

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

SCHEDULE NO. C-91

PAGE NO. 1

1. Requesting Agency WORCESTER COUNTY	2. Division or Bureau of Requesting Agency SUPERVISOR OF ASSESSMENTS
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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.
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1. REAL ESTATE TRANSFER CARDS

Size: 3" x 5" cards
 Dates: 1940-1952
 Quantity: 1 carton, and 1 card tray
 File Arrangement: Alphabetical by grantor
 Disposable Amount: 1/2 cubic foot
 Annual Accumulation: Discontinued

This file was used to prepare the quarterly report on transfers of County real property for the State Tax Commission. The information appearing on the cards was taken from deeds recorded by the Clerk of the Circuit Court and is posted to the Assessment Book. The cards show the names of the grantor and grantee, the location, the land and improvements assessments, the date and amount of mortgages, if any, the names of the mortgagor and mortgagee, and the consideration. Since 1952, information as here shown has been transcribed directly in the form of the quarterly report to the State Tax Commission and is filed in the General Correspondence File of the Board of County Commissioners. (Schedule C-89, Item 7).

RECOMMENDATION: DESTROY ACCUMULATION.

2. ASSESSORS FIELD NOTES

Size: 9" x 13" x 1/2"
 Dates: 1944-1948
 Quantity: 1 carton
 File Arrangement: By district
 Disposable Amount: 2 cubic feet

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Joseph Harrison Signature President Title 9-17-57 Date

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

19/10/57 Date Morris S. Radoff Archivist

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

007 1 1 1957 Date [Signature] Secretary

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(Continuation Sheet)

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These are rough notes taken in the field showing the name and address of the taxpayer, the Assessment Book page reference, the estimated assessment, and the date. This information is recorded in the Assessment Books, permanently retained.

RECOMMENDATION: DESTROY ACCUMULATION.

APPROVED
HALL OF RECORDS COMMISSION

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