

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

Hall of Records Commission

Requesting Agency  
WASHINGTON 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 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.	<p><b>FINANCING RECORD</b></p> <p>Size: 12" x 20" x 3" (small books after June 1968 - 8½" x 14" x 3")            Quantity: 67 volumes            Dates: Feb. 1, 1964...            File Arrangement: Chronological by volume number            Index: Debtor Index to Financing Statements (Item 2)</p> <p>This record series consists of photostatic copies of the original financing statements filed with the Clerk of the Circuit Court, pursuant to the Uniform Commercial Code of 1963 (Annotated Code of Maryland, 1957 edition as amended, Art. 95B, Secs. 9-401-406.) The Financing Record includes, in addition to financing statements, continuation statements, assignments, amendments, and collateral releases.</p> <p>A filed financing statement which states a maturity date of the secured obligation of five years or less is effective until such maturity and thereafter for a period of sixty days. Any other filed financing statement is effective for a period of five years from the date of filing. The effectiveness of a filed financing statement with a stated maturity date of five years or less lapses sixty days after the maturity date, and for other filed financing statements, on the expiration of such five-year period, unless a continuation statement is filed prior to the lapse. Upon such lapse, the security interest becomes unperfected.</p> <p>Financing statements involving real property are recorded in the Land Records and cross-indexed to such records in the Debtors' Index to Financing Statements (Item 2).</p> <p>This record supersedes the Conditional Contracts of Sale Dockets, the Bill of Sale and Chattel Records, and the Factors' Liens Record.</p>	
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(continued)

7. Agency, Division or Bureau Representative

*W. J. Baker*  
Signature

Acting Clerk Circuit Court  
Title

March 5, 1969  
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.

MAR 10 1969

Date

*M. S. Deebell*

Archivist

3-19-69

Date

*Charles Stebbins*  
Secretary

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.						
1 (cont.)	RECOMMENDATION: RETAIN FOR FIVE YEARS AND SIXTY DAYS AFTER THE LAST PERTINENT DATE OR RECORD ENTRY THEREIN, THEN DESTROY.							
2	<p>DEBTOR INDEX TO FINANCING STATEMENTS</p> <p>Size: 18" x 20" x 3" Quantity: 8 vols. Dates: Feb. 1, 1964... File Arr.: Cottco Universal, chronological, and alphabetical therein</p> <p>Under the provisions of the Uniform Commercial Code of 1963, (Annotated Code of Md., 1957 edition as amended, Art. 95B, Secs. 9-401-406), the Debtor Index to Financing Statements replaced the Conditional Contracts of Sale Dockets and Index (Item 5), the Bills of Sale and Chattel Records (Item 4), and factors' liens records (also in Item 4).</p> <p>The Cottco Universal Index is arranged by debtor's name, giving name of the secured party or of the assignee, if the paper has been assigned, the identifying file number with the dates, and the liber and folio of recordation, for the following types of instrument:-</p> <table border="0"><tr><td>a. Financing Statements</td><td>d. Assignments</td></tr><tr><td>b. Continuation Statements</td><td>e. Amendments</td></tr><tr><td>c. Termination Statements</td><td>f. Collateral Releases</td></tr></table> <p>If a Financing Statements involves fixtures to land, it is recorded in the Land Records and a notation made to that effect in the Financing Statement Index and, if requested by the secured party, it may also be recorded in the Financing Record.</p> <p>After recordation, the original instrument is returned to the secured party or to his agent.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	a. Financing Statements	d. Assignments	b. Continuation Statements	e. Amendments	c. Termination Statements	f. Collateral Releases	
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b. Continuation Statements	e. Amendments							
c. Termination Statements	f. Collateral Releases							
3	<p>TERMINATION STATEMENTS</p> <p>Size: 12" x 20" x 3" Quantity: 5 vols. Dates: Feb. 1, 1964... File Arr.: Chron. by vol. no. Index: Debtor Index to Financing Statements (Item 2)</p> <p>This series is composed of photostatic copies of the original statements terminating the obligations of debtors as set forth in the filed financing statements (Item 1). Termination statements involving real property are recorded in the Land Records. A termination statement gives the file number, liber and folio of recordation, signature of the secured party, and the Clerk's notation of filing.</p> <p>The recording of termination statements is not mandatory, therefore this series is not necessarily a complete record of termination.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>							

(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE

(Continuation Sheet)

4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

4

**BILLS OF SALE, CHATTEL RECORD, ETC.**

Size: 12" x 20" x 3"

Quantity: 104 vols.

Dates: 1916-1964; DISCONTINUED

File Arr.: Chron. by vol. no.

Index: Cottco Universal, to buyer and mortgagor

This is a record of all instruments pertaining to the mortgage of personal property, including bills of sale and chattel mortgages, factors' liens, chattel deeds of trust and indentures, agreements, assignments, extensions, and releases if recorded. Chattel mortgages relating to fixtures to land were recorded in the Land Records and cross-indexed to the Land Records in the Indexes to Bills of Sale and Chattel Mortgages.

Under the provisions of the Uniform Commercial Code (Ann. Code of Md., 1957 ed. as amended, Art. 95B, Secs. 9-401-406), Financing Statements replaced Bills of Sale and Chattel Mortgages, and a new Index to Financing Statements was substituted for the former indexes and record books; the original paper is returned to the secured party or assignee (if assigned) after recordation. Chapter 578, 1965 Session Laws (Art. 95B, Subtitle 10, Sec. 10-102, Para. 3), provided for destruction of the former records five years and sixty days after the last entry.

RECOMMENDATION: RETAIN RECORDS AND ORIGINAL PAPERS FOR FIVE YEARS AND SIXTY DAYS AFTER RECORDATION, THEN DESTROY.

5

**CONDITIONAL CONTRACTS OF SALE DOCKETS AND INDEXES**

Size: 15" x 18" x 4"

Quantity:

Dates: 1916-1964; DISCONTINUED

File Arr.: Chron.

Index: Cottco Universal, to vendor and vendee

The Dockets give the names of vendor and vendee, dates of filing and of the contract, a brief description of the property involved, the conditions of payment, name of assignee, if any, and date of the assignment, with notation of release if recorded.

Dockets were internally indexed by names of vendors and vendees until June 30, 1937, when the Cottco Universal Index was introduced as a separate index, giving names of vendor and vendee, the date, and the liber and folio of recordation, with a notation of release if recorded.

Conditional Contracts of Sale Dockets and Indexes were superseded in 1964 by the Financing Statements Index, under the provisions of the Uniform Commercial Code of 1963. Chapter 578, Session Laws of 1965, provided that Conditional Contracts of Sale Dockets and Indexes may be destroyed five years and sixty days after the last entry. The original papers are provided for as Item 6 of this schedule.

RECOMMENDATION: RETAIN DOCKETS AND INDEXES FOR FIVE YEARS AND SIXTY DAYS AFTER LAST DOCKET OR INDEX ENTRY, THEN DESTROY.

(continued)

REG. LIST FOR RECORDS RETENTION SCHEDULE  
(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.
6	<p><b>CONDITIONAL CONTRACTS OF SALE PAPERS</b></p> <p>Size: Folded papers Quantity: 50 cu. ft. Dates: 1916-1964; DISCONTINUED File Arr.: Chron. by number assigned as rec'd.</p> <p>The file is composed of Conditional Contracts of Sale, showing the date of the contract, names of vendor and vendee with their signatures, amount involved and conditions of payment, a description of the property, and terms of the contract, a notation of recordation in the Conditional Contracts of Sale Docket (Item 5), and the date of recordation, with notation of release if recorded.</p> <p>Under the Uniform Commercial Code, Conditional Contracts of Sale were superseded in 1964 by the Financing Statements (Items 1 and 2 of this schedule). Chapter 578 of the 1965 Session Laws provided that these papers may be destroyed five years and sixty days after the recordation date.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS AND SIXTY DAYS AFTER RECORDATION, THEN DESTROY.</p>	
7	<p><b>MOTOR VEHICLE DOCKETS AND ARREST TICKETS</b></p> <p>Size: 11" x 16½" x 2" Quantity: 50 cu. ft. Dates: 1948-1958 (skips); DISCONTINUED File Arr.: Chron. Index: Internal alphabetical, to name of defendant</p> <p>The Motor Vehicle Dockets are supplied by the Department of Motor Vehicles to the Maryland courts having original jurisdiction in motor vehicle cases. The dockets are 250-page blank books, into which are stapled the original white copies of the arrest tickets after the trial.</p> <p>Arrest Tickets are made out originally by the arresting officer in quintuplicate and are distributed as follows:-</p> <ol style="list-style-type: none"><li>1. <u>White original</u> - Motor Vehicle Docket</li><li>2. <u>Yellow copy</u> - To Dept. of Motor Vehicles</li><li>3. <u>Orange copy</u> - Retained in the police station</li><li>4. <u>Pink copy</u> - Retained by the arresting officer</li><li>5. <u>White copy</u> - To the defendant</li></ol> <p>The white <u>original</u> and the yellow and orange copies are filed in the court office until disposition of the case, after which disposition is entered on all three copies, with signature of the presiding judge or magistrate. The white original becomes the Motor Vehicle Docket entry and is stapled in the docket and indexed by name of the defendant; the yellow copy is forwarded to the Department of Motor Vehicles; the orange copy is returned to the police station and filed. The pink copy is retained by the arresting officer, who makes his own notation of disposition. The white <u>copy</u> is given to the defendant at the time of arrest.</p>	

REGIST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Item No.

7 (cont.)

The recommendation below applies only to the Motor Vehicle Dockets containing the white originals of the Arrest Tickets. Disposition is governed by the provisions of Chapter 607 of the Laws of Maryland, 1965 session.

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER LAST DOCKET ENTRY, THEN DESTROY.