

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

SCHEDULE NO. **M-13**  
PAGE NO. **1.**

Hall of Records Commission

1. Requesting Agency  
**CITY OF ROCKVILLE, MONTGOMERY COUNTY**

2. Division or Bureau of Requesting Agency  
**FINANCE DEPARTMENT, Tax Division**

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. **TAX COLLECTION DOCKETS**

Size: 11" x 14" x 3"  
Dates: 1917 - - (early years scattered)  
Quantity: 3 1/2 volumes  
File Arrangement: Chronological and by owner of record  
Audit: Annual external audit

The Tax Collection Dockets are prepared by the County Department of Finance for the use of the City of Rockville, both the docket and the tax bill being made up at the same time from the IBM Property Cards. The Dockets give the names and addresses of the property owners, the liber and folio of recordation, the lot and block number, the area, the amount of the assessment on land and on improvements and the total assessment, the city tax and front foot benefit, if any, the total tax, and the amount of interest if unpaid and the date of payment entered by the Tax Division. The Dockets give the amount of taxes credited to Real Estate, Corporation, Personal Business, and to Special Assessments (sidewalks, curbs, driveways and gutters).

**RECOMMENDATION: RETAIN FOR FIVE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.**

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

*W. Healy*  
Signature

*Director of Finance*  
Title

*5/14/62*  
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.

*5/15/1962*  
Date

*Morris S. Rosloff*  
Archivist

MAY 17 1962  
Date

*Richard Stull*  
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. TAX COLLECTION JOURNALS

Size: 18" x 25½" sheets  
Dates: 1960 - -  
Quantity: 4 binders  
File Arrangement: Chronological

This is a daily machine prepared record of tax collections received by the City and by banks authorized to collect taxes giving the name of the taxpayer with a columnar breakdown of tax accounts showing the amounts and totals. This record is used by the Finance officer to reconcile his tax records at the end of each month.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

3. PAID TAX BILLS

Size: 3½" x 4"  
Dates: 1960 - -  
Quantity: 2 file drawers  
File Arrangement: By date and alphabetically by name of taxpayer  
Audit: Annual external audit

The Tax Bills are made up in duplicate at the time the Tax Collection Dockets are prepared and both copies are mailed to the taxpayer. When taxes are paid to the Cashier the carbon and original are receipted, the carbon is given to the payee and the original is forwarded to the Tax Division for recording in the Tax Collection Docket after which it is filed.

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

4. TRANSFERS AND TRANSFER CARD FILE

Size: 3" x 5" cards  
Dates: Current  
Quantity: 6 card trays  
File Arrangement: Alphabetical by name of section or subdivision, then by block and lot number

The County Assessor supplies a yellow copy of the Transfer Slips to the City in transfers relating to Rockville City property. The information on the slip is transcribed on 3" x 5" cards for convenience giving the names of the grantor and the grantees and the date of transfer. The Transfer Slips are filed separately after being transcribed and are considered nonrecord within the meaning of the statute governing nonrecord material (Annotated Code of Maryland, 1957 Edition as amended, Art. 41, Sec. 179) and may be destroyed as

APPROVED  
HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE  
(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.
-------------	---	---

soon as no longer needed by the office.

RECOMMENDATION: RETAIN CARDS WHILE CURRENT OR FOR THREE YEARS, WHICHEVER IS LATER, THEN DESTROY.

5. FRONT FOOT BENEFIT AND SPECIAL ASSESSMENT CARDS

Size: 5" x 8" cards  
Dates: 1950 - -  
Quantity: 3 3-tray card drawers  
File Arrangement: Alphabetical by name of taxpayer

Each card has space for recording twenty years of special assessment and front foot benefit payments giving the name and address of the owner assessed and subsequent owners if property is transferred, the lot, block and front footage, the amount assessed per front foot and total, description of the special assessment work (sidewalk, gutter, water, curb, paving, sewer, or other), the year and amount due, the amount of each installment, the amount of assessment, interest and total assessment paid, and the date of payment and the balance remaining to be paid.

RECOMMENDATION: RETAIN WHILE CURRENT AND FOR THREE YEARS THEREAFTER, THEN DESTROY.

6. FRONT FOOT BENEFIT AND SPECIAL IMPROVEMENT ASSESSMENT CONTROL

Size: 14" x 17" pads  
Dates: 1961 - -  
Quantity: 3 pads  
File Arrangement: Chronological

This is a record of balances due to the City for special assessments and front foot benefits by control number (card number) showing the number of years for which the assessment is to run and the amount due each year. This record is used for preparation of estimates of amounts due for budget purposes and as a check on the Front Foot Benefit and Special Assessment Cards (Item 5). One pad of reconciliation sheets is included in the above quantity.

RECOMMENDATION: RETAIN WHILE CURRENT AND FOR THREE YEARS THEREAFTER, THEN DESTROY.

7. PROJECTS FILE

Size: Folded papers  
Dates: 1940 - -  
Quantity: 7 legal file drawers  
File Arrangement: By tax year and then by project number

The Projects File covers all projects undertaken by the City which

APPROVED  
HALL OF RECORDS COMMISSION

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.
----------	---	---

are assessed to and are reimbursable by the individual taxpayers including front foot benefits (water and sewage), paving, curbs, gutters, sidewalks, and driveways. Each Project File includes all or some of the following materials:

- Advertisement of hearings
- Assessment agreements
- Correspondence
- Hearings
- Inter-office memoranda
- Ordinances and Council Minutes
- Plats and plans
- Prepayment receipts copy
- Work Sheets

Some of the material found in this file is duplicated in the Contract File of the Department of Public Works. The location of underground installations is completely covered in the Plan and Map files of that department.

**RECOMMENDATION: RETAIN FOR TEN YEARS AFTER COMPLETION OF THE CONTRACT, THEN DESTROY.**

8. TAX CERTIFICATIONS

- Size: 8½" x 13" sheets
- Dates: 1954 - -
- Quantity: 1 file drawer
- File Arrangement: Chronological by tax year
- Index: 3" x 5" cards by name of division or section, then by block and lot number

A Tax Certification is issued in duplicate (white and yellow) in case of transfer for legal use in settlement of sales of property with respect to payment or nonpayment of City taxes. The certification gives the lot, block number and subdivision, the names of the owner of record and former owners if transferred within the prior three years, and the amount of real estate and special assessment taxes paid or due, with the signature of the City Clerk. Attached to the Certification (yellow copy) is a receipt copy showing the fee paid for the certification.

**RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.**

APPROVED  
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.
9.	<p><b><u>CORPORATION CERTIFICATION INDEX</u></b></p> <p>Size: 3" x 5" cards            Dates: 1950 - -            Quantity: 1 card tray            File Arrangement: Alphabetical by name of corporation</p> <p>This index is a record of certification of corporation taxes by the State Tax Commission to the County which in turn notifies the City of the tax rate to be applied to corporations doing business within the City. The copies of the certifications are filed in the General File (Item 11).</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	
10.	<p><b><u>GENERAL FILE</u></b></p> <p>Size: Legal size            Dates: 1954 - -            Quantity: 1 file drawer            File Arrangement: By subject            Audit: Internal audit</p> <p>The General File contains material under the following subjects:</p> <ul style="list-style-type: none"> <li>Abatements, Charges and Extensions</li> <li>Business Personal Property</li> <li>Certifications of the State Tax Commission</li> <li>Correspondence</li> <li>Delinquent Tax List by Year</li> <li>Form Letters and Ordinances</li> <li>Inter-office Communications</li> <li>Miscellaneous Plates</li> <li>Refunds and Adjustments</li> <li>State Tax Commission - Corporation Certifications</li> <li>Storm Drain Map</li> <li>Tax Bills Additions and Deletions</li> </ul> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p>	
11.	<p><b><u>ASSESSMENT BOOK</u></b></p> <p>Size: 20" x 24" x 2"            Dates: 1893 - 1908            Quantity: 1 volume</p> <p>This Assessment Book is actually a tax record of property in Rockville giving the name of the owner, date of the assessment, a breakdown of taxes by class and the total taxes due.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

APPROVED  
HALL OF RECORDS COMMISSION