

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

1. Requesting Agency QUEEN ANNE'S COUNTY	2. Division or Bureau of Requesting Agency REGISTER OF WILLS
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3. Authorization Requested (Check only one of the squares below).

<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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<p>✓ 1.</p> <p>✓ 2.</p>	<p><u>CORRESPONDENCE</u></p> <p>Quantity: 1 cubic foot Dates: 1915 - - File Arrangement: Chronological Annual Accumulations: Less than 1/4 cubic foot Disposable Amount: 3/4 cubic foot</p> <p>Correspondence with individuals, attorneys, various State and county agencies, etc., concerned with the functions of the office. Correspondence relating to decedents is filed in the appropriate estate folder, which is retained permanently. The recommendation below applies only to correspondence not filed in the estate folders.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p> <p><u>RECEIPT BOOKS</u></p> <p>Quantity: 1/4 cubic feet Dates: 1943 - - File Arrangement: Chronological Annual Accumulations: 1/2 cubic foot Disposable Amount: 2 1/2 cubic feet Audited by: State</p> <p>A pre-numbered receipt is prepared in triplicate for any money received by the Register of Wills. The copies of the receipt are distributed as follows:</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p>
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7. Agency, Division or Bureau Representative

<i>E. Elde Hall</i>	<i>Register of Wills</i>	<i>Nov 28-1955-</i>
Signature	Title	Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission. <i>12/8/55</i> Date <i>Morris S. Radloff</i> Archivist	Disposal Authorized as Indicated in Col. 6 by Board of Public Works. <i>DEC 13 1955</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.

- 1. Original - payor
- 2. First Carbon - filed in estate folder or remains in receipt book
- 3. Second Carbon - remains in receipt book

Until recently, no first carbons were filed in Estate Folders, but were kept in annual collections for the use of the auditors. The recommendation below applies to all carbons not filed in estate folders.

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

3. ADMINISTRATIVE ACCOUNTING RECORDS

Quantity: 3 cubic feet
 Dates: 1940 - -
 File Arrangement: Chronological
 Annual Accumulation: $\frac{1}{4}$ cubic foot
 Disposable Amount: $2\frac{1}{4}$ cubic feet
 Audited by: State

This item includes the following accounting records, used as supporting data to the final book of entry. The transactions which they concern are recorded on a daily, monthly, and annual basis in the Cash Book, which is the permanent financial record of the office.

- Canceled checks, bank statements, check books and stubs, deposit slips and bank books of the Register of Wills
- Copies of monthly and annual reports to the State Comptroller
- Paid invoices and bills, and receipts for office supplies and housekeeping services
- Correspondence with the Comptroller and other State agencies on fiscal matters
- Copies of payroll and other forms sent to the State Employees' Retirement System, with correspondence pertaining thereto
- State Treasury Warrants

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

APPROVED BY
 BOARD OF PUBLIC WORKS
 Date DEC 13 1955

APPROVED
HALL OF RECORDS COMMISSION

[Signature]