FORM HR-RM 1
(9-1-53)
Hall of Records Commission

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

SCHEDULE NO. C-109
PAGE NO. 1.

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 [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 THE ORPHANS' COURT** Size: 8" x 16" x 2" Dates: 1852 - - Quantity: 15 volumes File Arrangement: Chronological Index: Thumb index - by name Minutes of the proceedings of the Orphans' Court are a synopsis of Court action pertaining to the probate of wills, the regulation and management of decedent's estates, and to the control of the estates of minors or other persons who are under the especial protection of the law. Est. chap VIII, act 8 Feb, 1777 (abolished Office of Commissary General) RECOMMENDATION: RETAIN PERMANENTLY	APPROVED HALL OF RECORDS COMMISSION
2.	**MINUTES OF THE ORPHANS' COURT (ROUGH DRAFT)** Size: 8" x 12" x ½" Dates: 1865-1866 Quantity: 2 volumes File Arrangement: Chronological These are the rough minutes of the proceedings of the Orphans' Court. RECOMMENDATION: RETAIN PERMANENTLY: TRANSFER TO THE HALL OF RECORDS.	

7. Agency, Division or Bureau Representative

Pierce R. Stark — Signature
Register of Wills — Title
March 5, 1958 — Date

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

3/6/58 — Date
Morris S. Radcliff — Archivist

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

Date
Secretary

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

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. C-109

PAGE NO. 2.

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.	APPEAL FROM THE ORPHANS' COURT Dates: 1901-1902 Quantity: 1 volume File Arrangement: Chronological This is a record of one case, Wrightson and Lowe vs. Tydings and Lowe, which was appealed to the Maryland Court of Appeals from this Talbot County Orphans' Court and remanded by that Court for further proceedings. The appeal was based on a ruling of the Orphans' Court which had the effect of charging desperate and sperate debts against the Executors' accounts. The record contains the appeal, the proceedings of the Orphans' Court, the administration and distribution accounts, the proceedings of the Court of Appeals and the decision of remand for further proceedings and new accounting to the Talbot County Orphans' Court. RECOMMENDATION: RETAIN PERMANENTLY	APPROVED HALL OF RECORDS COMMISSION
4.	ESTATE PAPERS (ADMINISTRATORS AND EXECUTORS) Size: 4" x 11" pockets Dates: 1897 - - Quantity: 243 documents files (combined papers); 53 document files (separate papers) File Arrangement: Chronological by estate numbers (No. 4497 - -) Index: In Key to Administration Accounts (Item 5) This file contains the original papers relating to the probate of wills and the administration of estates by executors and administrators. Each file pocket is assigned an estate number and contains all or some of the following papers: The original will (filed separately, 1790-1912, 9 document drawers Contested wills (filed separately, 1886-1902) Administrators or executors bond (filed separately, 1805-1898), 6 document drawers Appointment of resident agents by executors or administrators Information reports on prior property transfers Inventories - real estate, personal property, money (filed separately, 1880-1897), 6 document drawers Petitions, affidavits, and orders of the Court (filed separately, 1912-1915), 1 document drawer Witnesses' affidavits Renunciations Certifications of publication Accounts of sales - real and personal property (filed separately, 1849-1906), 8 document drawers	

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.
	List of debts Notices to creditors List of dividends and sale of rights (filed separately, 1864-1897), 1 document drawer Administration accounts (filed separately, 1804-1900), 17 document drawers Receipts Distribution accounts (filed separately, 1879-1895), 1 document drawer Releases (filed separately, 1897-1923), 4 document drawers The following recommendation applies to both the combined and separate files. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
5.	KEY TO ADMINISTRATION ACCOUNTS (DOCKET) Quantity: 9 volumes Size: 18" x 20" x 2" Dates: 1864 - - File Arrangement: Chronological Index: Thumb index - by decedent Audit: State audit This record is a synopsis of the Estate Papers--in docket form--showing the estate number, the name of the decedent, the date of issuance of letters testamentary, the names of executors or administrators, the securities, dates of petitions and court orders, inventories and amounts, the accounts of administration, and the distributions and releases, with dates. RECOMMENDATION: RETAIN PERMANENTLY.	
6.	ESTATE PAPERS (GUARDIAN ACCOUNTS) Size: 4" x 11" pockets Dates: 1915 - - Quantity: 10 document files File Arrangement: Chronological - by account number (G 108 - -) Index: Key to Guardians Accounts (Item 7) The Guardian Estate Papers are composed of all or some of the following papers: Petition for guardianship, affidavit, andorder of the Court Guardian bond Inventories Petitions Guardian's account Releases 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.
7.	**KEY TO GUARDIAN ACCOUNTS** Size: 12" x 16" x 2" Dates: 1854 - - Quantity: 4 volumes File Arrangement: Chronological Index: Thumb index - to guardian and ward Audit: State audit This synopsis to the Guardian Estate Papers in docket form shows the case number, the names of the ward and guardian with the date of appointment, the amount of the bond and the names of the securities, dates of distributions and the amounts, the balance to be distributed, if any, and the date of the guardian's release. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
8.	**ESTATE PAPERS - CONTESTED WILLS** Size: 4" x 11" pockets Dates: 1886-1902 Quantity: 2 document file drawers File Arrangement: Chronological Annual Accumulation: Discontinued separate filing Index: Index to Wills and General Index of the Orphans' Court Since 1902 contested wills have been filed with the Estate Papers (Item 4). In addition to the papers normally appearing in the Estate Papers pocket, the following papers are found in this series: The caveat Affidavits Answers and statements Writs, subpoenas and summonses Decree of the Orphans' Court RECOMMENDATION: RETAIN PERMANENTLY	
9.	**CONTESTED WILLS RECORD** Size: 10" x 14" x 2" Dates: 1860-1928 Quantity: 1 volume File Arrangement: Chronological Annual Accumulation: Discontinued Index: Thumb index to estate This is a record of the proceedings in the Orphans' Court on contested wills. The Minutes of the Orphans' Court contain synopses of these proceedings. ~~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.
10.	**GENERAL INDEX OF THE ORPHANS' COURT** Size: 14" x 20" x 3" Dates: 1954 - - Quantity: 1 volume File Arrangement: Chronological Index: Thumb index - Cott System This is a combined index, introduced in 1954, for Wills, Inventories, Administration Accounts, and Distribution Accounts, and replaces the former separate indexes to those series. The liber and folio of the appropriate series is recorded. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
11.	**WILLS (TRANSCRIBED)** Size: 14" x 20" x 3" Dates: 1848 - - Quantity: 21 volumes File Arrangement: Chronological Index: Thumb Index - by decedent This record includes verbatim copies of wills and testaments, the probate order of the Court, and the petitions and oaths. In June, 1952, projection prints of the wills were substituted for hand written and typescript copies. Original wills are filed with the Estate Papers with exceptions noted (Item 4). RECOMMENDATION: RETAIN PERMANENTLY.	
12.	**INDEX OF WILLS** Size: 14" x 20" x 2" Dates: 1669-1953 Quantity: 2 volumes File Arrangement: Chronological Index: Thumb index to decedent This index through 1953 shows the name of the decedent, liber and folio number of the wills transcribed, with a space for remarks. Since 1953, wills have been indexed in the General Index of the Orphans' Court (Item 10), a new record, which also includes indexes to Inventories, Administration Accounts, and Distribution Accounts. 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.
13.	**WILLS AND CERTIFIED COPIES OF WILLS FILED FOR RECORDING AND RECORDED** Dates: 1881 - - Quantity: 3 document file drawers File Arrangement: Chronological Audit: State audit Index: Index to wills This file contains wills, probated in other states, which dispose of property located in Talbot County. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
14.	**WILLS NOT PROBATED** Size: Folded papers Dates: 1884 - - Quantity: 1 document file drawer and 1 volume File Arrangement: Chronological Index: Separate volume - thumb index to estate This file contains wills which have been recorded but not probated in cases in which the deceased has left no administrable estate. RECOMMENDATION: RETAIN PERMANENTLY.	
15.	**WILLS - DEPOSITED** Size: 4" x 11" pockets Dates: 1920 - - Quantity: 17 file pockets File Arrangement: Alphabetical Index: Index of deposited wills This file is composed of wills of living persons deposited for safe-keeping with the Register of Wills (Sec. 93, Art. 387, Annotated Code of Maryland, 1951 Edition). They are indexed in separate volumes (Item 16). RECOMMENDATION: RETAIN UNTIL WITHDRAWN.	
16.	**INDEX OF DEPOSITED WILLS** Size: 6" x 12" x 1" Dates: 1900 - - Quantity: 2 volumes File Arrangement: Chronological This is an index to the wills of living persons, deposited with	

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.
	the Register of Wills, recording the date of deposit, the name of the testator, the amount of the fee, and the date of withdrawal. RECOMMENDATION: RETAIN PERMANENTLY.	
17.	RELEASE OF POWER OF APPOINTMENT Size: 12" x 18" x 2" Dates: 1945 - - Quantity: 1 volume File Arrangement: Chronological Index: Thumb index to estate Wills may expressly provide a power of appointment for legatees having a life interest in an estate to name other than those named as secondary heirs in certain contingencies, thus foreclosing the possibility of double taxation on estates in cases of collateral heirs. The release is signed by the donee or grantee and is witnessed. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
18.	RENUNCIATIONS, APPLICATIONS AND APPOINTMENT OF ADMINISTRATORS, EXECUTORS, AND GUARDIANS. Size: 14" x 18" x 3" Dates: 1900 - - Quantity: 11 volumes File Arrangement: Chronological Index: Thumb index to name This record includes renunciations of letters of administration and testamentary by administrators and guardians, applications for letters of administration and testamentary, and the appointments by the Court of administrators, executors, and guardians. RECOMMENDATION: RETAIN PERMANENTLY.	
19.	OATH OF ADMINISTRATORS AND EXECUTORS Size: 14" x 18" x 3" Dates: 1861 - - Quantity: 10 volumes File Arrangement: Chronological Index: Thumb index to name This is a record of the oaths required from administrators and executors of estates, with signatures, and certification by the Register of Wills. 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.
20.	**BONDS (ADMINISTRATION BONDS)** Size: 14" x 18" x 3" Dates: 1852 - - Quantity: 16 volumes File Arrangement: Chronological Index: Thumb index to principals, securities, and the name of the estate The bonds record shows the names of the estates, the administrators, executors, and guardians, the bondee and securities, the amount of the bond, and the date, the condition and obligation, the dates of approval and recordation with the signature of the Registrar. Photostatic pages were introduced in May, 1953. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
21.	**NOTICE TO CREDITORS** Size: 14" x 18" x 3" Dates: 1904 - - Quantity: 8 volumes File Arrangement: Chronological Index: Thumb index to decedent This is a record of the orders of the Court to the administrator or executor to give the notice to creditors required by law. The notice is published once a week for four successive weeks in a Talbot County newspaper. RECOMMENDATION: RETAIN PERMANENTLY.	
22.	**INVENTORIES** Size: 14" x 20" x 3" Dates: 1851 - - Quantity: 40 volumes File Arrangement: Chronological Index: Thumb index to decedent; Index of Inventories (Item 23), and since 1953 in General Index of the Orphans' Court Audit: State audit The Inventories series records the warrant of the Court naming the appraisers and the signed affirmation or oath of the appraisers, the itemized inventory with estimated valuations, the signed certification of the inventory by the appraisers, the certification signed by the Register of Wills, and the passage and order for recording by the Orphans' Court 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.
23.	**INDEX OF INVENTORIES** Size: 12" x 18" x 1" Dates: 1665-1953 Quantity: 3 volumes File Arrangement: Chronological Index: Thumb index to decedents; General index of the Orphans' Court Annual Accumulation: Discontinued The Index of Inventories lists the name of the decedent and the liber and folio of the Inventories series. Since 1953, Inventories have been indexed in the General Index of the Orphans' Court which also includes indexes for Distributions Accounts, Administration Accounts, and Wills. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
24.	**ACCOUNTS OF DEBTS AND INTEREST** Size: 14" x 18" x 3" Dates: 1846 - - Quantity: 11 volumes File Arrangement: Chronological Index: Thumb Index to name This is an inventory of sperate, doubtful, and desperate debts, interest, and dividends due estates showing the date, the name of the deceased, and the administrator or executor, the debts and the amounts due, and the approval of the Orphans' Court. This record is handwritten and typewritten prior to June, 1952 when projection print copies were introduced. RECOMMENDATION: RETAIN PERMANENTLY.	
25.	**INFORMATION REPORTS** Size: 12" x 12" x 3" Dates: 1941 - - Quantity: 3 volumes File Arrangement: Chronological Index: Thumb index to decedent Audit: State audit Information Reports are required to be presented by the administrator or executor to the Register of Wills (Chapter 790 of the Acts of 1941). This form is supplied by the Comptroller of the Treasury and the information required is for tax purposes on property which may not come through the estate--property transferred within two years prior to death, and interest as joint tenant in	

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.
	in any real personal property, including bank, building, or homestead association accounts. The original form is filed with the Estate Papers (Item 4). RECOMMENDATION: RETAIN PERMANENTLY.	
26.	PETITIONS AND ORDERS Size: 14" x 18" x 3" Dates: 1900 - - Quantity: 14 volumes File Arrangement: Chronological Index: Thumb index to estate This record is composed of transcriptions of all petitions presented to the Orphans' Court with the orders of the Court. The notation of dates of presentation of petitions and orders of the Court appear in the Minutes of the Orphans' Court (Item 1), and the original papers are filed with the Estate Papers (Items 4, 6). RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
27.	REAL ESTATE RECORD Size: 14" x 20" x 3" Dates: 1850 - - Quantity: 12 volumes Index: Thumb index to name of decedent; also in Index to Real Estate Record (Item 28) Audit: State audit This is a record of the acts of administrators, executors, and guardians relating to real property of estates, and includes the Court orders thereon. RECOMMENDATION: RETAIN PERMANENTLY.	
28.	INDEX OF THE REAL ESTATE RECORD Size: 12" x 18" x 1" Dates: 1850 - - Quantity: 1 volume File Arrangement: Chronological Index: Thumb Index to decedent This index shows the name of the decedent, the liber and folio of the series in which it is recorded, with a column for remarks. 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.
29.	ACCOUNT OF SALES Size: 14" x 18" x 3" Dates: 1851 - - Quantity: 17 volumes File Arrangement: Chronological Index: Thumb index to estate Audit: State audit This record is an accounting for and detailed inventory of sales of personal property of deceased persons showing the names, of the deceased, and the purchaser, the property, inventory and sale price, the oath of the administrator or executor, with the notarization and the orders of the Orphans' Court passed thereon. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
30.	ADMINISTRATION ACCOUNTS WITH DISTRIBUTIONS (ENTITLED ADMINISTRATION ACCOUNTS, PRIOR TO JULY, 1895) Size: 14" x 20" x 3" Dates: 1861 - - Quantity: 31 volumes File Arrangement: Chronological Index: Thumb index to decedent; Index to administration accounts; Index of distributions (Items 31, 32), and the General Index of the Orphans' Courts since 1953 (Item 10) Audit: State audit This is a record of administration and distribution reports by administrators or executors of estates showing the itemized assets, disbursements, notarization, and action of the Orphans' Court approving the reports. Prior to 1898, Distributions are included in the Releases Record (Item 33). RECOMMENDATION: RETAIN PERMANENTLY.	
31.	INDEX TO ADMINISTRATION ACCOUNTS Size: 12" x 18" x 1" Dates: 1777-1953 Quantity: 3 volumes File Arrangement: Chronological Annual Accumulation: Discontinued Index: Thumb index to decedents This index shows the name of the decedent, and the liber and folio of the Administration Account series. Since 1953 Administration Accounts have been indexed in the General Index of the Orphans'	

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.
	Court (Item 10), a new record, which includes Inventories, Wills, and Distribution Accounts. RECOMMENDATION: RETAIN PERMANENTLY.	
32.	INDEX OF DISTRIBUTIONS Size: 12" x 18" x 1" Dates: 1859-1953 Quantity: 1 volume File Arrangement: Chronological Annual Accumulation: Discontinued Index: Thumb index to decedent The Distributions Index shows the name of the decedent, and the liber and folio number. Since 1953, Distributions have been indexed in the General Index of the Orphans' Court (Item 10), a new record. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
33.	RELEASE RECORD (ENTITLED DISTRIBUTIONS AND RELEASES, PRIOR TO 1898) Size: 14" x 18" x 3" Dates: 1858 - - Quantity: 20 volumes File Arrangement: Chronological Index: Thumb index to name of decedent; Index to the Release Record (Item 34); Index of Distributions (Item 32) From 1858 to 1898 Distributions appear in the Release Record. Beginning May 17, 1898, they appear with Administration Accounts (Item 30). Releases show the name of the administrator, executor, or guardian, and the estate; the receipts of heirs, wards and others for money and property received, with the amount and value of the property, the date of release and signatures of the witnesses. Since 1957 photostatic sheets have replaced typescript and handwritten pages. RECOMMENDATION: RETAIN PERMANENTLY.	
34.	INDEX TO THE RELEASE RECORD Size: 12" x 18" x 1" Dates: 1858 - - Quantity: 2 volumes File Arrangement: Chronological Index: Thumb index to administrator or executor The Release Record Index lists the name of the legatee or distributee and the liber and folio of the Release Record series. 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.
35.	GUARDIAN ACCOUNTS Size: 14" x 18" x 3" Dates: 1851 - - Quantity: 16 volumes File Arrangement: Chronological Index: Thumb index - by guardian and ward, Key to Guardian Accounts (Item 7) Audit: State audit This record is an itemized account of receipts and expenditures by guardians, showing the names of the guardians and wards, and the approval of the accounts by the Court. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
36.	VALUATIONS AND AWARDS Size: 3½" x 8½" Dates: 1878-1899 Quantity: 1 document file drawer File Arrangement: Chronological Annual Accumulation: Discontinued This file contains the original order of the Court to a named appraiser to appraise the annual income value of property left to minor heirs, and to award the amount for a designated purpose. The appraisal and award includes the oaths of the appraisers and the certification of the Register of Wills. RECOMMENDATION: RETAIN PERMANENTLY.	
37.	INDENTURES Size: 10" x 14" x 2" Dates: 1853 - 1920 Quantity: 2 volumes, 1 document file drawer File Arrangement: Chronological Annual Accumulation: Discontinued Index: Thumb index to apprentice and master This is a record of the placement of minor persons in homes other than their own for a specific period of time and for a specified purpose and imposing expressed conditions on both the apprentice or ward and the master. Original indenture papers for the years 1880-1906, 1912, are filed in one document file. The volume of Indentures for 1855-1865 is a docket-type record. RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS.	

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.
38.	INVENTORIES OF PROPERTY SUBJECT TO TAX BUT NOT TO ADMINISTRATION Size: Folded papers Dates: 1939 - - Quantity: 1 document file File Arrangement: Chronological Audit: State audit This file contains inventories of property subject to tax but not to administration. This file include all or some of the following papers: Warrant and affidavit to appraise Inventory Certification of appraisers Certification of oath by the Register of Wills If the decedent has an estate subject to administration the inventory is filed with the Estate Papers. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
39.	DIVIDEND RECORD Size: 10" x 16" x 2" Dates: 1880-1923 Quantity: 1 volume File Arrangement: Chronological Annual Accumulation: Discontinued Index: Thumb index to estate Audit: State audit The Dividend Record contains an itemized accounting in settlement of insolvent estates, showing the name of the estate, the date of record, the dividend or cents per dollar payable, and the distribution. Since 1923 this information appears in the Administration Accounts. RECOMMENDATION: RETAIN PERMANENTLY.	
40.	REGISTER'S DOCKET Size: 12" x 14" x 2" Dates: 1877-1881, 1877-1914, 1891-1898, 1916 Quantity: 4 volumes File Arrangement: Chronological Annual Accumulation: Discontinued Index: Thumb index to estates This docket records the date, names of the deceased and names of administrators or executors, the inventories and accounts with the dates of recording. Apparently this docket was intended for the	

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.
	reference use of the Register of Wills until the information could be entered in the Key to Administration Accounts where it appears in more detail. RECOMMENDATION: RETAIN PERMANENTLY: TRANSFER TO THE HALL OF RECORDS.	APPROVED HALL OF RECORDS COMMISSION
41.	CONTINUANCE DOCKET Size: 10" x 16" x 1" Dates: 1852-1881 Quantity: 2 volumes File Arrangement: Chronological Annual Accumulation: Discontinued Index: Alphabetical to administrator or executor These dockets record summonses issued to executors and administrators of estates which have not been settled to show cause why they had not rendered an account. The summons shows the name of the person summoned, date of appearance, and date of issue of the summons, the estate, and the nature of the summons. RECOMMENDATION: RETAIN PERMANENTLY: TRANSFER TO THE HALL OF RECORDS	
42.	NEGRO DOCKET Dates: 1855-1867 Quantity: 1 volume This is a docket-type record of warrants and orders of the Orphans' Court to Negroes and Negro minors to appear and show cause why they should not be sold or why they should not be bound out as apprentices in the case of minors. The Court decisions and Court fees are recorded. RECOMMENDATION: RETAIN PERMANENTLY: TRANSFER TO THE HALL OF RECORDS.	
43.	GENERAL LEDGER Size: 14" x 24" x 2" Dates: 1921 - - Quantity: 5 volumes File Arrangement: Chronological Index: By title of account Audit: State audit This fiscal record contains ledger-type entries showing daily receipts and disbursements by accounts. The receipts entries show	

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.

the date, name of the estate, the receipt number (after 1930), the amount of the Register's fee, tax on commissions, the collateral and direct inheritance taxes, sundry receipts and bank deposits. Disbursements list the date, the name of the payee, the check number (after 1930), and amount, with breakdown columns (after 1930) for salaries, expenses, sundry expenses, and remittances to the State Treasurer. Receipts are posted from the Receipt Books (Schedule C-110, Item 1) and disbursements from the checkbook.

RECOMMENDATION: RETAIN PERMANENTLY.

44. CHARGE BOOK

Size: 10" x 14" x 1"
Dates: 1897 - -
Quantity: 8 volumes
File Arrangement: Chronological
Audit: State audit
Index: Thumb index to estate

The Charge Books are arranged by estate and record fees and taxes charged against estates, showing the date, the nature of the fees and taxes, and the amounts. Since 1928, payments have been posted from the Receipts Books (Schedule C-110, Item 1). Prior to 1928, posting was made from the Day Books.

RECOMMENDATION: RETAIN PERMANENTLY.

45. CASH RECEIPTS JOURNAL

Size: 10" x 14" x 1"
Dates: 1897-1931
Quantity: 3 volumes
File Arrangement: Chronological
Annual Accumulation: Discontinued

This fiscal record contains daily entries for fee and tax payments, showing the date, with a breakdown of collections--fees, tax on commissions, collateral inheritance tax, and amounts due the State. The Receipt Books (Schedule C-110, Item 1) have replaced the Journal since 1931 and are posted directly to the General Ledger.

RECOMMENDATION: RETAIN PERMANENTLY.

46. DAY BOOKS

Size: 10" x 14" x 2"
Dates: 1901-1928
Quantity: 3 volumes
File Arrangement: Chronological
Annual Accumulation: Discontinued

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.
	The Day Books record fee and tax charges against estates and payments made, showing dates, the names of the estates, the charges and the class of fee or tax, and the amounts. Charges appear as debits and payments as credits. Payments of charges were posted from the Cash Receipts Journal to the Day Book. The Day Book was posted to the Charge Book until 1928, when it was superseded by the Receipts Books. RECOMMENDATION: RETAIN PERMANENTLY.	
47.	MISCELLANEOUS PAPERS Size: 4" x 4" pockets Dates: 1879-1925 Quantity: 1 document file drawer File Arrangement: None Index: None This file contains certified copies of wills, and original inventories, collection reports, and petitions and orders of the Court, prepared for uses not identified. The original papers in this file are a part of the Estate Papers. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION