

Hall of Records
Commission

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

SCHEDULE
NO. C-63

PAGE
NO. 1.

1. Requesting Agency

TALBOT COUNTY

2. Division or Bureau of Requesting Agency

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 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. CORRESPONDENCE

Dates: 1944 - -
Quantity: 11 cubic feet
File Arrangement: Annual and alphabetical therein
Annual Accumulation: 1/2 cubic foot
Disposable Amount: 9 cubic feet

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; THEN REMOVE AND RETAIN PERMANENTLY RECORDS HAVING CONTINUING ADMINISTRATIVE AND LEGAL VALUE AND DESTROY ALL OTHER MATERIAL.

2. LICENSES

Dates: 1935 - -
Quantity: 17 cubic feet
File Arrangement: Chronological
Annual Accumulation: 1 cubic foot
Disposable Amount: 14 cubic feet
Audit: State

Applications for, and stub records and carbon copies of the following annual licenses issued by the Clerk of Court:

APPROVED
HALL OF RECORDS COMMISSION

7. Agency Division or Bureau Representative

[Signature]
Signature

[Signature]
Title

7/30/56
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.

8/2/56
Date

[Signature]
Archivist

AUG 6 1956
Date

[Signature]
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 | Laundry |
| Anglers | Liquor |
| Auctioneers | Motion Picture Show |
| Beer and Wine | Motion Picture Machine |
| Billiard Table | Music Box |
| Bowling Alley | Packers and Shippers |
| Carnival | Pinball and Console |
| Chain Store | Plumbers and Gasfitters |
| Cigarette | Pushers |
| Circus | Restaurant or Eating Place |
| Cleaning, Dyeing and Pressing | Show |
| Construction Firm or Company | Soda Water Fountain |
| Dredging | Solid Fuel |
| Distributors | Storage Warehouse |
| Duck Blind | Theatre |
| Garage | Tongers |
| Hawker and Peddler | Trader |
| Horse and Jack | Trading Stamp Company |
| Hucksters | Vending Machine |
| Hunting | Wholesale Dealers in Farm |
| Junk Dealer | Machinery |

APPROVED
HALL OF RECORDS COMMISSION

All licenses are prepared in three copies, and in all cases the first copy goes to the licensee and the third copy is retained by the Clerk. Second copies of Duck Blind, Fishing, and Hunting licenses are sent to the Department of Game and Inland Fish. Second copies of all other licenses go to the Comptroller, the County Commissioners, or town, depending upon which derives revenues from the license. All licenses except Duck Blind, Fishing, and Hunting licenses are recorded in the License Books.

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

3. RECEIPTS

Dates: 1933 - -
Quantity: 20 cubic feet
File Arrangement: Chronological
Annual Accumulation: 2 cubic feet
Disposable Amount: 14 cubic feet
Audit: State

APPROVED BY
BOARD OF PUBLIC WORKS
AUG 18 1955
J. Melusker
SECRETARY

A printed, pre-numbered receipt is prepared in the Clerk's office for any money received. The receipt is prepared in duplicate, the first copy going to the payor and the second remaining in the office. Total amounts receipted for each day are recorded in the

LIST FOR RECORDS RETENTION
(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.

Receipts and Disbursements Book, 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

Dates: 1889 - -
Quantity: 12 cubic feet
File Arrangement: Chronological
Annual Accumulation: 2/3 cubic foot
Disposable Amount: 10 2/3 cubic feet
Audit: 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 in the Cash Book, which is the permanent financial record of the office.

Paid invoices and 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, and work sheets used in compiling these reports.

Copies of payrolls and supporting documents sent to the Employees' Retirement System.

Correspondence with the State Comptroller and other State officials regarding fiscal matters.

State Treasurer's Warrants.

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

5. RELEASED MORTGAGES, DEEDS OF TRUST, AND MORTGAGES OF PERSONAL PROPERTY.

Dates: 1848 - -
Quantity: 50 cubic feet
File Arrangement: Chronological
Annual Accumulation: 2 cubic feet
Disposable Amount: 30 cubic feet
Audit: State

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
[Signature]

ST FOR RECORDS RETENTION FILE
(Continuation Sheet)

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.

Item
No.

Mortgages, Deeds of Trust, and Mortgages of Personal Property are originally recorded by the Clerk among his Land Records and Chattel Records. Later, if they are to be released pursuant to Sections 44 and 45, Article 21, Annotated Code of Maryland, 1955 Cumulative Supplement, they are sent to the Clerk with a release form endorsed thereon, and the Clerk records the release form in the same book in which the original instrument is recorded. The sections of the Code cited above authorize the Clerk to destroy these instruments twenty-five years after they have been released. The recommendations below apply only to Mortgages, Deeds of Trust, and Mortgages of Personal Property which have been fully released pursuant to the sections of the code listed above.

- A. RECOMMENDATION: INSTRUMENTS RELEASED IN 1875 OR LATER: RETAIN FOR TWENTY-FIVE YEARS AFTER THE DATE OF RELEASE AND THEN DESTROY.
- B. RECOMMENDATION: INSTRUMENTS RELEASED BEFORE 1875: DESTROY ONLY AFTER CONSULTATION WITH THE HALL OF RECORDS REGARDING POSSIBLE HISTORICAL VALUE.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

[Signature]

SECRETARY