

1. Requesting Agency QUEEN ANNE'S COUNTY	2. Division or Bureau of Requesting Agency SUPERVISOR OF ASSESSMENTS
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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.
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1. PLATS

Dates: 1940 - -
Quantity: 2 cubic feet
Annual Accumulation: Very small

When a developer files a plat with the Clerk of Circuit Court, a copy is given to the Supervisor of Assessments. These copies are used as aids in property assessment.

RECOMMENDATION: RETAIN PERMANENTLY.

2. ASSESSMENT BOOKS

Dates: 1876 - -
Quantity: 35 cubic feet (72 volumes)
File Arrangement: By district and alphabetical therein
Annual Accumulation: $\frac{1}{2}$ cubic foot
Index: Yes

The Assessment Books are a permanent, detailed record of the tax assessment of each county tax payer. They are organized in two series, one for general assessments and the other for assessments of personal property of individuals and firms.

Entries are made from the Assessment Cards, Personal Property Returns, Increase and Decrease in Assessments, Transfer Books, and Certifications from the State Tax Commission. In the case of the general

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HALL OF RECORDS COMMISSION**

7. Agency, Division or Bureau Representative

<i>Walter D. Lindsay</i> Signature	Supervisor of Assessments Title	11-30-56 Date
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Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

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

12/5/56 Date	<i>Morris S. Rachoff</i> Archivist
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<i>[Signature]</i> Date	<i>[Signature]</i> Secretary
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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.

assessment series, entries are made for each parcel of property, and show date, name and address of owner, location and description of property, value, house, barn, real values, tangible personal property for county and State purposes, credits and charges, and assessments for real and tangible personal property. The personal property series shows date, name and address of owner, and amount of assessment for each year.

Though about forty of the volumes are inactive for assessment purposes, they are frequently used by title searchers. The active volumes are used by the Treasurer to prepare the Tax Bills and Tax Roll.

RECOMMENDATION: RETAIN PERMANENTLY

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3.

ASSESSMENT CARDS

Dates: 1922 - -
Quantity: 17 cubic feet
File Arrangement: Annual, by district, and alphabetical
Annual Accumulation: 1 cubic foot
Disposable Amount: 10 cubic feet

An Assessment Card contains all data which in the assessor's opinion affect his valuation of a parcel of property. This information includes the dimensions of the property, utilities and streets, mortgage and purchase price, and building and improvements.

One card is used for each lot or farm, and a complete set of cards for all assessed property in the county is always on file. When a re-assessment is made a new card is created to replace the old one, which is then placed in an inactive file. The active cards are posted to the Assessment Books and are the current working file of the Supervisor of Assessments.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL TRANSFERRED TO INACTIVE FILE, WHICHEVER IS LATER, AND THEN DESTROY.

4.

PERSONAL PROPERTY RETURNS

Dates: 1936 - -
Quantity: 16 cubic feet
File Arrangement: Annual, by district, and alphabetical
Annual Accumulation: 1 cubic foot
Disposable Amount: 8 cubic feet

Schedules of Personal Property are filed annually with the Supervisor of Assessments each year by owners of farms and estates and unincorporated business firms, and are used as a basis of postings

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BOARD OF PUBLIC WORKS

J. M. Cusack
SECRETARY

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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to the Assessment Books. There are two types of schedules:

- 1. Farms and Estates: Entries show date, owner's name and address, description of property, signature of owner, computation of assessment, record of action in case of protest, and folio where posted.
- 2. Individuals and Firms: Entries show date, name and address of owners, description of business and business property, and signature of taxpayer.

The schedules are divided into an active file, containing current schedules, and an inactive file, containing schedules replaced by current schedules.

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

5. INCREASE AND DECREASE IN ASSESSMENT'S FORM

Dates: 1951 - -
 Quantity: 1/4 cubic foot
 File Arrangement: Chronological
 Annual Accumulation: Very small
 Audit: Annual outside audit

Increases and decreases of assessments on the Treasurer's Tax Roll must be authorized by the County Commissioners. This authority is recorded on pre-numbered forms, prepared in duplicate, with entries showing date, taxpayer, district, tax year, amount and category of change in assessment, explanation (a statement that the property was sold, or that the records were in error, etc.), a recomputation of taxes, and the signatures of the President of the Board of County Commissioners and the Clerk to the Board. These forms are posted to the Tax Roll and the Assessments Books.

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

6. TRANSFER BOOKS (CHARGES AND ABATEMENT BOOKS)

Dates: 1830 - -
 Quantity: 1 cubic feet (14 volumes)
 File Arrangement: Chronological
 Annual Accumulation: Very small
 Disposable Amount: 1 cubic foot

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DEC 16 1956

[Signature]

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REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. 170

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

4
No.

When a transfer of real property occurs in the County, the Assessment Books must be corrected to indicate the new owner and any other new factors that might affect assessment. This information is taken from the deeds recorded by the Clerk of Circuit Court and posted in the Transfer Books. The Transfer Books then serve as a basis of posting to the Assessment Books, and when this posting is completed have no further value.

Transfer Book entries show date deed executed, date filed, buyer and seller, description, consideration, assessment date, and dates posted to Assessment Books. Currently there is one Transfer Book for each of the seven election districts.

RECOMMENDATION: RETAIN PERMANENTLY.

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DEC 18 1953
J. Mccluskey
SECRETARY