

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

1. Requesting Agency WICOMICO COUNTY	2. Division or Bureau of Requesting Agency REGISTER OF WILLS
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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.	<p><u>RECEIPTS AND DISBURSEMENTS JOURNAL</u></p> <p>Size: 14" x 24" x 1" Dates: 1944 - - Quantity: 1 volume, 1 bundle (1.5) File Arrangement: Chronological Annual Accumulation: Less than 1/4 cubic foot Disposable Amount: 1 cubic foot Audit: State audit</p> <p>This is the daily record of all financial transactions of the office listing the names of the payee or payer, the check or receipt number, the amount and the account credited or debited. A copy of the monthly report of the Register of Wills to the Comptroller of the Treasury is interleaved with the entries each month.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p>
2.	<p><u>RECEIPTS</u></p> <p>Size: 8" x 12" x 1" Dates: 1938 - - Quantity: 120 volumes File Arrangement: By serial number Annual Accumulation: 1/2 cubic foot Disposable Amount: 8 cubic feet Audit: State audit</p>	

7. Agency, Division or Bureau Representative

J. Aubrey Hallerway Signature *Register of Wills* Title *Oct 7 1957* Date

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

10/10/57 Date *Mavis S Radloff* Archivist

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

OCT 14 1957 Date *[Signature]* Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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Receipts for fees, claims, and taxes paid by executors, administrators, and guardians are prepared in triplicate, the original white is given to the payee, one copy (blue) is retained in the receipt book, and the other (yellow) is filed in the Estate Papers file pocket.

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

3. STATE AUDIT REPORT

Size: 4" x 12" x 3"
Dates: 1942 - -
Quantity: 1 file
File Arrangement: Chronological

This file contains the official audit reports prepared periodically by the State Comptroller.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

4. ORDER FOR NOTICE TO CREDITORS

Size: 5" x 8 1/2"
Dates: 1924 - -
Quantity: 3 document files
File Arrangement: Chronological

This is a printed form, signed by the Register of Wills and the administrator or executor, requesting a local paper to publish for four consecutive weeks a notice to creditors of the decedant to file their claims and a notice to persons indebted to the estate to make immediate payment.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY

5. ACCOUNTING RECORDS

Dates: 1924 - -
Quantity: 5 document files
File Arrangement: Chronological
Disposable Amount: 1 cubic foot
Audit: State audit

This file contains receipted bills, canceled checks, check books, and deposit slips.

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

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
OCT 14 1957
[Signature]
SECRETARY