



EST 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 SUPERVISORS OF ELECTIONS

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. REGISTER OF VOTERS (OLD SERIES)

Size: 20" x 16" x 1"
Dates: 1914-1948
Quantity: 120 volumes
File Arrangement: Chronological and by district
Annual Accumulation: Discontinued
Index: Thumb index alphabetically by name

The old series of Registers of Voters is composed of bound volumes, one or more for each of the 16 election districts, showing the residence, postal address, and name of the voter, the party affiliation, whether sworn or affirmed, the age, color, sex, and length of residence in the precinct, County, and State, whether naturalized and the date of naturalization, literacy, if qualified as a voter, the date of the application for registration and signature of the voter, the years in which the registrant voted in primary and general elections, and a column for remarks--moved, dead, canceled. In 1948 this method of registration was superseded by a loose leaf visible system (Item 2).

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative **COUNTY COMMISSIONERS OF WICOMICO COUNTY**

[Signature] President **December 3, 1957**
Signature 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 *[Signature]*
Date Archivist

[Signature]
Date Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

Hall of Records
Commission

4. m 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. REGISTER OF VOTERS (NEW SERIES)

Size: 5" x 9½"
 Dates: 1948 - -
 Quantity: 83 volumes, 3 cartons of inactive cards
 File Arrangement: By precinct and alphabetically by name
 Index: Thumb index, alphabetical

The present method of recording the registration of voters is a visible loose-leaf binder system (Faultless form number VR 758) showing the name of the registrant, district and precinct numbers, the residence and post office address, whether sworn or affirmed, age, color and sex, occupation, place of birth, the term of residence in the precinct or district, County and State, the date of application for registration, literacy, whether the vote is challenged, if applicant is naturalized the date of application for naturalization and the court to which application was made, if qualified and reason for disqualification if not qualified, the signature of the applicant and registration officer, and the voting record of the registrant in primary, general and special elections. The reverse side of the form shows changes of address and changes in party affiliation. The Register is prepared in duplicate; one set is arranged alphabetically by name and is the office copy (white cards), the second set is arranged by district and precinct, then alphabetically by name and is the set which is used at the polls in primary, general and special elections (buff cards). (Art. 33, Sections 15 and 23 (b), Annotated Code of Maryland, 1951 Edition).

RECOMMENDATION: RETAIN BOTH SETS OF REGISTRATION CARDS WHILE CURRENT AND FOR FIVE YEARS AFTER THEY ARE WITHDRAWN BY REASON OF DEATH, REMOVAL, DISQUALIFICATION OR FOR OTHER REASONS AND THEN DESTROY.

3. APPLICATIONS FOR ABSENTEE REGISTRATION BY REGISTERED AND UNREGISTERED VOTERS

Size: 20" x 16" x 1"
 Dates: 1944 - -
 Quantity: 2 volumes
 File Arrangement: Chronological
 Index: Thumb index, alphabetically by name

This record is composed of two volumes, one for registered voters and one for non-registered voters, showing the date of application for an absentee ballot, the place of residence and post office address, the name of the applicant, the party affiliation, the voting precinct, the date of mailing the primary election ballot, the date of application for a general election ballot, and the date of mailing and the date of return of the ballots.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED
HALL OF RECORDS COMMISSION

J. Mccluskey

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

Hall of Records
Commission

5. Description of Records

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

Item No.

4. OATH BOOK

Size: 12" x 18" x 2"
Dates: 1897, 1940 - -
Quantity: 2 volumes
File Arrangement: Chronological

This record contains the printed oath form taken by officers of registration and the judges of elections, showing their signature and the date, affirmation of support of the Constitution of the United States and the Constitution of the State of Maryland, and including a statement to the effect that the election official will not attempt to ascertain the vote of any registered voter.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED
HALL OF RECORDS COMMISSION

J. McInnes