

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

1. Requesting Agency

**WICOMICO COUNTY**

2. Division or Bureau of Requesting Agency

**BOARD OF COUNTY COMMISSIONERS**

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. VOUCHERS**

Size: 3 1/2" x 8"  
Dates: 1928 - -  
Quantity: 50 document files, 8 cartons, 24 transfer files, 31 bundles  
File Arrangement: Chronological by voucher number  
Annual Accumulation: 10 cubic feet, currently  
Disposable Amount: 140 cubic feet  
Audit: Annual outside audit and State audit

The Voucher is returned to the Board for filing when the Treasurer has issued the covering check. Vouchers show the date of check issue, the Voucher and check numbers, the account credited, distribution and account number, and the date of approval, with the signatures of the President of the Board and two members, and of the Treasurer. The Voucher cover contains supporting papers. Since 1929, the Voucher Register, permanently retained, records all vouchers issued with the dates, the names of the payees and the amounts paid.

**RECOMMENDATION: RETAIN FOR FIVE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY BY BURNING.**

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

**COUNTY COMMISSIONERS OF WICOMICO COUNTY**

*Wade H. Anderson*  
Signature

President

December 3, 1957

Title

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

*Morris S. Oadoff*  
Archivist

DEC 10 1957  
Date

*W. H. Anderson*  
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.
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**2. TRIAL MAGISTRATES REPORTS**

Size: 8½" x 11"  
 Dates: 1932 - -  
 Quantity: 1 bundle, 1 file folder  
 File Arrangement: Chronological  
 Audit: Annual outside audit

Trial Magistrates are required to file semi-monthly reports with the Board of County Commissioners (Art. 52, Sec. 115, Annotated Code of Maryland, 1951 Edition). These reports list civil and criminal cases heard and tried, the names of the parties, the nature of the case or offense, judgment rendered, and the amounts of the fines, fees, forfeitures, penalties and costs imposed and collected. The County's share of collections is transmitted to the Board with the report.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY BY BURNING.

**3. GENERAL CORRESPONDENCE**

Size: 8½" x 11"  
 Dates: 1906-1912, 1949 - -  
 Quantity: 10 file drawers, 2 cartons, 21 box files  
 File Arrangement: Alphabetical by subject, then chronological  
 Annual Accumulation: 2 cubic feet  
 Disposable Amount: 12 cubic feet

This file contains correspondence with other county and State agencies, and individuals regarding roads and bridges, school bonds, financial reports and matters pertaining to county administration in general.

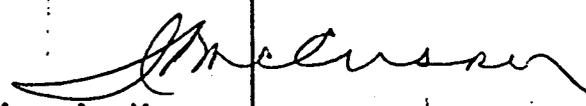
RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY BY BURNING.

**4. STATE TAX COMMISSION CERTIFICATES**

Size: 8½" x 13" sheets  
 Dates: 1936 - -  
 Quantity: 11 folders, 2 document files, 2 bundles  
 File Arrangement: Chronological  
 Disposable Amount: ½ cubic foot  
 Audit: Annual outside audit and State audit

This file is composed of annual serialized certifications by the State Tax Commission of the amount to be assessed against corporations doing business in Wicomico County showing the name of the corporation, the address, the amount of the assessment, and the town and local assessment in cases in which a town is entitled to share in

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(Continuation Sheet)

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the taxes collected. This information is posted to the Assessment Book for corporations.

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5. PERMITS FILE

Size: 9½" x 12" folders  
 Dates: 1940, 1951 - -  
 Quantity: 3 folders, 1 bundle  
 File Arrangement: Chronological

This file includes applications for licenses, with a notation of approval or disapproval of each application; a copy of the Treasurer's receipt for the fee paid is attached, with any supporting papers or correspondence. Permits are issued for trailer and tourist camps, dance halls, gypsy camps, fortune telling, palm reading, the practice of spiritualism, carnivals, circuses, and race tracks. Licenses are renewed annually and a new file is then prepared.

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6. TRANSFER NOTICES

Size: 12" x 18" x 1"  
 Dates: 1931 - -  
 Quantity: 121 volumes, 9 file drawers, 2 cartons, and 20 bundles  
 File Arrangement: Chronological  
 Annual Accumulation: 4 cubic feet  
 Disposable Amount: 92 cubic feet  
 Audit: Annual outside audit and State audit

When property is transferred the necessary debits and credits must be made in the Assessment Books. Transfer Notices are prepared in triplicate; one copy goes to the Supervisor of Assessments, and one to the town of Salisbury for city tax purposes; the third copy remains in the book. The Notice shows the names of the grantor and grantee, the page number of the Assessment Book entry, the district and block numbers, the location of the property, the assessment on land and buildings, and the signature of the person requesting the transfer, with the date of the request.

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7. INCREASE AND DECREASE NOTICES

Size: 5" x 9"  
 Dates: 1952 - -

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*[Handwritten signature]*

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(Continuation Sheet)SCHEDULE  
NO. 0-99PAGE  
NO. 4.

## 5. Description of Records

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

Quantity: 1 file drawer, 1 carton  
File Arrangement: Chronological  
Annual Accumulation:  $\frac{1}{4}$  cubic foot  
Disposable Amount: 2 cubic feet  
Audit: Annual outside audit and State audit

When there is an increase or decrease in an assessment of property the Supervisor of Assessments forwards notice of the change to the Board of County Commissioners for filing and to the Treasurer so that the necessary adjustment may be made in the Treasurer's Tax Roll Books. The Notice shows the name and address of the taxpayer, the date and levy year, the district number, a description of the property, the assessment, and the State and County tax share.

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8. ADMINISTRATIVE ACCOUNTING AND BANKING RECORDS

Dates: 1951 - -  
Quantity: 3 cartons, 2 pads  
File Arrangement: Chronological  
Annual Accumulation:  $\frac{1}{4}$  cubic foot  
Disposable Amount: 2 cubic feet  
Audit: Annual outside audit and State audit

These records are composed of work sheets, trial balances, adding machine tapes, canceled checks and stubs, bank books, and deposit slips.

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*[Handwritten Signature]*