

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

JUDICIARY OF MARYLAND		Circuit Court Washington County
AGENCY		DIVISION
Item No.	Description	Retention
Section I Administrative Records		
1.	<u>Administrative Operation Files</u> Correspondence, reports, and miscellaneous papers relating to the operation of the office including formal and informal opinions of the Attorney General.	Retain permanently opinions and correspondence to and from the Attorney General and material relating to office organization as well as all material having continuing legal or administrative value to the operation of the office. Retain all other material, including general correspondence, for three (3) years, then destroy.
2.	<u>Agency Records</u> Listing of companies licensed to operate in the county with names of their agents and dates of recordation.	Transfer to the State Archives for permanent retention.
3.	<u>Assignment Notice Sheets</u> Record of setting dates for trials, criminal, equity, and law.	Retain for three (3) years after last pertinent entry, then destroy.
4.	<u>Bills of Sale</u> (See Financing Record, Indexes, and Papers, Item 19)	

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

11-22-85  
Date

*Vaughn J. Baker*  
Signature  
CLERK  
Title

VAUGHN J. BAKER

12/12/85  
Date

*Edward G. ...*  
Signature  
State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

Item No.	Description	Retention
5.	<p><u>Bond Records and Related Papers</u> Records of Bonds of Public Officers and trustees and bonds filed in court cases with names, sureties, and amounts of the bonds.</p>	<p>Transfer Bond Records to the State Archives for permanent retention. Retain original bonds and related papers for twelve (12) years after recordation, then destroy.</p>
6.	<p><u>Charter Records</u> (See Corporation Records, Indexes, and Papers, Item 12.)</p>	
7.	<p><u>Chattel Records</u> (See Financing Records, Indexes, and Papers, Item 19.)</p>	
8.	<p><u>Chiropractors</u> (See Profession Registers, Item 34.)</p>	
9.	<p><u>Commission and Appointment Records</u> (See also Oath and Test Books, Item 29.) Governor's appoints of public officers and officials.</p>	<p>Transfer to the State Archives for permanent retention.</p>
10.	<p><u>Conditional Contracts of Sales</u> (See Financing Records, Indexes, and Papers, Item 19.)</p>	
11.	<p><u>Limited Partnership and Dissolution Records</u> Record of Limited Partnerships establishing or dissolving the charters of churches, associations, businesses and societies.</p>	<p>Transfer to the State Archives for permanent retention.</p>
12.	<p><u>Corporation Records, Indexes, and Papers</u> Incorporations, amendments and related papers.</p>	<p>Transfer Corporation Records and Indexes to the State Archives for permanent retention. Retain papers for three (3) years after recording, then destroy.</p>
13.	<p><u>Correspondence</u> (See Administrative Operation File, Item 1.)</p>	
14.	<p><u>Court Minute Books</u> (See also Verbatim Proceedings of the Court, Item 38.) Summary of Court Proceedings.</p>	<p>Transfer to the State Archives for permanent retention.</p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

Item No.	Description	Retention
15.	<p><u>Court Papers</u> Case related papers will be found in the case files under the type of proceedings to which they pertain, Sections III through VII. Noncase related papers are contained in this section and filed principally for recording purposes after which they may be returned to the makers or retained for three (3) years and destroyed.</p>	<p>Retain noncase related papers for three (3) years, then destroy.</p>
16.	<p><u>Court Proceedings</u> (See Court Minute Books, Item 14 and Verbatim Proceedings of the Court, Item 38.)</p>	
17.	<p><u>Dockets</u> Miscellaneous dockets including Appeals, Clerks' Dockets and Indices, Cases Instituted, Executions, Stet Dockets, and Subpoena Dockets, etc. Not listed under Sections III through VIII.</p>	<p>Transfer all dockets to the State Archives for permanent retention.</p>
18.	<p><u>Election Return Records and Related Papers</u> Reports of the Board of Canvassers to the Clerks of the Circuit Courts.</p>	<p>Transfer to the State Archives for permanent retention.</p>
19.	<p><u>Financing Records, Indices, and Papers</u> In 1964, Financing Records replaced Chattel Records, Bills of Sales, and Conditional Contracts of Sales.</p>	<p>Retain Financing Record Indices permanently. Retain closed Financing Record Books and papers for twelve (12) years, then destroy.</p>
20.	<p><u>Incorporations</u> (See Corporation Records, Indices, and Papers, Item 12.)</p>	
21.	<p><u>Jury Selection System</u> Listings of names and dates of service, Jury Qualification Form, Summons, Voter computer printout, and administrative directives.</p>	<p>Retain Jury Selection Records in the custody of the Clerk or the Jury Commissioner for four (4) years, then destroy.</p>
22.	<p><u>Licenses</u> (See Fiscal Records, Section II.)</p>	
23.	<p><u>Lien Records/Dockets, Indices and Papers</u> (See also Land Records, Section VI, Item 2.) Includes Public Defender and District Court liens, Boat Liens, Factors, Hospital, Mechanics, Federal and State Tax Liens, etc.</p>	<p>Transfer Lien Records and Indices to the State Archives for permanent retention. Retain papers not returned to the makers for three (3) years after recordation, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE  
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Item No.	Description	Retention
24.	<u>Medical Examiners</u> (See Profession Registers, Item 34.)	
25.	<u>Midwives</u> (See Profession Registers, Item 34.)	
26.	<u>Military Discharge Records</u> Armed Services discharges recorded pursuant to individual request.	Transfer to the State Archiv for permanent retention.
27.	<u>Minutes of the Court</u> (See Court Minute Books, Item 14, and Verbatim Pro- ceedings of the Court, Item 38.)	
28.	<u>Naturalization Records</u> Documentation of naturalization of aliens, including forms, miscellaneous papers and book records.	Transfer to the State Archiv for permanent retention.
29.	<u>Oath and Test Books</u> Oaths required of elected and appointed public officers, officials and attorneys admitted to the bar, with signatures and dates.	Transfer to the State Archiv for permanent retention.
30.	<u>Osteopaths</u> (See Profession Registers, Item 34.)	
31.	<u>Personnel Files</u> Records of office employees including book records, forms, cards, and correspondence.	Retain for five (5) years after termination of service then destroy.
32.	<u>Physicians and Surgeons</u> (See Profession Registers, Item 34.)	
33.	<u>Proceedings of the Court</u> (See Court Minute Books, Item 14, and Verbatim Proceedings of the Courts, Item 38.)	
34.	<u>Profession Registers</u> Separate registers prepared for recording the licensing of Physicians and Surgeons, Medical Examiners, Midwives, Chiropractors, Osteopaths, etc.	Transfer to the State Archiv for permanent retention.
35.	<u>Tapes and Discs</u> (See Verbatim Proceedings, Item 38.)	
36.	<u>Test Books</u> (See Oath and Test Books, Item 29.)	

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Item No.	Description	Retention
37.	<u>Transcripts</u> (See Verbatim Proceedings, Item 38.)	
38.	<u>Verbatim Proceedings of the Court</u> (See also Court Minute Books, Item 14.) Verbatim proceedings in the form of typescript, tapes, discs, or other electronic media.	Transfer typescript copies of proceedings to the State Archives for permanent retention. Retain tapes, discs or other types of electronic recordings of proceedings for twelve (12) years, then erase or destroy except recordings selected for deposit in the State Archives.

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Item No.	Description	Retention
	<p>Section II Fiscal Records</p> <p>This series includes all standard State Accounting forms as well as other accounting media which provide supporting data for the Special and General Accounting records. The Court will use all of the following records which are governed by the indicated retention period:</p>	
1.	<p><u>Accounting Records</u>            Audit Reports            General Ledgers (Daily Computer Printouts to be retained in the absence of ledgers - see Item 6.)            License Record Books (business, liquor, hunting, fishing, etc.)            (See also License Copies and Stubs, Item 6.)</p>	<p>Transfer License Record Books            General Ledger (to July 1, 1984), and Audit Reports to the State Archives for permanent retention. Retain Daily Computer Printouts (after July 1, 1984) for three (3) years, then destroy.</p>
2.	<p><u>General Accounting Records</u>            Certificate of Deposit and Bank Deposit Slips            Distribution of Charges            Memorandum of Adjustments            Monthly Report of State Funds Collected and Deposited            Transmittals</p>	<p>Retain for three (3) years and/or until all audit requirements have been fulfilled then destroy.</p>
3.	<p><u>Purchasing Records</u>            Actual Emergency and Repairs Report            Copy of Contract Awarded            Credit Memorandum            Notice of Award of Contract            Out-of-Schedule Requisition for Supplies            Purchase Order            Report of Partial Delivery            Requisition for Supplies (Also Agency Inter-office Requisitions)            Stores Requisition</p>	<p>Retain for three (3) years and/or until all audit requirements have been fulfilled then destroy.</p>
4.	<p><u>Budget and Fiscal Planning Records</u>            Budget Estimates            Budget Schedule Amendment            Materials and Supplies Physical Inventory            Report of Fixed Assets            Report of Material and Supplies            Request for Position Action</p>	<p>Retain for three (3) years and/or until all audit requirements have been fulfilled then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE  
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Item No.	Description	Retention
5.	<p><u>Payroll Accounting Records</u>                      Employee Roster Card File                      Payroll and Check Register                      Payroll Exceptions Time Report                      Payroll Transmittals                      Payroll Warrants                      Withholding Tax Forms and Statements                      (Local, State, and Federal)</p>	<p>Retain for three (3) years and/or until all audit requirements have been fulfilled then destroy.</p>
6.	<p><u>Miscellaneous Accounting Records</u>                      Bank Books, Statements, and Deposit Receipts                      Budget Papers and Work Sheets                      Cancelled Checks, Check Copies and Check Stubs                      Cash Receipt and Disbursements Journals (See General Ledgers, Item 1.)                      Daily and Monthly Time Sheets                      Delivery Order and Receipt                      Gas Withdrawal Tickets and Mileage Records                      License Copies and Stubs (including business, liquor, hunting, fishing, etc.)                      Paid Bills and Invoices                      Periodic Financial Reports to Local and State agencies.                      Receipt Copies and Stubs                      Reconciliation and Trial Balance Sheets                      Requisitions and Purchase Orders</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Item No.	Description	Retention
<p>Section III Criminal Records</p>		
1.	<p><u>Criminal Case Files</u> Papers filed in criminal trials.</p>	<p>Retain case files for twelve (12) years after closure, then destroy.</p>
2.	<p><u>Dockets and Indexes</u> (See also Administrative Records, Section I, Item 17 and Law Records, Section VII, Item 11.) Docket entries by case numbers, indexed by names of parties including Criminal Dockets, Defective Delinquents, Domestic Information, Extraditions, Grand Jury, Indictment, Post Conviction, Probation and Parole, Recognizances, State's Attorney, and Trial Dockets, etc.</p>	<p>Transfer to the State Archives for permanent retention.</p>
3.	<p><u>Criminal/Judgement Records</u> Summaries of Proceedings in Criminal trials with judgements, fines, forfeitures, and liens, including post conviction and criminal acquittal case files.</p>	<p>Transfer to the State Archives for permanent retention.</p>
4.	<p><u>Minutes and Proceedings</u> (See Administrative Records, Section I, Items 14 and 38.)</p>	
5.	<p><u>Motor Vehicles</u> (See Administrative Records, Section I, Item 38 and Law Records, Section VII, Item 11.)</p>	
6.	<p><u>Natural Resources</u> (See Administrative Records, Section I, Item 38 and Law Records, Section VII, Item 11.)</p>	
7.	<p><u>Transcripts, Tapes, and Discs</u> (See Administrative Records, Section I, Item 38.)</p>	



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Item No.	Description	Retention
<p>Section IV Equity/Chancery Records</p>		
1.	<p><u>Adoption Dockets, Indices, and Case Files</u> Adoption dockets and case files are closed records, open to inspection only by order of the Court; indices, if separate from the dockets, are not closed and are available for inspection.</p>	Retain permanently.
2.	<p><u>Bond Record Books</u> (See Administrative Records, Section I, Item 5.)</p>	
3.	<p><u>Divorce Decree Record</u> Papers filed in divorce proceedings, docketed and recorded.</p>	Transfer to the State Archives for permanent retention.
4.	<p><u>Equity/Chancery Case Files and Indices</u> Paper filed in equity proceedings, brief book record of proceedings with index.</p>	Transfer to the State Archives for permanent retention.
5.	<p><u>Equity/Chancery Dockets</u> (See also Administrative Records, Section I, Item 17.) Proceedings docketed by case numbers and indexed by names of parties. In some courts, the photographic reproduction of entries made on the outside of the file jackets have replaced the individual entry type dockets and are subject to the same retention period.</p>	Transfer to the State Archives for permanent retention.
6.	<p><u>Civil/Special Dockets</u> Papers filed in divorce proceedings, docketed and recorded and papers filed in equity proceedings, brief book record of proceedings with index.</p>	Transfer to the State Archives for permanent retention.
7.	<p><u>Equity Transcripts, Tapes, and Discs</u> (See Administrative Records, Section I, Item 38.)</p>	
8.	<p><u>Executions/Judicials</u> (See Administrative Records, Section I, Item 17.)</p>	
9.	<p><u>Guardianship (Without Adoption Provisions)</u> (See Items 4, 5, and 6.)</p>	

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Item No.	Description	Retention
10.	<p><u>Guardianship Dockets, Case Files and Indices</u> (With Adoption Provisions) (See also Item 1.)</p> <p>Proceedings in guardianship with right to consent to adoption and guardianship with right to consent to long-term care short of adoption are closed records, not open to inspection except by court order. Indices, if separate from the dockets, are not closed and are available for inspection.</p>	<p>Retain permanently.</p>
11.	<p><u>Minutes and Proceedings</u> (See Administrative Records, Section I, Items 14 and 38.)</p>	
12.	<p><u>Paternity Dockets and Papers</u> Record of paternity proceedings and supporting papers.</p>	<p>Transfer to the State Archives for permanent retention.</p>
13.	<p><u>Receiverships</u> (See Items 4, 5, and 6.)</p>	
14.	<p><u>Transcripts, Tapes and Discs</u> (See Administrative Records, Section I, Item 38.)</p>	
15.	<p><u>Trust Dockets, Indices, and Case Files</u> (See also Items 4, 5, and 6.) Proceedings in the audit trust estates.</p>	<p>Transfer dockets and indices to the State Archives for permanent retention.</p>
16.	<p><u>Trustees' Releases</u> Releases of trustees from further participation in the administration of trust estates.</p>	<p>Transfer to the State Archives for permanent retention.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE  
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Item No.	Description	Retention
1.	<p style="text-align: center;">Section V Juvenile Records</p> <p><u>Case Files, Dockets, and Indices</u> Records of cases involving juveniles heard by a Juvenile Court or the Circuit Court sitting as a Juvenile Court. These records files, dockets, and indices, are closed records and available for examination only by order of the Court.</p>	<p>Retain dockets and indices permanently. Retain case files for twelve (12) years after the last pertinent entry, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE  
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Item No.	Description	Retention
Section VI Land Records		
1.	<p><u>Land Records, Deeds, and Papers</u> Original and recorded deeds, leases, assignments, mortgages, right-of-ways, agreements, etc., with related papers.</p>	<p>Retain recorded and original deeds and papers deposited for recording and not returned to the makers for twelve (12) years then offer to the State Archives for evaluation after which rejected material may be destroyed.</p>
2.	<p><u>Land Record Indices</u> Names of grantors and grantees, types of instruments, dates and location of properties with liber and folio of recordation. As indices are closed, a microfilm security copy is made and deposited in the State Archives.</p>	<p>Retain indices until updated and microfilmed; transfer microfilmed security copy to the State Archives for permanent retention.</p>
3.	<p><u>Mortgages, Liens, Deeds of Trust, and Index</u> (See also Released Mortgages and Deeds of Trust, Item 5.) Record of mortgages and deeds of trust and index to parties.</p>	<p>Retain recorded and original deeds and papers deposited for recording and not returned to the makers for twelve (12) years then offer to the State Archives for evaluation after which rejected material may be destroyed.</p>
4.	<p><u>Plats and Maps</u> Filed for recording location, area and ownership of lots, acreage, sub-divisions, roads, right-of-ways, towns, etc.</p>	<p>Transfer to the State Archives for permanent retention.</p>

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Item No.	Description	Retention
5.	<p><u>Released Mortgages and Deeds of Trust</u> Instruments recorded in the Land Records with notations of release on the original instruments and recorded copies. The original instruments may be returned to the makers prior to the expiration of the twenty-five (25) years retention period in the Clerk's Office, as required by law, if the instrument has been photographed, photocopied or micrographed.</p>	<p>Retain released instruments for twenty-five (25) years, then destroy or return to the makers. Instruments which have been photographed, photocopied, or microphotographed may be returned to the makers or destroyed at any time.</p>
6.	<p><u>General Indices to Assignments</u> Pertaining to mortgage assignments covering 1931 to March 31, 1978, which is date of discontinuance.</p>	<p>Destroy anytime after this schedule is approved. This record represents a duplication of assignments in land records.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE  
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Item No.	Description	Retention
	Section VII Law Records	
1.	<u>Bond Records</u> (See Administrative Records, Section I, Item 5)	
2.	<u>Claims Dockets</u> Proven claims of persons entitled to share in property distribution in cases in which creditors sue to recover debts.	Transfer to the State Archives for permanent retention.
3.	<u>Confessed Judgements and Consent Cases, Dockets and Indices</u> Proceedings in non-contested cases relating to collection of money and ejectments.	Retain closed case files and papers for twelve (12) years, then destroy. Transfer record books, dockets and indices to the State Archives for permanent retention.
4.	<u>Execution</u> (See Administrative Records, Section I, Item 17.)	
5.	<u>Judgements, Decrees, and Lien Papers, Dockets and Indices</u> Includes judgements entered from other Maryland Courts, the Court of Appeals, the Court of Special Appeals, the United States District Courts, and existing rules or law.	Transfer dockets and indices to the State Archives for permanent retention. Retain papers for twelve (12) years after docketing, then destroy.
6.	<u>Landlord/Tenant Case Files, Dockets, and Indices</u> Files contain complaints and summary ejectment forms, judgement and also warrants of restitution with notations of action - paid, moved, or ejected. Dockets and indices are prepared in some courts.	If prepared by the Court, transfer to the State Archives for permanent retention. Retain closed case files for twelve (12) years, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE  
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Item No.	Description	Retention
7.	<p><u>Law Case Files (to July 1, 1984) and Civil Case Files (after July 1, 1984)</u> Files relating to court proceedings in law cases.</p>	<p>Transfer case files affecting land, including wrongful entry, trespass, post convictions, and cases in which judgement has been extended by Scire Facias to the State Archivist for permanent retention. Retain all other closed case files for twelve (12) years, then destroy.</p>
8.	<p><u>Law Dockets and Indices (to July 1, 1984) and Civil Dockets and Indices (after July 1, 1984)</u> Docket entries by case numbers and indexed by names of parties, including case file jackets, photographically reproduced, which serve as a docket. Law or Civil Judgement, pertaining to collection of debts and damages, insolvencies, condemnations, attachments, tax liens, executions, sales, and notices of liens of judgement, etc.</p>	<p>Transfer to State Archives for permanent retention.</p>
9.	<p><u>Lien Dockets</u> (See Administrative Records, Section I, Item 23.)</p>	
10.	<p><u>Minutes and Proceedings</u> (See Administrative Records, Section I, Items 14 and 38.)</p>	
11.	<p><u>Motor Vehicle and Natural Resources Case Files/Tickets, Dockets and Indices</u> Records of criminal and Civil Law violations of motor vehicle and natural resources' laws and regulations, composed of case files, tickets, indices, and dockets.</p>	<p>Transfer dockets and indices to the State Archives for permanent retention. Retain case files/tickets for three (3) years and until audited, if audit is required, then destroy except case files/tickets bearing subsequent offender penalties, which records are to be permanently retained.</p>
12.	<p><u>State Roads Land Acquisition Dockets and Papers</u> Record of land acquired by the State for road building.</p>	<p>Transfer to the State Archives for permanent retention.</p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Item No.	Description	Retention
13.	<u>State Road Plat Books</u> Plats and revisions of plats for State roads including right-of-ways for bridges and viaducts, clover leaves, road extensions and entrances.	Transfer to the State Archives for permanent retention.
14.	<u>Tax Sale Case Files, Papers, Dockets, and Indices</u> Tax delinquency reports, executions and notifications, report of sales, ratifications, court orders, and redemptions.	Transfer to the State Archives for permanent retention.
5.	<u>Tenant/Landlord Case Files and Dockets</u> (See Landlord/Tenant, Item 6.)	



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Item No.	Description	Retention
<b>Section VIII</b>		
<b>Marriage Records</b>		
1.	<u>Civil Marriage Records</u>	
	Marriages officiated by the Clerk of Court or other qualified (appointed by the Court) Court officer.	Transfer to the State Archives for permanent retention.
2.	<u>Divorce</u>	
	(See Equity, Section IV, Item 3.)	
3.	<u>Foreign Marriage Records</u>	
	Marriages contracted in foreign jurisdictions and recorded by the Clerk of the Circuit Court at the request of one or both of the parties.	Transfer to the State Archives for permanent retention.
4.	<u>Marriage Applications and Licenses</u>	
	The application is the basis for preparation of the license following the waiting period. The "Copy of Record" is the entry in the Marriage License Record, Item 5.	Retain applications and licenses issued pursuant thereto for three (3) years after posting in the Marriage License Record and until audited, whichever is later, then destroy.
5.	<u>Marriage License Records and Indices</u>	
	After return of the license, complete information from the return is entered into the Marriage License Records chronologically by serial number and by names of the parties in the index. This is the record copy of marriages from which certified copies are made.	Transfer to the State Archives for permanent retention.
6.	<u>Physicians' Certificates</u>	
	Physicians' Certificates, required for marriages of minors in cases of pregnancy, are deposited with the Clerk before issuance of the Marriage License and sealed, to be opened only by order of the Court.	Transfer to State Archives.