

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

SCHEDULE NO. **233**

PAGE NO. **1.**

1. Requesting Agency

WORCESTER COUNTY

2. Division or Bureau of Requesting Agency

CLERK OF THE CIRCUIT COURT

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

1. RELEASED MORTGAGES AND DEEDS OF TRUST

Size: **Folded papers**
Dates: **1892 - -**
Quantity: **68 document files**
File Arrangement: **Chronological**

Mortgages and Deeds of Trust filed with the Clerk for recordation have the notation of release written or stamped on the original paper when released with notation of the series in which the mortgage and release are recorded. According to the provisions of law relating to conveyances, mortgages and deeds of trust must be retained by the Clerk and not removed from his office for a period of twenty-five years after release (unless in cases of partial release) after which they may be destroyed (Annotated Code of Maryland, 1957 Edition, Art. 21, Secs. 35-37). Abstracts of Releases prepared by the Clerk are microfilmed by the Hall of Records and deposited in the Land Office. The abstracts are then destroyed.

RECOMMENDATION: RETAIN FOR TWENTY-FIVE YEARS AFTER DATE OF RELEASE AND THEN DESTROY.

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**APPROVED
HALL OF RECORDS COMMISSION**

7. Agency, Division or Bureau Representative

Frank W. Rowe

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. Rudolf

Archivist

NOV 13 1961

Date

Ludwig Strubich

Secretary

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.

2. CONDITIONAL SALES CONTRACTS (ORIGINAL)

Size: Folded papers
Dates: 1959 - -
Quantity: 1 document file drawer
File Arrangement: Chronological

Conditional contracts of sale are deposited for recording in the Conditional Contracts of Sale Docket which is a permanent record. Many of the counties are now returning the original contract to the maker after recordation. However, in those counties where such contracts are found, the law provides that they may be destroyed five years after recordation (Annotated Code of Maryland, 1957 Ed., Art. 21, Sec. 67 as amended).

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER RECORDATION AND THEN DESTROY.

3. TRIAL MAGISTRATES PAPERS

Size: Folded papers
Dates: 1930 - -
Quantity: 3 document file drawers
File Arrangement: Chronological

These papers which usually accompany the dockets when they are deposited with the Clerk of the Circuit Courts are composed of writs, warrants, subpoenas and miscellaneous papers prepared or issued in the disposition of cases tried before the trial magistrates. The papers may be destroyed three years after deposit with the Clerk but the dockets are permanent records (Annotated Code of Maryland, 1957 Ed., Art. 52, Sec. 31 as amended).

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DEPOSIT AND THEN DESTROY.

4. HUNTING LICENSE APPLICATIONS

Size: Folded papers
Dates: 1957 - -
Quantity: 1 document file drawer
File Arrangement: By license number

This file is composed of the forms for applications for hunting licenses with the number of the license issued written on the face of the form.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

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HALL OF RECORDS COMMISSION

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PUBLIC WORKS
NOV 13 1961
Andrew Stead Jr.
SECRETARY

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| 4 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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5. BEER AND LIQUOR LICENSE APPLICATIONS

Size: Folded papers
Dates: 1949-1961
Quantity: 2 document files, 1 carton
File Arrangement: Chronologically by license number
Annual Accumulation: Discontinued

This file is composed of applications for beer and liquor licenses (Annotated Code of Maryland, 1957 Ed.) under Art. 2b, Secs. 8-17 (Beer and light wine), Secs. 8-19 Beer, wine and liquor) by which the Clerk of Court is authorized to issue beer and light wine licenses for on and off sales, and liquor license on sales to hotels and restaurants in Ocean City. All licensing is now under the Board of County Commissioners sitting as the Liquor License Board.

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

6. GENERAL ACCOUNTING RECORDS

Dates: 1950 - -
Audit: State Audit

The General Accounting Records are composed of the following:

1. Paid bills and invoices, warrants from the State Treasurer, and reports and correspondence with the Comptroller, State Auditor, and other agencies regarding fiscal matters, copies of reports to the State Employees' Retirement System.
2. Banking records, including check stubs, canceled checks, bank statements, deposit slips, and bank books.
3. Reports on fiscal matters to the Game and Inland Fish Commission, Board of County Commissioners, Board of Education, and the Sheriff.
4. Receipt books, payrolls and miscellaneous papers relating thereto, including reconciliation sheets and work papers used in general accounting procedures.

The foregoing records are entered in the Cash Books which are the permanent records of the Clerk's office.

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

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| SECRETARY | |
| NOV 13 1961 | |
| <i>Andrew Stead, Jr.</i> | |
| SECRETARY | |

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. **C-233**
PAGE NO. **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.

7. GENERAL FILE

Size: Legal size
Dates: c. 1940 - -
Quantity: 8 file drawers
File Arrangement: By subject

The General File contains principally correspondence and special reports to county and State departments and agencies. This material should be retained only so long as it has continuing value to the operation of the office or relates to cases which remain unclosed. Such material should be retained for at least three years to meet the legal requirement on records retention, after which time, if it has ceased to be of value, it may be destroyed.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
NOV 13 1961
Andrew Steubert, Jr.
SECRETARY