

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

1. Requesting Agency
WORCESTER COUNTY

2. Division or Bureau of Requesting Agency
BOARD OF COUNTY COMMISSIONERS

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. VOUCHER FILE

Size: 3 1/2" x 9"
Dates: 1941 - -
Quantity: 30 document file drawers
File Arrangement: By voucher number
Annual Accumulation: 1/2 cubic foot
Disposable Amount: 5 cubic feet
Audit: Annual outside audit and State audit

Vouchers are approved by the Board and issued to the Treasurer as authorizations to make payments from County funds. They are serialized and show the date issued, the check number, the name of the payee, and the date approved with the signature of the President and two members of the Board. The reverse side of the voucher shows the basis of payment, the amount, and the fund charged. Bills, invoices, and supporting papers are attached to the voucher before filing.

RECOMMENDATION: RETAIN ^{10 YRS} ~~5~~ YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

2. MISCELLANEOUS INCOME JOURNAL

Size: 8" x 14" x 1/2"
Dates: 1944 - -
Quantity: 4 volumes
File Arrangement: Chronological
Disposable Amount: 1/2 cubic foot
Audit: Annual outside audit

APPROVED
HALL OF RECORDS COMMISSION

5/21/58
Check to Board
Decided to retain
10 years.
G.W.S.

7. Agency, Division or Bureau Representative

Joseph Harrison President
Signature Title

9-17-57
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.

10/10/57
Date

Morris S. Padell
Archivist

DEC 14 1957
Date

[Signature]
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. C-39

PAGE NO. 2.

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.

m
No.

This is a daily record of all cash payments received by the Board of County Commissioners. The Journal is posted to the General Ledger.

RECOMMENDATION: RETAIN FOR ^{FIVE} ~~THREE~~ YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

5/21/58 Board
Checked to
decided to keep
5 years G.W.S.

3. ASSESSMENT CONTROLS

Size: 11" x 8 1/2"
Dates: 1947 - -
Quantity: 66 volumes (7)
File Arrangement: Chronological, then alphabetical by name of taxpayer
Disposable Amount: 2 cubic feet
Audit: Annual outside audit and State audit

This is a series of six annual fiscal summaries including a Revenue Control sheet for the Treasurer's Tax Roll Books. Information for the Revenue Control sheet is taken from the Assessment Books after they are closed on December 31 each year, totals of assessments are shown by district, and are arranged alphabetically, A - Z, by surname of the taxpayer. The totals are divided into classes--merchandise, real, and personal property, and the County and State share of the assessment and taxes. The other five sheets show by district the total assessment for land and improvements, County and State taxes, real and personal property taxes, exemptions, and taxes receivable (in arrears).

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

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HALL OF RECORDS COMMISSION

4. INCREASE AND DECREASE IN ASSESSMENT NOTICES

Size: 12" x 14" x 1"
Dates: 1952 - -
Quantity: 53 bundles (5)
File Arrangement: By district and serial number
Disposable Amount: 4 1/2 cubic feet
Audit: Annual outside audit and State audit

APPROVED BY
BOARD OF PUBLIC WORKS
OCT 14 1957
J. McCusker
SECRETARY

The Increase and Decrease Notices are carbon copies showing the date of the notice and of the hearing, in case of appeal; name and address of the taxpayer; district number; tax year; class of property; the amount of the assessment; and the County and State tax share. In cases of transfers of property the details of the transaction are recorded. Copies are deposited with the Treasurer and Supervisor of Assessments respectively for correction of the Tax Roll Book and Assessment Book.

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

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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.

5. TRIAL MAGISTRATES REPORTS

Size: 11" x 8 1/2"
Dates: 1940 - -
Quantity: 1/4 file drawer, 2 cartons (1)
File Arrangement: Chronological
Disposable Amount: 1/2 cubic foot
Audit: Annual outside audit

Trial Magistrates are required to file semi-monthly reports with the Board of County Commissioners (Art. 52, Sec. 115, Annotated Code of Maryland, 1951 Edition). These reports list civil and criminal cases heard and tried, the names of the parties, the nature of the case or offense, judgment rendered, and the amount of fines, penalties, forfeitures, fees and costs imposed and collected. The County's share of fines and costs is transmitted to the Board with this report.

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

6. TRANSFERS

Size: 4" x 12"
Dates: 1936 - -
Quantity: 3 document file drawers, 10 card file drawers, and 4 cartons
File Arrangement: By district and name
Disposable Amount: 1 cubic foot

When there is a change in the ownership of property a transfer form is prepared by the Board in triplicate, one copy of which is retained and the original and one copy go to the Treasurer and Supervisor of Assessments respectively for posting to the Tax Roll Book and the Assessment Book. The Transfer form shows the names of the grantor and grantee and their addresses, a description of the property, the district, the class and assessment, and the State and County tax shares.

RECOMMENDATION: RETAIN FOR FIFTEEN YEARS AND THEN DESTROY.

7. GENERAL CORRESPONDENCE

Size: 11" x 8 1/2"
Dates: 1944 - -
Quantity: 7 file drawers, 4 cartons
File Arrangement: By subject
Disposable Amount: 8 cubic feet

The General Correspondence files are arranged alphabetically by subject including correspondence and related supporting papers on

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OC 14 1957
[Signature]
SECRETARY

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HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION (SCHEDULE
(Continuation Sheet)

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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projects--undertaken or proposed, assessments and taxes, levies, applications for licenses and permits, commitment papers, and correspondence with State and County agencies. Since 1952, the information formerly shown on the discontinued Real Estate Transfer Cards (Schedule C-91, Item 1) is transcribed directly in the form of the quarterly report to the State Tax Commission and is filed in this General Correspondence File.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

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BOARD OF PUBLIC WORKS
OCT 14 1957
[Signature]
SECRETARY