity: 4 volumes File Arrangement: Chronological

This housekeeping type record is a rough journal prepared at the time of the sale giving the name of the owner, the amount of taxes due, and a notation of payment if the property is redeemed by the owner, if not redeemed the name of the highest bidder is shown with the amount of the bid. This information is re-recorded in the Tax Sale Journal and in the Levy List and Assessment records.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

21. TAX SALE CERTIFICATES, REDEMPTIONS, AND FINAL DECREES

Size: Folded papers Quantity: 10 document file drawers Dates: 1940 - File Arrangement: Chronological Disposable Amount: 6 document file drawers (est.)

These files are composed of the Certificates of Tax sale giving the name of the owner and purchaser, the amount of taxes, interest and costs due, a brief description of the property, the signature of the Treasurer, and the notarization. When property is redeemed by the owner after the tax sale, a notation of redemption is made on the reverse side of the Certificate of Tax Sale. This file also includes copies of final decrees in equity by the Circuit Court, ordering the Collector of Taxes (Treasurer) to execute a deed in fee simple for the purchaser. Decrees are recorded in the records of the Clerk of the Circuit Court.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

22. PATIENT FEE RECEIPT COPIES

Size: 3 1/2" x 7" Dates: 1953-1958 Quantity: 8 cartons File Arrangement: Chronological Annual Accumulation: Discontinued Disposable Amount: 5 cubic feet Audit: Annual outside audit and State audit

The serialized receipt copies give the date of payment, the account number, the name of the payee and the patient, the place of confinement, the amount of the payment, the signature of the Clerk to the

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6-26-57 LIST FOR RECORDS RETENTION SCHEDULE (Continuation Sheet)

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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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Board of County Commissioners, and the cash register notation of payment. In 1958 the General Assembly provided that beginning in January 1959, the counties would no longer collect patients' fees transferring this function to the Board of Mental Hygiene (Laws of Maryland, 1958, Chap. 69)).

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

23. STATE TAX REFUND CLAIMS

Size: Folded papers
Dates: 1953 - -
Quantity: 1 file drawer
File Arrangement: Chronological
Audit: Annual outside audit and State audit

This file is composed of completed forms filed with the County Treasurer for the purpose of refunding taxes or portions of taxes erroneously paid by the claimant to the State through the County Treasurer giving the date of filing, the name and address of the claimant, the date of the tax payment, the nature of the tax, and the reason for the requested refund with the signature of the claimant. This form includes the signature of approval by the Treasurer and the signature by the State Comptroller authorizing the refund.

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

24. PLAT BOOK

Size: 20" x 26" x 1"
Dates: 1944 - -
Quantity: 1 volume

The Plat Book contains copies of plats and maps of zoned areas of Prince George's County as zoned by the County Commissioners sitting as a District Council for the Maryland-National Capital Park and Planning Commission.

RECOMMENDATION: RETAIN FOR FIVE YEARS OR UNTIL PROPERTY IS REZONED, WHICHEVER IS LATER, AND THEN DESTROY.

25. EQUIPMENT AND MAINTENANCE RECORD

Size: 18" x 10" x 2"
Dates: 1947-1951
Quantity: 1 volume
Annual Accumulation: Discontinued

This is a record of expenditures for county equipment and maintenance giving the date, the name of the payee, the check number, an

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FORM 208 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.

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explanation of the expenditure and the amount. This information is now found in the Accounting Officer's Journals and in the General Ledger, a permanent record.

RECOMMENDATION: DESTROY ACCUMULATION.

26. GENERAL FILE

Size: Letter
 Dates: 1954 - -
 Quantity: 8 file drawers
 File Arrangement: Alphabetical by subject or name

The General File is composed of correspondence with private persons and institutions and with public agencies on tax matters. This file also includes the paid file of Tax Cards.

A. RECOMMENDATION: RETAIN CORRESPONDENCE FOR THREE YEARS OR UNTIL ADMINISTRATIVE VALUE HAS CEASED, WHICHEVER IS LATER, AND THEN DESTROY.

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

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