

REQUEST FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division

Hall of Records Commission

SCHEDULE NO. C-115

Hall of Records Commission

PAGE NO. 1

1. Requesting Agency SOMERSET COUNTY	2. Division or Bureau of Requesting Agency CLERK OF THE CIRCUIT COURT
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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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1. DAILY CASH RECEIPTS BOOK (COUNTER BOOK)

Size: 10" x 14" x 2"
 Dates: 1893-1899, 1920-35, 1957 - -
 Quantity: 4 volumes
 File Arrangement: Chronological
 Audit: State audit

This is a record of daily cash receipts showing the receipt number, the name of the payee and amount of the payment with a breakdown of the type of collection--marriage recording, law and equity, stamps, licenses and issuing fees, and sundry fees. This record is posted to the Cash Receipts and Disbursements Journal.

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

2. CASH RECEIPTS AND DISBURSEMENTS JOURNAL

Size: 14" x 22" x 1"
 Dates: 1931-36, 1938 - -
 Quantity: 2 volumes, 3 bundles
 File Arrangement: Chronological
 Audit: State audit

Daily postings are made from the Daily Cash Receipts Books and a monthly posting of disbursements from the check stubs for the month. Receipts and disbursements are shown as daily entries, with the

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7. Agency, Division or Bureau Representative

Grace J. Barner Clerk of Court *Apr. 3, 1958*
 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.
4/7/1958 <i>Morris S. Orlloff</i> Date Archivist	APR 8 1958 <i>[Signature]</i> Date Secretary

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totals carried forward. Both receipts and disbursements are posted in columnar form to accounts

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

3. FINES, FORFEITURES AND PENALTIES REPORTS

Quantity: 1 folder, 1 carton
Audit: State audit

This file contains the semiannual fiscal reports of the Clerk to the State Comptroller, listing all executions for fines, forfeitures, and penalties with an account of all public money received, showing the names of the parties, the amounts, to whom payable, and the costs thereon (Art. 17, Sec. 23, Maryland Annotated Code, 1957 Edition).

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

4. RELEASED MORTGAGES AND DEEDS OF TRUST

Size: Folded papers
Dates: 1949 - -
Quantity: 13 document file drawers
File Arrangement: Chronological
Index: General Index to Land Records; Chattel Records; Crop Liens; Mechanics Liens
Audit: State audit

Mortgages and deeds of trust are filed with the Clerk for recordation. The notation of release is written or stamped on the jacket of the mortgage with the Clerk's recordation and notation of the series in which the mortgage and release are recorded. The released mortgages have been filed separately since 1949. According to the provisions of law relating to Conveyances, mortgages and deeds of trust must be retained by the Clerk and not removed from his office for a period of twenty-five years after which they may be destroyed. (Art. 21, Secs. 35-37, Annotated Code of Maryland, 1957 Edition). An Abstract of Releases is prepared by the Clerk and microfilmed by the Hall of Records for the files of the Court. The Abstracts are then destroyed.

RECOMMENDATION: RETAIN FOR TWENTY-FIVE YEARS AFTER DATE OF RELEASE AND THEN DESTROY.

AFTER DATE PROVIDED BY BOARD OF PUBLIC WORKS

APR 8 1958

[Signature]

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5.	<p><u>REPORTS AND BANKING RECORDS</u></p> <p>Size: Folded papers Dates: 1950 - - Quantity: 3 document files File Arrangement: Chronological Audit: State audit</p> <p>This file contains the reports of the Clerk of the Circuit Court made to the following State and local agencies:</p> <p>Division of Vital Records and Statistics on marriages and divorces State Comptroller, biannual and annual reports on fines, penalties, forfeitures, fees, and deficiencies and balances Game and Inland Fish Commission on license fees Board of County Commissioners on class and type of fees collected Board of Education (local) on tonging and dredging license fees Sheriff on fees</p> <p>Filed with each report is a receipt or receiving warrant. Banking records relating to the reports are filed monthly with each report and include canceled checks and bank statements for both regular and miscellaneous accounts.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p>
6.	<p><u>FIREARM REPORTS</u></p> <p>Size: 8 1/2" x 11" Dates: 1952 - - Quantity: 1/2 document file drawer File Arrangement: Chronological</p> <p>This file contains the report prepared in triplicate by the seller of firearms at the time of change or transfer in ownership of the firearm, showing the names of the seller and purchaser, their addresses, the date, and a description of the purchaser and the firearm. The seller retains one copy and forwards two copies to the Clerk who retains one and forwards the other to the Superintendent of the Maryland State Police where it is retained permanently (Schedule 84, Item 21).</p> <p>RECOMMENDATION: RETAIN FIVE YEARS AND THEN DESTROY.</p>	<p>APPROVED BY BOARD OF PUBLIC WORKS</p> <p>APR 8 1958</p> <p><i>[Signature]</i> SECRETARY</p>

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7. COUNTY COMMISSIONERS EXPENSE ACCOUNT

Dates: 1927-1948
Quantity: 1 volume
Annual Accumulation: Discontinued
Audit: State audit

This is a fiscal record of Court expenses chargeable to the Board of County Commissioners, showing the dates, the nature of the expenditures and the amounts. Since 1948 these expenditures have been posted to the General Ledger, a permanent record.

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APR 8 1958

[Signature]
CLERK