

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

1. Requesting Agency

WASHINGTON 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 AND PROCEEDINGS**

Quantity: 97 volumes  
Size: 8" x 12" x 4"; later volumes, 12" x 16" x 2"  
Dates: Permanent Minutes, 1896...  
Rough Minutes, 1786-1918  
File Arrangement: Chronological  
Index: Internal alphabetical, to name of decedent

The Minutes and Proceedings, including the rough minutes, are a record of the action of the Orphans' Court in the probate of wills, including the appointment of guardians and executors, the issuance of letters of administration, notices to creditors, names of decedents and legatees, dates of inventories, accounts and releases and, in the earlier volumes, notations of sales and manumissions of slaves.

The rough minutes (60 volumes) for the period 1786-1918 have been transferred to the Hall of Records. Rough minutes were discontinued in 1918 by the Register of Wills.

RECOMMENDATION: RETAIN PERMANENTLY.

**2 DOCKET OF PROCEEDINGS**

Quantity: 19 vols.  
Size: 14" x 20" x 3"  
Dates: 1823-1842, 1855-1874, 1908...  
File Arr.: Chronological  
Index: Internal alphabetical

This is the official docket on the proceedings of the Orphans' Court in the probate of wills.

The Dockets for 1823-1842 and 1855-1874 (4 volumes) have been trans-

(continued)

7. Agency, Division or Bureau Representative

*[Signature]*  
Signature

*Register of Wills*  
Title

*August 6th 1965*  
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.

Date

*Monie S. O'Connell*  
Archivist

Date

*[Signature]*  
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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2 (cont.)	ferred to the Hall of Records. RECOMMENDATION: RETAIN PERMANENTLY.	
3	<b>PETITION AND JUDGMENT DOCKETS</b> Quantity: 15 vols. Size: 10" x 15" x 3" Dates: 1843... File Arr.: Chronological Index: Internal alphabetical, by name  The Petition and Judgment Dockets are a record of petitions and appeals, claims, summonses and judgments, giving names of decedents, legatees, administrators and guardians, and of the witnesses and judges. RECOMMENDATION: RETAIN PERMANENTLY.	
4	<b>WILL BOOKS</b> Quantity: 25 vols. Size: 13" x 18" x 3" Dates: 1749-1761, 1777... File Arr.: Chronological Index: Internal alphabetical, by name of testator  This series contains the recorded copies of wills filed for probate. Will Books for the period 1749-1761 and 1777-1854 have been deposited in the Hall of Records. RECOMMENDATION: RETAIN PERMANENTLY.	
5	<b>GENERAL INDEX TO DECEDENTS' ESTATES</b> Quantity: 7 vols. Size: 15" x 20" x 3" Dates: 1777... Index: Campbell Index  The General Index gives the estate number and liber and folio of recordation, names of the decedent and of the administrator or executor, dates of death and of probate of the will and the grant of letters, the recordation of appraisals of personal property and real estate, debts, sales and accounts. Space is included for notation of closing the estate. RECOMMENDATION: RETAIN PERMANENTLY.	
6	<b>INDEX TO WILLS OF LIVING PERSONS</b> Quantity: 1 vol. Size: 8" x 12" x 2" Dates: 1907... Index: Alphabetical tab index  This is a list of persons who have deposited wills with the Register for safekeeping (Item 7). It gives the name of the person and the date of deposit, with date of withdrawal if the will is removed. RECOMMENDATION: RETAIN PERMANENTLY.	

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(Continuation Sheet)

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7	<p><b>ESTATE PAPERS</b></p> <p>Quantity: 482 document files; 40 bundles; 10 bins (1777-1935); 25 legal file drawers (1935 to date)</p> <p>Dates: 1777...</p> <p>File Arr.: By estate after 1935</p> <p>Index: In the recorded probate records</p> <p>Flat filing was introduced in 1935 by which all papers pertaining to a particular estate were gathered together in one estate folder, except the original wills and certain other papers which have continued to be filed separately, as follows:-</p> <ul style="list-style-type: none"><li>Estate Papers, 1935... (25 legal file drawers)</li><li>Wills, 1777...(56 document files)</li><li>Wills of Living Persons (24 doc. files)</li><li>Unprobated Wills, 1802... (1 doc. file)</li><li>Will Copies (10 doc. files - discontinued in 1963)</li><li>Reports of Bank Accounts and Personal Property Held Jointly, 1936... (2 doc. files)</li><li>Small Estates, 1959... (1 doc. file)</li><li>Applications for Automobile Transfers, 1954... (1 doc. file)</li></ul> <p>Prior to 1935, the various papers, including the above series, were filed separately, as listed below:-</p> <ul style="list-style-type: none"><li>Letters of Administration, 1890-1935 (1 doc. file)</li><li>Summonses, 1847-1915 (3 doc. files - Retained since 1915 in the office of the Clerk of the Circuit Court)</li><li>Executors' and Administrators' Bonds, 1805-1935 (17 doc. files)</li><li>Inventories and Appraisements, 1805-1935 (65 doc. files)</li><li>Appraisements of Real Estate of Minor Heirs, 1806-1935 (5 doc. files)</li><li>Power of Attorney, 1932-1935 (1 doc. file)</li><li>Indentures, 1794-1917 (5 doc. files - discontinued in 1917)</li><li>Assignments, 1893-1935 (3 doc. files)</li><li>Petitions and Orders, 1799-1935 (27 doc. files)</li><li>Lists of Debts, 1832-1935 (17 doc. files)</li><li>Guardian Bonds, 1807-1935 (5 doc. files)</li><li>Estate Vouchers, 1800-1935 (28 doc. files; 10 bins)</li><li>Executor Exemption Bonds, 1922-1935 (2 doc. files)</li><li>Publishers' Certificates, 1893-1935 (7 doc. files)</li><li>Guardian Accounts, 1801-1935 (46 doc. files)</li><li>Executor and Administrator Accounts, 1803-1935 (84 doc. files)</li><li>Sales, 1806-1935 (36 doc. files)</li><li>Releases, 1812-1935 (23 doc. files)</li><li>Equity Cases, 1867-1927 (11 doc. files - Retained since 1927 in the office of the Clerk of the Circuit Court)</li><li>Miscellaneous Court Papers, 1800-1850 (2 doc. files)</li></ul> <p>A few original Estate Papers, including Wills, Executor and Administrator Bonds, Inventories, Accounts, and Lists of Sales have been transferred to the Hall of Records for the period 1777-1817.</p>	
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RECOMMENDATION: RETAIN PERMANENTLY.

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(Continuation Sheet)

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8

**SMALL ESTATE RECORD**

Quantity: 2 vols.  
Size: 10" x 15" x 4"  
Dates: 1945...  
File Arr.: Chronological  
Index: Internal alphabetical, to names of parties

This is a record of petitions to the Orphans' Court in the settlement of estates of under one thousand dollars (\$1,000.00).

RECOMMENDATION: RETAIN PERMANENTLY.

9

**LETTERS OF ADMINISTRATION**

Quantity: 1 vol.  
Size: 8" x 12"  
Dates: 1852-1853

This is a discontinued record of Orphans' Court orders relating to administrators and guardians of estates and to the granting of letters of administration by the Register of Wills.

This volume has been transferred to the Hall of Records.

RECOMMENDATION: RETAIN PERMANENTLY.

10

**EXECUTORS' AND ADMINISTRATORS' BONDS**

Quantity: 27 vols.  
Size: 8" x 12" x 3"  
Dates: 1799...  
File Arr.: Chronological  
Index: Internal alphabetical, to name of decedent

This is a list of executors and administrators who have been bonded in the probate of estates, giving amount of the bond, the date, and the signature of the Register of Wills.

This record series for the period 1799-1856 has been transferred to the Hall of Records.

RECOMMENDATION: RETAIN PERMANENTLY.

11

**EXECUTORS' AND ADMINISTRATORS' ACCOUNTS**

Quantity: 76 vols.  
Dates: 1778...  
Size: 9" x 13" x 2"  
File Arr.: Chronological  
Index: Internal alphabetical, to name of decedent

This is a record of accounts submitted to the Orphans' Court, giving the name of the administrator or executor, date of submission of the account, the itemized expenditures, including notes owed by or owing to the estate (with interest), taxes paid, and other expenses, with the dates and the names of the parties.

Accounts for the period 1778-1852 have been transferred to the Hall of Records.

RECOMMENDATION: RETAIN PERMANENTLY.

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(Continuation Sheet)

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✓ 12	<p><b>EXECUTORS' AND ADMINISTRATORS' NOTICES TO CREDITORS</b></p> <p>Quantity: 5 vols. Size: 10" x 14" x 2" Dates: 1893-1925 File Arr.: Chronological Index: Internal alphabetical, to decedent</p> <p>This record contains the certification of publication required in the probate of estates as notice to creditors to enter claims against the estate. It gives the names of the decedent and the executor, the name of the paper(s) and dates of publication of the notice, with dates for filing final claims. This notice is now filed with the Estate Papers (Item 7).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
✓ 13	<p><b>GUARDIANS' BONDS</b></p> <p>Quantity: 7 vols. Size: 10" x 14" x 2" Dates: 1786... Index: Internal alphabetical, to name of ward File Arr.: Chronological</p> <p>This is a record of the bonds of guardians, giving the names of guardians and wards, and the dates and amounts of the bonds.</p> <p>Guardians' Bonds for the period 1786-1872 have been transferred to the Hall of Records.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
✓ 14	<p><b>GUARDIAN ACCOUNTS</b></p> <p>Quantity: 41 vols. Size: 10" x 15" x 3" Dates: 1787... File Arr.: Chronological Index: Internal alphabetical, to guardian and name of ward; General Index to Guardians and Wards (Item 15)</p> <p>Guardian Accounts give a detailed list of assets and debts of the estates of minors, including petitions concerning claims against the estate, with amounts and dates, and the names of guardians, petitioners, and attorneys.</p> <p>Guardian Accounts for the period 1787-1852 have been transferred to the Hall of Records.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

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(Continuation Sheet)

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15 ✓	<p><b>GENERAL INDEX TO GUARDIANS AND WARDS</b></p> <p>Quantity: 6 vols. Size: 15" x 20" x 3" Dates: 1777... File Arr.: Chronological</p> <p>This is a comprehensive index to all papers filed in connection with the probate of estates of minors, arranged under the name of the guardian, and giving name of the ward, docket number, date of birth of the ward, amount and date of guardian bond, date of annual reports and accounts, and liber and folio of recordation of all papers.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
16 ✓	<p><b>INVENTORIES OF APPRAISEMENT</b></p> <p>Quantity: 35 vols. Size: 10" x 23" x 3" Dates: 1777... File Arr.: Chronological Index: Internal alphabetical, to name of decedent</p> <p>This is a record of the goods and chattels pertaining to estates, giving itemized lists of the property, with appraisements of value by item. Valuation of real property has also been included in this record since 1871.</p> <p>Inventories for the period 1777-1853 have been transferred to the Hall of Records.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
17 ✓	<p><b>VALUATIONS OF REAL ESTATE (COMMISSION RECORD)</b></p> <p>Quantity: 5 vols. Size: 16" x 19" x 3" Dates: 1800-1871 File Arr.: Chronological Index: Internal alphabetical, to name of official</p> <p>This is a discontinued record of the itemized appraisal of the value of real property pertaining to estates probated by the Orphans' Court, giving the identity of the property, valuation, and names of the appraisers.</p> <p>Valuation of real property has been included with Inventories (item 16) since 1871, and the discontinued series, 1800-1871, has been transferred to the Hall of Records.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

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18	<p><b>GUARDIAN'S APPRAISEMENT OF REAL ESTATE</b></p> <p>Quantity: 1 vol. Size: 14" x 20" x 2" Dates: 1872-1940 Index: Internal alphabetical, to name of ward Accumulation: Discontinued</p> <p>This discontinued record contains reports by Guardians, on order of the court, estimating rental value of the property of estates under their guardianship. This information has been included in Guardian Accounts (Item 14) since 1940.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
19	<p><b>LIST OF DEBTS</b></p> <p>Quantity: 11 vols. Size: 16" x 14" x 1" Dates: 1832... File Arr.: Chronological Index: Internal alphabetical, to name of decedent</p> <p>This record lists debts separately as "Sperate" or "Esperate," giving names of decedent and creditors, and the amounts. In some instances, the type of debt is shown, and the date.</p> <p>Claims cleared by the court are found in the Docket of Claims against Deceased Persons (Item 20).</p> <p>The List of Debts for the years 1831-1844 has been transferred to the Hall of Records.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
20	<p><b>DOCKET OF CLAIMS AGAINST DECEASED PERSONS</b></p> <p>Quantity: 6 vols. Size: 12" x 18" x 3" Dates: 1868... File Arr.: Chronological Index: Internal alphabetical, to name of decedent</p> <p>This Docket contains the names of deceased persons and of the executors and creditors, dates of passage by the court on the claim, type of claim and the date, amount of interest due and the rate, remarks, and a notation of payment.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
21	<p><b>SUMMER'S DOCKET</b></p> <p>Quantity: 3 vols. Size: 10" x 16" x 2" Dates: 1790-1803, 1847-1914 File Arr.: Chronological Index: Internal alphabetical, to names of parties</p> <p>These discontinued dockets were a record of actions taken by estates against executors or by the State against executors, admin-</p>	(continued)

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21 (cont.)	<p>istrators or heirs. It gives the date of service of papers and ap- pearances, and the amount of bonds required, with names of guarantors.</p> <p>The summons Dockets, 1790-1803 and 1847-1915, have been trans- ferred to the Hall of Records.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
22	<p>JOINT AND CO-TENANCY DOCKET</p> <p>Quantity: 1 vol. Size: 14" x 20" x 3" Dates: 1954... Index: Internal alphabetical, to names of parties</p> <p>This is a record of joint tenancy, ownership, or use of liquid estate assets, giving names of the parties and their addresses, their relationship, the amount of money involved in deposits or stocks and bonds, and the amount of inheritance tax due, with notation of pay- ment.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
23	<p>LIST OF SALES</p> <p>Quantity: 57 vols. Size: 8" x 16" x 2" Dates: 1787... File Arr.: Chronological Index: Internal alphabetical, to name of decedent</p> <p>This is a record of the sales of personal and real property, giving names of the decedents and the executors, with the authority for the sales, a detailed list of items disposed of and the amounts received, and dates of the sales.</p> <p>Records in this series for the period 1787-1853 have been trans- ferred to the Hall of Records.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
24	<p>TRUSTEES' SALES OF REAL ESTATE</p> <p>Quantity: 6 vols. Size: 8" x 16" x 2" Dates: 1867... File Arr.: Chronological Index: Internal alphabetical, to name of decedent</p> <p>This is a record of the sale of real estate only, by trustees appointed by the court pursuant to judgment rendered in equity pro- ceedings before the Circuit Court, giving the name of the decedent and the estate number, names of the parties, report by the trustees, the petition, and the order of publication.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	



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25	<p><b>REAL ESTATE CASE DOCKET</b></p> <p>Quantity: 3 vols. Size: 12" x 18" x 2" Dates: 1866... File Arr.: Chronological Index: Internal alphabetical, to name of decedent</p> <p>This is a docket-style record of equity cases which came before the Circuit Court in the probate of estates. It gives the dates of court action and the dates of issuance of papers, with the judgment. Since 1927, all records connected with probate matters referred to the Circuit Court in equity have been filed in the Circuit Court.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
26	<p><b>ASSIGNMENTS</b></p> <p>Quantity: 2 vols. Size: 12" x 18" x 3" Dates: 1893... Index: Internal alphabetical, to name of decedent</p> <p>This is a list of assignments of inheritance in estates, giving name of person assigning the interest, and names of decedent and assignee.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
27	<p><b>DISTRIBUTION RECORD</b></p> <p>Quantity: 6 vols. Size: 7" x 16" x 1" Dates: 1776-1856 File Arr.: Chronological Index: Internal alphabetical, to name of decedent</p> <p>The Distribution Record is a detailed recording of the final distributions made in the settlement of estates. This record was discontinued in 1956, and final distributions were continued in Executors' and Administrators' Accounts (Item 11), and in Guardian Accounts (Item 14).</p> <p>The first volume in this series, 1776-1805, is entitled Balance Book.</p> <p>The Distribution Record for the period 1778-1858 has been transferred to the Hall of Records.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
28	<p><b>RELEASE RECORD</b></p> <p>Quantity: 23 vols. Size: 9" x 14" x 3" Dates: 1810... File Arr.: Chronological Index: Internal alphabetical, to name of bondee</p> <p>This is a record of releases of executors', administrators', and guardians' bonds, with receipts of release. -- The release record for the period 1810-1856 has been transferred to the Hall of Records.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	(continued)

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(Continuation Sheet)

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29 ✓ **CONTRACTS**

Quantity: 3 vols.  
Size: 8" x 13" x 2"  
Dates: 1794-1917  
File Arr.: Chronological  
Index: Internal alphabetical, to name of master  
Accumulation: Discontinued

This is a record of contracts binding apprentices to masters for stated periods of time, giving names of masters and apprentices, and signatures of parents or guardians and of court officials, with conditions of the contract. This series was discontinued in 1917.

Indentures for the period 1794-1917 have been transferred to the Hall of Records.

RECOMMENDATION: RETAIN PERMANENTLY.

30 **RECORD OF FREE NEGROES (CERTIFICATES OF FREEDOM)**

Quantity: 3 vols.  
Size: 8" x 13" x 2"  
Dates: 1827-1863  
File Arr.: Chronological  
Index: Internal alphabetical, to name of negro  
Accumulation: Discontinued

This is a record of declarations by the registers of wills freeing negroes, pursuant to stipulations contained in wills probated by the Orphans' Court. It gives a physical description of the negroes freed. The volumes for the period 1827-1863 have been transferred to the Hall of Records.

RECOMMENDATION: RETAIN PERMANENTLY.

31 **CHURCH RECORD**

Quantity: 1 vol.  
Size: 6 1/2" x 15 1/2" x 1"  
Dates: 1803-1865  
File Arr.: Internal chronological arrangement  
Accumulation: Discontinued

The Church record contains the recorded copies of constitutions, articles of incorporation, and by-laws of churches established in Washington County, with signatures of the persons acting in the incorporations.

The Church record has been transferred to the Hall of Records.

RECOMMENDATION: RETAIN PERMANENTLY.

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12 ✓	<p><b>TAX BOOKS</b></p> <p>Quantity: 5 vols. Size: 8" x 11" x 1" Dates: 1815-1816, 1835-1836 File Arr.: Chronological Accumulation: Discontinued</p> <p>This is a record of taxes paid by estates, giving the name of the decedent, the date paid, and the amount of tax.</p> <p>All volumes in the series have been transferred to the Hall of Records.</p> <p><b>RECOMMENDATION: RETAIN PERMANENTLY.</b></p>	