

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

STATE BOARD OF LAW EXAMINERS

Item No.	Description	Retention
	<p>This schedule supersedes item 10 (Board of Law Examiners) on Records Retention and Disposal Schedule No. 750.</p>	
1.	<p><u>ACCOUNTING RECORDS</u></p> <p>A. <u>General Accounting Records</u></p> <p>Certificate of Deposit and Bank Deposit Slips (STARS 50-110 Forms) Allocation/Adjustment for Disbursement & Receipt Accounts (STAR 120 Forms) Disbursement Transmittal/Cover Sheets (STARS-102 Forms) Charge-Backs & Account Adjustments Memorandum of Adjustments Monthly Report of State Funds Collected & Deposited (Reported to AOC)</p>	<p>Retain for three (3) years and until all audit require- ments have been fulfilled, then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

Nov. 1, 1991
Date

Bedford T. Bentley, Jr.
Bedford T. Bentley, Jr., Secretary
Signature Title

1/23/92
Date

Shirley...
State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No.	Description	Retention
	B. <u>Special Accounting Records</u>	
	Reports of audits conducted by the Legislative Auditors	Retain for ten (10) years, then destroy.
	Books of Final Entry - General Ledgers	Microfilm. Retain permanently. Transfer periodically to the Maryland State Archives.
	Daily Accounting Ledgers (Computer Printouts)	Microfilm. Retain permanently. Transfer periodically to the Maryland State Archives.
	Transmittals of Character Questionnaires to the eight judicial circuits	Retain for five (5) years or until value ceases, then destroy.
	Computer records of receipt of application fees.	Retain for two (2) years, then destroy.
	C. <u>Budget and Fiscal Planning Records</u>	
	Budget Estimates	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy. Retain until reference value ceases, then destroy.
	Materials and Supplies Physical Inventory	
	Revenue Estimates	
	Executive Planning Process'	
	Maximum Agency Request Ceiling (MARC) proposals	
	Budget Work Papers	Retain for three (3) years after adoption of budget for which they are prepared, then destroy.
	Worksheets, drafts, instructions, explanations/clarifications	

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Item No.	Description	Retention
	<p>D. <u>Cash Accounting Records</u></p> <p>Petty Cash Fund Records</p> <p>Board's Compensation Order File</p> <p>E. <u>Miscellaneous Accounting Records</u></p> <p>Budget Papers and Work Sheets Delivery Orders and Receipts Reimbursement Requests Paid Bills and Invoices Requisitions and Purchase Orders Time Sheets</p> <p>F. <u>Purchasing Records</u></p> <p>Contracts for Examination Site(s)</p> <p>Contracts for Board's Retreat Meeting</p> <p>Catering Contracts for Board Meetings Out-of-Schedule Requisition for Supplies Purchase Order Notice of Award of Contract Report of Partial Delivery Requisitions for Office Supplies Printing Orders (forms)</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain 20 years, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain 5 years, then destroy.</p> <p>Retain 5 years, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
2.	<p><u>PERSONNEL RECORDS</u></p> <p>A. <u>Temporary Employee(s)</u></p> <p>Time Sheets Performance Report</p>	<p>Retain for three (3) years after termination of employment and then destroy.</p>

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Item No.	Description	Retention
	<p>B. <u>Report of Injury</u> Worker's Compensation First Report of Injury Reports</p>	<p>Retain for 5 years, then destroy.</p>
	<p>C. <u>Reclassification of Position</u> Position Description</p>	<p>Retain permanently. Transfer periodically to the Maryland State Archives.</p>
	<p>D. <u>Leave Policy</u> Description Information Management/Employee Information re Emergency Closings policy</p>	<p>Screen annually. Destroy material no longer needed for current business.</p>
	<p>E. <u>Employee Evaluation</u> Individual Performance Evaluations</p>	<p>Retain for three (3) years after termination of employment, then destroy.</p>
	<p>F. <u>Board Members and Board Assistants</u> Orders appointing Board Members Orders re-appointing Board Members</p>	<p>Retain permanently. Transfer periodically to the Maryland State Archives. Retain permanently. Transfer periodically to the Maryland State Archives.</p>

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Item No.	Description	Retention
	Correspondence Re Board Assistant Appointments	Retain permanently. Transfer periodically to the Maryland State Archives.
	G. <u>Character Committees</u>	
	Orders appointing Character Committees for the Eight Judicial Circuits	Retain permanently. Transfer periodically to the Maryland State Archives.
	Orders re-appointing Character Committees for the Eight Judicial Circuits	Retain permanently. Transfer periodically to the Maryland State Archives.
	H. <u>Bar Examination Assistants</u>	
	Proctors Contracting to Assist at Bar Examinations	Retain for five (5) years or until reference value ceases, then destroy.
3.	<u>PURCHASING</u>	
	A. <u>Advertising</u>	
	Legal Notices re Bar Examinations	Retain permanently. Transfer periodically to the Maryland State Archives.
	Legal Notices re Rule Changes	Retain permanently. Transfer periodically to the Maryland State Archives.

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Item No.	Description	Retention
	<p>Press Releases re Bar Examinations Notice to Deans of Maryland and District of Columbia Law Schools and Bar Review Courses</p>	<p>Retain for five (5) years, then destroy.</p>
	<p><u>B. Agency Inter-Office Requisitions</u></p> <p>General Office Supply Orders</p>	<p>Retain for five (5) years, then destroy.</p>
	<p>Office Furniture Purchase Records & Office Equipment Purchase Records Related Equipment Operation Manuals</p>	<p>Retain until equipment is sold, transferred, or destroyed, then destroy.</p>
	<p>Office Equipment Purchase Records Operation Manuals</p>	
	<p><u>C. Notice of Award Contract(s)</u></p> <p>Multistate Bar Examination (Educational Testing Service and American College Testing Contracts</p>	<p>Retain until superseded.</p>
	<p><u>D. Unscheduled Requisitions for Supplies</u></p> <p>Essay Composition Books for Exam PARTS Purchase Orders, Proofs,</p>	<p>Retain for five (5) years or until reference value ceases, then destroy.</p>
	<p><u>E. Packing Slips, Shipping Tickets, Bills of Lading</u></p> <p>Records of Multistate Bar Examination Materials' Shipments</p>	<p>Retain for five (5) years, then destroy.</p>
	<p><u>F. Vendor List</u></p> <p>Office Supply Catalogues</p>	<p>Retain until superseded.</p>

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Item No.	Description	Retention
	G. <u>Correspondence</u> Memos & Letters re supply requests	Retain for three (3) years, then screen and destroy all material not needed for conduct of business.
4.	Records Management (Transmittals of Essay Books) Transmittals (Certificates of Essay Books in Storage)	Retain until Records are disposed of, then destroy.
5.	Applications for Bar Admission (General Bar Examination)	
	A. Applications for individuals admitted	Permanently maintained by the Court of Appeals
	B. Applications for individuals not admitted	Retain permanently. Transfer periodically to the Maryland State Archives.
	C. Information files of applicants under waiver (of requirement of graduation from a law school approved by the ABA) provision of the Rule.	Retain permanently. Transfer periodically to the Maryland State Archives.
6.	Applications for Bar Admission (Out-of-State Attorneys)	
	A. Applications of attorneys admitted	Permanently maintained by the Court of Appeals
	B. Applications of attorneys not admitted	Retain permanently. Transfer periodically to the Maryland State Archives.

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Item No.	Description	Retention
7.	Computer records of individual applications and petitions	<p>Retain for two (2) years, then transfer to microfilm and retain microfilm permanently.</p> <p>Transfer periodically to the Maryland State Archives.</p>
8.	Index Cards containing Individual Applicant Information (before office automation)	<p>Microfilm. Retain permanently. Transfer periodically to the Maryland State Archives.</p>
9.	Bar Examination Essay Books	Retain for five (5) years, then destroy
10.	<p><u>Bar Examination Records (By Examination Date)</u></p> <p>A. Grading Sheets</p> <p>B. Report to the Court of Appeals of Successful/Unsuccessful Candidates</p> <p>C. Statistics</p> <p>D. Multistate Bar Examination Computer Tapes</p>	<p>Retain 20 years, then destroy.</p> <p>Retain permanently. Transfer periodically to the Maryland State Archives.</p> <p>Retain 20 years, then destroy.</p> <p>Retain 10 years, then destroy.</p>
11.	<u>GENERAL CORRESPONDENCE</u>	
	<p>With applicants other than "foreign" applicants</p> <p>With "foreign" applicants</p> <p>With legal and State agencies</p>	Retain for one (1) year in active file and then two (2)

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Item No.	Description	Retention
	<p>With Character Committees Miscellaneous (alphabetical file)</p> <p>Multistate Bar Examination (MBE) Score Transfer forms and information</p> <p>Retained intra-Board correspondence and forms transmitting attorney applications</p>	<p>years in inactive file, then destroy'</p> <p>Retain for three (3) years, then destroy.</p> <p>Retain for five 5) years, then destroy</p>
12.	Minutes of the State Board of Law Examiners (including Exhibits)	Retain permanently. Transfer peri- odically to the Maryland State Archives.
13.	Character and Eligibility Reports	
	A. Character Reports of Applicants on General Bar Examination	Original report by the Board trans- ferred with file to the Court of Appeals. Trans- ferred periodically to the Maryland State Archives.
	<p>1. Written Report of Hearing by Character Committee</p> <p>2. Transcript of Hearing before Character Committee</p> <p>3. Written Report of Hearing by Board of Law Examiners</p> <p>4. Transcript of Hearing before the Board of Law Examiners</p>	Retain permanently in active files referred back to the Board by the Court when applicants are denied admission to the Bar. Trans- fer periodically to the Maryland State Archives.
	B. Character Reports of Out-of-State Attorney Applicants	Retain permanently. Transfer peri- odically to the Maryland State Archives.
	1. Written Report of the Board	

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Item No.	Description	Retention
	<p>2. Transcript of Hearing before Board</p> <p>14. Files of Miscellaneous Matters considered by the Board of Law Examiners</p> <ul style="list-style-type: none"> Rules Revisions Forms Revisions Grading Procedures Rules Proposals Fee Change Information Required Course on Professionalism (Rule 11) Law School Admissions Council Drug Enforcement Act of 1990 regarding licensing. Consulting Services for Character Committee policy/procedures Proposals Re Character Committees Unusual Requests from Bar Applicants Re the Bar Examination Sunset Law Evaluation Subject Assignments & Grading Schedule for Bar Examinations Acceptance of California's Winter 1990 MBE Score Transfers Legislation Matters <p>15. Files of Board Policy Matters</p> <ul style="list-style-type: none"> Furnishing Questions & Analyses for publication. Furnishing Police Reports to Character Committee Regrading and Review Range Use of Typewriters at Bar Examinations Combining of MBE & Essay Scores by the National Conference of Bar Examiners Confidentiality of Bar Applicant's Records Applicant's Request to Take Bar Examination in a location other than the scheduled site Treatment of Extra Points on Bar Examination Refund of Fees--Hardship Exceptions to Carry-Over of Scores on Bar Examinations Retaking Examination (Rule 9) 	<p>Retain permanently. Transfer periodically to the Maryland State Archives.</p> <p>Retain permanently. Transfer periodically to the Maryland State Archives.</p>

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Item No.	Description	Retention
	<p>Expungement Meeting with U. of MD and U. of Baltimore Law Students Supplying Copy of Applicant's Application to Law Firms (for cases) Transfer of MBE Scores by National Conference of Bar Examiners Furnishing Names & Addresses of Bar Applicants Review of MBE by Board Members</p>	
16.	Court Rule change Orders	Retain Permanently. Transfer periodically to the Maryland State Archives.
17.	Board Rule change records	Retain Permanently. Transfer periodically to the Maryland State Archives.
18.	Working Files	
	Duplicate Character and Fitness Records	Retain five (5) years, then destroy.
	Files of review procedures and appoint- ment schedules for review per Rule 8	Retain five (5) years, then destroy.
	Retained copies of police reports on bar applicants	Retain five (5) years or until application is received from the Character Committee then destroy.
19.	History Files	
	Letters from Character Committees Transmitting Applications to the Board's office.	Retain five (5) years, then destroy.
	Evaluation Files of Applicants who failed the bar examination	Retain permanently. Transfer peri- odically to the Maryland State

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Item No.	Description	Retention
	State Board of Law Examiners' portion of the <u>Maryland Manual</u>	Maryland State Archives. Retain updated material for future publication, destroy outdated material.
	Files of Suits Against the Board	Retain permanently. Transfer periodically to the Maryland State Archives.
	Maryland State Bar Association File	Screen annually. Destroy material no longer needed for current business.
	National Conference of Bar Examiners File	Screen annually. Destroy material no longer needed for current business.
	Bar Admission Administrators File	Screen annually, Destroy material no longer needed for current business.
	Chronological Correspondence File	Retain for three (3) years, then destroy.

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>16</u>	
1. DEPARTMENT/AGENCY State Board of Law Examiners		2. DIVISION		3. UNIT	
DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE 1. Accounting Records				5. EARLIEST YEAR/LATEST YEAR <u>1915</u> TO <u>Present</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) B. Daily Accounting Ledgers (Computer printouts) Books of Final Entry - General Ledgers					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input checked="" type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>Computer paper</u>		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)		9. VOLUME 2 <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>Computer Binders</u>	
		10. ANNUAL ACCUMULATION 1/2 <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)			
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>20</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) <small>NUMBER</small>		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) People's Resource Center 100 Community Place, Room 1.210 Crownsville, Maryland 21032-2026			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) Bar Admission Rule 19			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION MICROFILM. Retain permanently. Transfer periodically to the Maryland State Archives.		
19. NAME AND TITLE OF PREPARER Bedford T. Bentley, Jr. Board Secretary		20. TELEPHONE NUMBER (410) 514-7044		21. DATE November 1, 1991	

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>2</u> of <u>16</u>	
1. DEPARTMENT/AGENCY State Board of Law Examiners		2. DIVISION		3. UNIT	
DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE 2. Personnel Records				5. EARLIEST YEAR/LATEST YEAR <u>1946</u> TO <u>Present</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) C. Reclassification of Position F. Orders Appointing Board Members and Board Assistants // Correspondence Re Board Assistant Appointments // Orders Appointing and Re-appointing Character Committees for the Eight Judicial Circuits					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input checked="" type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY)		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)		9. VOLUME <u>3</u> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
		10. ANNUAL ACCUMULATION <u>1/8</u> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)			
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>20</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) People's Resource Center 100 Community Place, Room 1.210 Crownsville, Maryland 21032-2026			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Judicial Personnel Office Court of Appeals of Md.		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain permanently. Transfer periodically to the Maryland State Archives.		
19. NAME AND TITLE OF PREPARER Bedford T. Bentley, Jr. Board Secretary		20. TELEPHONE NUMBER (410) 514-7044		21. DATE November 1, 1991	

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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State Board of Law Examiners

2. DIVISION

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
3. Purchasing

5. EARLIEST YEAR/LATEST YEAR
1977 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

- A. Legal Notices re Bar Examinations
- B. Legal Notices re Rule Changes
- C. Notice of Award Contract(s)

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
- LEGAL SIZE COMPUTER TAPE
- BOUND BOOK FLOPPY DISK
- AUDIO TAPE VIDEO TAPE
- OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- 2 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1 folder

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
10 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
People's Resource Center
100 Community Place, Room 1.210
Crownsville, Maryland 21032-2026

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION

Retain permanently. Transfer periodically to the Maryland State Archives.

19. NAME AND TITLE OF PREPARER
Bedford T. Bentley, Jr.
Board Secretary

20. TELEPHONE NUMBER
(410) 504-7044

21. DATE
November 1, 1991

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
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DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE <u>4.</u> Records Management (Transmittals of Essay Books)				5. EARLIEST YEAR/LATEST YEAR <u>1987</u> TO <u>Present</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Certificates of Records Disposal.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY)		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)		9. VOLUME <u>1/8</u> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
				10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> folder. <input type="checkbox"/> OTHER(SPECIFY)	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY <input type="checkbox"/> TWICE ANNUALLY			12. FILE BECOMES INACTIVE AFTER <u>10</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) <small>NUMBER</small>		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) People's Resource Center 100 Community Place, Room 1.210 Crownsville, Maryland 21032-2026			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain permanently. Transfer periodically to the Maryland State Archives		
19. NAME AND TITLE OF PREPARER Bedford T. Bentley, Jr. Board Secretary		20. TELEPHONE NUMBER (410) 514-7044		21. DATE November 1, 1991	

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
				PAGE <u>5</u> of <u>16</u>	
1. DEPARTMENT/AGENCY State Board of Law Examiners		2. DIVISION		3. UNIT	
DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE 15 Applications for Bar Admission (General Bar Examination)				5. EARLIEST YEAR/LATEST YEAR <u>1985</u> to <u>Present</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) A, Applications for individuals not admitted C, Information files of applicants under waiver (of requirement of graduation from a law school approved by the American Bar Association provision) of the Rule Governing Admission to the Bar of Maryland.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input checked="" type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY)		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)		9. VOLUME 20 <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
				10. ANNUAL ACCUMULATION 2 <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER 20 <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) People's Resource Center 100 Community Place, Room 1.210 Crownsville, Maryland 21032			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) Bar Admission Rule 19			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain permanently. Transfer periodically to the Maryland State Archives		
19. NAME AND TITLE OF PREPARER Bedford T. Bentley, Jr. Board Secretary		20. TELEPHONE NUMBER (410) 514-7044		21. DATE November 1, 1991	

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>6</u> OF <u>16</u>	
1. DEPARTMENT/AGENCY State Board of Law Examiners		2. DIVISION		3. UNIT	
DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE b, Applications for Bar Admission (Out-Of-State Attorneys)				5. EARLIEST YEAR/LATEST YEAR <u>1976</u> TO <u>Present</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) B, Applications of attorneys not admitted					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY)		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)		9. VOLUME 8 <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
				10. ANNUAL ACCUMULATION 1/8 <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>20</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) <small>NUMBER</small>		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) People's Resource Center 100 Community Place, Room 1.210 Crownsville, Maryland 21032-2026			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) Bar Admission Rule 19			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain permanently. Transfer periodically to the Maryland State Archives.		
19. NAME AND TITLE OF PREPARER Bedford T. Bentley, Jr. Board Secretary		20. TELEPHONE NUMBER (410) 514-7044		21. DATE November 1, 1991	

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
State Board of Law Examiners

2. DIVISION

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
7. Computer records of individual applications and petitions

5. EARLIEST YEAR/LATEST YEAR
1987 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
Computer record (data entry information) of individual bar applications and petitions

Records on Computer as of 10/9/1991:

General Bar Examination

Petitions: W-87 -- 595	W-90 -- 594	Registrations: 6335
S-87 -- 1181	S-90 -- 1216	
W-88 -- 655	W-91 -- 622	
S-88 -- 1188	S-91 -- 1295	
W-89 -- 600	Total Petitions: 9112	
S-89 -- 1166		

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
5 reels COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
1 reel COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 20 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

People's Resource Center
100 Community Place, Room 1.210
Crownsville, Maryland 21032-2026

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO

(IF YES, CITE LAW(S) & REGULATION(S))
Bar Admission Rule 19

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES NO Program exists for Computer Output Microfiche on IBM System 36; index is produced by examination.

18. RECOMMENDED RETENTION

Retain permanently. Transfer periodically to the Maryland State Archives.

19. NAME AND TITLE OF PREPARER

Bedford T. Bentley, Jr.
Board Secretary

20. TELEPHONE NUMBER

(401) 514-7044

21. DATE

November 1, 1991

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
State Board of Law Examiners

2. DIVISION

3. UNIT

DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
8. Index Cards Containing Individual Applicant Information

5. EARLIEST YEAR/LATEST YEAR
1898 TO 1986

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Index Cards containing Individual Applicant Information (before office automation)
(Dating from 1898)

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)
3" x 5" index cards

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
8 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER

10. ANNUAL ACCUMULATION
0 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
20 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
People's Resource Center
100 Community Place, Room 1.210
Crownsville, Maryland 21032-2026

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S)
Bar Admission Rule 19

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain permanently. Transfer periodically to the Maryland State Archives.

19. NAME AND TITLE OF PREPARER
Bedford T. Bentley, Jr.
Board Secretary

20. TELEPHONE NUMBER
(410) 514-7044

21. DATE
November 1, 1991

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
State Board of Law Examiners

2. DIVISION

3. UNIT

DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
10. Bar Examination Records (By Examination Date)

5. EARLIEST YEAR/LATEST YEAR
1946 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
Report to the Court of Appeals of Successful/Unsuccessful Candidates for the Maryland Bar

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
5 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER

10. ANNUAL ACCUMULATION
1/2 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
20 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
People's Resource Center
100 Community Place, Room 1.210
Crownsville, Maryland 21032-2026

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Clerk's Office, Court of Appeals of Maryland

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain permanently. Transfer periodically to the Maryland State Archives.

19. NAME AND TITLE OF PREPARER
Bedford T. Bentley, Jr.
Board Secretary

20. TELEPHONE NUMBER
(410) 514-7044

21. DATE
November 1, 1991

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>10</u> OF <u>16</u>	
1. DEPARTMENT/AGENCY State Board of Law Examiners		2. DIVISION		3. UNIT	
DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE <u>12.</u> Minutes of the State Board of Law Examiners (including exhibits)				5. EARLIEST YEAR/LATEST YEAR <u>1944</u> to <u>Present</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Minutes of the State Board of Law Examiners' meetings (including Exhibits)					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY)		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)		9. VOLUME <u>1 1/2</u> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) 10. ANNUAL ACCUMULATION <u>1/8</u> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>20</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) <small>NUMBER</small>		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) People's Resource Center 100 Community Place, Room 1.210 Crownsville, Maryland 21032-2026			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) Bar Admission Rule 19			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain permanently. Transfer periodically to the Maryland State Archives		
19. NAME AND TITLE OF PREPARER Bedford T. Bentley, Jr. Secretary		20. TELEPHONE NUMBER (410) 514-7044		21. DATE November 1, 1991	

Fig. 7

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>11</u> OF <u>16</u>	
1. DEPARTMENT/AGENCY State Board of Law Examiners		2. DIVISION		3. UNIT	
DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE 13. Character and Eligibility Reports				5. EARLIEST YEAR/LATEST YEAR <u>1959</u> TO <u>Present</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) A. Character Reports of Applicants on the General Bar Examination 1. Written Report of Hearing by Character Committee 2. Transcript of Hearing before Character Committee 3. Written Report of Hearing by Board of Law Examiners 4. Transcript of Hearing before the Board of Law Examiners B. Character Reports of Out-of-State Attorney Applicants 1. Written Report of the Board 2. Transcript of Hearing before the Board					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY)		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)		9. VOLUME <u>15</u> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) 10. ANNUAL ACCUMULATION <u>1/2</u> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>20</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) People's Resource Center 100 Community Place, Room 1.210 Crownsville, Maryland 21032-2026			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) Bar Admission Rule 19			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain permanently in active files referred back to the Board by the Court when applicants are denied admission to the Bar. Transfer periodically to the Maryland State Archives.		
19. NAME AND TITLE OF PREPARER Bedford T. Bentley, Jr. Board Secretary		20. TELEPHONE NUMBER (410) 514-7044		21. DATE November 1, 1991	

Fig. 7

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>12</u> OF <u>16</u>	
1. DEPARTMENT/AGENCY State Board of Law Examiners		2. DIVISION		3. UNIT	
DEFINITION-RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE 17. File of Miscellaneous Matters considered by the Board of Law Examiners				5. EARLIEST YEAR/LATEST YEAR <u>1968</u> TO <u>Present</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Rules revisions Forms Revisions Grading Procedures Rules Proposals Fee Change Information Required Course on Professionalism (Rule 11) Law School Admissions Council Drug Enforcement Act of 1990 regarding licensing Consulting Services for Character Committee policy procedures Proposals Re Character Committees					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY)		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>By Subject</u>		9. VOLUME <u>1</u> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
		10. ANNUAL ACCUMULATION <u>1/4</u> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)			
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>20</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) People's Resource Center 100 Community Place, Room 1.210 Crownsville, Maryland 21032-2026			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) Bar Admission Rule 19			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain permanently. Transfer periodically to the Maryland State Archives		
19. NAME AND TITLE OF PREPARER Bedford T. Bentley, Jr. Board Secretary		20. TELEPHONE NUMBER (410) 514-7044		21. DATE November 1, 1991	

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1. DEPARTMENT/AGENCY

State Board of Law Examiners

4. RECORD SERIES TITLE

5. EARLIEST YEAR/LATEST YEAR

16. File of Miscellaneous Matter considered by the Board of Law Examiners

1968 to Present

(Continued)

6. RECORD SERIES DESCRIPTION

Unusual Requests from Bar Applicants Re Exam
Sunsel Law Evaluation
Subject Assignment & Grading Schedules for Bar Examinations
Acceptance of California's Winter 1990 MBE Score Transfers
Legislation Matters

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>13</u> OF <u>16</u>	
1. DEPARTMENT/AGENCY State Board of Law Examiners		2. DIVISION		3. UNIT	
DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE 15. Files of Board Policy Matters				5. EARLIEST YEAR/LATEST YEAR <u>1970</u> TO <u>Present</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Policies on: Furnishing Questions & Analyses for publication Furnishing Police Reports to Character Committee Regrading and Review Range Use of Typewriters at Bar Examinations Combining of MBE & Esssay Scores by the National Conference of Bar Examiners Confidentiality of Bar Applicant's Records Applicant's Request to Take Bar Examination in a location other than the scheduled site					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input checked="" type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY)		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)		9. VOLUME 3 <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
				10. ANNUAL ACCUMULATION 1/8 <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER 20 <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) People's Resource Center 100 Community Place, Room 1.210 Crownsville, Maryland 21032-2026			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) Bar Admission Rule 19			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain permanently. Transfer periodically to the Maryland State Archives.		
19. NAME AND TITLE OF PREPARER Bedford T. Bentley, Jr. Board Secretary		20. TELEPHONE NUMBER (410) 514-7044		21. DATE November 1, 1991	

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1. DEPARTMENT/AGENCY

State Board of Law Examiners

4. RECORD SERIES TITLE

17. Files of Board Policy Matters
(Continued)

5. EARLIEST YEAR/LATEST YEAR

1970 to Present

6. RECORD SERIES DESCRIPTION

Policies on:

Review of Multistate Bar Examination (MBE) by Board Members

Treatment of Extra Points on Bar Examination

Refund of Fees--Hardship

Exceptions to Carry-Over of Scores on Bar Examinations

Retaking Examination (Rule 9)

Expungement

Meeting with U. of MD and U. of Baltimore Law Students

Supplying Copy of Applicant's Application to Law Firms (for cases)

Transfer of MBE Scores by National Conference of Bar Examiners

Furnishing Names & Addresses of Bar Applicants

SEARCHED
SERIALIZED
INDEXED
FILED
MAY 1971
FBI - BALTIMORE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>14</u> OF <u>16</u>	
1. DEPARTMENT/AGENCY State Board of Law Examiners		2. DIVISION		3. UNIT	
DEFINITION-RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE 16. Court Rule change Orders				5. EARLIEST YEAR/LATEST YEAR <u>1970</u> TO <u>Present</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Board's Rule change proposals Court of Appeals's Order changing Rules					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input checked="" type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY)		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)		9. VOLUME <u>1</u> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) NUMBER	
				10. ANNUAL ACCUMULATION <u>1/32</u> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) NUMBER	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>20</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) People's Resource Center 100 Community Place, Room 1.210 Crownsville, Maryland 21032			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain Permanently. Transfer periodically to the the Maryland State Archives.		
19. NAME AND TITLE OF PREPARER Bedford T. Bentley, Jr. Board Secretary		20. TELEPHONE NUMBER (410) 514-7044		21. DATE November 1, 1991	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>15</u> OF <u>16</u>	
1. DEPARTMENT/AGENCY State Board of Law Examiners		2. DIVISION		3. UNIT	
DEFINITION-RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE 17. Board Rule change records				5. EARLIEST YEAR/LATEST YEAR <u>1970</u> to <u>Present</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Documents, correspondence, proposals, advertisements, drafts, and final change formats for changes to Rules of the Board					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY)		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)		9. VOLUME <u>1</u> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) 10. ANNUAL ACCUMULATION <u>1/32</u> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>20</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) People's Resource Center 100 Community Place, Room 1.210 Crownsville, Maryland 21032-2026			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain permanently. Transfer periodically to the Maryland State Archives.		
19. NAME AND TITLE OF PREPARER Bedford T. Bentley, Jr. Board Secretary		20. TELEPHONE NUMBER (410) 514-7044		21. DATE November 1, 1991	

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
				PAGE <u>16</u> OF <u>16</u>	
1. DEPARTMENT/AGENCY State Board of Law Examiners		2. DIVISION		3. UNIT	
DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE 19 . History Files				5. EARLIEST YEAR/LATEST YEAR 1960 TO Present	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Evaluation Files of Applicants who failed the bar examination State Board of Law Examiners' portion of the Procedures Manual of the Administrative Office of the Courts Files of Suite Against the Board					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input checked="" type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY)		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)		9. VOLUME 3 <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) Data Box Storage Sys.	
				10. ANNUAL ACCUMULATION 1/2 <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER 20 <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) People's Resource Center 100 Community Place, Room 1.210 Crownsville, Maryland 21032-2026			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) Bar Admission Rule 19			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain permanently. Transfer periodically to the Maryland State Archives.		
19. NAME AND TITLE OF PREPARER Bedford T. Bentley, Jr. Board Secretary		20. TELEPHONE NUMBER (410) 514-7044		21. DATE November 1, 1991	