

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

1. Requesting Agency

**WICOMICO COUNTY**

2. Division or Bureau of Requesting Agency

**SUPERVISOR OF ASSESSMENTS**

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. ASSESSMENT BOOKS**

Size: 18" x 24" x 3"  
Dates: 1866 - -  
Quantity: 357 volumes  
File Arrangement: Chronological, then by district  
Audit: Annual outside audit and State audit  
Index: Thumb index to name

The four election districts: A, B, C, D are divided into nineteen assessment districts. Prior to 1954 property was reassessed every five years; since 1954, every three years on a continuous basis (Art. 81, Sec. 230 (8-B), Annotated Code of Maryland, 1951 Edition). The Assessment Books record the name and address of the owner, a description of the property, increases or decreases, the real and personal assessment, transfers, and the total assessment. A separate volume is prepared for corporations (1947 --, one volume) and is retained in the office of the Board of County Commissioners with the current set of Assessment Books. Separate volumes were prepared for automobiles from 1926 through 1947. The assessment Books are the basis for preparation of the Tax Roll Books by the Board of County Commissioners.

**RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS ALL VOLUMES PRIOR TO 1901.**

APPROVED  
HALL OF RECORDS COMMISSION

**2. PLATS AND MAPS**

Size: 20" x 36" (average)  
Quantity: 5 volumes, 28 rolls, 3 bundles  
File Arrangement: By map number

7. Agency, Division or Bureau Representative

*[Signature]*  
Signature

COUNTY COMMISSIONERS OF WICOMICO COUNTY  
President

Title

December 3, 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

*[Signature]*  
Archivist

Date

Secretary

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
(Continuation Sheet)

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The plats and maps of towns and subdivisions show election districts, property lines, lot and map numbers, streets, recreation areas, highways, and corporation lines. It is planned to add deed references to county maps in the near future. Two complete volumes of these county maps and plats are maintained in the office of the Board of County Commissioners with the current Assessment Books.

**RECOMMENDATION: RETAIN PERMANENTLY.**

**APPROVED**  
**HALL OF RECORDS COMMISSION**