

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

SCHEDULE NO. C-57

PAGE NO.

1. Requesting Agency
TALBOT COUNTY

2. Division or Bureau of Requesting Agency
REGISTER OF WILLS

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. GENERAL CORRESPONDENCE

Size: 8 1/2" x 11"
Dates: 1950 - -
Quantity: 1 transfer file, 2 file drawers
File Arrangement: By name of estate
Disposable Amount: 2 cubic feet

This file is composed of routine correspondence and papers--notices to legatees, inquiries, replies, and registered letter receipts. The correspondence and papers relating to the actual probate of wills is filed with the Estate Papers, which are permanently retained.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

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APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Robert R. Storer
Signature

Register of Wills
Title

Nov. 26, 1957
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.

12/5/57
Date

Maria S. Osball
Archivist

DEC 1 1957
Date

[Signature]
Secretary