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-122
PAGE NO. 1.

1. Requesting Agency: TALBOT 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 [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.	**MINUTES OF PROCEEDINGS OF THE CIRCUIT COURT** Size: 9" x 14" x 2" Dates: 1790-1791, 1819-1822, 1826 - - Quantity: 22 volumes File Arrangement: Chronological Index: Alphabetical and thumb index The Minutes list and summarize instruments, action, orders, and judgments in the equity, civil, and criminal proceedings of the Court. RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS ALL VOLUMES PRIOR TO 1901.	APPROVED HALL OF RECORDS COMMISSION
2.	**ACTS, ORDINANCES, AND RESOLUTIONS OF THE BOARD OF COUNTY COMMISSIONERS** Size: 14" x 18" x 3" Dates: 1948 - - Quantity: 1 volume File Arrangement: Chronological This record is composed of typescript copies of the acts, ordinances, and resolutions of the Board of County Commissioners relating to or affecting the duties and activities of the Clerk of the Circuit Court. The Minute Books of the Board of County Commissioners contain the original records from which this file is prepared for the reference use of the Clerk. RECOMMENDATION: RETAIN PERMANENTLY.	

7. Agency, Division or Bureau Representative

Signature	Title	Date
[illegible]	Clerk Circuit Court	6/5/58

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Date	Archivist
6/6/58	Morris S. Rudolph

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Date	Secretary

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.
3.	LAND COMMISSION PROCEEDINGS Size: 12" x 16" x 2" (PHOTOSTAT COPY) Dates: 1736-1745, 1761-1782 (Photostat copy), 1794-1882 Quantity: 10 volumes 4 File Arrangement: Chronological Annual Accumulation: Discontinued Index: Alphabetical by petitioner or name of land The Land Commissions were appointed by the Court, excepting instances in which the Court itself served as a commission, to establish the boundaries of tracts of land and to divide the real estate of deceased persons among the legatees. The record gives the name of petitioner, the date, a description of the land, names, qualifications and terms of the Commissioners, the returns and appraisals, depositions of witnesses, the courses and distances of the divisions agreed upon, the names of the surveyors, and the ratification by the Court and recordation by the Clerk. RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS VOLUMES FOR 1736-1745.	APPROVED HALL OF RECORDS COMMISSION
4.	LAND RECORDS (ORIGINAL) Size: 4" x 9" papers Dates: 1845 - - Quantity: 143 document files 35 File Arrangement: Chronological Index: General Index to Land Records This file is composed of the original instruments recorded in the Land Records including deeds, mortgages and releases, plats, bills of sale, certificates, agreements, and bonds and commissions. RECOMMENDATION: RETAIN PERMANENTLY.	
5.	LAND RECORDS (TRANSCRIBED) Size: 14" x 18" x 3" Dates: 1662 - - Quantity: 325 volumes 146 File Arrangement: Chronological Index: Alphabetical to grantor and grantee; General Index to Land Records The Land Records are composed of transcribed copies of deeds, mortgages, and releases, agreements, notarizations, grants, rights of way, options, and bills of sale. The original volumes of transcribed Land Records are deposited in the Hall of Records for the period 1662-1790 and the Clerk's copies consist of bound projection prints. Since 1952 projection prints have been substituted for	

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	typescript recording of Land Records. Deeds and mortgages were bound separately from December 1893 through July, 1902, but remained in the same series. RECOMMENDATION: RETAIN PERMANENTLY.	
6.	GENERAL INDEX TO LAND RECORDS Size: 14" x 18" x 3" Dates: 1662 - - Quantity: 22 volumes 10 File Arrangement: Chronological Index: Thumb index - Cott System The General Index to Land Records gives the year, the names of the parties, the character and course of the instrument, and the liber and folio of recording. RECOMMENDATION: RETAIN PERMANENTLY.	
7.	CIVIL AND CRIMINAL PAPERS Size: 4" x 9½" pockets Dates: 1901-1944 Quantity: 118 document files 30 File Arrangement: Chronological This file contains Civil and Criminal papers by Court term, and includes all of some of the following instruments: Indictments Appearances Continuances Recognisances Civil and Criminal Appeals Presentments Summonses Judicials Trials Judgments Decrees Miscellaneous supporting papers These instruments are recorded in the Law Docket, Chancery and Judgment Record, and in the Criminal Record. In 1944 Civil and Criminal papers were segregated and filed separately as Law Papers and Criminal Papers. Since March 1958, all papers have been filed vertically in legal size drawers. RECOMMENDATION: RETAIN PERMANENTLY.	

APPROVED
HALL OF RECORDS COMMISSION

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.
8.	**CIVIL AND CRIMINAL DOCKETS** Size: 12" x 14" x 2" Dates: 1853-1854, 1868-1897, 1924-1948 Quantity: 46 volumes File Arrangement: Chronological Annual Accumulation: Discontinued Index: Alphabetical The permanent dockets include Civil Trials, Civil Appeals, Petitions, Criminal Trials, Criminal Appeals, Presentments, and Criminal Information. In 1948 this series was discontinued and replaced by the Law Docket, a new record, and more extensive use of the Chancery and Criminal Dockets. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
9.	**LAW PAPERS** Size: 4" x 9½" pockets Dates: 1944 - - Quantity: 29 document files, 1 legal file drawer File Arrangement: Chronological Index: By case number This file is composed of papers relating to civil actions--Federal tax liens, writs for damages and collection of debts, automobile accident claims, condemnation proceedings and other cases involving civil action other than equity. In March 1958, flat filing superseded the pocket type file. Civil and Criminal Papers were segregated and filed separately ad Law Papers and Criminal Papers in 1944. RECOMMENDATION: RETAIN PERMANENTLY.	
10.	**LAW DOCKET** Size: 13" x 20" x 2" Dates: 1948 - - Quantity: 2 volumes File Arrangement: Chronological Index: Thumb index to plaintiff and defendant The Law Docket is a record of Court actions and judgments in cases in civil law showing the Court terms and dates, initials of the attorneys, the case or docket numbers, the names of plaintiffs and defendants, appearances, the dates of Court action and orders, the judgments of the Court and Court costs, and the final disposition of the cases tried. In 1948 the Law Docket replaced the Record of Judgments and Cases Pending, Civil Judgments, the Civil Appearance Docket, and the Petition Docket. RECOMMENDATION: RETAIN PERMANENTLY.	

HR-RM 1A
(11-1-56)
Hall of Records Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. 122
PAGE NO. 5.

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.
11.	**TRIAL MAGISTRATE'S CIVIL DOCKETS** Size: 11" x 16" x 2" Dates: 1939 - - (1951, last entry) Quantity: 6 volumes File Arrangement: Chronological Index: Thumb index The Civil Dockets record proceedings of the Magistrate's Court in civil actions giving the names of the plaintiff and defendant, the date, the Court action, the judgment or verdict, and the Court costs. Justices of the Peace and Magistrates deliver their dockets and related Court papers to the Clerk of the Circuit Court within 30 days after resignation, removal, or expiration of their terms of office (Art. 52, Sec. 29, Annotated Code of Maryland, 1957, Ed.). The current series extends through 1951. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
12.	**CRIMINAL PAPERS** Size: 3½" x 11" pocket Dates: 1944 - - Quantity: 9 document files File Arrangement: By Court term This file contains all or some of the following instruments: Grand Jury Reports Appearances Criminal Appeals Recognizances Presentments Trials Continuances Judgments Miscellaneous supporting papers Civil and Criminal Papers were separated in 1944 and filed separately. Since 1957 all papers have been filed vertically in legal size file drawers. RECOMMENDATION: RETAIN PERMANENTLY.	
13.	**CRIMINAL RECORD** Dates: 1871-1883, 1898 - - Quantity: 7 volumes File Arrangement: Chronological Index: Thumb index to defendant This is a docket-type record showing the Court term and docket number, the lawyer's initials, the names of the plaintiff and defendant, the Court action and orders, the judgment rendered, and the final disposition of the case. RECOMMENDATION: RETAIN PERMANENTLY.	

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14.	CRIMINAL JUDGMENTS Size: 8" x 14" x 1" Dates: 1806-1809, 1858-1881, 1883 14 Quantity: 4 volumes File Arrangement: Chronological Annual Accumulation: Discontinued (See Criminal Record) The Criminal Judgments record the proceedings in criminal trials giving the date; the names of the defendant, judges, and jurors; a summary of the proceedings; the judgment of the Court; and the attest of the Clerk. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
15.	CRIMINAL DOCKET (CRIMINAL TRIALS) Dates: 1845, 1856, 1858-59, 1861, 1864, 1866-1884, 1898-1934, 1938 - - Quantity: 37 volumes (loose leaf binders, 1938 - -) 18 File Arrangement: Chronological Index: Tab index and thumb index The Criminal Dockets give the Court term, the initials of the lawyers, a summary of Court action, and the judgment and disposition of the case. Since 1946 cases stetted by the State's Attorney have been recorded in the Criminal Docket. RECOMMENDATION: RETAIN PERMANENTLY.	
16.	CONFESSED JUDGMENTS CRIMINAL INFORMATION RECORD Size: 12" x 16" x 1" Dates: 1935-1947 Quantity: 1 volume Annual Accumulation: Discontinued (See Criminal Docket) Index: Thumb index This is a docket-type record of criminal cases acted upon between Court terms, the prisoner having confessed to the charge, showing the date and docket number, the names of the defendant, State's Attorney, and Judge, the date of sentence and the period of confinement, and the suspension of the sentence or release of the prisoner. This information is now recorded in the Criminal Docket (Criminal Trials). RECOMMENDATION: RETAIN PERMANENTLY.	

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17.	**TRIAL MAGISTRATE'S CRIMINAL DOCKETS** Size: 12" x 16" x 2" Dates: 1939 - - (1951, last entry) 3 Quantity: 15 volumes File Arrangement: Chronological Index: Thumb index to parties This series of dockets show the docket number, the names of the plaintiff and defendant, the Court action and judgment, Court costs, and the final disposition of the case. Justices of the Peace and Magistrates deliver their dockets and related Court papers to the Clerk of the Circuit Court within 30 days after resignation, removal, or expiration of their terms of office (Art. 52, Sec. 29, Annotated Code of Maryland, 1957 Ed.). The current series extends through 1951. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
18.	**JUDGMENT DOCKET** Size: 12" x 16" x 2" Dates: 1846-1861, 1870-1883, 1896-1908 Quantity: 6 volumes Annual Accumulation: Discontinued Index: Thumb index to plaintiff The Judgment Docket records the Court term, the lawyer's initials, the docket number, the names of the plaintiffs and defendants, the Court costs, action and judgment, and the final disposition of the case. This information appears in the Criminal Docket, Record of Judgments and Cases Pending, and in the Law Docket. RECOMMENDATION: RETAIN PERMANENTLY.	
19.	**JUDGMENT RECORD** Size: 9" x 14" x 2" Dates: 1807, 1810-~~1813~~ 1818, 1827-1829, 1835-1925 1½ Quantity: 10 volumes Index: Alphabetical and thumb index Annual Accumulation: Discontinued This record is composed of the Court proceedings in civil actions showing the names of the plaintiff, defendant, and the lawyer's initials, the Court term and date of the trial, the writs issued, appearances, the names of the jurors, the Court action and order, and the judgment. The proceedings in tax sale cases were recorded in the Judgment Record, 1896-1912, and since 1913 they appear in the Chancery Record. RECOMMENDATION: RETAIN PERMANENTLY.	

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20.	GENERAL INDEX TO JUDGMENTS Size: 13" x 18" x 2" Dates: 1848 - - Quantity: 7 volumes File Arrangement: Chronological Index: Thumb index This record is an index to the Judgment Record to Magistrates Judgments, to the Chancery Docket, and to the Law Docket, giving the names of the plaintiffs and defendants, direct and reverse, the series, liber and folio of recordation, the case and docket number, and the Court term and year or the date of filing. Federal tax liens recorded in the Judgment Record (1896-1912), and since 1912 in the Chancery Record, are entered in this index, with satisfactions noted. Recommendation: Retain Permanently	APPROVED HALL OF RECORDS COMMISSION
21.	JUDGMENTS IN EXTENSO Size: 13" x 18" x 2" Dates: 1926 - - Quantity: 1 volume File Arrangement: Chronological Index: By plaintiff and defendant This is a record of issuance of writs of Fieri Facias in Sheriff's sales of chattels and real estate to satisfy uncollected debts which have been established by prior court judgments. The docket-type entry gives the docket number, the date and Court term, the names of the plaintiff and defendant, the judgment and case number, the executions and writs issued, the Sheriff's schedule and special returns, and the reports of sales and distribution to the creditors. RECOMMENDATION: RETAIN PERMANENTLY.	
22.	RECORD OF JUDGMENTS AND CASES PENDING (Entitled CIVIL JUDGMENTS prior to 1909) Dates: 1852-1948 Quantity: 14 volumes 3 In Law Dockets File Arrangement: Chronological Annual Accumulation: Discontinued (See Law Docket) Index: Alphabetical thumb index This is a docket-style record of civil judgments and pending cases, including confessed judgments, in civil actions, usually for collection of debts, showing the Court term and date, the case or docket number, the names of the plaintiff and defendant, the lawyer's initials, the Court action, orders and writs, and the decree. Satisfactions and settlements are recorded, with the date of recording. This record was superseded in 1948 by the Law Docket. Federal Court tax lien judgments were recorded in the Record of Judgments	

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	and Cases Pending until 1948, and have since been entered in the Law Docket. RECOMMENDATION: RETAIN PERMANENTLY.	
23.	CIVIL AND JUDICIAL DOCKET (SHORT JUDICIALS) Size: 11" x 16" x 1" Dates: 1868, 1884-1888, 1891, 1893, 1895, 1897 Quantity: 10 volumes File Arrangement: Chronological Annual Accumulation: Discontinued Index: Alphabetical This is a brief summary of judicial proceedings, giving the initials of the attorneys, the date and case number, the recordation, the names of the plaintiff and the defendant. RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS.	APPROVED HALL OF RECORDS COMMISSION
24.	CIVIL JUDICIALS Law Judicial Record Dates: 1862 - - Quantity: 7 volumes File Arrangement: Chronological Index: Thumb index to plaintiff and defendant This is a record of the issuance of writs of Fieri Facias (Attachment) to the Sheriff in cases in which judgments of debt have been rendered against the defendant, giving the lawyer's initials, the Court and attorney costs, the docket number, the names of the plaintiff and defendant, the amount of the debt, costs and interest; and in some cases a description of the lands, goods, and chattels levied against. The case number of the judgment is also recorded. RECOMMENDATION: RETAIN PERMANENTLY.	
25.	CHANCERY PAPERS Size: 3½" x 9" pockets Dates: 1853 - - Quantity: 346 document files, 20 bundles 97 File Arrangement: By case number (earlier records by plaintiff) Index: Chancery Index This file contains papers relating to proceedings in equity, containing all or some of the following instruments: Bills of Complaint Petitions Appointment of Commissioners and Trustees (cont)	

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	Exhibits Subpoenas Testimony Affidavits Examiner's returns Court orders and decrees RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
26.	CHANCERY RECORD Size: 14" x 18" x 3" Dates: 1823-1824, 1828 - - Quantity: 55 volumes File Arrangement: Chronological Index: Thumb index, Chancery Index This is a transcription of proceedings in equity cases relating to real estate sales, foreclosures, mortgage and tax sales since 1912, partition sales, bankruptcies, domestic relations and divorce, and changes of personal names. The Chancery Record shows the names of the plaintiff and defendant, the petition or bill of complaint, the orders of the Court, the appointment of commissioners or trustees, the report of sale or distribution and the endorsement of the Court, the affidavits of the commissioners or trustees and the final satisfaction by the Court. Prior to 1912, tax sale proceedings appear in the Judgment Record. RECOMMENDATION: RETAIN PERMANENTLY.	
27.	CHANCERY DOCKET Size: 14" x 20" x 3" Dates: 1831 - - Quantity: 14 volumes File Arrangement: Chronological Index: Thumb index to plaintiff and defendant, Chancery Index The Chancery Docket is a record of cases in equity showing the Court term and dates, the initials of the lawyers, the case or docket number, the name of the plaintiff and defendant, the Court and attorney fees, the acts and orders of the Court, the judgment rendered, and disposition of the case. RECOMMENDATION: RETAIN PERMANENTLY.	
28.	CHANCERY INDEX Size: 14" x 20" x 2" Dates: 1850 - - (cont.)	

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	Quantity: 2 volumes File Arrangement: Chronological The Index to the Chancery Records and Chancery Dockets lists, direct and reverse, the names of the defendant and plaintiff, giving the date, the docket number, and the liber and folio of recording. RECOMMENDATION: RETAIN PERMANENTLY.	
29.	CHANCERY RECORD OF DIVORCE DECREES Size: 13" x 18" x 2" Dates: 1908 - - Quantity: 3 volumes File Arrangement: Chronological Index: Thumb Index to Parties, Chancery Index This record is extracted from the Chancery Records for ready reference, showing the names of the plaintiff and defendant, the case number, the complaint and answer, the date of the decree, the name of the judge, and the date of filing for recording. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
30.	CHATTEL RECORD Size: 13" x 18" x 4" Dates: 1853 - - Quantity: 42 volumes File Arrangement: Chronological Index: Chattel Index The Chattel Record contains transcriptions of chattel mortgages and releases, showing the date, the parties, the consideration and conditions, the notation of recording by the Clerk, the acknowledgment, and the notation of satisfaction and release, when recorded. Chattel mortgages appear in the Land Records prior to 1853. Since 1952, projection prints have been substituted for typescript entries. RECOMMENDATION: RETAIN PERMANENTLY.	
31.	CHATTEL INDEX Size: 13" x 20" x 2" Dates: 1955 - - Quantity: 1 volume File Arrangement: Chronological Index: Cott System The Chattel Index lists the date, the names of the parties, the type of instrument, and the liber and folio of recording in the Chattel Record. RECOMMENDATION: RETAIN PERMANENTLY.	

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32.	MISCELLANEOUS COURT PAPERS Dates: Scattered Size: 4" x 9" Quantity: 84 document files, 71 bundles 57 File Arrangement: Chronological This file is composed of the following original instruments, the majority of which have been transcribed in permanent books of record. Note: * indicates "transcribed" Agency Records, 1936 - - * (Agency Record) Appointments and Certifications, 1909 - -, * (Minutes of the Circuit Court) Beer, Wine and Liquor Applications, 1933 - -, * (License Record) Bonds, 1915 - -, * (Recognizances taken in open court) 4 D.F. Certificates of Transportation, 1948 - - Chattel Mortgages, 1924 - -, * (Chattel Record) Clerks Monthly and Annual Reports to the Comptroller, 1941 - - Commissions, 1838 - -, scattered, * (Commission Book) Conditional Contracts of Sale, 1918 - - * (Conditional Contracts of Sales Record) Constable's Bonds, 1881 - -, scattered, * (Constable's Bonds) Court Rules and Orders, 1909 - - *(Minutes of the Circuit Court) Crop Liens, 1935 - -, *(Crop Lien Record) Election Petitions, 1905 - -,*(Petition Docket: Registration Petition Docket) Farm Credit Liens, 1944 - -, * (Federal Farm Credit Lien Book) Grand Jury Reports, 1915-1944, *(Recognizances taken in open court) Judgments, 1906 - -, scattered, * (Record of Judgments and Cases Pending: Law Docket) Judicials, 1870 - -, scattered, * (Judgments in Extenso: Law Docket) Land Commissions, 1723-1883, scattered, *(Land Commission Proceedings) Lunacy Papers, scattered Marriage Certificates and Applications, 1865 - -, * (Marriage Record) Mechanics and Boat Liens, 1931 - -, * (Boat and Mechanic's Lien Record) Petitions, 1910 - -, scattered, * (Petition Docket: Law Docket) Petitions of Tax Collectors to Sell Property for Delinquent Taxes, scattered, * (Petition Docket: Law Docket) Registration of Physicians, 1894 - -, scattered, * (Register of Physicians and Surgeons) Sheriff and Tax Collector Tax Sales Reports and Orders, 1930 - -, * (Tax Sale Docket: Judgments in Extenso) Spring Hill Cemetery, 1905 - -, scattered, * (Record of Spring Hill Cemetery) Statements by Candidates, 1942 - - Surveys of Oyster Grounds, 1882-1905, scattered Treasurers Report of Campaign Expenses, 1910 - - (cont.)	APPROVED HALL OF RECORDS COMMISSION

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	Venires (Jury panel, 48 names), 1944 - -, * (Minutes of the Circuit Court) Venires (Jury lists, 150 names), 1944 - - RECOMMENDATION: RETAIN PERMANENTLY.	
33.	CIVIL APPEARANCE DOCKET Dates: 1870-1877, 1879-1880, 1883-1948 Quantity: 13 volumes 3 File Arrangement: Chronological Index: Thumb index Annual Accumulation: Discontinued (See Law Docket) This is docket-type record of summonses to appear in civil trials showing names of the plaintiff and the defendant, the docket number, attorney's initials, the date of the summons, and the sheriff's return. This record was superseded in 1948 by the Law Docket. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
6[illegible].	COURT'S PRIVATE DOCKET OF TRUST ESTATES Size: 14" x 18" x 2" Dates: 1906-1914 Quantity: 1 volume Annual Accumulation: Discontinued Index: Thumb index This is a docket-type record of trust estates in equity proceedings before the Court, giving the docket number, the names of the legatees, Court actions and orders, the original docket entries (Chancery), and the termination of the trust. RECOMMENDATION: RETAIN PERMANENTLY.	
35.	GRAND JURY SUBPOENA DOCKET Dates: 1898 - - Quantity: 3 volumes File Arrangement: Chronological This docket records the names of witnesses subpoenaed to appear before the Grand Jury, showing the Court term, the subject of the action, the date of the subpoenas, the names of the witnesses, when summoned and sworn, and the mileage allowed, if any. RECOMMENDATION: RETAIN PERMANENTLY.	

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36.	**STET DOCKET** Size: 13" x 19" x 3" Dates: 1874-1885, 1896-1946 Quantity: 2 volumes File Arrangement: Chronological Index: Thumb index Annual Accumulation: Discontinued (See Criminal Docket) This is a record of unfinished cases stetted by the State's Attorney after four Court terms have passed without action on the case. The docket shows the date, the docket number, the names of the plaintiff and defendant, the procedure and notation of stetting. Stetted cases seldom return to the Court for further action as they are generally settled outside of Court. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
37.	**PETITION DOCKET** Size: 14" x 10" x 1" Dates: 1913-1948 Quantity: 1 volume File Arrangement: Chronological Index: By case number Annual Accumulation: Discontinued (See Law Docket) This docket is a brief record of petitions to the Court, giving the date, initials of the attorney, the names of the plaintiff and defendant, the case and petition number. Among the petitions contained in this file are petitions for exceptions to judgments, habeas corpus, mandamus, division of real estate, commitments, and remostrances, and registration of voters. The Law Docket replaced the Petition Docket in 1948. RECOMMENDATION: RETAIN PERMANENTLY.	
38.	**PAROLE DOCKET** Dates: 1948 - - Quantity: 1 volume File Arrangement: Chronological Index: Thumb index to parolee The Parole Docket shows the initials of the lawyer, the case or docket number, the Court term and date, the Court action, the sentence and the record of the parole, the final general suspension of the sentence, with the date, if suspended, and the discharge. RECOMMENDATION: RETAIN PERMANENTLY.	

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39.	**POLICE JUSTICE DOCKETS (EASTON AND ST. MICHAELS DISTRICTS)** Size: 12" x 16" x 2" Dates: 1924, 1927-1928, 1931-1939 Quantity: 11 volumes File Arrangement: Chronological Index: Thumb index These dockets show the docket number, the name of the defendant, the date, the charge, and the plea and verdict. This information may be recorded in the Record of Magistrates Judgments upon request of the Police Court and payment of the recording fee to the County Clerk. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
40.	**HOSPITAL LIEN DOCKET** Size: 12" x 18" x 2" Dates: 1950 - - Quantity: 1 volume Index: Thumb index to parties This is a docket-type record of liens filed by persons who have been hospitalized as the result of accidental injury involving another party who may be held responsible. The entry includes the name of the injured person and the responsible party, the company insuring, the amount of the claim, and the date of the accident and of filing the claim with the Clerk. RECOMMENDATION: RETAIN PERMANENTLY.	
41.	**ADOPTION DOCKET** Size: 12" x 18" x 3" Dates: 1947 - - Quantity: 1 volume File Arrangement: Chronological Index: Thumb index The Adoption Docket gives the case or docket number, the names of the petitioners, the action of the Court and the decree of adoption, the lawyer's initials, the Clerk and Attorney fees, and a notation that the papers have been sealed and deposited in a locked compartment. RECOMMENDATION: RETAIN PERMANENTLY.	

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.
42.	**ADOPTION PAPERS** Size: 3½" x 9" pockets Dates: 1956 - - Quantity: 3 document file drawers File Arrangement: By docket number Index: Adoption Docket The Adoption Papers include the petition, affidavits, reports of investigations, and the Court decree. These instruments are recorded in the Adoption Docket and are sealed and deposited in a locked compartment. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
43.	**JUVENILE COURT DOCKETS** Size: 14" x 16" x 2" Dates: 1889 - - Quantity: 6 volumes File Arrangement: Chronological Index: Thumb index to juvenile The Juvenile Docket shows the case or docket number, the date of filing and the Court action and decision. There are duplicate series of dockets prepared, one is the Judge's Docket for use in the Court room, and the other is retained by the Clerk. RECOMMENDATION: RETAIN PERMANENTLY.	
44.	**JUVENILE COURT PAPERS** Size: 3½" x 9" Dates: 1938 - - Quantity: 3 document files, 1 bundle File Arrangement: Chronological Index: Juvenile Court Docket This file contains original Court papers relating to procedure of the Circuit Court acting on Juvenile matters. Each case is assigned a case or docket number and all or some of the following papers are included in the file: Petitions — Hearings Affidavits — Findings Court writs and orders — Commitments and Releases Bonds — Miscellaneous supporting papers RECOMMENDATION: RETAIN PERMANENTLY.	

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.
45.	**RECOGNIZANCES TAKEN IN OPEN COURT** Size: 12" x 18" x 3" Dates: 1904 - - Quantity: 1 volume Index: Thumb index This record includes bonds, showing the date, the name of the person charged and the names of his securities, the conditions of the bond, the charge, and the approximate appearance date with the signatures of the Clerk and the person charged. Recognizances are taken from charged persons to insure their appearance before the Trial Magistrate's Court, the Circuit Court, or the Grand Jury, when notified to appear. This record also serves as a Grand Jury Docket. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
46.	**MAGISTRATES' JUDGMENTS (ORIGINAL)** Size: Folded papers Dates: 1906 - - Quantity: 5 document files File Arrangement: Chronological by docket number Index: Record of Magistrates' Judgments: General Index to Judgments The original judgments show the assigned docket number, the names of the plaintiff and defendant, the recordation by the Clerk, the Court costs, a summary of the Magistrates' Court proceedings, and the judgment. RECOMMENDATION: RETAIN PERMANENTLY.	
47.	**RECORD OF MAGISTRATES' JUDGMENTS** Dates: 1871-1885, 1893 - - Quantity: 8 volumes File Arrangement: Chronological Index: Thumb index to plaintiff and defendant: General Index to Judgments This is a docket-type record showing the magistrate's name, the Court term and date, the docket or case number, the names of the plaintiff and defendant, the summary of Court actions and orders, and the judgment rendered. In special instances Police Court Judgments are recorded by request of the Police Court and payment of the recording fee. RECOMMENDATION: RETAIN PERMANENTLY.	
48.	**APPEALS FROM MAGISTRATES' JUDGMENTS** Dates: 1886-1893, 1909 - - Quantity: 2 volumes Index: Thumb index File Arrangement: Chronological (cont.)	

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.
	This is a docket-type record of civil appeals from the Magistrate's Court showing the names of the plaintiff and defendant, the attorney's initials, the Court costs, the Court action and decision, and the notation and date of satisfaction. The last entry in this series was made in 1947. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
49.	INSOLVENT DOCKET Size: 13" x 8" x 1" Dates: 1884 - - Quantity: 1 volume Index: Thumb index A person may petition the Circuit Court as an insolvent and may be so declared by turning over to a trustee, appointed by the Court, all real and personal property for sale and distribution to his creditors. The debtor is thereby relieved of all debts and contracts made before the date of filing his petition. The docket records the name of the insolvent, the date of the petition and appointment of a trustee, Court orders, exhibits and claims, the date of the trustee's report to the Court, and the amounts of the Attorney, Clerk, and Sheriff fees (Art. 47, Secs. 1, 2, 5, Annotated Code of Maryland, 1957 Ed.). RECOMMENDATION: RETAIN PERMANENTLY.	
50.	CLAIMS DOCKET Size: 13" x 18" x 2" Dates: 1886 - - Quantity: 1 volume Index: Thumb index to claimant and defendant This is a record of claims filed against insolvents who have placed their assets under a trustee appointed by the Clerk, showing the names of this trustee, the defendant, and the claimants; the amount and character of each claim, where found, and when proven. RECOMMENDATION: RETAIN PERMANENTLY.	
51.	RECORD OF TAX SALES Size: 14" x 18" x 3" Dates: 1912 - - Quantity: 3 volumes File Arrangement: Chronological Index: Thumb index to owner This record contains the statement from the Treasurer to the Judges	

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.
	of the Circuit Court, showing the name of delinquent taxpayers, the date, a description of the property and the current use, exhibits A-C (A-J in earlier years) relating to delinquent notices, and advertisement of the sales, the order nisi of the Court, the certificate of publication, and the final Court order of ratification of the sale. From 1896 to 1912, Tax Sales were recorded in the Judgment Record. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
52.	TAX SALE DOCKET (SHERIFF AND TAX COLLECTOR'S SALES) Size: 12" x 16" x 3" Dates: 1876 - - Quantity: 3 volumes File Arrangement: Chronological Index: Thumb index to owner The Tax Sale Docket shows a docket number, date, name of the property owner, the Court costs and action, the notation of ratification of the sale and termination of the action, and the liber and folio entry in the Record of Judgments, the Record of Tax Sales, and in the Chancery Record which records the proceedings in tax sale cases. RECOMMENDATION: RETAIN PERMANENTLY.	
53.	RECORD OF TRUSTEES BONDS AND RELEASES Size: 13" x 20" x 2" Dates: 1874 - - Quantity: 6 volumes File Arrangement: Chronological Index: Thumb index to name This is a record of bonds taken in Chancery by trustees appointed by the Court in insolvency proceedings, showing the case or docket number, the names of the plaintiff and defendant, and the amount and conditions of the bond. Releases bear the notation of release by the Court with the recordation by the Clerk. RECOMMENDATION: RETAIN PERMANENTLY.	
54.	CONDITIONAL CONTRACTS OF SALES RECORD Size: 14" x 18" x 3" Dates: 1917 - - Quantity: 4 volumes File Arrangement: Chronological Index: Thumb index to vendor and vendee This record is composed of abstracts of conditional sales contracts	

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.
	showing the names of the vendor and vendee, the date of filing, the property under contract, the contract number and the date, the amount of money involved, the conditions of payment, the assignment, the disposition of the original contract (usually mailed to the assignee) and the notation of the date of satisfaction, if recorded. When chattels involved are affixed to property, the contracts are cross-indexed in the Land Records. Conditional contracts of sale must be re-recorded every three years or are presumed to have been discharged. (Art. 17, Sec. 6; Art. 21, Secs. 66 and 67, Annotated Code of Maryland, 1957 Ed.). RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
55.	BOAT AND MECHANIC'S LIEN RECORD Size: 14" x 20" x 2" Dates: 1854-1884, 1886 - - Quantity: 3 volumes File Arrangement: Chronological Index: Thumb index to lienor and lienee This record contains copies of liens against construction projects and boats for labor, work, materials, and supplies furnished, showing the date of the lien, the parties, the itemized charges, and the notarized affidavit of the correctness of the facts stated. Satisfactions and releases are entered on the face of the recorded liens by the Clerk. The volume for 1854-1884 contains only mechanics liens. RECOMMENDATION: RETAIN PERMANENTLY.	
56.	FACTOR'S LIENS Size: 12" x 18" x 2" Dates: 1945 - - Quantity: 1 volume Index: Thumb index This record is composed of transcriptions of factor's liens, a type of business contract, listing the factors and borrowers and outlining the procedures for the transaction of business. A general or contingent lien is included in favor of the factors if certain specified procedures are allowed to lapse by the borrowers. The lien is notarized and a notation of recordation made by the Clerk (Art. 2, Sec. 23, Annotated Code of Maryland, 1957 Ed.). RECOMMENDATION: RETAIN PERMANENTLY.	

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.
57.	**FEDERAL FARM CREDIT LIEN BOOK** Size: 14" x 18" x 3" Dates: 1935 - - Quantity: 2 volumes File Arrangement: Chronological Audit: State audit Index: Alphabetical by lienor This is a record of liens against farm crops and chattels giving the names of the mortgagee and the mortgagor, the date of the lien, the amount advanced and the limit, the conditions, and the description and location of the chattels or crops. When the lien has been satisfied the Clerk enters such notation, with the date, on the recorded lien. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
58.	**CROP LIEN RECORD** Size: 13" x 19" x 3" Dates: 1934 - - Quantity: 1 volume File Arrangement: Chronological Audit: State audit Index: Alphabetical by lienor This is a record of crop liens and releases showing the date, the case number, the names of the lienor and lienee, the agreement and consideration, the location of the property, the signatures of the parties and certification of the notary, and the date of recording with the notation of release by the Clerk. RECOMMENDATION: RETAIN PERMANENTLY.	
59.	**AGENCY RECORD** Size: 12" x 13" x 1" Dates: 1936 - - Quantity: 1 volume File Arrangement: Chronological Index: Thumb index This is a record of the actual ownership of business firms engaged in commercial transactions in the County and the agents representing such firms (Art. 2, Sec. 19, Annotated Code of Maryland, 1957 Ed.). This record includes a notarized statement of ownership, the nature of the business, the nomination of the agent signed by the owner or an officer of the firm, and the date of recordation by the Clerk. RECOMMENDATION: RETAIN PERMANENTLY.	

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.
60.	**CERTIFICATES OF INCORPORATION** Size: 3½" x 9" pockets Dates: 1940 - - Quantity: 1 bundle File Arrangement: Chronological Index: Corporation Record This file of original incorporation papers includes all or some of the following instruments, which are transcribed in the Corporation Record (Art. 23, Sec. 128 C, Annotated Code of Maryland, 1957 Ed.): Certificates of incorporation Certificates of merger Articles of dissolution and revival Amendments Stock issuance statements Notarized certifications of the corporation officials Notarized certifications of the State Tax Commission The Certificates file also includes papers relating to religious incorporations. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
61.	**CORPORATION RECORD** Size: 12" x 18" x 1" Dates: 1869 - - Quantity: 9 volumes File Arrangement: Chronological Audit: State audit Index: Thumb index This is a record of the certificates of business incorporations and mergers, articles of dissolution and revival, amendments, and stock issuance statements. The notarized certifications of the corporation officials and of the State Tax Commission are included, with the liber and folio of recording in the charter records of the State Tax Commission and the Talbot County Book of Corporations (Art. 23, Sec. 128 C, Annotated Code of Maryland, 1957 Ed.). The Corporation Record includes religious incorporations which are separately recorded in some counties. Beginning in 1958, projection prints were substituted for typescript entries. RECOMMENDATION: RETAIN PERMANENTLY.	
62.	**COPARTNERSHIP AND TRADE MARK RECORD** Size: 8" x 13" x ½" Dates: 1889 - - Quantity: 1 volume Index: Thumb index	

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.
	This is a record of copartnerships giving the names of partners, the terms of the agreement and publisher's certificate of advertisement, and the notarizations. Trade marks certificates are recorded giving the name of the owner, a description of the mark, and the publisher's certificate of advertisement. RECOMMENDATION: RETAIN PERMANENTLY.	
63.	TEST BOOK (OATHS) Size: 12" x 14" x 2" Dates: 1795 - - Quantity: 6 volumes File Arrangement: Chronological Index: Thumb index to type of office The Test Book shows the oaths and the signatures of public officials and private persons who are required by law to take oaths prior to entering upon their public duties or vocation. RECOMMENDATION: RETAIN PERMANENTLY.	
64.	COMMISSION BOOK Size: 12" x 14" x 2" Dates: 1800-1895, 1912 - - Quantity: 6 volumes The Commission Books contain transcripts of the commissions issued by the Governor to public officials and officers showing the date, the name of the person commissioned, and the office and term, with the signatures of the Governor and Secretary of State. RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS ALL VOLUMES PRIOR TO 1900.	
65.	CONSTABLES BONDS Size: 10" x 14" x 1" Dates: 1815-1941 Quantity: 5 volumes File Arrangement: Chronological Index: Thumb index This is a record of the bonds of Constables, showing their names, the dates of the bonds, the conditions, and the signatures of the Constables. RECOMMENDATION: RETAIN PERMANENTLY.	

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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.
66.	**DECLARATION OF INTENTION** Size: 11" x 16" x 1" Dates: 1906 - - (last entry 1929) Quantity: 1 volume File Arrangement: Chronological Index: Thumb index Annual Accumulation: Discontinued until Talbot County is residence of the Chief Judge of the Circuit Court (See below) This is a form record filled out by persons wishing to apply for citizenship, showing the name and place of birth, the date, personal description, the place of residence and occupation, and the renouncement of foreign allegiance signed by the applicant. Naturalization proceedings in the Second Circuit are held in the County in which the Chief Judge presently resides--as of this date, in Caroline County. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
67.	**ELECTION RETURNS** Size: 12" x 18" x 2" Dates: 1896 - - Quantity: 2 volumes File Arrangement: Chronological This record contains the certifications by the Board of Canvassers of the official returns in primary, special, and general elections showing the names of persons elected, their addresses, the number of votes received, and the signatures of the members of the Board certifying the results. RECOMMENDATION: RETAIN PERMANENTLY.	
68.	**REGISTER OF INTENDED VOTERS** Size: 14" x 18" x 2" Dates: 1902-1949 Quantity: 2 volumes File Arrangement: Chronological Annual Accumulation: Discontinued Until 1949 persons moving from other counties or states were required to file an intent to register to vote with the Clerk. The Register shows the date, the name of the registrant, residence, age, occupation, color, and date of filing the intent. RECOMMENDATION: RETAIN PERMANENTLY.	

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.
69.	**REGISTRATION PETITION DOCKET** Size: 9" x 13" x ¼" Dates: 1903, 1905 - - Quantity: 3 volumes File Arrangement: Chronological This is a docket-type record of proceedings before the Board of Registry on Petitions for Change in Registration, giving the date, a copy of the petition and the name of the petitioner, the precinct and district number, whether voter's name is to be stricken or added to the Register, and the decision and signatures of the Board members. RECOMMENDATION: RETAIN PERMANENTLY	APPROVED HALL OF RECORDS COMMISSION
70.	**AFFIDAVITS OF REMOVAL** Size: 10" x 16" x 1" Dates: 1901-1927 Quantity: 2 volumes File Arrangement: Chronological Annual Accumulation: Discontinued Index: Thumb index This record is composed of affidavits of removal for the purpose of correcting the Register of Voters, giving the name of the person and date of appearance before the Clerk, the precinct and election district from which the voter is moving, and the new address. RECOMMENDATION: RETAIN PERMANENTLY.	
71.	**NATURALIZATIONS RECORD** Dates: 1802-1906, 1897-1929 Size: 14" x 20" x 1" Quantity: 2 volumes Index: Alphabetical index Annual Accumulation: Discontinued until Talbot County is residence of the Chief Judge of the Circuit Court (see below) This record contains the declaration of intent to become a citizen and the certification, the petition and signed affidavits of witnesses, the oaths of renunciation and allegiance, and the order of the Court admitting the petitioner. In special cases supporting papers are attached. Naturalization proceedings in the Second Circuit are held in the county in which the Chief Judge presently resides--as of this date, in Caroline County. RECOMMENDATION: RETAIN PERMANENTLY.	

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.
72.	**LICENSE RECORD** Size: 18" x 16" x 2" Dates: 1877 - - Quantity: 9 volumes File Arrangement: Chronological Audit: State audit Index: Thumb index The license record covers trader's, vendor's, and other licenses showing the date, the licensee and license number, the location of the business or installation, the term of the license, the Clerk's and State's shares of the fee, and the type or class of fee. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
73.	**OYSTER AND CRABBERS LICENSE RECORD** Size: 14" x 18" x 3" Dates: 1948 - - Quantity: 1 volume File Arrangement: Chronological Audit: State audit Index: Thumb index to type of license This is a record of licenses issued to tongers, crabbers, crab sellers and shippers, crab canners and packers, and clammers, showing the date, the name of the licensee and the license number, the color of the licensee, his address, his age, and the amount of the fee, and the licensee's boat name and boat license number. RECOMMENDATION: RETAIN PERMANENTLY.	
74.	**REGISTER OF PHYSICIANS AND SURGEONS** Dates: 1894 - - Quantity: 2 volumes File Arrangement: Chronological Index: Alphabetical The is a record of licenses or certificates issued by the State Board of Medical Examiners authorizing surgeons, doctors, and other qualified persons to practice medicine in the State, giving the name of the licensee, the date, form and type of application, the date of issuance of the certificate, with a space for remarks of the Board. RECOMMENDATION: RETAIN PERMANENTLY.	
75.	**MARRIAGE RECORD** Dates: 1794 - - Quantity: 15 volumes (cont.)	

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.
	Audit: State audit Index: Thumb index in early volumes, later the Cott System This record gives the names of the applicants, the date of granting the license, race of the applicants and race of the minister. Since 1940 this record contains additional information giving ages, marital status, relationship, if any, addresses, occupation, the license number and the certification of the marriage by the minister, priest or person qualified to perform marriage ceremonies. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
76.	MARRIAGE LICENSE APPLICATION RECORD Size: 12" x 18" x 2" Dates: 1897-1903, 1922-1935 Quantity: 3 volumes File Arrangement: Chronological Index: Thumb index Annual Accumulation: Discontinued This is a serialized application showing names of the parties, their residence, age, color, and nativity; the names of consenting parties if either are minors; relationship, if any; the signatures of the applicant and the Clerk; and the notation of recordation. After July 1, 1952, the applications were combined with the Marriage License Record and a section was added to provide for the Clerk's certification of the Minister's Marriage Return. RECOMMENDATION: RETAIN PERMANENTLY.	
77.	REGISTER OF MIDWIVES Size: 10" x 14" x ½" Dates: 1936 - - Quantity: 1 volume File Arrangement: Chronological This record contains the names of midwives giving the address, the district, the date of registration, and the signatures of the registrants. RECOMMENDATION: RETAIN PERMANENTLY.	
78.	HONORABLE DISCHARGE RECORD Size: 13" x 18" x 3" Dates: 1900 - - Quantity: 2 volumes File Arrangement: Chronological Index: Thumb index	

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.

This is a record composed of typewritten copies of honorable military and naval discharge papers voluntarily deposited for recording. (Art. 17, Sec. 4, Annotated Code of Maryland, 1957 Ed.). The volume for 1900-1921 is entitled "Enlistment Record."

RECOMMENDATION: RETAIN PERMANENTLY.

79. LIST OF TAXPAYERS

Size: 10" x 16" x 1"
Dates: 1904, 1911, 1913, 1932/1933
Quantity: 8 volumes
File Arrangement: Chronological

This is a list of male and female taxpayers arranged alphabetically by district, prepared periodically by the Treasurer for the Clerk as a basic list for selection of persons to serve as jurors.

RECOMMENDATION: RETAIN PERMANENTLY.

80. ROAD MINUTES

Size: 8" x 13" x 2"
Dates: 1798-~~1854~~ 1853
Quantity: 2 volumes
File Arrangement: Chronological

This is a record of proceedings of the Circuit Court on matters pertaining to the division of land in the construction and maintenance of County roads with descriptions and plats of roads and road projects.

RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS.

81. STATE ROADS COMMISSION LAND ACQUISITION DOCKET

Size: 14" x 20" x 2"
Dates: 1957 - -
Quantity: 1 volume
File Arrangement: Chronological
Index: Thumb index to defendant

This is a docket-type record of preliminary procedure in instances in which the State Roads Commission acquires land for highway purposes without condemnation proceedings. Hearings are held before the local Board of Property Review where the matter is generally settled without necessity of instituting condemnation suits. The docket shows the case or docket number, plat numbers, the names of the plaintiff and defendant, the State Roads Commission contract

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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.
	number, the item number, the date of filing the petition and plat with the Clerk, the amount deposited, the date of the landowners request to withdraw funds and the Court order of permission, the check number, the amount, and the name of the person or persons to whom the funds are paid. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
82.	SURVEYORS CERTIFICATES Size: 12" x 14" x ½" Dates: 1905 - - Quantity: 1 volume Index: Thumb index This is a recording of the certificates issued by the Town Engineer in testing variations in compass and transit readings of surveying instruments, showing the name of the surveyor, the date of filing and the recording the instrument number, and the transit and compass recording when tested at meridian in the Courthouse yard. RECOMMENDATION: RETAIN PERMANENTLY.	
83.	PLAT BOOKS Size: 28" x 18" x 2" Dates: 1932 - - Quantity: 15 volumes File Arrangement: Chronological as received Index: General index to land records This file contains plats and maps required to be filed with the Clerk which are too large to file with the original Deeds. RECOMMENDATION: RETAIN PERMANENTLY.	
84.	RECORD OF CEMETERY LOTS OTHER THAN SPRING HILL CEMETERY Size: 16" x 12" x 2" Dates: 1905 - - Quantity: 1 volume File Arrangement: Chronological This is a record of certificates for lots in various cemeteries giving the date, the name of the cemetery, the certificate number, the name of the purchaser, the size, section, and division number of the lot, the purchase price. A perpetual care agreement is included, if made, with the signature of the president or secretary of the cemetery association. RECOMMENDATION: RETAIN PERMANENTLY.	

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.
85.	RECORD OF SPRING HILL CEMETERY TRANSFERS AND PLOTS Dates: 1905 - - Quantity: 2 volumes File Arrangement: Chronological Index: Alphabetical by purchaser This is a record of serialized share certificates for lots in Spring Hill Cemetery giving the name of the corporation, the name of the purchaser, the number of shares, the amount paid, the privileges, the lot and section number, a perpetual care agreement, if made, and the amount paid. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
86.	WOODLAWN MEMORIAL PARK, INC. Size: 12" x 16" x 2" Dates: 1957 - - Quantity: 1 volume Index: Thumb index This record is composed of certificates of ownership of lots in Woodlawn Memorial Park Cemetery showing the names of the owner, the certificate number, the date, the lot, block, section and site numbers, and the signature of the President or the Treasurer of the corporation. RECOMMENDATION: RETAIN PERMANENTLY.	
87.	STALLION LIEN DOCKET Size: 12" x 18" x 2" Dates: 1904-1909 Quantity: 1 volume File Arrangement: Chronological The Stallion Lien Docket shows liens against mares and their foals for the performance of service by stallions for the sum agreed upon, giving the names of the plaintiff and defendant, the name of the stallion, the recording fee, and the amount of the service fee (Chap. 54, Acts of 1904). RECOMMENDATION: RETAIN PERMANENTLY.	

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.
88.	CASH BOOKS (LEDGER) Size: 14" x 24" x 2" Dates: 1897-1899, 1901-1904, 1916-1942, 1945 - - Quantity: 13 volumes 3½ File Arrangement: Chronological Audit: State audit Index: Thumb index to accounts The Cash Books are posted from the Cash Counter Sheets and are the permanent books of entry arranged by accounts in columnar form with ledger-type entries. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
89.	TRIAL MAGISTRATES MOTOR VEHICLE CASE DOCKETS Size: 10" x 14" x 1" Dates: 1941 - - Quantity: 34 volumes 3 File Arrangement: Chronological Audit: State audit Index: Alphabetical index This is a serialized form, prepared by the State Department of Motor Vehicles, for the use of Trial Magistrates in motor vehicle cases giving the case number, date, car license number, the owner's name and address, the violation and citation, the place, the complainant, the name of the arresting officer, the arrest slip number, collateral posted, the date of the trial, the plea and verdict, and the amount of the fine or the term of the commitment. RECOMMENDATION: RETAIN PERMANENTLY.	