FORM HR-RM 1
(9-1-53)
Hall of Records Commission

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

SCHEDULE NO. C-53

PAGE NO. 1.

1. Requesting Agency	2. Division or Bureau of Requesting Agency
ST. MARY'S COUNTY	CLERK OF CIRCUIT COURT

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 [X] 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.
1.	GENERAL CORRESPONDENCE Quantity: 1½ cubic feet Dates: 1935 - - File Arrangement: Chronological Annual Accumulation: ¼ cubic feet Disposable Amount: 1 cubic foot Correspondence with individuals, private firms, various state and county agencies, etc., concerned with the functions of the Clerk's office. RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY	APPROVED HALL OF RECORDS COMMISSION
2.	LICENSES Quantity: 15 cubic feet Dates: 1935 - - File Arrangement: By fiscal year Annual Accumulation: 1½ cubic feet Disposable Amount: 11 cubic feet Audited by: State Applications for, and stub records and carbon copies of the following annual licenses issued by the Clerk of Court:	

7. Agency, Division or Bureau Representative

Signature	Title	Date
C. Bruce Grimmell	Clk. Ct. Ct. for St. Mary's Co.	Mar. 2, 1956

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission		Disposal Authorized as Indicated in Col. 6 by Board of Public Works.	
3/9/56	Morris S. Radoff	APR - 9 1956	[signature]
Date	Archivist	Date	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.

Amusement Device
Angler
Auctioneer
Beer
Circus
Clammer
Clam Dealer
Crabber
Crab Dealer
Dredging
Duck Blind
Huckster
Hunter
Junk Dealer
Liquor
Motion Picture Machine
Tonger
Trading Stamp Company
Traders and Miscellaneous
Vending Machine
Wholesale Dealer in Farm Machinery

A record of licenses issued is kept in the permanent license books. Total amounts received for licenses are recorded each day in the Daily Cash Book (Daily Sheets), which is the permanent financial record of the office.

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

3. RECEIPT BOOKS

Quantity: 12 cubic feet
Dates: 1941 - -
File Arrangement: Chronological
Annual Accumulation: 1 cubic foot
Disposable Amount: 9 cubic feet
Audited by: State

Receipts given for any money received by the Clerk's office for all purposes. The receipts are prepared in duplicate, the original going to the payor and the carbon copy remaining in the receipt book. All receipted transactions are recorded in the Daily Cash Book (Daily Sheets), which is the permanent financial record of the office.

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

4. ADMINISTRATIVE ACCOUNTING RECORDS

Quantity: 12 cubic feet
Dates: 1880 - -
Annual Accumulation: 1 cubic foot
File Arrangement: Chronological
Disposable Amount: 11 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

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
Date APR - 9 1956
Secretary

FORM 1A
Hall of Records Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. C-53

PAGE NO. 3.

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.
	concern are recorded in the Daily Cash Book (Daily Sheets), which is the permanent financial record of the office. Paid invoices, bills, and receipts for office supplies and services connected with the operation of the Clerk's office. Banking records, including check stubs, canceled checks, bank statements, deposit slips, and bank books of the Clerk of Court. Copies of monthly and annual reports to the State Comptroller. Copies of payrolls and supporting documents sent to the Employee's Retirement System. Correspondence with the State Comptroller and other State agencies regarding fiscal matters. RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.	APPROVED HALL OF RECORDS COMMISSION APPROVED BY BOARD OF PUBLIC WORKS APR - 9 1956 Date .... Secretary