

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

1. Requesting Agency

CITY OF ROCKVILLE, MONTGOMERY COUNTY

2. Division or Bureau of Requesting Agency

CITY ATTORNEY

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. CASE FILES

Size: Legal size
Dates: 1956 - -
Quantity: 2 file drawers
File Arrangement: By subject or by name of defendant

The Case Files contain Court actions and investigations under the jurisdiction of the City Attorney. The subjects and individual cases found in the files change constantly. As soon as a case is closed the folder is transferred to a "Closed File." Some of the entries appearing in the open and closed files are as follows:

- Baltimore and Ohio Railroad
- Bankruptcy - Tax Claims (cases by names of defendants)
- Correspondence - General
- Delinquent Accounts
- Government Immunity
- Insurance - Accidents
- Maryland - National Capitol Park and Planning Commission
- National Association for the Advancement of Colored People
- Parkland Acquisitions
- Private Parking Lots
- Recreation
- Refuse (trash collection)
- School Board
- Suits-Condensation
- Underground Utilities

RECOMMENDATION: RETAIN PERMANENTLY.

**APPROVED
HALL OF RECORDS COMMISSION**

7. Agency, Division or Bureau Representative

William H. ...
Signature

City Attorney

May 28, 1962

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.

6/4/1962
Date

Morris S. ...
Archivist

Date

Secretary