

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

SCHEDULE NO. **C-204**

PAGE NO. **1**

Requesting Agency - **MONTGOMERY COUNTY  
DEPARTMENT OF PUBLIC LIBRARIES**

2. Division or Bureau of Requesting Agency

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. **LIBRARY BOARD MINUTES**

Dates: 1951 --  
Quantity: 1 linear foot  
File Arrangement: Chronological

This is the official file of minutes of all meetings of the Library Board.

**RECOMMENDATION: RETAIN PERMANENTLY.**

**SHELF LIST CARDS**

Size: 3" x 5"  
Quantity: 66 card drawers  
Annual Accumulation: 7 card drawers  
File Arrangement: Fiction is filed alphabetically by Author's name. Non-fiction is filed by book call number.

A shelf list card is maintained for each title in the County library system. It gives the name of the author, title, publisher, date of publication, and subject headings in the case of non-fiction. The number of copies of the title at each branch library and at Central Headquarters are noted on each card which serves as the inventory system for the Department.

**RECOMMENDATION: RETAIN PERMANENTLY.**

**APPROVED  
HALL OF RECORDS COMMISSION**

7. Agency, Division or Bureau Representative

*George D. Cornwall*  
Signature

*Director*  
Title

*Sept 1, 1961*  
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.

*9/13/1961*  
Date

*Merrin S. Oudell*  
Archivist

SEP 19 1961  
Date

*Ludlow Strubbe*  
Secretary

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(Continuation Sheet)

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3. UNION CARD CATALOG

Size: 3" x 5"  
Quantity: 180 card drawers  
File Arrangement: Alphabetically (by author, title, and subject)

This file is the basic catalog of all books owned by the Department of Public Libraries. It will be replaced within the next several years by a book catalog produced by use of IBM cards. There are counterparts of this catalog in each branch library containing cards for the author and title, (and subject in case of non-fiction) for each book in the collection of that branch.

RECOMMENDATION: RETAIN ALL CARDS UNTIL REPLACED BY A BOOK CATALOG, THEN DESTROY OR REVISE CARDS FOR OTHER PURPOSES.

4. BORROWER REGISTRATION SLIPS

Size: 3" x 5"  
Quantity: 60 card drawers  
Annual Accumulation: 4 card drawers  
File Arrangement: Numerical by registration card number

Borrower Registration Slips are prepared at the branch libraries in duplicate upon submission of an application by a County resident. The slips are sent to Central Headquarters for preparation of a Borrower's card and assignment of a registration number. One copy is returned to the branch with the borrower's card and filed alphabetically. The other copy, retained by the Department, is the official record and is the subject of this recommendation. It is necessary to re-register every three years. At this time new slips are prepared and the old registration slips are destroyed and a new card with a new number is issued. There are approximately 40,000 new borrowers added each year and a total of 130,000 currently registered.

RECOMMENDATION: RETAIN UNTIL REPLACED BY NEW REGISTRATION SLIP (THREE YEARS), AND THEN DESTROY.

5. GENERAL FILES

Dates: 1951 --  
Quantity: 10 file drawers  
Annual Accumulation: 1 file drawer

This file contains correspondence with branches, other library systems, professional and civic organizations and book dealers and publishers. It also contains copies of Purchase Orders, Requisitions, and Partial Delivery Reports, various financial records such as reports from the Department of Finance, personnel records for both resigned and current employees, budget information, dealer's supply

APPROVED  
HALL OF RECORDS COMMISSION

APPROVED BY	SEP 19 1961
SECRETARY	

*Andrew Heubeck, Jr.*

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5. **GENERAL FILES (Continued)**

catalogs, records of periodicals received each month, and other miscellaneous material. Also included are records of fines collected for overdue books at each branch, and other monies collected for lost books or borrower's cards, duplicate pay collections, and for reserved books. These monies and records are sent to the Department of Finance and the records are audited by the internal audit staff of the County.

**RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY ALL MATERIAL NOT HAVING CONTINUING ADMINISTRATIVE VALUE.**

APPROVED  
HALL OF RECORDS COMMISSION

APPROVED BY  
BOARD OF PUBLIC WORKS  
SEP 19 1961  
*Andrew Steubert, Jr.*  
SECRETARY