

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

SCHEDULE
NO.

C-254

PAGE
NO.

1

1. Requesting Agency: **HOWARD 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.

1 MINUTES OF THE PROCEEDINGS OF THE ORPHANS' COURT
Size: 16" x 12" x 3"
Dates: 1840...
Quantity: 43 volumes
File Arrangement: Chronological
Index: Alphabetical internal index by name of estate (1840-1928) and Estate Docket

The Proceedings of the Orphans' Court are minutes giving the dates of the sessions, the names of the judges and of the sheriff present, and a brief resume of the papers issued, the decisions and proceedings.

Three volumes in this series are rough minutes, 1840-46, 1864-69, and 1872-1874.

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER ROUGH MINUTES OF PROCEEDINGS TO THE HALL OF RECORDS.

2 ORPHANS' COURT DOCKET
Size: 12" x 16" x 3"
Dates: 1840-1933
Quantity: 24 vols.
File Arr.: Chronological
Annual Accumulation: Discontinued
Index: 1-volume index, by name of decedent, 1840-1870

The Estate Docket (Item 7), introduced in 1870, replaced the Orphans' Court Docket in 1933.

RECOMMENDATION: RETAIN PERMANENTLY.

(continued)

7. Agency, Division or Bureau Representative

Raymond L. Pickett Signature | Register of Wills Title | 12/21/64 Date
for Howard Co

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

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

12/23/64 Date | Morris S. Stobell Archivist | 1/6/65 Date | Candace Hubert Secretary

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.				
3	<p>WILLS</p> <p>Size: 14" x 18" x 3" Quantity: 14 vols. Dates: 1840... File Arr.: Chronological Index: Each volume indexed alphabetically by name of decedent</p> <p>Recorded wills were entered in this record series as received for probate, giving the date of recordation and name of decedent, the date of the will, location and description of the property, distribution and names of heirs, names of witnesses and affidavits of the executors, administrators or guardians, attest of the Register, and his signature.</p> <p>Beginning in 1906, this record is typewritten; prior to 1906 it was hand-written.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>					
4	<p>INDEX TO WILLS</p> <p>Size: 12" x 16" x 2" Quantity: 1 vol. Dates: 1840...</p> <p>The Index to Wills is arranged alphabetically by name of decedent, giving date of probate and liber and folio of recordation.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>					
5	<p>RECORD OF WILLS DEPOSITED</p> <p>Size: 10" x 16" x 2" Quantity: 1 vol. Dates: 1926...</p> <p>This is an index to wills of living persons which are deposited with the Register for safekeeping, giving the name of the testators, date of deposit, and signature of the person to whom the will was delivered. (See Item 6)</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>					
6	<p>ESTATE PAPERS</p> <p>Size: Folded papers Dates: 1840... Quantity: 101 document files; 3 legal size file drawers File Arr.: 1. Alphabetical by name of decedent and type of paper until 1926 2. By estate number after 1926 Index: Orphans' Court Docket and Estate Docket (Items 2 and 7)</p> <p>The Estate Papers are composed of all or some of the following instruments:</p> <table border="0"><tr><td>Original Wills</td><td>Inventories of Real Estate</td></tr><tr><td>Letters of Administration</td><td>Accounts of Sales of Real Estate</td></tr></table>	Original Wills	Inventories of Real Estate	Letters of Administration	Accounts of Sales of Real Estate	(continued)
Original Wills	Inventories of Real Estate					
Letters of Administration	Accounts of Sales of Real Estate					

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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- Inventories of Personal Property
- Accounts of Sales of Personal Property
- Petitions and Orders of the Orphans' Court
- Lists of Debts
- Guardian Accounts
- Executors' and Administrators' Bonds and Oaths
- Guardians' Bonds
- Executors' and Administrators' Accounts
- Guardians' Accounts
- Releases
- Small Estates (1945...)
- Joint Accounts (1941...)
- Miscellaneous Papers (1840-1927)

Until 1926, wills and codicils were filed separately, as well as other papers relating to estates. After 1926, all papers relating to an estate were filed together in document files by estate number. Flat filing was introduced in 1940.

Wills of living persons deposited for safekeeping are included in this series but are separated and are not available for public inspection. (See Item 5).

RECOMMENDATION: RETAIN PERMANENTLY.

7 ESTATE DOCKET

- Size: 18" x 13" x 3"
- Quantity: 8 vols.
- Dates: 1840...
- File Arr.: Chronological
- Index: 1. Internal alphabetical index to estates
2. General Index, Estate Docket (Item 8)

The Estate Docket was maintained concurrently with the Orphans' Court Docket from 1870 until 1933, when the latter was discontinued (Item 2). This docket is a comprehensive recording of all papers issued and filed in connection with the probate of wills and proceedings, with the libers and folios of recordation. The first volume in this series is entitled Administration Docket (1840-1908).

In 1927, the Estate Docket superseded all others Dockets and Indices, which were discontinued.

RECOMMENDATION: RETAIN PERMANENTLY.

8 GENERAL INDEX, ESTATE DOCKET

- Size: 17" x 11" x 2"
- Quantity: 2 vols.
- Dates: 1908...
- Annual Accrualation: Discontinued

This Index to the Estate Docket is a Burr index, giving the first two letters of the surname of decedent, the year, and the liber and folio of recordation.

RECOMMENDATION: RETAIN PERMANENTLY.

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9	<p>DOCKET INDEX, HOWARD COUNTY Quantity: 1 vol. Size: 9" x 14" x 2" Dates: 1840-1870 Annual Accumulation: Discontinued</p> <p>This index is arranged alphabetically by name of decedent, giving the date of probate and the liber and folio of recordation.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO HALL OF RECORDS.</p>	
10	<p>REGISTER'S DOCKET Size: 9" x 14" x 2" Quantity: 1 vol. Dates: 1876-1885 Annual Accumulation: Discontinued</p> <p>This is a brief record of proceedings of the Orphans' Court, with the dates, giving names of the decedents and of the executors, administrators or guardians, and the libers and folios of recordation.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO HALL OF RECORDS.</p>	
11	<p>LIST OF DEBTS Size: 12" x 16" x 3" Quantity: 4 vols. Dates: 1865... File Arr.: Chronological Index: Internal alphabetical index by name of decedent</p> <p>This is a record of debts due estates, giving the name of the estate and of the debtor, the account of the debt and the amount, whether sperate or desperate, the recordation, and the total amount involved, with the date and signature of the Register of Wills. Prior to 1865, this information was carried in the Inventories of Personal Property (Item 29). The original papers listing debts due estates are filed with the Estate Papers (Item 6).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
12	<p>PASSED CLAIM DOCKET Size: 12" x 18" x 3" Quantity: 2 vols. Dates: 1854... File Arr.: Chronological by date of filing claim Index: Internal alphabetical, by name of decedent</p> <p>This is a record of claims against estates, which have been approved for payment by the Orphans' Court, giving the name of the claimant, and account of the claim, the date of approval by the court, and the amount.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

(continued)

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(Continuation Sheet)

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13 ADMINISTRATORS' AND EXECUTORS' OATHS AND AFFIRMATIONS

Size: 12" x 16" x 3"
Quantity: 1 vol.
Dates: 1926-1957
File Arr.: Chronological by date of oath
Index: Internal alphabetical index

This is a record of oaths taken by executors and administrators, giving the names of the affiant and of the decedent, the oath, and the signatures of the affiant and of the Register of Wills. Oaths taken prior to 1926 were recorded in the Estate Dockets (Item 7). The original oaths are filed with the Estate Papers (Item 6).

Since 1957, these oaths and affirmations have been recorded with Administration Bonds (Item 15).

RECOMMENDATION: RETAIN PERMANENTLY.

14 LETTERS OF ADMINISTRATION

Size: 11" x 15" x 2"
Quantity: 1 vol.
Dates: 1866-67
Annual Accumulation: Discontinued

This was a record of letters of administration granted by the Orphans' Court, giving the date, the names of the persons granted the letters, the name of the estate, and the names of the appraisers. This information is also found in the Proceedings (Item 1) and in the Estate Papers (Item 6).

RECOMMENDATION: RETAIN PERMANENTLY.

15 ADMINISTRATION BONDS

Size: 12" x 16" x 3"
Quantity: 9 vols.
Dates: 1840...
Index: Internal alphabetical index (1840-1932)
Separate index (Item 16)

This is a record of bonds of executors and administrators of estates, giving the names of the decedent, the executors and administrators, the amounts and conditions of the bonds, with dates, names of witnesses and dates of filing, recording and approval, with the signatures of the sureties and of the Register of Wills. The original bonds are filed with the Estate Papers (Item 6).

Since 1957, this series has included Executors' and Administrators' Oaths and Affirmations (Item 13).

RECOMMENDATION: RETAIN PERMANENTLY.

16 INDEX TO EXECUTORS' AND ADMINISTRATORS' BONDS

Size: 12" x 16" x 2"
Quantity: 3 vols.
Dates: 1840...

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(Continuation Sheet)

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16 (cont.)

The Index is arranged alphabetically by names of decedent, executor and administrator, giving amount of the bond, the date, and the liber and folio of recordation.

RECOMMENDATION: RETAIN PERMANENTLY.

17

ADMINISTRATION ACCOUNTS

Size: 12" x 16" x 3"
Quantity: 15 vols.
Dates: 1840...

File Arr.: Chronological by date of recording
Index: 1. 1840..., Internal alphabetical index
2. 1840-1927, Separate index (Item 18)

This is a record of administration accounts in connection with the probate of estates, giving the names of decedents and administrators, the expenditures, balances, dates of filing and of recording, and the affidavit and signature of the Register of Wills. The original papers are filed with the Estate Papers (Item 6).

RECOMMENDATION: RETAIN PERMANENTLY.

18

INDEX TO EXECUTORS' AND ADMINISTRATORS' ACCOUNTS

Size: 12" x 16" x 3"
Quantity: 1 vol.
Dates: 1840-1927

File Arr.: Alphabetical by names of decedents, executors and administrators

Annual Accumulation: Discontinued

This index, discontinued in 1927, gives the dates, names of decedents, executors and administrators, the amounts involved in the accounts, and the liber and folio of recordation, with a space for remarks. After 1927, this information was continued in the Estate Dockets (Item 7).

RECOMMENDATION: RETAIN PERMANENTLY.

19

RELEASES

Size: 13" x 16" x 3"
Quantity: 9 vols.
Dates: 1840...

File Arr.: Chronological
Index: 1. 1840-1931, Internal alphabetical, by name of administrator, executor, guardian or trustee
2. Index to Releases, 1840-1927 (Item 20)
3. Estate Docket, 1927... (Item 7)

This record is a brief summary of proceedings in the Orphans' Court in the release of executors, administrators, guardians and trustees in closed estates, giving names of releasors, the receipt of release and the date, names of the witnesses, and the affidavit of the Register of Wills, with signatures. Original Releases are filed

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(Continuation Sheet)

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

19 (cont.) with the Estate Papers (Item 6).

RECOMMENDATION: RETAIN PERMANENTLY.

20 INDEX TO RELEASES

Size: 12" x 16" x 2"

Quantity: 1 vol.

Dates: 1840-1927 - DISCONTINUED

Index: Internal alphabetical, by name of administrator, executor, guardian or trustee

The Index to Releases gives the names of the administrators, executors, guardians or trustees, the date, and the liber and folio of recordation (Item 19).

RECOMMENDATION: RETAIN PERMANENTLY.

21 GUARDIANS' BONDS

Size: 12" x 18" x 3"

Quantity: 2 vols.

Dates: 1840...

File Arr.: Internal - Alphabetical by name of guardian
External - Chronological

Guardians' Bonds are recorded in this record series, giving the names of the guardians and wards, the date of the bond, amount and conditions, the sureties, and the names of the witnesses. Original Guardian Bonds are filed with the Estate Papers (Item 6).

RECOMMENDATION: RETAIN PERMANENTLY.

22 INDEX TO GUARDIANS' BONDS

Size: 11" x 16" x 2"

Quantity: 1 vol.

Dates: 1840-1927 - DISCONTINUED

File Arr.: Alphabetical by name of ward and guardian

This index gives the names of guardians and wards, amount of the bond, and the recordation, with a space for remarks.

Guardian Bonds have been indexed in the Estate Docket (Item 7) since 1927.

RECOMMENDATION: RETAIN PERMANENTLY.

23 GUARDIAN DOCKET

Size: 12" x 18" x 3"

Quantity: 2 vols.

Dates: 1833-59; 1870-1927 - DISCONTINUED

File Arr.: Internal - Alphabetical by name of ward
External - Chronological

The Guardian Dockets give the names of guardians and wards, date of the guardianship, amount of the bond and securities, amount secured on the bond, case number and amount of the account, the allowances

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(cont.)	<p>on credits due the estate, balance due to the ward, and amounts overpaid, if any, and the dates of settlement and release of securities.</p> <p>The Guardian Dockets, discontinued in 1927, were continued in the Estate Dockets (Item 7).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
24	<p>GUARDIAN ACCOUNTS</p> <p>Size: 11" x 16" x 3" Quantity: 7 vols. Dates: 1844... File Arr.: Internal - Chronological by date of recordation External - Chronological Index: 1. Internal alphabetical (1844-1933) 2. Index to Guardian Accounts (1840-1927)[Item 25] 3. Estate Dockets, 1927... [Item 7]</p> <p>The Guardian Accounts contain itemized records of payments and balances due, with dates and the affidavit of the Register of Wills. The original papers are filed with the Estate Papers (Item 6).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
25	<p>INDEX TO GUARDIAN ACCOUNTS</p> <p>Size: 11" x 16" x 2" Quantity: 1 vol. Dates: 1840-1927 - DISCONTINUED File Arr.: Alphabetical, by name of decedent</p> <p>This record was an index to the Guardian Accounts (Item 24), giving names of guardians and wards, case number, and the liber and folio of recordation. The index was superseded by the Estate Dockets (Item 7).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
26	<p>INVENTORIES OF REAL ESTATE</p> <p>Size: 11" x 16" x 3" Quantity: 7 vols. Dates: 1867... File Arr.: Chronological Index: Alphabetical, by name of estate in each volume</p> <p>This record series contains the orders of the Orphans' Court for appraisal of estates under probate, giving the date and names of the appraisers, their affidavits, and a listing of the property appraised, its location, the amount of the appraisal, and legal proof of the appraisal, with signatures of the appraisers. The original papers are included with the Estate Papers (Item 6).</p> <p>Prior to 1867, inventories of real property were included with the Inventory of Personal Property (Item 29).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

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27	<p>ANNUAL VALUE OF REAL ESTATE</p> <p>Quantity: 1 vol, Size: 12" x 16" x 3" Dates: 1841-1902 - DISCONTINUED</p> <p>The Annual Value of Real Estate was discontinued in 1902 and continued in the Account of Sales of Real Estate (Item 28). This record gave the authority to appraise and the names of the appraisers, the appraisals on real estate and the annual income from each estate, with the affidavits of the appraisers.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
28	<p>ACCOUNT OF SALES OF REAL ESTATE</p> <p>Quantity: 5 vols. Size: 12" x 16" x 3" Dates: 1867... File Arr.: Chronological Index: 1. Internal alphabetical, to names of decedents 2. Estate Docket (Item 7)</p> <p>The Account of Sales of Real Estate is a record of procedure in the sale of estate real property, giving name of the estate, reports of the executors or administrators, and the proceedings of the Orphans' Court, with the libers and folios of recordation. The amounts received by legatees and the dates of receipt are shown, with the signatures of executors or administrators, conditions of sales, notarizations, orders nisi with signatures of the judges, dates of reports, certifications of publication, and the orders of the court, with the signature of the Register of Wills. The original accounts are included with the Estate Papers (Item 6).</p> <p>Prior to 1867, the Accounts of Sales of Real Estate were recorded in the Inventory of Personal Property (Item 29).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
29	<p>INVENTORY OF PERSONAL PROPERTY</p> <p>Quantity: 17 vols. Size: 16" x 12" x 3" Dates: 1840... File Arr.: Chronological</p> <p>This is a record of inventories of personal property ordered by the Orphans' Court, giving the name of the estate and the date, an itemized list of personal property, the amounts and total, the names of the witnesses and of the appraisers, and the date of filing, with the signature of the Register of Wills. A list of debts is also contained in the volumes for 1840-1865, when a separate record series, List of Debts, was introduced (Item 11). Original inventories of personal property are included with the Estate Papers (Item 6).</p> <p>This record series also contained inventories and sales of real property prior to 1867 (Items 26 and 28).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

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(Continuation Sheet)

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30	<p>INDEX TO INVENTORIES OF PERSONAL ESTATE</p> <p>Quantity: 2 vols. Size: 12" x 16" x 3" Dates: 1840-1927 - DISCONTINUED</p> <p>The Index is arranged alphabetically by name of decedent, executor, administrator, and guardian, giving the liber and folio of recordation and the amounts.</p> <p>This record was continued in the Estate Dockets (Item 7).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
31	<p>ACCOUNT OF SALES OF PERSONAL ESTATE</p> <p>Quantity: 9 vols. Size: 11" x 14" x 5" Dates: 1840... File Arr.: Chronological Index: 1. 1840-1926, Internal alphabetical index 2. Index to Account of Sales of Personal Estate, 1840 to 1927 (Item 32) 3. Estate Dockets since 1927 (Item 7).</p> <p>This is a record of the sales of personal property by administrators and executors in the settlement of estates, giving names of the decedents and the purchasers, an itemized list of the articles sold, with sale prices and total amount of sales; the auctioneer's certification, with the certifications of the administrator or executor and of the Register of Wills.</p> <p>Original accounts of sales are filed with the Estate Papers (Item 6).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
32	<p>INDEX TO ACCOUNT OF SALES OF PERSONAL ESTATE</p> <p>Quantity: 1 vol. Size: 11" x 16" x 2" Dates: 1840-1927 - DISCONTINUED File Arr.: Alphabetical by name of decedent</p> <p>This index gives the names of the decedent and of the purchaser, the amount involved, and the liber and folio of recordation.</p> <p>Since 1927, this information has been included in the Estate Docket (Item 7).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
33	<p>INDENTURES</p> <p>Quantity: 1 vol. Size: 11" x 18" x 2" Dates: 1840-1913 - DISCONTINUED File Arr.: Chronological by date of indenture Index: Internal alphabetical, by names of the contracting parties, direct and reverse</p>	

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(Continuation Sheet)

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3 (cont.)	<p>This is a record of the binding of juveniles to contractors for specified periods, under the direction of the Orphans' Count, giving names of the contracting parties, the dates, nature of the indenture and of the obligations, with signatures of the contracting parties and of the Register of Wills.</p> <p>Original indentures are found in the Miscellaneous Papers under Estate Papers (Item 6).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO HALL OF RECORDS.</p>	
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34	<p>MANUMISSIONS</p> <p>Quantity: 1 vol. Size: 9" x 13" x 2" Dates: 1843-1863 - DISCONTINUED File Arr.: Chronological by date of manumission Index: Internal alphabetical, to name of slave</p> <p>This is a record of the releases of slaves under the wills of testators, giving names of the slaves and their descriptions, ages, notices of manumission, names of the owners, dates of the certificates of manumission, names of witnesses, and the signature of the owner.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO HALL OF RECORDS.</p>	
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35	<p>LIST OF REGISTERED VOTERS</p> <p>Quantity: 1 vol. Size: 13" x 18" x 3" Dates: 1869 - DISCONTINUED File Arr.: Alphabetical by name of voter, under voting district</p> <p>The List of Registered Voters gives the district, names of the voters arranged alphabetically within the district, and a space for remarks.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO HALL OF RECORDS.</p>	
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36	<p>GENERAL LEDGER</p> <p>Quantity: 6 vols. Size: 14" x 18" x 3" Dates: 1841-1884, 1913... File Arr.: Chronological Index: Alphabetical internal, by name of decedent Audit: State</p> <p>The General Ledger is a book of final entry, arranged by name of the decedent, containing entries of fees collected and taxes paid in connection with the probate of the estate.</p> <p>The volume for 1841-1884 contains the account of Charles Timanus for building the Courthouse, 1841.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
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37	<p>FINANCIAL REPORTS</p> <p>Quantity: 5 document files Size: Folded papers Dates: 1888... File Arr.: Internal - By agency External - Chronological Audit: State</p> <p>This file is composed of the reports required to be filed by the Register with state and county agencies.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, WHICHEVER IS LATER, THEN DESTROY.</p>	