

MONTGOMERY COUNTY COMMISSIONERS (COUNTY COUNCIL)

Some months ago the records of the administrative agencies of Montgomery County were surveyed by professional record specialists. A schedule of active and inactive retention periods was prepared for each record series at the end of which the records were considered to be of no further value and to be subject to destruction. Just before the end of the year, the County Manager of Montgomery County asked the cooperation of the Archivist in establishing such schedules of destruction in accordance with the provisions of Chapter 755 of the Acts of 1949 which had just become effective. This will be the first application of the act and it is being studied carefully, for it will very likely serve as a precedent for future requests of a similar nature.

PUBLIC WELFARE, DEPARTMENT OF

On November 9, 1948, we were contacted by the Director of the State Department of Public Welfare for advice about the proper disposition of 60,000 individual case records of applications for public assistance in the files of the Baltimore City Department of Public Welfare. These were cases which had been inactive for five years or longer. Subsequent discussion revealed that similar records were on file in the various county welfare boards and would eventually share the fate of the Baltimore City records. This being the situation, we examined the records of the Anne Arundel County Welfare Board, which is conveniently located in Annapolis. We learned that the essential information about each case could be found on the master index card except the total amount paid each individual. This information is recorded elsewhere. Therefore the case records were refused with the recommendation that they be destroyed and the master index cards be retained. It was further suggested that if the retention of the index cards proved too burdensome, they might be copied on microfilm and then destroyed. As yet no certificate of destruction has been filed.

TREASURER

When the State Treasurer moved into the State Office Building some years ago, he left behind in the basement of the Court of Appeals Building a small quantity of his records. These records were offered to us on August 3, 1948. Some of them were transferred (see list of accessions) and the rest, comprising about 200 volumes of Bank Books, 1900-1920,