

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE NO.

655A-1

PAGE NO.

1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

CIRCUIT COURT CHARLES COUNTY		COURT DEPARTMENT
AGENCY		DIVISION
Item No.	Description	Retention
1	<p><b>EXPUNGED RECORDS FOR SINGLE DEFENDANT CASES</b></p> <p>This series contains the original of all court files and records ordered to be expunged and any unitized microform of the records for a single defendant. This includes the original case file and other court records relating or referring to the action or proceedings.</p>	<p>Retain expunged records and indices for 3 years, then destroy by shredding or remove to a separate secure area.</p> <p>Destruction shall promptly be reported to the Records Management Division of the Department of General Services.</p>
2	<p><b>EXPUNGED RECORDS FOR MULTIPLE DEFENDANT CASES</b></p> <p>This series contains the original of all court files and records ordered to be expunged and any unitized microform of the records for multiple defendants. This includes the original case file and other court records relating or referring to the action or proceedings.</p>	<p>Retain expunged records and indices for 3 years or until the prison terms, if any, of all co-defendants convicted in the action have been served, whichever is greater; then destroy by shredding or remove to a separate secure area.</p> <p>Destruction shall promptly be reported to the Records Management Division of the Department of General Services.</p>

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

3/28/91  
Date

*Loraine J. Bush*  
Signature  
Clerk  
Title

4/22/91  
Date

*Edward C. ...*  
State Archivist

**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 \_\_\_\_ OF \_\_\_\_

1. DEPARTMENT/AGENCY  
Judiciary

2. DIVISION  
Circuit Court Charles Co.

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  
Expunged Cases

5. EARLIEST YEAR/LATEST YEAR  
1976 TO continuous

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

EXPUNGED RECORDS FOR SINGLE DEFENDANT CASES

This series contains the original of all court files and records ordered to be expunged and any unitized microform of the records for a single defendant. This includes the original case file and other court records relating or referring to the action or proceedings.

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 c.f.  COMPUTER TAPE(S)
- NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
- 1/2 c.f.  MICROFILM REEL(S)
- NUMBER  COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED Never used after expunged  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Charles County Courthouse  
Circuit Court Clerks' Office  
2nd floor File Room-secured area

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)  
MR 4-512(f)

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 expunged records and indices for 3 years, then destroy by shredding or remove to a separate secure area. Expunged records shall not be transferred to any Hall of Records facility. Destruction shall promptly be reported to the Records Management Div. of the Hall of Records

19. NAME AND TITLE OF PREPARER  
Donna G. Burch, Clerk

20. TELEPHONE NUMBER  
Commission.  
301/932-3202

21. DATE  
March 28, 1991

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Donna G. Burch, Clerk of  
the Circuit Court-Charles Co.

301/932-3202

March 28, 1991