

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

1. Requesting Agency <b>REGISTER OF WILLS - BALTIMORE CITY</b>	2. Division or Bureau of Requesting Agency
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3. Authorization Requested (Check only one of the squares below).

<input type="checkbox"/> <b>A</b> Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.	<input type="checkbox"/> <b>B</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.	<input type="checkbox"/> <b>C</b> Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.
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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.	<p><b><u>PROCEEDINGS OF THE ORPHANS' COURT</u></b></p> <p>Quantity: 246 volumes            Dates: 1771 - 1851 (26 volumes at the Hall of Records)                      1851 - in Office of Register of Wills            Size of Volumes: average 600 pages, 12½ x 8 x 1½ and 22 x 13 x 3</p> <p>Record of proceedings of the Orphans' Court, giving date, judges present, business transacted. Handwritten to 1927, typewritten thereafter.</p> <p><b>RECOMMENDATION: RETAIN PERMANENTLY.</b></p>	
2.	<p><b><u>INDEX TO PROCEEDINGS</u></b></p> <p>Quantity: 47 volumes            Dates: 1771 - -            Size of Volumes: average 600 pages, 17 x 12 x 3</p> <p>Arranged alphabetically by name of decedent, giving folio numbers and Liber numbers.</p> <p><b>RECOMMENDATION: RETAIN PERMANENTLY.</b></p>	
3.	<p><b><u>ORPHANS' COURT DOCKET</u></b></p> <p>Quantity: 121 volumes            Dates: 1799            Size of Volumes: average 300 pages, 15 x 13 x 2 and 18½ x 13 x 3            Indexed alphabetically by name of executor or administrator to 1876; by name of decedent thereafter.</p>	

7. Agency, Division or Bureau Representative

<i>Leroy C. Shaughnessy</i> Signature	<i>Register of Wills</i> Title	<i>Mar. 11, 1955</i> Date
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Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.	Disposal Authorized as Indicated in Col. 6 by Board of Public Works.
<i>4/6/55</i> Date	<i>Morris S. Rudolph</i> Archivist
	Date
	Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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.
4.	<p>Brief recording of proceedings showing docket number, name of executor or administrator, case number, date, name of estate, action of court, list of costs and date paid.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> <p><u>CITATIONS</u></p> <p>Quantity: 6 volumes Dates: 1848 - 1896 (4 volumes) 1938 - (2 volumes) Size of Volumes: average 300 pages, 18 x 12 x 2 Indexed alphabetically by name of decedent.</p> <p>Record of citations issued to executors and administrators to appear in court showing date, name and reason for appearance.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
5.	<p><u>EXECUTORS DOCKET</u></p> <p>Quantity: 17 volumes Dates: 1888 - 1925 Size of Volumes: average 300 pages, 18½ x 13 x 3 Indexed alphabetically by name of executor or administrator</p> <p>Record of Summons issued to executors and administrators to appear in court, giving date, docket number, folio number, date returned and cause for summons.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
6.	<p><u>APPEALS AND ISSUES</u></p> <p>Quantity: 8 volumes Dates: 1825 - 1884 Size of Volumes: average 480 pages, 17 x 12 x 2½ Indexed alphabetically by name of decedent</p> <p>Record of proceedings in appeals, giving date of session, judges, and officers present, proceedings and issue of the appeal.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
7.	<p><u>DOCKET OF ACCOUNTS</u></p> <p>Quantity: 29 volumes Dates: 1854 - - Size of Volumes: average 700 pages, 16½ x 12 x 3 Indexed alphabetically by name of decedent</p> <p>Record of claims filed against estates giving name of deceased,</p>	

REQUEST FOR RECORDS RETENTION SCHEDULE  
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6. Recommendation of Hall of Records and Board of Public Works.

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date passed, name of claimant, character and amount of claim and date of recordation.

RECOMMENDATION: RETAIN PERMANENTLY.

8. REAL ESTATE DOCKET

Quantity: 2 volumes

Dates: 1870 - -

Size of Volumes: average 200 pages, 14 x 12 x 1 1/2

Indexed alphabetically by name of decedent.

Record of proceedings in the sale of real property, giving name of deceased, and attorney and various actions and dates thereof involved in the sale.

RECOMMENDATION: RETAIN PERMANENTLY.

9. ESTATE DOCKET

Quantity: 77 volumes and 5 supplemental volumes

Dates: 1908 - -

Size of Volumes: average 600 pages, 19 x 12 x 3

Record of proceedings in the settlement of estates, shows date will was filed, notice to creditors, date inventory filed, names of persons to whom letters were granted, amount of bond, surety, solicitors, amount of inventory, amount of sale, debts owing to the estate, overpayments, date of settlement and any remarks.

RECOMMENDATION: RETAIN PERMANENTLY.

10. INDEX TO ESTATE DOCKET

Quantity: 13 volumes

Dates: 1908 - -

Size of Volumes: average 500 pages, 18 x 12 x 2 1/2

Index arranged alphabetically by name of decedent.

RECOMMENDATION: RETAIN PERMANENTLY.

11. ESTATE PAPERS (ORIGINAL PAPERS FILE)

Quantity: 671 legal size drawers (1342 cubic feet)

Dates: January 1925 - -

File Arrangement: numerical

Since January 1925 all original papers in administration proceedings have been filed together with the exception of the will, renunciation and codicils. (The latter are in the Original Wills file, see item 14 below). The original estate papers are recorded in summary form in the Estate Docket.

REQUEST FOR RECORDS RETENTION SCHEDULE  
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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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RECOMMENDATION: RETAIN PERMANENTLY.

12. WILLS

Quantity: 254 volumes  
 Dates: 1675 - 1852 -(24 volumes at Hall of Records)  
           1852 - at Register of Wills  
 Size of Volumes: average 550 pages, 17 x 12 x 3 and 18½ x 12 x 3  
 Indexed alphabetically by name of decedent (also general index).

Recorded copies of wills and codicils of Baltimore County, 1675 to 1851, and of Baltimore City only after 1851. Also contain the recordation of certified copies of wills of non-resident property owners, signatures of witnesses, certifications that no other will exists, certifications of witnesses, probate of court, signatures of judges and date of recording.

RECOMMENDATION: RETAIN PERMANENTLY.

13. INDEX TO WILLS

Quantity: 11 volumes  
 Dates: 1664 - at Register of Wills  
 Size of Volumes: average 400 pages, 17½ x 10½ x 2½  
 Arranged alphabetically by name of decedent.

RECOMMENDATION: RETAIN PERMANENTLY.

14. ORIGINAL WILLS

Quantity: 765 document type drawers (554 cubic feet)  
 Dates: 1664 - 1778 (at Hall of Records - 22 boxes)  
           1778 - at Register of Wills  
 File Arrangement: numerical

The original will, codicils and renunciations are filed together in manila envelopes. The envelope shows the date filed and location of recordation.

RECOMMENDATION: RETAIN PERMANENTLY.

15. RENUNCIATIONS

Quantity: 40 volumes  
 Dates: 1825 - -  
 Size of Volumes: average 525 pages, 16 x 12 x 3  
 Indexed alphabetically by name of decedent

Record of renunciation of the right to administer an estate, giving reason, approval by heirs, name of administrator appointed, date letters of administration were granted, bond and commitment of goods

REQUEST FOR RECORDS RETENTION SCHEDULE  
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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.
	<p>and chattels to administrator.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
16.	<p><u>ORIGINAL RENUNCIATIONS</u></p> <p>Quantity: 20 document size drawers (15 cubic feet)            Dates: 1825 - 1925            File Arrangement: chronological</p> <p>These are the original renunciations filed with the Register in cases where the deceased died intestate. Since 1925 renunciations in this category have been included in the Estate Papers file (see Item 11).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
17.	<p><u>ADMINISTRATIONS</u></p> <p>Quantity: 70 volumes            Dates: 1776 - 1950            Size of Volumes: average 500 pages, 17 x 13 x 3            Indexed alphabetically by name of decedent (also a general index)</p> <p>Since 1851 the pages of these volumes are printed forms entitled, "Registry of Administrations Granted in Baltimore City on the Estates of Deceased Persons". The form shows date when letters of administration were granted and filed, file number assigned, name of deceased, date of death, died intestate or not, name of persons to whom letters were granted, collateral, names of securities, amount of inventory, sales, debts, payments and disbursements and any remarks.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
18.	<p><u>INDEX TO ADMINISTRATIONS</u></p> <p>Quantity: 23 volumes            Dates: 1776 - 1950            Size of Volumes: average 350 pages, 17½ x 11 x 2            Indexed alphabetically according to name of decedent</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
19.	<p><u>ADMINISTRATOR'S BONDS</u></p> <p>Quantity: 187 volumes            Dates: 1667 - 1852 (20 Volumes at Hall of Records)                  1852 - at Register of Wills            Size of Volumes: average 650 pages, 18½ x 13 x 4            Indexed alphabetically by name of decedent</p>	

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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.

20.

OATHS OF EXECUTORS AND ADMINISTRATORS

Recorded copy of bonds of executors and administrators giving names of bondee and sureties, amount and date of bond, condition and obligation, name of deceased, signatures of sureties, dates of approval and recordation and signature of register.

RECOMMENDATION: RETAIN PERMANENTLY.

Quantity: 54 volumes

Dates: 1845 - 1925

Size of Volumes: average 500 pages, 18½ x 13 x 2½

Indexed alphabetically by name of decedent

Recorded oaths of executors and administrators showing name of deceased, copy of oath, signature of person taking oath, address and certification of Register.

RECOMMENDATION: RETAIN PERMANENTLY.

21.

INVENTORIES

Quantity: 326 volumes

Dates: 1666 - 1852 (66 volumes at Hall of Records)

1852 - at Register of Wills

Size of Volumes: average 540 pages, 17 x 10 x 2½ and 19 x 13 x 3

Indexed alphabetically by name of decedent (also general index)

Inventories of estates filed by executor or administrator, showing date, itemized list of property with values, description of real property, where land records are recorded, oath, signatures of appraisers and certification of register.

RECOMMENDATION: RETAIN PERMANENTLY.

22.

INDEX TO INVENTORIES

Quantity: 20 volumes

Dates: 1699 - -

Size of Volumes: average 350 pages, 17 x 11 x 2½

Indexed alphabetically by name of decedent

RECOMMENDATION: RETAIN PERMANENTLY

23.

ORIGINAL INVENTORIES

Quantity: 715 document size drawers (535 cubic feet)

Dates: 1676 - 1788 (at Hall of Records - 34 boxes)

1783 - 1925 at Register of Wills

These are the original inventories which are recorded in the Inventory volumes. Since 1925 they have been included in the Estate

REQUEST FOR RECORDS RETENTION SCHEDULE  
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## 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.

Item  
No.

Papers File ( See Item 11)

RECOMMENDATION: RETAIN PERMANENTLY.

24. DELINQUENT INVENTORIES

Quantity: 6 volumes

Dates: 1911 - 1924

Size of Volumes: average 300 pages, 18 x 12 x 2 $\frac{1}{2}$

Indexed alphabetically by name of decedent

Record of order to administrator or executor to file an inventory, showing location in Estate Docket, name of administrator or executor, amount of bond, date of notice and any remarks.

RECOMMENDATION: RETAIN PERMANENTLY.

25. ACCOUNT OF SALES

Quantity: 182 volumes

Dates: 1780 -

Size of Volumes: average 600 pages, 18 x 12 x 3

Indexed alphabetically by name of decedent (also general index)

Recordation of sales of property by executors and administrators, giving name of deceased, date of sale, description of property sold, oath of executor and administrator, signature of notary, date ratified and signatures of judges.

RECOMMENDATION: RETAIN PERMANENTLY.

26. INDEX TO ACCOUNT OF SALES

Quantity: 11 volumes

Dates: 1780 - -

Size of Volumes: average 400 pages, 17 x 11 x 2 $\frac{1}{2}$

Index arranged alphabetically by name of decedent

RECOMMENDATION: RETAIN PERMANENTLY.

27. ORIGINAL ACCOUNTS

Quantity: 246 document size drawers (194 $\frac{1}{2}$  cubic feet)

Dates: 1780 - 1788 (At Hall of Records - 25 boxes)

1788 - 1925 at Register of Wills

These are the records of account of sales which are recorded in the Account of Sales Volumes (Item 25). Since 1925 they have been included in the Estate Papers File (see Item 11).

RECOMMENDATION: RETAIN PERMANENTLY.

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

## 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.

28. REAL ESTATE

Quantity: 5 volumes  
Dates: 1870 - -  
Size of Volumes: average 525 pages, 19 x 13 x 3  
Indexed alphabetically by name of decedent

Recording of proceedings in sales of land, showing petition for order of sale, answer of defendants, order of sale, sale contract, report of sale with acknowledgements, description of land order use, ratification by Orphans' Court and date of recording.

RECOMMENDATION: RETAIN PERMANENTLY.

29. ADMINISTRATION OF ACCOUNTS

Quantity: 440 volumes  
Dates: 1792 - 1852 (58 volumes at Hall of Records)  
Size of Volumes: average 560 pages, 16 x 11 x 13 and 19 x 13 x 3  
Indexed alphabetically by name of decedent (also general index)

Recorded copies of reports of executors and administrators for first subsequent and final accounts, showing name of deceased, inventory of estate, receipts, expenditures, bills, balance, oath of administrator or executor and signature of register.

RECOMMENDATION: RETAIN PERMANENTLY.

30. INDEX TO ADMINISTRATION ACCOUNTS

Quantity: 28 volumes  
Dates: 1631 - 1893  
Size of Volumes: average 575 pages, 18 x 9 x 2½  
Indexed alphabetically by name of decedent

RECOMMENDATION: RETAIN PERMANENTLY

31. GUARDIAN BONDS

Quantity: 29 volumes  
Dates: 1777 - 1852 (1 volume at Hall of Records)  
1852 - at Register of Wills  
Size of Volumes: average 525 pages, 15 x 10 x 2 and 18½ x 13 x 4  
Indexed alphabetically by name of ward

Recordation of bonds of guardians, giving names of deceased, ward, guardian and sureties, amount and terms of bond, date approved by the court, date of recording and signature of register.

RECOMMENDATION: RETAIN PERMANENTLY.



REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

Hall of Records  
Commission

5. Description of Records

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6. Recommendation of Hall of Records and Board of Public Works.

Item No.

32. ANNUAL VALUE OF REAL ESTATE

Quantity: 1 volume  
Dates: 1825 - 1904  
Size of Volume: 350 pages, 16½ x 10½ x 1½  
Indexed alphabetically by name of decedent

Recorded reports of appointed appraisers, showing value of real property of estate, description of property, valuation, oath and signature of appraisers and signature of register.

RECOMMENDATION: RETAIN PERMANENTLY.

33. GUARDIAN ACCOUNTS

Quantity: 96 volumes  
Dates: 1786 - 1851 (25 volumes at Hall of Records  
1851 - at Register of Wills  
Size of Volumes: average 530 pages, 13 x 13 x 3  
Indexed alphabetically by name of ward (also General Index)

Recording of accounts submitted by guardians showing receipts, disbursements and distribution of real and personal property.

RECOMMENDATION: RETAIN PERMANENTLY.

34. INDEX TO GUARDIAN ACCOUNTS

Quantity: 9 volumes  
Dates: 1786 -  
Size of Volumes: average 400 pages, 17 x 11 x 2  
Indexed and arranged alphabetically by name of ward

RECOMMENDATION: RETAIN PERMANENTLY.

35. ORIGINAL GUARDIAN ACCOUNTS

Quantity: 147 document drawers (110 cubic feet)  
Dates: 1786 - 1925  
File Arrangement: numerical

These are the original papers of guardian accounts which are recorded in the Guardian Account Volumes. Since 1925 they have been included in the Estate Papers File (See Item 11).

RECOMMENDATION: RETAIN PERMANENTLY.

36. GUARDIAN DOCKET

Quantity: 22 volumes  
Dates: 1777 - 1950  
Size of Volumes: average 335 pages, 13 x 8½ x 2½ and 18½ x 13 x 4

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.
	<p>Indexed alphabetically by name of ward</p> <p>Record of proceedings in guardianships showing age and name of ward, date and amount of bond, sureties, amount of inventory, allowances, balance and date of settlement.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
37.	<p><u>GUARDIAN ESTATE DOCKET</u></p> <p>Quantity: 6 volumes and 1 supplemental volume Date: 1924 - - Size of Volume: average 600 pages, 18½ x 13 x 3 Entries are chronological, there is no index</p> <p>Record of proceedings in guardianships, showing date, name and age of ward, name and address of guardian, amount of bond, sureties, dates of various proceedings regarding guardianship.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
38.	<p><u>RELEASES</u></p> <p>Quantity: 364 volumes Dates: 1810 - - Size of Volumes: average 600 pages, 18 x 12 x 3 Indexed alphabetically by name of decedent to 1943 (also General Index)</p> <p>Recordation of releases of executors, administrators, and guardians, and receipts of heirs, wards and others for money and property received, showing names of payee and payor, amounts of money and value of property, date of release, signatures of witnesses and register.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
39.	<p><u>INDEX TO RELEASES</u></p> <p>Quantity: 10 volumes Dates: 1810 - - Size of Volumes: average 400 pages, 17½ x 11 x 2½ Indexed alphabetically by name of decedent</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
40.	<p><u>ORIGINAL RELEASES</u></p> <p>Quantity: 264 document drawers Dates: 1810 - 1925 File Arrangement: chronological</p>	

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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.
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Original papers of material recorded in the Releases Volumes. Since 1925 they have been included in the Estate Papers File (See Item 11)

RECOMMENDATION: RETAIN PERMANENTLY.

41. RELEASE OF TRUSTEES

Quantity: 8 volumes  
Dates: 1907 - -  
Size of Volumes: average 650 pages, 18½ x 12½ x 3  
Indexed alphabetically by name of decedent

Recordation of the release of the trustee by the heir, showing receipts for property received, name of trustees, executor and deceased, amount, description and value of property, date, signature of trustee, witnesses, notary and register.

RECOMMENDATION: RETAIN PERMANENTLY.

42. INDENTURES

Quantity: 26 volumes  
Dates: 1794 - 1916  
Size of Volumes: average 550 pages, 15 x 10½ x 2½  
Indexed alphabetically by name of apprentice

Recorded copies of contracts binding minors to apprenticeship, giving names of apprentice, master and witnesses, age of apprentice, terms of contract, signatures and dates received, filed, recorded and examined.

RECOMMENDATION: RETAIN PERMANENTLY.

43. LEGAL AGE DOCKET

Quantity: 1 volume  
Dates: 1905 - 1924  
Size of Volume: 600 pages, 17 x 14 x 3½  
Arranged alphabetically by name of minor

Record of date when ward attained legal age, showing names of guardian and ward, date of settlement and location of entry in Guardian Docket.

RECOMMENDATION: RETAIN PERMANENTLY.

44. EXECUTORS COPIES

Quantity: 5 volumes  
Dates: 1902 - 1919  
Size of Volumes: average 275 pages, 14½ x 9 x 1½  
Entries are chronological, there is no index.

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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.

Recording of monthly statement of accounts filed by executors, administrators and guardians.

RECOMMENDATION: RETAIN PERMANENTLY.

45. INHERITANCE TAX CO-TENANCY

Quantity: 6 volumes

Dates: 1936 - -

Size of Volumes: average 600 pages, 18 1/2 x 13 x 3

Indexed alphabetically by name of decedent and joint owner, direct and reverse.

Record of inheritance taxes due on property of deceased persons held in joint-tenancy, gives description and value of property, amount taxable, amount of taxes due.

RECOMMENDATION: RETAIN PERMANENTLY.

46. PETITIONS

Quantity: 570 document size drawers (427 1/2 cubic feet)

Dates: 1780 - 1788 (2 boxes at the Hall of Records)

1783 - at Register of Wills

Original petitions filed with the Register of Wills are not recorded in any location in the volumes of the Orphans' Court. Sufficient information from the petition is noted in the Proceedings for the purposes of the Court.

RECOMMENDATION: RETAIN PERMANENTLY.

47. RELEASE OF POWER OF APPOINTMENT UNDER WILL

Quantity: 1 volume

Date: 1943

Size; average 300 pages, 13 x 19 x 3

An heir who can devise his estate to his heirs can, if he chooses, relinquish that right. (Chapter 870, Acts of 1943). This law was passed in accordance with a Federal Statute as a method of avoiding double taxation on inheritances. This volume contains the recordation of the release.

RECOMMENDATION: RETAIN PERMANENTLY.

48. INDEX TO RELEASE OF POWER OF APPOINTMENT

Quantity: 2 volumes

Date: 1943 -

Size 12 x 17 x 2 1/2, 250 pages

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Hall of Records  
Commission

5. Description of Records

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6. Recommendation of Hall of Records and Board of Public Works.

Item No.

Index is in two volumes, one volume by donor other by donee

RECOMMENDATION: RETAIN PERMANENTLY.

49. ORIGINALS OF RELEASE OF POWER OF APPOINTMENT

Dates: 1943 - -

Originals are filed with the Estate Papers (See Item 11)

RECOMMENDATION: RETAIN PERMANENTLY.

50. SMALL ESTATES

Quantity: 11 volumes

Dates: 1945

Size of Volumes: average 300 pages, 13 x 19 x 3

Indexed alphabetically by name of decedent.

Small estates involve only property other than real estate amounting to less than \$500.00, providing that the deceased died intestate. The recording is a preprinted form showing time and place of death, known heirs, creditors, debtors, assets and settlement.

RECOMMENDATION: RETAIN PERMANENTLY.

51. ORIGINALS SMALL ESTATES

Quantity: 12 document drawers (8 cubic feet)

Dates: 1945 - -

File Arrangement: numerically by liber and folio number

Originals are exact duplicates of the recorded form in the volumes. (See Item 50).

RECOMMENDATION: RETAIN PERMANENTLY.

52. TRUST ESTATES

Quantity: 2 volumes

Dates: 1930 - -

Size of Volumes: 13 x 19 x 3

Indexed alphabetically by name of decedent

Recorded inventory of trust estates showing expenditures, disbursements and taxes. Terms of the trust are not recorded in this volume.

RECOMMENDATION: RETAIN PERMANENTLY.

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(Continuation Sheet)

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Commission

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53.	<p><u>ORIGINALS - TRUST ESTATES</u></p> <p>Quantity: 2 document drawers (1½ cubic feet)            Dates: 1930 - -            File Arrangement: numerically by Liber and folio number</p> <p>Original Accounts of Trust Estates recorded in the Trust Estates Volumes:</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
54.	<p><u>DEED OF TRUST DOCKET</u></p> <p>Quantity: 1 volume            Date: 1953 - -            Size of Volume: average 300 pages, 13 x 19 x 3            Indexed alphabetically by name of decedent</p> <p>Recordation of all actions regarding the trust under deed and giving location of trust in the Estate Volume.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
55.	<p><u>JOINT BANK ACCOUNT</u></p> <p>Quantity: 3 volumes            Dates: 1936 -            Size of Volumes: average 300 pages, 10 x 12 x 3</p> <p>Record of inheritance taxes due on money held in a joint bank account by the deceased and a survivor shows date of death, survivor, relationship, bank, amount, amount of tax, payment of tax.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
56.	<p><u>GUARDIAN CITATION</u></p> <p>Quantity: 4 volumes            Dates: 1864 - 1891            Size of Volumes: average 250 pages, 14 x 12 x 2            Indexed alphabetically by name of guardian</p> <p>Recordation of summonses to guardians to appear before the court and give an accounting.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
57.	<p><u>TAX BOOK ORPHANS' COURT</u></p> <p>Quantity: 5 volumes            Dates: 1879 - 1883, 1 volume                  1887 - 1890, 1 volume                  1915 - 1930, 3 volumes</p>	

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

Hall of Records  
Commission

4.  
Item  
No.

5. Description of Records

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6. Recommendation of Hall of Records and Board of Public Works.

Size of Volumes: average 550 pages, 14 $\frac{1}{2}$  x 9 x 3  
Entries are made chronologically, there is no index.

Record of inheritance taxes paid showing date, names of administrator or executor and deceased, value of estate and percent and amount of tax.

RECOMMENDATION: RETAIN PERMANENTLY.