

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

SCHEDULE NO. **C-69**
PAGE NO. **1**

Hall of Records Commission

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| 1. Requesting Agency QUEEN ANNE'S COUNTY | 2. Division or Bureau of Requesting Agency CLERK TO THE BOARD OF COUNTY COMMISSIONERS |
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3. Authorization Requested (Check only one of the squares below).

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| <input type="checkbox"/> A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention. | <input checked="" type="checkbox"/> 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. | <input type="checkbox"/> C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated. |
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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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1. MINUTE BOOKS

Dates: 1869 - -
 Quantity: 3 cubic feet (10 volumes)
 File Arrangement: Chronological
 Annual Accumulation: Less than 1/4 cubic foot
 Disposable Amount: None

Contains records of the proceedings of the County Commissioners, statements of policy decisions, resolutions adopted or passed, actions on roads, agreements, appearances before the board, and the numbers of vouchers issued each week and the total amount paid. Until 1898 the Minute Books served as the Voucher Register. Since 1952 they contain full copies of annual audits. Two volumes are identified as Minute Books of Levy Court (1899 - 1916 and 1917-1930). One volume forms a separate series and contains minutes of joint meetings of the County Commissioners of Queen Anne's and Kent Counties, 1890-1921.

RECOMMENDATION: RETAIN PERMANENTLY.

2. VOUCHER, ORDER, AND CHECK FILE

Dates: 1920 - -
 Quantity: 5 1/4 cubic feet
 File Arrangement: Chronological
 Annual Accumulation: 1/4 cubic feet
 Disposable Amount: 1/2 cubic feet
 Audit: Annual outside audit and State audit
 Index: Control Book

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7. Agency, Division or Bureau Representative

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| <i>Rayton C. Barber</i> Signature | President | Dec. 4, 1956 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 | Morris S. Sadoff Archivist |
| | DEC 18 1956 Date |
| | <i>McLusker</i> Secretary |

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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A voucher represents the authority given by the County Commissioners to the County Treasurer to pay out of County funds. It consists of a white jacket which encloses any pertinent bills, invoices, or other supporting papers. One voucher is used for each check without exception. Entries on the jacket show payee, amount, signatures of all three County Commissioners, auditor's signature, warrant and check number (which are the same), and date filed. The payee, voucher number, and amount are recorded in the permanent voucher register.

Upon approval each voucher is transmitted to the Treasurer with an Order to the Treasurer form authorizing him to pay. The Treasurer issues a check, and then returns the voucher to the Clerk to the Board of County Commissioners. After the annual outside audit, the orders and checks are filed with the vouchers they concern.

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

VOUCHER REGISTER

Dates: 1898 - -
Quantity: 5 cubic feet (12 volumes)
File Arrangement: Chronological
Annual Accumulation: Less than $\frac{1}{4}$ cubic foot
Audit: Annual outside audit

The Voucher Register, also called Warrant Register or Warrant Book, contains entries for all vouchers issued by the County Commissioners. Entries show payee, voucher number, and amount, with columnar distribution by budget categories. Vouchers before 1898 were recorded in the Minute Books.

RECOMMENDATION: RETAIN PERMANENTLY.

4. CONTROL BOOK (DISBURSEMENTS LEDGER)

Dates: 1890 - -
Quantity: 2 cubic feet (6 volumes)
File Arrangement: By account
Annual Accumulation: Less than $\frac{1}{4}$ cubic foot
Audit: Annual outside audit

This is a disbursements ledger organized under accounts established by the State's Standard Accounting System. Entries show date, payee, week of year, net check, social security, Federal and State withholding tax, and budget allotment. The ledger includes certain

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BOARD OF PUBLIC WORKS
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J. Melusson
SECRETARY

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payments which are not made through the County Treasurer. It is also used for budget control.

RECOMMENDATION: RETAIN PERMANENTLY.

5. RECEIPTS JOURNAL

Dates: 1917 - -
Quantity: 2 cubic feet
File Arrangement: Chronological
Annual Accumulation: Less than $\frac{1}{2}$ cubic foot
Audit: Annual outside audit

This is the final book of entry for all money received by the County except taxes and Motor Vehicle fees. Entries show date, source, and amounts under columnar distributions as follows: Recordation, Licenses, Trial Magistrates, Circuit Court fines, automobile violation costs, interest on bonds, rents, sale of sand and gravel, equipment hire, hospital maintenance, and miscellaneous.

RECOMMENDATION: RETAIN PERMANENTLY

6. MISCELLANEOUS RECEIPTS JOURNAL

Dates: 1956 - -
Quantity: $\frac{1}{2}$ cubic foot (1 volume)
File Arrangement: Chronological
Annual Accumulation: Less than $\frac{1}{4}$ cubic foot
Audit: Annual outside audit

This is the original journal book of entry for money received by the County Commissioners. Entries show date, source, and amount. All entries are transferred to the permanent Receipts Journal.

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

7. BOND REGISTER

Dates: 1904 - -
Quantity: $\frac{1}{2}$ cubic foot (2 volumes)
File Arrangement: Chronological by Bond Issue
Annual Accumulation: Very small
Audit: Annual outside audit

All County bond issues are recorded in the Bond Register. Entries are organized by bond issue, and show Bond Number, date payable, interest, and fact of payment.

RECOMMENDATION: RETAIN PERMANENTLY.

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| APPROVED BY BOARD OF PUBLIC WORKS |
| <i>[Signature]</i> |
| SECRETARY |

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(Continuation Sheet)

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

8. BOND FILE

Dates: 1868 - -
Quantity: 3 cubic feet
File Arrangement: Chronological
Annual Accumulation: Less than 1/4 cubic foot
Audit: Annual outside audit

This item consists of redeemed County bonds and canceled coupons. A permanent record of all bonds is maintained in the Bond Register.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CANCELLATION OR REDEMPTION AND UNTIL AUDITED, IF AUDIT IS NECESSARY, AND THEN DESTROY BY FIRE.

9. TAXABLE BASE RECORD

Dates: 1925 - -
Quantity: 1/4 cubic foot (1 volume)
File Arrangement: Annual and by district
Annual Accumulation: Very little
Audit: Annual outside audit and State audit

Each year entries are made showing the taxable base for each Election District, both for County and State purposes, and the tax rate. The entries are taken from a tabulation of the Tax Rolls.

RECOMMENDATION: RETAIN PERMANENTLY.

10. ROAD BOOK

Dates: 1871 - -
Quantity: 1 cubic foot (3 volumes)
File Arrangement: Chronological
Index: Alphabetical by name of road

The Road Book records the establishment and closing of roads and public landings. It contains copies of petitions, reports of road examiners, and surveyors' reports with sketches. In recent years, papers pertaining to new roads or landings have been recorded among the Land Records. Entries are made to the Road Book only when a road or landing is closed.

RECOMMENDATION: RETAIN PERMANENTLY.

11. DRAINAGE FILE

Dates: 1940 - -
Quantity: 1 cubic foot
File Arrangement: Alphabetical by drainage project
Annual Accumulation: Very small

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| 12. | <p><u>GENERAL FILE</u></p> <p>Dates: 1896 - - Quantity: 15 cubic feet File Arrangement: Alphabetical by subject Annual Accumulation: 1 cubic foot Disposable Amount: 8 cubic feet</p> <p>This file consists of correspondence, copies of reports, and miscellaneous papers on education, public landings, health, circuit court, insane and indigent, roads, social security and withholding, taxes, and welfare.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN REMOVE AND DESTROY ALL MATERIAL OF NO ADMINISTRATIVE OR LEGAL VALUE AND RETAIN THE REMAINING MATERIAL PERMANENTLY.</p> | <p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p> |
| 13. | <p><u>TRIAL MAGISTRATE REPORTS</u></p> <p>Dates: 1933 - - Quantity: 2 cubic feet File Arrangement: Chronological Annual Accumulation: 1/4 cubic foot Disposable Amount: 1 1/4 cubic feet Audit: Annual outside audit</p> <p>Trial Magistrates are required to file reports with the County Commissioners twice a month under the provisions of Article 52, Section 114, Annotated Code of Maryland, 1951 Edition. The reports list cases heard by the magistrates with an accounting of fines and costs. The County's share of the fines and costs are transmitted by the Trial Magistrates with their reports. Information contained in the reports is permanently recorded in the Receipts Journal and in the Trial Magistrates' dockets.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p> | <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>APPROVED BY BOARD OF PUBLIC WORKS</p> <p>SECRETARY</p> </div> |

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11. BANKING RECORDS

Dates: 1920 - -
 Quantity: 2 cubic feet
 File Arrangement: Chronological
 Annual Accumulation: Less than $\frac{1}{4}$ cubic foot
 Disposable Amount: $1\frac{1}{2}$ cubic foot
 Audit: Annual outside audit

The County Commissioners maintain bank accounts separate from those of the Treasurer for certain purposes, such as payments on bonds. The records resulting include bank books, deposit slips, bank statements, canceled checks, check books, and check stubs. A permanent record of the disbursement of funds is made in the Control Book and funds received from the sale of bonds are recorded in the Receipts Journal.

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

15. COPIES OF TAX ROLLS

Dates: 1890 - -
 Quantity: 1 cubic feet
 File Arrangement: Chronological
 Annual Accumulation: 1 cubic foot
 Disposable Amount: 3 cubic feet

The Treasurer supplies the County Commissioners with carbon copies (formerly handwritten copies) of all Tax Rolls. They are designed solely for convenience of reference, have no other use or value, and are considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of Maryland, 1951 Edition).

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DEC 17 1951
[Signature]