

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

SCHEDULE NO. **C-232**

Hall of Records Commission

PAGE NO. **1.**

1. Requesting Agency <b>WORCESTER COUNTY</b>	2. Division or Bureau of Requesting Agency <b>CLERK OF THE CIRCUIT COURT</b>
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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. COURT PROCEEDINGS

Size: 14" x 20" x 2"  
 Dates: 1796 - -  
 Quantity: 20 volumes  
 File Arrangement: Chronological by court term

The Minutes of the Proceedings of the Worcester County Circuit Court are a summary of all action taken by the court. In the earlier volumes licenses issued by the Clerk were recorded in the Proceedings. Since 1954, the volumes of proceedings have been composed of projection prints.

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER ALL VOLUMES PRIOR TO 1900 TO THE HALL OF RECORDS.

2. COURT PAPERS RELATING TO APPOINTMENTS

Size: Folded papers  
 Dates: 1852-1873  
 Quantity: 5 document files  
 File Arrangement: Chronological by court term

This file is composed of original commissions, petitions, recognizances, certificates of qualification, compliances, and appointments, recorded in the Court Proceedings.

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO THE HALL OF RECORDS.

7. Agency, Division or Bureau Representative

*Frank W. Robes*

Clerk of the Circuit Court

Nov. 3, 1961

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.

11/6/1961  
Date

*Maria S. Radtke*  
Archivist

Date

Secretary



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HALL OF RECORDS COMMISSION

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

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3. DEEDS (ORIGINAL)

Size: Folded papers  
 Dates: 1833 - -  
 Quantity: 320 document files, 2 legal file drawers  
 File Arrangement: Chronological by deed number

Flat filing of deeds has replaced document filing since 1959. Beginning in 1947 deeds have been returned to the grantees after recordation and are only retained by the Clerk in cases in which special exceptions are made.

- A. RECOMMENDATION: RETAIN PERMANENTLY ALL DEEDS PRIOR TO 1947
- B. RECOMMENDATION: RETAIN PERMANENTLY THOSE DEEDS RETAINED BY THE CLERK OF THE CIRCUIT COURT SINCE JANUARY, 1947.

4. LAND RECORDS

Size: 14" x 20" x 3"  
 Dates: 1742 - 1815, 1818 - -  
 Quantity: 363 volumes  
 File Arrangement: Chronological

Deeds, mortgages and chattel records were recorded together until 1921 when deeds and mortgages were separated. Chattel records continued to be recorded with mortgages until 1935 when a separate series was set up for them. Federal Farm Credit Liens were added as a separate series in 1933 and Rights of Way in 1946. Bonds appear in the Land Records from 1742 to 1901. Prior to 1789 and since June, 1952 the records have been reproduced by photographic process and bound.

RECOMMENDATION: RETAIN PERMANENTLY.

5. GENERAL INDEX TO LAND RECORDS

Dates: 1742 - -  
 Quantity: 49 volumes  
 File Arrangement: Chronological  
 Index: Cotco Universal Index

Since 1918 the General Indexes to Land Records have been prepared in separate series for Grantors and Grantees giving the year, month, and day of filing, names of the grantors and grantees, the type of instrument recorded, and date of recordation and a brief description of the property and location.

RECOMMENDATION: RETAIN PERMANENTLY.

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

6. INDEX NAMES OF LAND

Size: 16"x 10"x 2"  
Dates: 1742-1776  
Quantity: 1 volume

This is a record of names of land giving the liber and folio of recordation in the Land Record.

RECOMMENDATION: RETAIN PERMANENTLY.

7. LAND COMMISSIONS

Size: 14" x 24" x 2"  
Dates: 1858-1859  
Quantity: 1 volume

This record contains the minutes of the Land Commission appointed by the Circuit Court for the purpose of establishing boundaries of tracts of land and to divide the real estate of deceased persons. Included are the names of the Commissioners and petitioners with dates, a description of the land, the returns and appraisals, depositions of witnesses, courses and distances of the survey and divisions, plats, and the names of the surveyors with the ratification by the Court and recordation by the Clerk.

RECOMMENDATION: RETAIN PERMANENTLY.

8. TEST BOOKS

Size: 10" x 14" x 2"  
Dates: 1930 - -  
Quantity: 2 volumes  
File Arrangement: Chronological

The Test Books contain the oaths administered by the Clerk of the County Court to public officials, commissions, and notaries, giving the names and addresses of the persons sworn, the title or the office, and the date of qualification.

RECOMMENDATION: RETAIN PERMANENTLY.

9. BONDS (ORIGINAL)

Size: Folded paper  
Dates: 1796-1816, 1911 - -  
Quantity: 5 document files, 1 transfile  
File Arrangement: Chronological

This file is composed of the original bonds and recognizances of administrators, mortgages, public officers, and persons upon which injunctions have been placed. The bonds are recorded in the Bond

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Record (Item 10).

RECOMMENDATION: RETAIN PERMANENTLY.

10. BOND RECORD

Size: 14" x 20" x 3"  
Dates: 1902 - -  
Quantity: 10 volumes  
Index: Thumb index

The Bond Record contains the transcribed original bonds described in Item 9. Bonds are found in the Land Records (Item 4), 1792-1901. In 1955, photographic reproduction was introduced in the recording of bonds.

RECOMMENDATION: RETAIN PERMANENTLY.

11. CLERKS DOCKETS

Dates: 1842-1843, 1901 - -  
Quantity: 192 volumes  
File Arrangement: Chronological by court term

The Clerks Dockets are the official record of action of the Court in civil and criminal trials, appeals, petitions, and presentments giving the case number, lawyers' initials, names of the defendants and plaintiffs, court actions and papers issued by the court with dates, and the disposition of the case. Civil and Criminal cases have been separated in two series beginning in 1939. All other dockets prepared for temporary use in the court room or for transcribing to the Clerks Dockets are considered non-record within the meaning of the statute governing non-record material and may be destroyed as soon as they cease to have further value to the operation of the Court or the Clerk's office (Annotated Code of Maryland 1957 Ed., Art. 41, Sec. 179). The recommendation below pertains only to the Clerks Dockets.

RECOMMENDATION: RETAIN PERMANENTLY.

12. TRIALS (CIVIL AND CRIMINAL PAPERS)

Size: Folded papers  
Dates: 1901 - -  
Quantity: 268 document files, 14 legal file drawers  
Index: Transcript Docket, Criminal Docket, Index to Civil Cases  
File Arrangement: By case number

This record series includes all original papers relating to civil and criminal trials including appearances, orders of the court,

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interrogations, petitions, exceptions, replications, pleas, declarations, summonses, bills of particulars, motions, depositions, and demurrers. Civil and criminal papers were separated in 1947, and flat filing was initiated in 1959 as a new series entitled "Court Papers" under the following headings--Adoptions, Chancery, Civil, Criminal, and Juvenile.

RECOMMENDATION: RETAIN PERMANENTLY.

13. TRANSCRIPT DOCKETS

Size: 22" x 16" x 3"  
Dates: 1818-1824, 1846-1913, 1917-1947  
Quantity: 17 volumes  
File Arrangement: Chronological  
Annual Accumulation: Discontinued  
Index: Thumb index, alphabetical to parties

The Transcript Dockets contains both civil and criminal cases, including judicials, trials, juveniles, and appearances until 1947 when it was discontinued and the Index to Civil Cases and the Criminal Docket were substituted (Items 15, 14).

RECOMMENDATION: RETAIN PERMANENTLY.

14. CRIMINAL DOCKET (CRIMINAL INDEX)

Size: 22" x 14" x 3"  
Dates: 1908 - -  
Quantity: 3 volumes  
File Arrangement: Chronological  
Index: Cott

The Criminal Docket, initiated in 1948 was preceded by the Criminal Index, 1908-1948, and by the Transcript Docket, 1818-1908 (Item 13). The Dockets and Indexes give the names of the defendant and plaintiff, the case number and docket, the court term and the year.

RECOMMENDATION: RETAIN PERMANENTLY.

15. INDEX TO CIVIL CASES

Size: 24" x 16" x 3"  
Dates: 1947 - -  
Quantity: 6 volumes  
File Arrangement: Alphabetical  
Index: Cott

Civil cases were included in the Transcript Docket until 1947 when civil and criminal indexes were separately established (Item 14). The index gives the names of the plaintiffs and defendants, the

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date of filing, and the case number.

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16. CHANCERY PAPERS

Size: Folded papers  
Dates: 1824 - -  
Quantity: 298 document files, 3 legal file drawers  
File Arrangement: Chronological  
Index: Chancery Record

This file contains papers relating to proceedings in equity, including bills of complaint, testimony, petitions and orders of the Court, subpoenas and decrees, reports of tax sales, administration of affairs of persons declared non-compos mentis, intestate estates, orphans placed under jurisdiction of the Court, adoptions, claims, bankruptcies, divorces, foreclosures and land sales and divisions of land. These papers are recorded in the Chancery Record (Item 17). In 1959 flat filing was introduced.

RECOMMENDATION: RETAIN PERMANENTLY.

17. CHANCERY RECORD

Size: 18" x 26" x 3"  
Dates: 1822-1878  
Quantity: 58 volumes  
File Arrangement: Chronological  
Index: Thumb index to plaintiff and defendant

The Chancery Record is a transcription of the chancery papers, described in Item 16. Photographic reproduction of chancery papers was initiated in 1938.

RECOMMENDATION: RETAIN PERMANENTLY.

18. CHANCERY DOCKET

Size: 18" x 26" x 3"  
Dates: 1822 - -  
Quantity: 26 volumes  
File Arrangement: Chronological - by case number  
Index: Alphabetical thumb index to plaintiff and defendant ; CHANCERY INDEX SINCE 1910 - -

This docket is a record of proceedings in equity showing the case number, the initials of the lawyers, the name of the parties, the dates of court actions, the court's decision and court costs.

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19. PERSONAL AUDITS

Size: 16" x 24" x 2"  
Dates: 1890-1917  
Quantity: 1 volume  
Annual Accumulation: Discontinued  
Index: Alphabetical thumb index

This is a record of the audit of sales of property ordered by the Court including inventories, insolvencies and foreclosures. This information appears in the Chancery Records.

RECOMMENDATION: RETAIN PERMANENTLY.

20. RECOGNIZANCE DOCKETS

Size: 14" x 24" x 2"  
Dates: 1915-1939  
Quantity: 2 volumes  
File Arrangement: Chronological  
Annual Accumulation: Discontinued  
Index: Alphabetical thumb index

This record is composed of bonds taken to insure appearances of persons charged giving the names of the defendant and of his securities, the conditions of the bond, the charge, and the appropriate appearance date with the signatures of the Clerk and of the person charged. Recognizances are taken to insure appearance of persons charged before the Circuit Court, the Trial Magistrates Courts or the Grand Jury when notified to appear. Recognizances have been recorded in the Bond Record since 1939.

RECOMMENDATION: RETAIN PERMANENTLY.

21. CONFESSED JUDGMENT DOCKET

Size: 10" x 16" x 1"  
Dates: 1837-1851  
Quantity: 1 volume  
Annual Accumulation: Discontinued

This record contains docket type entries relating to settlement of debts, giving the names of parties, the date, and the amount of debt confessed.

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✓ 22.

STET DOCKETS

Size: 16" x 24" x 2"  
Dates: 1876 - -  
Quantity: 4 volumes  
File Arrangement: Chronological  
Index: Alphabetical thumb index

This is a record of inactive cases stetted by attorneys or by the court after two years have passed without action being taken in the case. The docket gives the date and docket number, the names of the plaintiff and defendant, the procedure in the case and notation of stetting. Stetted cases seldom return to court for further action as they are generally settled outside of court.

RECOMMENDATION: RETAIN PERMANENTLY.

✓ 23.

JUVENILE CAUSE DOCKET

Size: 14" x 22" x 2"  
Dates: 1945 - -  
Quantity: 2 volumes  
File Arrangement: Chronological  
Index: Alphabetical thumb index

This is a docket record of juvenile cases giving the case number, the name of the defendant, and the action with dates taken by the court.

RECOMMENDATION: RETAIN PERMANENTLY.

✓ 24.

INSOLVENT RECORD

Size: 24" x 16" x 2"  
Dates: 1879-1938  
Quantity: 2 volumes  
File Arrangement: Chronological  
Annual Accumulation: Discontinued  
Index: Alphabetical thumb index

This record contains petitions and applications to the Court made by persons who wish to be declared insolvent, giving the name of the applicant, the date of the petition and of the appointment of a trustee, the inventory and report of sale and distribution to claimants, the release of the trustee by the Court and the amounts of Attorney, Clerk, and Sheriff's fees (Annotated Code of Maryland, 1957 Edition, Art. 47, Secs. 1, 2, 5). Insolvencies have been included with Chancery Records since 1938 (Item 17).

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25	<p><u>JUDGMENT BOOK</u></p> <p>Size: 10" x 16" x 1" Dates: 1862-1891 Quantity: 1 volume Annual Accumulation: Discontinued</p> <p>This discontinued record contains a docket type entry for judgments entered in cases tried for debt or by petition giving the names of the parties, the award and costs, the date of the decision and the recordation.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
26.	<p><u>CONDITIONAL CONTRACTS OF SALE DOCKETS</u></p> <p>Size: 14" x 18" x 3" Dates: 1917 - - Quantity: 14 volumes File Arrangement: Chronological Index: Thumb index to parties</p> <p>The docket gives the names of the vendor and vendee, the date and amount of the contract, when and how payable, names of the payee and witness, if any, the date of recordation, a brief description of the goods and chattels, and the date of release if clerk is notified. In cases of extensive contracts, photocopies of the contracts are attached. Original contracts are not retained in the Clerk's files but are returned to the makers by mail.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
27.	<p><u>FACTORS LIEN RECORD</u></p> <p>Size : 24" x 16" x 2" Dates: 1950 - - Quantity: 1 volume Index: Alphabetical thumb index</p> <p>The Factors Lien Record is composed of transcriptions of factors liens, a type of business contract, listing the factors and the borrowers and outlining the procedures or conditions for the transaction of business. A general or contingent lien is included in favor of the factors if certain specified procedures are allowed to lapse by the borrowers. The lien is notarized and a notation of recordation is made by the Clerk (<u>Annotated Code of Maryland, 1957 Edition, Art. 2, Sec. 23</u>).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

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28. MECHANICS LIENS (ORIGINAL)

Size: Folded papers  
Dates: 1956 - -  
Quantity: 1 document file  
File Arrangement: Chronological

Mechanics Liens are recorded in the Mechanics Lien Record.

RECOMMENDATION: RETAIN PERMANENTLY.

29. MECHANICS LIEN RECORD

Size: 24" x 14" x 2"  
Dates: 1931 - -  
Quantity: 5 volumes  
File Arrangement: Chronological  
Index: Alphabetical thumb index

This record contains transcriptions of liens against businesses or persons for services rendered including labor, materials and supplies, giving the names of the parties and date of the lien, the itemized charges, and a notarized affidavit of the correctness of the facts stated. Satisfactions and releases are entered on the face of the liens by the Clerk.

RECOMMENDATION: RETAIN PERMANENTLY.

30. FEDERAL TAX LIEN RECORD

Size: 24" x 16" x 3"  
Dates: 1946 - -  
Quantity: 1 volume  
Index: Alphabetical thumb index

Federal Tax Liens and releases are deposited for recordation with the Clerk who bills the Federal Government for recording fees. The record gives the date of filing, serial number and costs, date of payment when paid, the defendants name and address, the amount of tax assessed, the date of discharge, and the date of filing the certificate of discharge.

RECOMMENDATION: RETAIN PERMANENTLY.

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REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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31.	<p><u>FEDERAL TAX LIENS (ORIGINAL)</u></p> <p>Size: Folded papers Dates: 1946 - - Quantity: 1 document file drawer</p> <p>This file is composed of Federal tax liens deposited with the Clerk for recordation.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
32.	<p><u>ACTS OF INCORPORATION (ORIGINAL)</u></p> <p>Size: Folded papers Dates: 1959 - - Quantity: 1 file drawer File Arrangement: Chronological</p> <p>This file includes all papers which have been deposited for recording in the Incorporation Record, Acts of Incorporation, certificates, mergers, articles of dissolution and revival, amendments, and stock issuance statements. The notarized certifications of the corporation officials and of the State Tax Commission are included.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
33.	<p><u>INCORPORATION RECORD</u></p> <p>Size: 24" x 16" x 4" Dates: 1868-1894, 1925 - - Quantity: 7 volumes File Arrangement: Chronological Index: Alphabetical Thumb Index</p> <p>Incorporations for 1868-1894 are found in the Liquor License Record (Item 47) and for 1856-1864 in the Land Records (Item 4). The Incorporation Record contains the certifications of corporations including articles of incorporation, dissolution and revival, amendments, and stock issuance certifications. The notarized certifications by the corporation officials and the State Tax Commission are included, with the notation of liber and folio of recordation in the charter records of the State Tax Commission.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER VOLUME FOR 1868-1894 TO THE HALL OF RECORDS.</p>	

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34. REGULATIONS REGARDING INCORPORATION OF CHURCHES

Size: 8" x 14" x 1"  
Dates: 1803-1834, 1868-1894  
Quantity: 2 volumes  
File Arrangement: Chronological  
Index: None

This is a record of church incorporations in Worcester County, including articles of incorporation.

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO THE HALL OF RECORDS.

35. TRIAL MAGISTRATES DOCKETS

Size: 16" x 20" x 2"  
Dates: 1946 - -  
Quantity: 41 volumes  
File Arrangement: Chronological

These dockets deposited by trial magistrates for both civil and criminal cases also include motor vehicle cases.

RECOMMENDATION: RETAIN PERMANENTLY.

36. INDEX TO COURT AND MAGISTRATES JUDGMENTS

Size: 22" x 14" x 3"  
Dates: 1900 - -  
Quantity: 4 volumes  
File Arrangement: Chronological  
Index: Cott system

This is a record of Judgments of the Circuit Court and of the Trial Magistrates Courts, if recorded by the Clerk, giving the names of the plaintiffs and defendants and the recordation, the term and year under Court Judgment, and the date of filing under Magistrates Judgments. This index covers the Court dockets and the Magistrates Judgment Record (Item 37).

RECOMMENDATION: RETAIN PERMANENTLY.

37. MAGISTRATES JUDGMENT RECORD

Size: 24" x 16" x 3"  
Dates: 1891 - -  
Quantity: 6 volumes  
File Arrangement: Chronological  
Index: Alphabetical thumb index and Index to Court and Magistrates Judgments

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Item No.

This record includes only judgments recorded by the Clerk, giving the names of the parties, case numbers and abstracts of the cases, the dates of court actions and orders, the judgment and date of filing with the Clerk of the Circuit Court.

RECOMMENDATION: RETAIN PERMANENTLY.

38. RECORD OF BIRTHS

Size: 14" x 20" x 2"  
Dates: 1866, 1898-1906  
Quantity: 2 volumes  
File Arrangement: Chronological

The Birth Record gives the date and place of birth, the name, sex, and color of the child, the names of parents and their occupations, and the date of recordation. The volume for 1866 is apparently incomplete having very few entries.

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO THE HALL OF RECORDS.

39. DEATH RECORD

Size: 14" x 18" x 2"  
Dates: 1898-1906  
Quantity: 2 volumes  
File Arrangement: Chronological

This record gives the name of the decedent and place of death, his color or race, marital status, date of birth and age, occupation, birthplace and name of informant, the name of the local registrar, and the physician's certificate showing cause of death, place of burial, the date, and the name and address of the undertaker.

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO THE HALL OF RECORDS.

40. APPLICATIONS FOR MARRIAGE LICENSES

Size: 12" x 18" x 3"  
Dates: 1866-1952  
File Arrangement: Chronological  
Quantity: 42 volumes  
Annual Accumulation: Discontinued

The applications are serialized giving the names and addresses of the applicants, their ages, color and occupations, the signature of the person consenting if the applicants are under age, the signature of the Clerk, and the date of filing. After June 30, 1952, newly devised forms were substituted and applications appear with

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41.

the Record of Marriages (Item 41).  
RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO HALL OF RECORDS.  
RECORD OF MARRIAGES

Size: 14" x 20" x 2"  
Dates: 1795 - -  
Quantity: 15 volumes  
File Arrangement: Chronological  
Audit: State Audit

The Record of Marriages contains serialized forms giving the names and addresses of the parties, their age, color and birthplace, marital status and signature of person consenting if parties are minors. A separate part of this form is the certificate of marriage return which is filled out by the minister performing the ceremony giving the date and place of the marriage, the name of the minister or person performing the ceremony, and his title, church or office, with a certification by the Clerk of the correctness of the license number and the information on the return. In June, 1952, the Record of Marriage series and the Application for Marriage Licenses (Item 40) were combined in one series.

RECOMMENDATION: RETAIN PERMANENTLY.

42.

DIVORCE DECREES

Size: 16" x 24" x 2"  
Dates: 1908 - -  
Quantity: 4 volumes  
File Arrangement: Chronological  
Index: Alphabetical thumb index

This record gives the names of the parties, the nature of the decree, the date of filing, and the date of the decree and recordation.

RECOMMENDATION: RETAIN PERMANENTLY.

43.

DECLARATION OF INTENTION (TO BECOME NATURALIZED)

Size: 10" x 16" x 1"  
Dates: 1912-1913+  
Quantity: 1 volume  
Annual Accumulation: Discontinued

This record is composed of Federal Forms #2202 giving the name and address of the applicant for naturalization, his age, occupation, color, weight and height, color of eyes and hair, date and place of birth, date of emigration and name of vessel, the port of embarkation and foreign residence, port of arrival and the

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REGISTER FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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date, and a declaration signed by the applicant that he is not an anarchist or polygamist, and that he renounces foreign allegiance. Since 1913 all naturalizations have been taken in the Federal Court sitting in Salisbury.

RECOMMENDATION: RETAIN PERMANENTLY.

44. REGISTER OF INTENT

Size: 14" x 28" x 1"  
Dates: 1936-1948  
Quantity: 1 volume  
Annual Accumulation: Discontinued  
Index: Alphabetical thumb index

The Register gives the date of registration, the name and permanent address of the person, his age and color, occupation, and the place of temporary residence. Until 1949, persons moving from other counties or states were required to file an intent to register to vote with the Clerk of the Circuit Court.

RECOMMENDATION: RETAIN PERMANENTLY.

45. MILITARY DISCHARGE RECORD

Size: 14" x 24" x 3"  
Dates: 1945 - -  
Quantity: 3 volumes  
File Arrangement: Chronological  
Index: Alphabetical thumb index

This record contains copies of honorable discharges of Coast Guard, Marine, Navy, and Army personnel, giving the complete service record with the date of deposit and signature of the Clerk. The recording of discharges is voluntary and this record is therefore not necessarily a complete roster of ex-military personnel of Worcester County.

RECOMMENDATION: RETAIN PERMANENTLY.

46. BEER AND MUSIC BOX LICENSES RECORD

Size: 10" x 16" x 2"  
Dates: 1947-1961  
Quantity: 1 volume  
Annual Accumulation: Discontinued  
Audit: State Audit

This record contains two sections, one for beer and one for music boxes, giving the date of application, the name of the licensee and address, the license number and class of license, and the amount of the fee collected. All beer licensing is now under the

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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.

Board of County Commissioners sitting as the Liquor License Board.

RECOMMENDATION: RETAIN PERMANENTLY.

47. LIQUOR LICENSE RECORD

Size: 9" x 16" x 1"  
Dates: 1868-1961  
Quantity: 3 volumes  
Annual Accumulation: Discontinued  
Audit: State Audit

The Liquor License Record contains petitions, recommendations and actions of the court in granting licenses to druggists to sell liquors for medicinal or sacramental purposes. This volume also contains incorporations for 1868-1874 and the returns of the Judges of Elections in the election of 1874 relating to sale of spiritous liquors in the eight election districts of the County. All liquor licensing is now under the Board of County Commissioners sitting as the Liquor License Board.

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO THE HALL OF RECORDS VOLUME FOR 1874-1882.

48. TRADERS LICENSE RECORD

Size: 28" x 18" x 1"  
Dates: 1955 - -  
Quantity: 2 volumes  
File Arrangement: Chronological  
Audit: State Audit

The Traders License Record is arranged by district or town giving the date of issuance of the license and the number, the name of the firm and location, the names of the officers or partners, and the amount of the fee.

RECOMMENDATION: RETAIN PERMANENTLY.

49. CRAB AND CLAM LICENSE RECORD

Size: 10" x 16" x 2"  
Dates: 1946 - -  
Quantity: 1 volume  
Audit: State Audit

This record gives the date of issue of the license, and the name and address of the applicant, his age and color, the number of the license issued, the type of license and the fee.

RECOMMENDATION: RETAIN PERMANENTLY.

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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.
50.	<p><u>OPTOMETRISTS REGISTER</u></p> <p>Size: 9" x 16" x 1" Dates: 1911 - - Quantity: 1 volume</p> <p>This register gives the name of the optometrist, the date of filing a certificate of registration, a copy of the certificate and the registration number.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
51.	<p><u>REGISTER OF MID-WIVES, PHYSICIANS, AND SURGEONS</u></p> <p>Size: 14" x 28" x 1" Dates: 1905 - - Quantity: 1 volume Index: Alphabetical index</p> <p>This register gives the name of the applicant, the type of application and the date, and the date of issuance of the certificate.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
52.	<p><u>ELECTION RETURNS</u></p> <p>Size: Folded papers Dates: 1959 - - Quantity: 1 document file File Arrangement: By election district</p> <p>The Clerks of Court are required to certify election returns to the Governor, the Secretary of State, and to the State Treasurer for Federal and State offices. (Constitution of Maryland, Art. IV, Sec. 11) <u>Annotated Code of Maryland</u>, Art. 33, Sec. 13. This file contains copies of the returns as made to the Clerk by the Board of Canvassers.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
53.	<p><u>CASH BOOK</u></p> <p>Size: 28" x 18" x 1" Dates: 1955 - - Quantity: 1 volume File Arrangement: Chronological Audit: State Audit</p> <p>The Cash Book is the basic accounting record for the Clerk's</p>	

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Re SEST FOR RECORDS RETENTION Sent: DilyLE  
(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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office and contains both receipts and disbursements in separate sections. The section containing receipts gives the date and name of the payer, the receipt number and the amount of the payment, and the source of the receipt - recordation stamps, notary commissions, hunting and angle licenses, trader and other licenses, marriage licenses, fees, and court costs. Disbursements show the name of the payee, the check number and the amount of the check, with figures broken down by account - salaries, office supplies, and expenses.

RECOMMENDATION: RETAIN PERMANENTLY.

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