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FORM 101 (11-59) RETAIN-PERM

REQUEST FOR RETENTION PERIOD

Authorization No.

388

Department:

Law

Bureau:

City Solicitor's Office

To: Records Management Officer
Room 408, City Hall, Baltimore, 2, Md.

Record Identification

1. TITLE: Official Opinions	2. Form No. if available	3. Type—(cards, paper, etc.)
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4. Dates	5. Volume accumulated yearly	6. Size of Record	7. Number of copies made
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8. Authorization Requested (check only one (1) of the squares below)

<input type="checkbox"/> A. Establish retention period for records which are accumulating daily.	<input type="checkbox"/> B. Dispose of present accumulation, no additional accumulation anticipated.	<input type="checkbox"/> C. Microfilm and destroy originals.	<input checked="" type="checkbox"/> D. Microfilm and retain originals for length of time indicated below.
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9. Recommended Retention Period

a. In Dept. Permanent	b. In Storage Center	c. Total Microfilm Permanent	10. Equipment and space freed	11. In your opinion does this record have any historical significance? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
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12. DESCRIPTION OF RECORD: (Describe accurately and show recommended retention period.)

These are official Opinions of the City Solicitor's Office, representing the professional decisions or advice rendered.

RETENTION PERIOD REQUESTED: Microfilm in duplicate, retaining the original records and the microfilm permanently.

 Date: 8/28/64

Recommendation of Records Management Officer

13. Recommended Retention Period	14. Disposal Method				
a. In Dept. Permanent	b. In Storage Center	c. Total Permanent	A. To be sold as scrap or waste paper <input type="checkbox"/>	B. To be burned or shredded <input type="checkbox"/>	C. Historical, (to be transferred to Dept. of Legislative Reference) <input type="checkbox"/>

 Date: 8/28/64

APPROVALS OF RECORDS DISPOSAL COMMITTEE

1. APPROVED, CITY TREASURER	<i>[Signature]</i>
2. APPROVED, DIRECTOR, DEPT. OF PUBLIC WORKS	<i>[Signature]</i>
3. APPROVED, DIRECTOR OF THE MUNICIPAL MUSEUM	<i>[Signature]</i>
4. APPROVED, DIRECTOR, DEPT. OF LEGISLATIVE REFERENCE	<i>[Signature]</i>