

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

1. Requesting Agency

SOMERSET COUNTY

2. Division or Bureau of Requesting Agency

TREASURER

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. TAX ROLL BOOKS

Size: 14" x 18" x 3"
Dates: 1894 - -
Quantity: 91 volumes
File Arrangement: Chronological and by district
Disposable Amount: 40 cubic feet
Audit: Annual outside audit and State audit
Index: Thumb index to taxpayer

The Tax Roll Books record the levy year, the amount of the assessment, the tax rate, the name of the taxpayer, the amount of County and State taxes due, the date of payment, and the total payment.

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

2. VOUCHERS

Size: 3 1/2" x 8 1/2"
Dates: 1899 - -
Quantity: 90 document files
File Arrangement: Chronological by voucher number
Disposable Amount: 50 cubic feet
Audit: Annual outside audit and State audit

The vouchers are issued by the Board of County Commissioners to the Treasurer authorizing payments from county funds for specified purposes. **RECOMMENDATION: RETAIN FOR FIVE YEARS, OR UNTIL AUDITED WHICHEVER IS LATER, AND THEN DESTROY.**

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Robert C. Long *Treasurer Somerset County Comm.* *April 30, 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.

3/28/58
Date

Mavis S. Radloff
Archivist

11 9 1958
Date

[Signature]
Secretary

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.
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3. INSOLVENCIES RECORD

Size: 12" x 16" x 1"
 Dates: 1941-1942, 1950 - -
 Quantity: 1 volume, 1 folder
 File Arrangement: Chronological
 Audit: Annual outside audit and State audit

This is a record of insolvencies allowed the Treasurer by the Board of County Commissioners, listing the date, the levy year, the district, the name of the insolvent taxpayer, the assessable basis, and the county and State taxes. Insolvencies have been prepared in the form of memoranda since 1950 and filed with the general correspondence files. The recommendation below applies to both the insolvencies in book form and in the General Correspondence file.

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

4. AUTO LICENSE TAG ACCOUNT

Size: 12" x 24" sheet
 Dates: 1945 - -
 Quantity: 2 volumes
 File Arrangement: Chronological
 Disposable Amount: 2 cubic feet
 Audit: Audited in the Department of Motor Vehicles

Payments for motor vehicle licenses are entered on the License Tag Account sheets, prepared in duplicate, showing the date of issue, the tag number, the name and address of the licensee, and the amount of fee collected. The fees and the original account sheets are forwarded to the Department of Motor Vehicles, with the Auto License Application forms stamped with the numbers of the licenses issued. The Registration Cards have been detached from the Auto License Application forms and given to the licensees with the tags. The Department of Motor Vehicles computes the County's share of fees collected and returns the Auto Audit Stubs (Item 5) detached from the Auto License Application, with the check for the computed County share of fees.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY BY BURNING.

5. AUTO LICENSE AUDIT STUBS

Size: 1" x 4"
 Dates: 1947 - -
 Quantity: 10 cartons, 14 bundles
 Annual Accumulation: 2 cubic feet
 Disposable Amount: 20 cubic feet
 Audit: Audited in the Department of Motor Vehicles

APPROVED BY
 BOARD OF PUBLIC WORKS
 JUN 9 1958
[Signature]
 SECRETARY

APPROVED
 HALL OF RECORDS COMMISSION

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(Continuation Sheet)

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The Audit Stubs are the perforated sections of the Auto License Application forms returned by the Department of Motor Vehicles to the Treasurer with the check for the County's apportioned share of the license fees collected. The stubs are counted and multiplied by the County's unit share of fees and the sum should equal the amount of the check. The stubs have no further value after verifying the face value of the check.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

6. ADMINISTRATIVE ACCOUNTING RECORDS

Dates: 1930 - -
 Quantity: 5 1/2 volumes, 3 document files, 3 cartons
 Disposable Amount: 25 cubic feet
 Audit: Annual outside audit and State audit

These records are composed of supporting data to the permanent books of entry, the General Ledger and the Cash Receipts and Disbursements Journals. Specifically these supporting records are:

- Paid invoices, bills and receipts
- Check books and stubs
- Canceled checks
- Deposit slips, bank books and bank statements
- Reports to the Board of County Commissioners and to the State Comptroller
- Receipt books
- Reconciliation sheets and adding machine tapes

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

7. GENERAL CORRESPONDENCE

Dates: 1930 - -
 Quantity: 3 file drawers
 File Arrangement: By subject

The file is composed of correspondence with State agencies and individuals on matters pertaining to the functions of the Treasurer's office. Insolvencies are included in this file (see Item 3 for recommendation)

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

**APPROVED
HALL OF RECORDS COMMISSION**

APPROVED BY
SECRETARY OF PUBLIC WORKS

JUN 9 1958

J. McQuinn
SECRETARY

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8. DOG LICENSE REGISTER

Size: 12" x 16" x 2"
Dates: 1918-1920
Quantity: 1 volume
Annual Accumulation: Discontinued
Index: Thumb index to owner

The Register shows the date the license was issued, the owner's name, the license number, a description of the dog, and the amount of the fee.

RECOMMENDATION: DESTROY ACCUMULATION.

9. INCREASE AND DECREASE OF ASSESSMENT NOTICES

Size: 5" x 8"
Dates: 1920 - -
Quantity: 2 file drawers, 1 carton
File Arrangement: Chronological
Disposable Amount: 2 cubic feet
Audit: Annual outside audit and State audit

For each increase or decrease in assessment authorized, the Board of County Commissioners submits a notice to the Treasurer and to the Supervisor of Assessments for the correction of their records. The notice shows the name and address of the taxpayer, the district, the levy year, the amounts assessed on land and buildings or personal property, the reason for the change in the assessment. After the increase or decrease has been recorded in the Assessment and Tax Roll Books, a notation of the recording is made on each notice.

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

JUN 9 1958

[Signature]
SECRETARY