

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

SCHEDULE NO. **C-139**

PAGE NO. **1.**

1. Requesting Agency

FREDERICK COUNTY

2. Division or Bureau of Requesting Agency

REGISTER OF WILLS

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

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.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

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.
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✓ 1. MINUTES OF THE PROCEEDINGS OF THE ORPHANS' COURT

Size: 8" x 6" x 1" and 16" x 10" x 2"
Dates: 1853 - -
Quantity: 87 volumes
File Arrangement: Chronological
Index: Alphabetical thumb index

The Minutes summarize the proceedings of the Orphans' Court in the probate of wills, the granting of letters testamentary and of administration, the conduct and accounting of administrators and executors, the distribution of estates, and the control and management of the estates of minors and other persons under the especial protection of the law. The Minutes, 1777-1853, have been deposited in the Hall of Records:

RECOMMENDATION: RETAIN PERMANENTLY.

✓ 2. INDEX TO MINUTE BOOKS

Size: 8" x 13" x 1/2"
Dates: 1815-1852
Quantity: 4 volumes
File Arrangement: Chronological

The Indexes apply to the Minutes of the Proceedings of the Orphans' Court and are arranged alphabetically by the name of the principal, giving the name of the decedent, the type of instrument, the date

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7. Agency, Division or Bureau Representative

Thomas M. Eckelberger Register of Wills

Signature

Title

5-19-60

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

6/1/1966

Date

Maurice S. Radloff

Archivist

Date

Secretary

REPORT FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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passed, and the liber and folio of recordation.

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER ALL VOLUMES TO THE HALL OF RECORDS.

ADMINISTRATION ACCOUNTS

Size: 12" x 18" x 3"

Dates: 1750 - -

Quantity: 57 volumes

File Arrangement: Chronological

Index: Alphabetical by name of decedent; Index to Administration Accounts

This is a record of the reports of administrators and executors to the Orphans' Court in the settlement of estates giving the name of the decedent and the case number, and an itemized statement of assets and receipts, disbursements and balances. The first thirteen volumes (1750-1823) have been deposited in the Hall of Records and the volumes in the Register's office are photocopies.

RECOMMENDATION: RETAIN PERMANENTLY.

INDEX TO ADMINISTRATION ACCOUNT RECORDS

Size: 11" x 18" x 1"

Dates: 1750 - 1816

Annual Accumulation: Discontinued

Quantity: 1 volume

This index gives the name of the decedent, the type of account (first, second, or final), and the liber and folio of recordation in Administration Accounts.

RECOMMENDATION: RETAIN PERMANENTLY.

GENERAL INDEX TO FINAL ADMINISTRATION ACCOUNTS

Size: 14" x 20" x 2"

Dates: 1813 - 1893

Quantity: 1 volume

Annual Accumulation: Discontinued

This index covers final accounts only, giving the name of the decedent, the name of the administrator or executor, and the date of the final accounting.

RECOMMENDATION: RETAIN PERMANENTLY.

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6. ADMINISTRATION BONDS

Size: 12" x 15" x 3"
 Dates: 1799 - -
 Quantity: 35 volumes
 File Arrangement: Chronological
 Index: Thumb index to decedent; General Index to Administration Bonds, Inventories, and Sales

The bonds give the names of the estate, the administrator, executor, or guardian, the bondee, the securities, the amount of the bond and the date, the conditions and the obligation, the date of approval, and the recordation.

RECOMMENDATION: RETAIN PERMANENTLY: TRANSFER TO THE HALL OF RECORDS ALL VOLUMES PRIOR TO 1850.

7. GENERAL INDEX TO ADMINISTRATION BONDS, INVENTORIES, AND SALES

Size: 12" x 18" x 2"
 Dates: 1819 - 1877
 Quantity: 1 volume
 Annual Accumulation: Discontinued

This index gives the names of the decedent and of the executor or administrator, the dates and liber and folio of recordation, the date of the bond, the dates of inventories and sales, and of the first account to the Orphans' Court.

RECOMMENDATION: RETAIN PERMANENTLY: TRANSFER TO THE HALL OF RECORDS.

8. ADMINISTRATORS' AND EXECUTORS' ORDERS TO TRANSFER SECURITIES

Size: 14" x 20" x 2"
 Dates: 1947 - -
 File Arrangement: Chronological
 Quantity: 2 volumes
 Index: Thumb index to estate

This is a record of Orphans' Court orders to administrators and executors of estates to transfer stocks and bonds or other negotiable instruments giving the name of the administrator or executor, the name of the estate and date of death of the testator, the name of the person to whom the transfer is made, the name of the security, the number of shares involved, the certificate number if any, and the order of the Court authorizing the transfer.

RECOMMENDATION: RETAIN PERMANENTLY.

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COURT FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. C-139PAGE
NO. 4.

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9. APPLICATIONS AND PETITIONS FOR LETTERS OF ADMINISTRATION

Size: 14" x 10" x 3"
 Dates: 1893 - -
 Quantity: 13 volumes
 File Arrangement: Chronological
 Index: Separate alphabetical index for each volume

In cases in which no will exists an application or petition is made to the Orphans' Court for letters of administration setting forth the name of the petitioner or applicant, the address, the date, and a certification that no will exists. The order of the Court issuing or denying the letters of administration is included in this record.

RECOMMENDATION: RETAIN PERMANENTLY.

10. APPROVAL OF BOND

Size: 14" x 10" x 3"
 Dates: 1921 - -
 Quantity: 8 volumes
 File Arrangement: Chronological
 Index: Thumb index

This is a record of approval of bonds giving the date, the name of the bonded executor or administrator, the amount of the bond and the sureties, the name of the estate, and the order of the Orphans' Court to issue letters testamentary.

RECOMMENDATION: RETAIN PERMANENTLY.

11. CERTIFICATES OF NOTICE TO CREDITORS

Size: 15" x 10" x 3"
 Dates: 1889 - -
 Quantity: 20 volumes
 File Arrangement: Chronological
 Index: Thumb index

This record is composed of certified statements made by executors and administrators to the Orphans' Court that the notice to creditors, as required by law, has been made in specified newspapers (Art. 93, Sec. 123, Annotated Code of Maryland, 1957 Edition).

RECOMMENDATION: RETAIN PERMANENTLY.

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REPORT FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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12. CLAIMANTS' DOCKET

Size: 15" x 10" x 2"
 Dates: 1854 - -
 Quantity: 8 volumes
 File Arrangement: Chronological
 Index: Thumb index to claimant

This is a summary record of claims against estates giving the case number and date of the claim, the names of the decedent and of the claimant, the character and the amount of the claim, and the date of approval and passage of the claim by the Orphans' Court.

RECOMMENDATION: RETAIN PERMANENTLY.

13. ESTATE PAPERS

Size: Folded papers
 Dates: 1872 - -
 Quantity: 593 document files
 File Arrangement: Chronological

Since 1927, the original papers relating to the probate of wills and the settlement of estates have been filed together under Estate Papers, with three exceptions noted below (3). Prior to 1927 they were filed separately. The following list gives the dates of the papers filed separately and the series in which the paper is permanently recorded:

- Administration Accounts, 1882-1927; Administration Accounts
- Administration Bonds, 1875-1927; Administration Bonds
- Application for Letters of Administration, 1897-1927; Minutes of the Proceedings of the Orphans' Court; Applications and Petitions for Letters of Administration
- Application for Letters Testamentary, 1876-1927; Minutes of the Proceedings of the Orphans' Court, Petitions for Letters Testamentary
- Certificates of Notice to Creditors, 1896-1928; Certificate of Notice to Creditors
- Contested Cases, 1885-1927; Minutes of the Proceedings of the Orphans' Court
- Court Orders, 1872-1927; Minutes of the Proceedings of the Orphans' Court
- Estate Papers, 1927 - -: Record of Wills and other record series
- Guardian Accounts, 1875 - - (*). Guardian Accounts
- Guardian Bonds, 1879-1927; Guardian Bonds
- Inventories, 1877-1927; Inventories

RECOMMENDATION: RETAIN PERMANENTLY

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(Continuation Sheet)

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14. EQUITY PROCEEDINGS

Size: 1865-1915
 Quantity: 1 volume
 Annual Accumulation: Discontinued: See Sales of Real Estate, Minutes of the Proceedings of the Orphans' Court

This is a record of the proceedings of the Orphans' Court in matters pertaining to equity, principally relating to sales of real estate. This information also appears in the Minutes of the Proceedings of the Orphans' Court, and in a different form in the Sales of Real Estate.

RECOMMENDATION: RETAIN PERMANENTLY.

15. ESTATE DOCKET

Size: 20" x 20" x 3"
 Dates: 1909 - -
 Quantity: 9 volumes
 File Arrangement: Chronological

The Estate Docket gives the names of the decedent and of the executor or administrator, the liber and folio of recordation in the Administration Bonds record, the name of the bonder, liber, and folio of recordation, the date of the inventory and sale of real and personal property, the liber and folio of recordation of the inventory of current money and debts due, stocks, bonds and real estate sales and the date of accounting with a space for remarks.

RECOMMENDATION: RETAIN PERMANENTLY.

16. GUARDIAN ACCOUNTS

Size: 11" x 14" x 3"
 Dates: 1811 - -
 Quantity: 43 volumes
 File Arrangement: Chronological
 Index: Alphabetically by name of the ward: Index to Guardianships

This is a record of the accounting of guardians to the Orphans' Court giving the date, the account number, the names of the guardian and of the ward, an itemized account of receipts and expenditures, and the date of approval by the Court and the date of recordation.

RECOMMENDATION: RETAIN PERMANENTLY: TRANSFER TO THE HALL OF RECORDS ALL VOLUMES PRIOR TO 1851.

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REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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17. GUARDIAN BONDS

Size: 12" x 18" x 3"
 Dates: 1778 - -
 Quantity: 11 volumes
 File Arrangement: Chronological
 Index: Thumb index: General Index to Guardian Bonds and Accounts

This is a record of the bonding of guardians giving the names of the bonders and of the bondees, the amount of the bond, the conditions and obligations, the name of the ward and the certification by the Register of Wills.

RECOMMENDATION: RETAIN PERMANENTLY: TRANSFER TO THE HALL OF RECORDS ALL VOLUMES PRIOR TO 1851.

18. GENERAL INDEX TO GUARDIAN BONDS AND ACCOUNTS (INDEX TO GUARDIANSHIPS)

Size: 14" x 18" x 2"
 Dates: 1812 - -
 Quantity: 5 volumes
 File Arrangement: Chronological
 Index: Thumb index

The General Index gives the names of the guardian and of the ward, the date of the bond, the dates of the accounting, a space for remarks, and the date upon which the ward comes of age and the guardianship is terminated. The two volumes covering the period 1853 - 1893 and 1856 - 1858 were prepared in rough draft and duplicate some information in the other volumes. However, they should be retained to cover years omitted in the other volumes.

RECOMMENDATION: RETAIN PERMANENTLY.

19. APPRENTICE INDENTURES

Size: 16" x 10" x 2"
 Dates: 1794 - 1931
 Quantity: 8 volumes
 File Arrangement: Chronological
 Annual Accumulation: Discontinued

This is a record of agreements binding apprentices to contractors for specified periods of time, giving the names of the contracting parties, the date of the contract, the nature and obligations of the contract, the name, age, and sex of the apprentice, with the signatures of contracting parties and of the Register of Wills.

RECOMMENDATION: RETAIN PERMANENTLY: TRANSFER ALL VOLUMES TO THE HALL OF RECORDS.

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REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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20.	<p><u>INVENTORIES</u></p> <p>Size: 14" x 18" x 2" Dates: 1749 - - Quantity: 86 volumes File Arrangement: Chronological Index: Thumb index to decedent</p> <p>The Inventories series is a record of appraisals of real and personal property giving the names of the decedent, and of the executor or administrator, the date of recordation, the warrant to the appraisers, the names of the appraisers, an itemized list of the property with the appraised value, a list of debts due the estate and the total, and the affidavit signed by the executor or administrator and the Register of Wills. This series includes personal property since 1755; in 1923 stocks and bonds were set up as a separate series, Inventories of Personal Property; since 1940 real estate inventories have been established as a separate series.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY: TRANSFER TO THE HALL OF RECORDS ALL VOLUMES PRIOR TO 1850.</p>	
21.	<p><u>INVENTORIES OF PERSONAL PROPERTY (STOCKS AND BONDS)</u></p> <p>Size: 14" x 18" x 3" Dates: 1923 - - Quantity: 2 volumes File Arrangement: Chronological Index: Thumb index</p> <p>This is a record of the appraisal of stocks and bonds of estates giving the order of the Orphans' Court to appraise, the inventory and market value, with the report of the appraiser, and the certification of the Register of Wills.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
22.	<p><u>JOINT AND CO-TENANCY ACCOUNTS</u></p> <p>Size: 14" x 20" x 2" Dates: 1941 - - Quantity: 4 volumes File Arrangement: Chronological Index: Thumb index</p> <p>This is a printed form prepared for the determination of inheritance taxes on jointly held property and bank accounts giving the names of the owners, the name of the decedent and date of death, the decedent's relationship, if any, to the heirs, the value of the property, the amount of the tax, and the certification by the</p>	

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(Continuation Sheet)

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Register of Wills of payment.

RECOMMENDATION: RETAIN PERMANENTLY.

23. ORDERS TO SELL PERSONAL PROPERTY

Size: 1 1/4" x 20" x 2"
Dates: 1921 - -
Quantity: 5 volumes
File Arrangement: Chronological
Index: Thumb index

This is a record of Orphans' Court orders in the distribution of estates permitting the sale of personal property, giving the names of the applicant and of the estate, the date of death of the testator, and the order of the Court to dispose of goods and chattels.

RECOMMENDATION: RETAIN PERMANENTLY.

24. ORDERS TO SELL SECURITIES

Size: 1 1/4" x 20" x 2"
Dates: 1921 - -
Quantity: 4 volumes
File Arrangement: Chronological
Index: Thumb index

This is a record of Orphans' Court orders permitting estates to sell stocks and bonds giving the date of the order, the names of the executor or administrator and the testator, the date of death, the names of the securities, their value, and the order of the Court. Beginning in 1947, one volume was provided for Administrators and one for Executors.

RECOMMENDATION: RETAIN PERMANENTLY.

25. PETITIONS FOR LETTERS TESTAMENTARY

Size: 1 1/4" x 20" x 3"
Dates: 1955 - -
Quantity: 1 volume
Index: Thumb index

This record gives the names of the petitioner and of the decedent, the date of the will, the date and place of death, the names of the heirs and their residences, the sureties, the Court order granting the petition, and the amount of bond required.

RECOMMENDATION: RETAIN PERMANENTLY.

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REQUEST FOR RECORDS RETENTION SCHEDULE
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26.

PETITIONS AND COURT ORDERS ALLOWING ATTORNEYS' FEES

Size: 11" x 16" x 2"
Dates: 1949 - -
Quantity: 2 volumes
File Arrangement: Chronological
Index: Thumb index

This record gives the name of the decedent and date of the petition, the names of the petitioner and of the person or persons engaging the petitioner to represent the estate, the amount of the fee, the certification by the Register of Wills, and the order of the Court upon the estate to make payment. This information is also summarized in the Minutes of the Proceedings of the Orphans' Court.

RECOMMENDATION: RETAIN PERMANENTLY.

27.

PETITIONS AND ORDERS FOR FUNERAL EXPENSES

Size: 11" x 16" x 2"
Dates: 1939 - -
Quantity: 4 volumes
File Arrangement: Chronological
Index: Thumb index

This is a record of petitions and orders of the Orphans' Court to pay funeral expenses giving the name of the deceased, the date of the petition, the amount, the name of the funeral director, the certification by the Register of Wills and the order of the Court. Petitions and Orders for Funeral Expenses were combined with Petitions and Court Orders to Pay Doctors' Expenses from 1939 through 1943 when each was established as a separate record. This information is also summarized in the Minutes of the Proceedings of the Orphans' Court.

RECOMMENDATION: RETAIN PERMANENTLY.

28.

PETITIONS AND COURT ORDERS TO PAY DOCTORS' EXPENSES

Size: 11" x 16" x 2"
Dates: 1939 - -
Quantity: 3 volumes
File Arrangement: Chronological
Index: Thumb index

This record gives the name of the decedent, the date of the petition, the name of the doctor and the amount of the fee, the certification by the Register of Wills, and the order of the Orphans' Court of the estate to make payment. This record was combined with Petitions and Orders for Funeral Expenses from 1939 through 1943 when they were established as separate record series. This

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REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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	<p>information is also summarized in the Minutes of the Proceedings of the Orphans' Court.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
29.	<p><u>RECORD OF RECEIPTS AND RELEASES</u></p> <p>Size: 10" x 16" x 2" Dates: 1796 - - Quantity: 43 volumes File Arrangement: Chronological Index: Thumb index</p> <p>This is a record of releases of executors and administrators of estates and of acknowledgments by the heirs that property, securities, goods and chattels have been received giving the amount, the date, the acknowledgment of satisfaction, the names of witnesses, and the certification by a notary public.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER ALL VOLUMES PRIOR TO 1860 TO THE HALL OF RECORDS.</p>	
30.	<p><u>RECORD OF SALES OF REAL ESTATE</u></p> <p>Size: 14" x 18" x 3" Dates: 1832 - - Quantity: 23 volumes File Arrangement: Chronological Index: Thumb index</p> <p>This is a record of the sale of real estate by executors or administrators giving the names of the decedent and of the executor or administrator, the court order for the sale, the report on the sale, a description and location of the property, the terms of the sale and the amount received, the date of the sale and the affidavit of sale, the printer's certificate, the order nisi, the signatures of the Orphans' Court Judges, the names of the purchaser and of the attorney, and the date passed, examined, and recorded. Between 1812 and 1832 the Record of Sales of Real Estate was entered in the Record of Sales of Personal Property.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
31.	<p><u>LIST OF SALES OF PERSONAL PROPERTY</u></p> <p>Size: 14" x 18" x 3" Dates: 1813 - - Quantity: 50 volumes File Arrangement: Chronological Index: Thumb index</p>	

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	<p>This record of sales of personal property by administrators and executors of estates gives the date of the sale, the names of the decedent, administrator and purchaser, an itemized list of articles sold and the selling price, the auctioneer's certification, the administrator's affidavit, and the signature of the Register of Wills. Sales of Real Estate are included in this series between 1812 and 1832. Separate indexes were prepared, two volumes, for 1853-1855, 1880-1884.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY: TRANSFER TO THE HALL OF RECORDS ALL VOLUMES PRIOR TO 1850.</p>	
32.	<p><u>RELEASES OF POWER OF APPOINTMENT</u></p> <p>Size: 11" x 18" x 2" Dates: 1944 - - Quantity: 1 volume Index: Thumb index</p> <p>Wills may expressly provide a power of appointment enabling a legatee having a life interest in an estate to name other than those named as secondary heirs in the will in certain contingencies, thus foreclosing the possibility of double taxation on estates in cases in which there are collateral heirs. The release is signed by the grantee or donee and is witnessed.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
33.	<p><u>SMALL ESTATE RECORD</u></p> <p>Size: 11" x 20" x 2" Dates: 1944 - - Quantity: 1 volume Index: Thumb Index</p> <p>This record contains petitions to release heirs of estates of less than \$500.00 from formal administration of the estate giving the date of the petition, the names of the decedent, petitioner and heirs; their addresses, the names of the creditors and the amount of the assets of the estate, and the Court order of release.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
34.	<p><u>TRIAL DOCKET</u></p> <p>Size: 11" x 16" x 2" Dates: 1870 - - Quantity: 3 volumes File Arrangement: Chronological Index: Thumb index</p>	

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The Trial Docket is a brief record of the Orphans' Court action in proceedings regarding contested estates giving the name of the decedent and of the administrators or executors, the names of the plaintiff and of the defendant, the dates of issuance of writs, summonses, and orders, the action of the Court and the judgment. The volume for 1879-1896 is titled Equity Docket.

RECOMMENDATION: RETAIN PERMANENTLY.

✓ 35. RECORD OF WILLS

Size: 15" x 12" x 3"
 Dates: 1744 - -
 Quantity: 41 volumes
 File Arrangement: Chronological
 Index: General Index to Wills: Thumb index in each volume

The Record of Wills is composed of copies of wills deposited with the Register for probate and of certified will copies from other jurisdictions, giving the name of the decedent, the date of probate, admission to probate, and the names of heirs and bequests. The original wills are filed with the Estate Papers.

RECOMMENDATION: RETAIN PERMANENTLY.

✓ 36. GENERAL INDEX TO WILLS

Size: 15" x 12" x 3"
 Dates: 1745 - -
 Quantity: 2 volumes
 File Arrangement: Alphabetical
 Index: Thumb index

The General Index to Wills is arranged alphabetically by name of the decedent giving the date of filing the will, the name of the executor or administrator, and the liber and folio of recordation.

RECOMMENDATION: RETAIN PERMANENTLY.

37. GENERAL INDEX TO WILLS (OLD SERIES)

Size: 12" x 17" x 2½"
 Dates: 1749 - 1930
 Quantity: 2 volumes
 File Arrangement: Chronological
 Annual Accumulation: Discontinued

This old series of indexes were later transcribed in the new index, which is retained in the office of the Register. This series is in

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two volumes, one covers the period, 1749-1889, the other covers the period 1749-1930. The volume for 1749-1889 was transcribed in the volume for 1749-1930, and the volume for 1749-1930 was transcribed in the current indexes.

RECOMMENDATION: RETAIN PERMANENTLY: TRANSFER TO THE HALL OF RECORDS.

38. INDEX TO WILLS OF LIVING PERSONS

Size: 9" x 16" x 2"
Dates: 1852 - -
Quantity: 2 volumes
Index: Thumb index

This is a record of wills of persons living at the time of depositing the will with the Register for safekeeping giving the name of the testator and the date of deposit.

RECOMMENDATION: RETAIN PERMANENTLY.

39. CERTIFICATES TO FREE NEGROES

Size: 8" x 13" x 2"
Dates: 1815-1860
Quantity: 2 volumes
File Arrangement: Chronological
Index: Alphabetical by name of slave

This is a record of certificates of freedom releasing slaves giving the date, name, age, sex, and a description of the slave, the name of the owner, the date of purchase, the notice of manumission with the names of the witnesses and the signature of the Register.

RECOMMENDATION: RETAIN PERMANENTLY: TRANSFER ALL VOLUMES TO THE HALL OF RECORDS.

40. INDEX TO ORPHANS' COURT DOCKET

Size: 6" x 12" x 1/2"
Dates: 1818 - 1824
Quantity: 1 volume
Index: Thumb index

The docket index is arranged alphabetically giving the date of the proceeding, the names of the parties, and the liber and folio of recordation.

RECOMMENDATION: RETAIN PERMANENTLY: TRANSFER TO THE HALL OF RECORDS.

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REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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.
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41. GUARDIAN DOCKET

Size: 10" x 17" x 2"
 Dates: 1816-1868
 Quantity: 1 volume
 Index: Thumb index

This docket gives the name of the ward and of the guardian, the date of appointment of the guardian with the liber and folio of recordation, the dates of accounting by the guardian with the liber and folio of recordation, and a space is reserved for remarks.

RECOMMENDATION: RETAIN PERMANENTLY: TRANSFER TO THE HALL OF RECORDS.

42. REGISTRATION OF VOTERS

Date: 1868
 Size: 6" x 14" x 1/2"
 Quantity: 16 volumes
 Index: Thumb index to name

By act of the General Assembly, March 30, 1868 (Laws of Maryland, Chapter 297, Section 18) the Register of Voters was required to prepare lists of qualified voters in each Maryland County, depositing such lists with the Clerk of the Circuit Court and the Register of Wills. There is a separate volume for each district and the names of the voters are arranged alphabetically therein.

RECOMMENDATION: RETAIN PERMANENTLY: TRANSFER ALL VOLUMES TO THE HALL OF RECORDS.

43. ORPHANS BOUND BY THE COURT

Size: 8" x 14" x 1/2"
 Dates: 1800 - 1857
 Quantity: 1
 Index: Thumb index to orphan's name

This record gives the name of the orphan, the person to whom he is bound, and the year and Court term.

RECOMMENDATION: RETAIN PERMANENTLY: TRANSFER TO THE HALL OF RECORDS.

44. DR. JOHN FISCHER LEDGER B

Size: 6" x 17" x 3"
 Dates: 1795-1816
 Quantity: 1 volume

This is a doctor's private account book arranged under the name of

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REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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the patient listing the services and medicines given, the charges, and the notation of payments. The first page contains an account of the weather from 1801 to 1807 in an unknown hand, also an account of the various houses inhabited by the doctor and the dates of removals.

RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS.

45. GENERAL LEDGER

Size: 11" x 14" x 2"
Dates: 1930 - -
Quantity: 16 volumes
File Arrangement: Chronological
Audit: State audit
Index: Thumb index to estate

The General Ledger is a record of estate fees giving the name of the estate, the date, the amount of the fee and the type of fee paid.

RECOMMENDATION: RETAIN PERMANENTLY.

46. CASH RECEIPTS AND DISBURSEMENTS JOURNAL

Size: 20" x 14" x 2"
Dates: 1925-1928, 1930 - -
Quantity: 4 volumes
File Arrangement: Chronological
Audit: State audit

The Journal is arranged in two sections one for receipts and one for disbursements; the section relating to receipts shows the date, name of the payor or source of the receipt, the receipt copy number, the amount and type of fee, and the notation of deposit; the disbursements section gives the name of the payee or reason for the expenditure, the check number, and the amount. Each section has a recapitulation section following the entries. The General Ledger does not duplicate financial information contained herein and therefore this journal should be considered a permanent book of entry.

RECOMMENDATION: RETAIN PERMANENTLY.

47. DEPOSIT BOOK

Size: 14" x 18" x 3"
Dates: 1852-1885, 1934 - -
Quantity: 2 volumes
File Arrangement: Chronological
Audit: State Audit

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