

Hall of Records
Commission

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

SCHEDULE NO. **C 309**

PAGE NO. **1**

Requesting Agency

SOMERSET COUNTY

2. Division or Bureau of Requesting Agency

CLERK OF THE 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 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	<p>FINANCING RECORD</p> <p>Size: 12" x 20" x 2" (vols. 1 & 2); 9" x 14" x 3" (half-vols.) Quantity: 8 volumes Dates: Jan. 1964... Index: Debtor Index to Financing Statements (Item 2)</p> <p>In 1964, Financing Statements superseded Chattel Mortgages, Bills of Sale, Conditional Contracts of Sale, and Factor's Liens. The books in which these instruments were recorded were superseded by the Financing Record (Annotated Code of Maryland, 1957 Edition as amended, Art. 95B, Secs. 10, 101-104).</p> <p>The Financing Record consists of projection prints of the financing statements filed with the Clerk of the Circuit Court pursuant to the provisions of the Uniform Commercial Code of 1963 (Ann. Code of Md., 1957 Edition as amended, Art. 95B, Secs. 9/401-406). This record includes, in addition to the financing statements, continuation statements, assignments, amendments, termination statements, and releases. After recordation, the papers are returned to the secured party or parties.</p> <p>A filed financing statement containing a specific maturity date of five years or less is effective until such maturity date and for sixty days thereafter; any other financing statement, including "on demand" maturity, is effective for five years after the date of filing. A security interest becomes unperfected unless a continuation statement is filed prior to the lapse of the maturity date. Financing statements involving fixtures to real property are required to be recorded in the Land Records, and the statement is required to be stamped: "To Be Recorded in the Land Records" prior to filing.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS AND SIXTY DAYS AFTER THE LAST PERTINENT DATE OR RECORD ENTRY THEREIN, THEN DESTROY.</p>	(continued)

7. Agency, Division or Bureau Representative

[Signature]
Signature

Clerk of the Circuit Court
Title

Nov. 14, 1967
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.

NOV 17 1967

Date

[Signature]
Archivist

January 11, 1968
Date
[Signature]
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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2	<p>DEBTOR INDEX TO FINANCING STATEMENTS</p> <p>Size: 15" x 20" x 2" Quantity: 2 vols. Dates: 1964...</p> <p>Under the provisions of the Uniform Commercial Code of 1963, the Debtor Index to Financing Statements replaced the General Index to Chattel Records, Conditional Contracts of Sale, and Crop Liens (Item 7).</p> <p>This Cottco Universal Index is arranged by name of the debtor, giving the name of the secured party or the assignee, if the paper has been assigned, the identifying file number with the dates, and the liber and folio of recordation for the following instruments:-</p> <table border="0"> <tr> <td>a. Financing Statements</td> <td>d. Assignments</td> </tr> <tr> <td>b. Continuation Statements</td> <td>e. Amendments</td> </tr> <tr> <td>c. Termination Statements</td> <td>f. Collateral Releases</td> </tr> </table> <p>If a Financing Statement involves fixtures to land, it is recorded in the Land Records, with a notation made to that effect in the Financing Statement Index and, if requested by the secured party, it may also be recorded in the Financing Record.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> <p><u>THE FOLLOWING ITEMS AMEND AND SUPERSEDE ITEMS 43 THROUGH 46, AND ITEM 48, OF SCHEDULE C-116 FOR THE CLERK, SOMERSET COUNTY, APPROVED APRIL 3, 1958.</u></p> <p>CHATEL RECORDS AND PAPERS</p> <p>Size: Volumes: 14" x 18" x 3"; folded papers, in document files Quantity: 15 vols. (DISCONTINUED) Dates: 1933-1964 (Recorded Chattel Mortgages and Bills of Sale prior to 1933 will be found in the Deeds Series [Land Records])</p> <p>File Arrangement: Chronological Index: Thumb index to Mortgagor and Mortgages; General Index (Item 7)</p> <p>This record is a transcription of chattel mortgages, bills of sale, crop liens and releases, giving the names of the parties, the consideration, a description of the goods, chattels or personal property mortgaged, the terms of repayment, the signatures of the parties, the notarization, and notation of recordation and release.</p> <p>Chattel records and bills of sale relating to fixtures to land are recorded in the Deeds Series (Land Records). The Chattel Records and papers are disposable according to the recommendation below (Ann. Code of Md., 1957 Edition as amended, Art. 95B, Secs. 10/101-104).</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS AND SIXTY DAYS AFTER THE LAST PERTINENT DATE OR RECORD ENTRY, THEN DESTROY.</p>	a. Financing Statements	d. Assignments	b. Continuation Statements	e. Amendments	c. Termination Statements	f. Collateral Releases	
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b. Continuation Statements	e. Amendments							
c. Termination Statements	f. Collateral Releases							

(continued)

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.

4 **CONDITIONAL CONTRACTS OF SALE DOCKETS AND PAPERS**

Size: 14" x 18" x 3"
Dates: 1916-1964; DISCONTINUED
Quantity: 24 vols.
File Arr.: Chronological
Index: Thumb index to parties; General Index (Item 7)

This docket is composed of the abstracts of conditional sales contracts, giving the date of the contract and conditions, the names of the parties, a description of the property which is the subject of the contract, the notation of recordation, date of return of the original contract to the secured party (if returned), and of the release (if recorded). When chattels involved affect the title to land, the contracts are recorded in the Deed Series (Land Records) and indexed in the Deed Index.

The Conditional Contracts of Sale Dockets and the original papers are disposable under the provisions of the Uniform Commercial Code of 1963 (Secs. 10/101-104).

RECOMMENDATION: RETAIN FOR FIVE YEARS AND SIXTY DAYS AFTER THE LAST PERTINENT DATE OR RECORD ENTRY, THEN DESTROY.

5 **CROP LIEN RECORD**

Size: 14" x 20" x 3"
Quantity: 4 volumes
Dates: 1934-1964; DISCONTINUED (Crop Liens prior to 1934 were recorded in the Deed Series)
Index: Thumb index to lienor-liense; General Index (Item 7)

This record is a transcription of crop liens and releases, giving the date of the instrument and names of the parties, the file number, the conditions of the agreement, signatures of the makers, notation of recordation by the Clerk and of satisfaction (if recorded).

The Crop Lien Record is disposable under the Uniform Commercial Code of 1963 (Secs.10/101-104).

RECOMMENDATION: RETAIN FOR FIVE YEARS AND SIXTY DAYS AFTER THE LAST PERTINENT DATE OR RECORD ENTRY, THEN DESTROY.

6 **FACTOR'S LIEN RECORD**

Size: 13" x 18" x 2"
Quantity: 1 vol.
Dates: 1948-1964; DISCONTINUED
Index: Thumb Index to parties; General Index (Item 7)

The Factor's Lien Record is composed of copies of the contracts between commission merchants or agents and their suppliers, outlining the terms and conditions of their association. A general or contingent lien is usually included in favor of the supplier if certain specified procedures are permitted to lapse or are not pursued by the factor.

The Factor's Lien Record is disposable under the Uniform Commer-

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

(cont.)

cial Code of 1963 (Sec. 10/101-104).

RECOMMENDATION: RETAIN FOR FIVE YEARS AND SIXTY DAYS AFTER THE LAST PERTINENT DATE OR RECORD ENTRY, THEN DESTROY.

7

GENERAL INDEX TO CHATTEL RECORDS, CONDITIONAL CONTRACTS OF SALE, AND CROP LIENS

Size: 14" x 20" x 3"
Quantity: 8 vols.
Dates: 1933-1964; DISCONTINUED
File Arr.: Chronological
Index: Thumb index to parties

The General Index records the date of recordation and the type of instrument, the names of the parties, and the liber and folio of recordation. Prior to 1933, such instruments as are here indexed were indexed with the Land Records; entries for 1964 and thereafter are found in the Debtor Index to Financing Statements (Item 2).

RECOMMENDATION: RETAIN PERMANENTLY.