

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

SCHEDULE NO. C-174

PAGE NO. 1.

1. Requesting Agency: TALBOT COUNTY
2. Division or Bureau of Requesting Agency: TREASURER

3. Authorization Requested (Check only one of the squares below).

- A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.
- B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.
- C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1. LIST OF SECURITIES

Size: 11" x 16" x 1"
 Dates: 1928-33
 Quantity: 1 volume
 File Arrangement: Chronological
 Annual Accumulation: Discontinued
 Disposable Amount: Less than 1/4 cubic foot

This is a list of names of persons and firms, showing par-value of stock and bonds owned. No assessment amount is recorded and this type of record has been discontinued.

RECOMMENDATION: DESTROY ACCUMULATION.

2. DOG LICENSES

Size: 8" x 14" x 1"
 Dates: 1918, 1921-25, 1926
 Quantity: 6 volumes
 File Arrangement: Chronological and numerical by license number
 Annual Accumulation: Discontinued
 Disposable Amount: Less than 1/2 cubic foot

This is a pre-numbered stub record of dog licenses issued, showing the date, owner, residence, breed of dog and sex, and the amount of fee paid. Dog licenses are no longer issued by the County.

RECOMMENDATION: DESTROY ACCUMULATION.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Charles Julian de Presco Comm *April 30, 1957*
 Signature Title Date

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

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

5/22/57 *Morris S. Redoff* *MAY 28 1957* *[Signature]*
 Date Archivist Date Secretary

REQUEST FOR RECORDS RETENTION FILE
(Continuation Sheet)

Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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3. AUTOMOBILE CERTIFICATES

Size: 11" x 14" x 1"
 Dates: 1935-1937
 Quantity: 1 volume
 File Arrangement: By name of town or district
 Annual Accumulation: Discontinued
 Disposable Amount: Less than 1/4 cubic foot

This was a record of automobiles registered in Talbot County showing the name of owner and address, make of motor vehicle, title number, assessment, and tax. The file is composed of several lists, one for each town or district, and was used for preparing motor vehicle tax notices prior to the present method.

RECOMMENDATION: DESTROY ACCUMULATION.

4. CLAIMS REGISTER

Size: 12" x 18" x 4"
 Dates: 1896-1900
 Quantity: 1 volume
 File Arrangement: Chronological
 Disposable Amount: Less than 1 cubic foot (Discontinued)

The Claims Register is a record of requests for payment out of County funds for services performed in connection with road work, ditching and other County projects. The entries show the names of claimants and amounts claimed, dates filed and approved, the dates paid, and check numbers. This record was apparently extracted from the Levy Lists for special use of the Treasurer.

RECOMMENDATION: DESTROY ACCUMULATION.

5. CHECK RECORD

Size: 16" x 14" x 1"
 Dates: 1862-1880 (2 volumes), 1887-1893 (1 volume), 1897-1901 (1 volume)
 Quantity: 4 volumes
 File Arrangement: By date and check numbers
 Disposable Amount: 1/4 cubic foot (Discontinued)

This record is a list of checks issued by the Treasurer, showing the date, check number, name of payee and amount. This information is posted to the General Cash Book, a final book of entry. The Check Record has no further legal or administrative value.

RECOMMENDATION: DESTROY ACCUMULATION.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
MAY 18 1957
[Signature]
SECRETARY