

INTRODUCTION

The records retention schedule provides for the orderly retirement and disposal of records received or created by the several units of the Administrative Office of the Courts. The schedule is arranged alphabetically by subject and title of the records and records series. The retention recommendation is the last entry under each item.

In addition to the records schedule, there is a special category of "nonrecord" material (Maryland Code Annotated, Art. 54, Sec. 9) which is not scheduled and may be destroyed by the custodian at any time after receipt or creation. "Nonrecord" material is composed of excess copies of printed or mimeographed documents and publications usually preserved only for convenience, including pamphlets, reports, circulars, manuals, tickler and suspense files, transcribed notes and notebooks and other ephemeral or temporary papers used to control work in progress. "Nonrecord" status should be determined and applied by the unit in custody of the records with the approval of the State Court Administrator.

Records retention schedules may be amended by updating to provide for changes in recordskeeping practices and addition of new records series.

RECORDS RETENTION AND DISPOSAL SCHEDULE

ADMINISTRATIVE OFFICE OF THE COURTS

AGENCY

DIVISION

Item
No.

1. ADMINISTRATION FILES

(See also General Files, Judges' Files, Judiciary Files, and Personnel Files)

Reports and correspondence, agenda, miscellaneous minutes, notes and forms relating to inter-office business and activities of the Administrator and the Chief Judge including annual report papers, personnel planning and the professional staff; personnel of the County Courthouses and the District and Juvenile Courts relating to computer-aided transcription and court reporting case studies, judicial compensation and assignments, special studies and reports by private research organizations.

RETAIN MINUTES PERMANENTLY. RETAIN ALL OTHER RECORDS FOR THREE (3) YEARS OR UNTIL REFERENCE VALUE CEASES, WHICHEVER IS LATER, THEN DESTROY.

2. BAIL BOND FORFEITURES

Record of forfeitures of bail bonds, filed alphabetically by names of defendants giving names of sureties and amounts of the bonds, jurisdiction and case numbers. (Maryland Rules of Procedure, 722-i-4 and 1285)

RETAIN INDIVIDUAL SHEETS FOR ONE (1) YEAR AFTER DATE OF LAST ENTRY, THEN DESTROY.

3. BUDGET WORK PAPERS

Papers used or created in preparation of the annual budget, including worksheets and forms, reports, opinions, estimates, instructions, drafts and other related papers arranged by fiscal years.

RETAIN BUDGET PAPERS FOR THREE (3) FISCAL YEARS AFTER ADOPTION OF THE BUDGET FOR WHICH THEY WERE PREPARED, THEN DESTROY.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

August 15, 1979

State Court
Administrator

Date

Signature

Title

Date

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 750
PAGE
NO. 2 of 11

Item No.	Description
4.	<p><u>CONFERENCE OF CIRCUIT COURT JUDGES</u> (Formerly Conference of Circuit Administrative Judges)</p> <p>Memoranda, agenda and reports of meetings and conferences, minutes, correspondence, miscellaneous printed material, statutes, newsletters and related materials.</p> <p>RETAIN MINUTES PERMANENTLY. RETAIN ALL OTHER RECORDS FOR FIVE (5) YEARS OR UNTIL REFERENCE VALUE CEASES, WHICHEVER IS LATER, THEN DESTROY.</p>
5.	<p><u>CONFERENCE OF STATE COURT ADMINISTRATORS (COSCA)</u></p> <p>Executive reports and memoranda, Chief Justices' Committee on Judicial Retirement Plans, Chief Justices' Task Force on Federal/State Relations, executive and ad hoc committees, agenda and minutes, memoranda, State and Federal reports and legislation, Committee on Security and Privacy, papers and reports.</p> <p>RETAIN MINUTES PERMANENTLY. RETAIN ALL OTHER RECORDS FOR THREE (3) YEARS OR UNTIL REFERENCE VALUE CEASES, WHICHEVER IS LATER, THEN DESTROY.</p>
6.	<p><u>FEDERAL GRANTS FILES</u></p> <p>These files represent special projects which are chiefly funded through grants awarded by the Federal Law Enforcement Assistance Administration to state court systems. Projects are filed by project titles and are renewable annually for up to three (3) year periods. Each project file contains all or some of the following papers:</p> <p>Applications Chronological File Correspondence Federal Grant Papers General File Relating to Project Development Quarterly Reports Resumes for Project Positions</p> <p>RETAIN FILES FOR THREE (3) YEARS AFTER TERMINATION OF PROJECT AND AUDIT AND UNTIL REFERENCE VALUE CEASES, WHICHEVER IS LATER, THEN DESTROY.</p>
7.	<p><u>GENERAL FILES</u></p> <p>(See also Administration Files, and Judiciary Files)</p> <p>The general files, arranged by titles or subjects, include correspondence, publications, reports and studies, minutes (principally excerpts of various boards, committees and organizations) and miscellaneous papers dealing with, but not limited to, the following titles and subjects:</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE

NO. 750

PAGE

NO. 3 of 11

Item No.	Description
7.	<p><u>GENERAL FILES (continued)</u> Administration - Court Seminar Adult Protective Services Affirmative Action Papers and Reports Annual Reports and Backup Materials Audits Automated Data Processing (ADP) Review Board: (See also Data Processing) Automated Traffic - Papers and Reports Board of Oral Examiners Calendar Systems Central Profession Staff Clients' Security Trust Fund Code Commission (See Maryland Annotated Code, Item 11) Commission on Artistic Property Committee on 200th Anniversary of the Court of Appeals Complaints/Suits - Religious Sects Computerized Research Conflicts in Case Assignments - Papers and Reports Contempt Files Criminal Justice Information System (CJIS) - Correspondence, Reports and Personnel Data Processing - Papers and Reports: (See also Automated Data Processing (ADP) Review Board) Discrimination - Bar Examinations Domestic Relations Drug Abuse Enigma Enterprises Executive Evaluation Process Family Court Federal/State Judicial Committee Federal Papers Forms Management General Construction Loans Graphs and Charts Grievance Procedure - Papers and Reports Information Systems Inherent Power - Papers and Reports Insanity Acquittes Inmate Grievance Appeals Interoffice Reports and Memoranda Interpreters Information Systems Policy Committee Legislative File (Including Senate and House Committee Reports) Mandatory Retirement Medical Malpractice Military Legal Assistance Minutes (Miscellaneous Boards, Committees and Organizations) Name Change National Association for State Information Systems National Court Statistics National Council to Control Handguns</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE

NO. 750

PAGE

NO. 4 of 11

Item No.	Description
7.	<p><u>GENERAL FILES (Continued)</u></p> <p>National Manpower Survey National Conference on Causes of Dissatisfaction with Administration of Justice Newspaper Clippings Out-of-State Training Parole and Probation Patuxent Case Scheduling Patuxent - Reimposition of Sentence Personal Liability Prepaid Legal Services Press Releases Printing Opinions Proscribed Activities Public Defender - Word Processing Opinions Reversal Cases Search Group, Inc. Senate Investigation Committees Shorthand Reporters Special Studies and Reports Speeches (Miscellaneous Subjects) State Courts Improvements Statewide Audit - Project and Task Force Report Statewide Visitation Statistical Information - Reports and Papers Summer Interns Travel Regulations Unemployment Insurance Weekly Legislative Report</p> <p>RETAIN PERMANENTLY MINUTES OF BOARDS, COMMISSIONS, SOCIETIES, ORGANIZATIONS AND COMMITTEES IN WHICH THE ADMINISTRATIVE OFFICE OF THE COURTS IS AN ACTIVE MEMBER OR PARTICIPANT.</p> <p>RETAIN ALL OTHER MINUTES AND RECORDS FOR THREE (3) YEARS, OR UNTIL REFERENCE VALUE CEASES, WHICHEVER IS LATER, THEN DESTROY.</p>
8.	<p><u>JUDGES' FILES</u></p> <p>(See also Administration Files, General Files and Judiciary Files)</p> <p>Individual judges' files are arranged alphabetically, composed of correspondence, forms, reports and data relating to, but not limited to, the following:</p> <p>Appointment and Retirement Biographical Data Correspondence Courtrooms Court Rules and Operations</p> <p align="right">(list continued)</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 750

PAGE
NO. 5 of 11

Item No.	Description
8.	<p><u>JUDGES' FILES (continued)</u></p> <p>Expenses and Reimbursements Financial Disclosure Statements Hospitalization Information Sources Nominations Personal Data Information Questions of Law and Interpretation Retirement Papers Salary Records Tax Papers and Records</p> <p align="center">RETAIN INDIVIDUAL JUDGE'S FILES FOR LIFE, THEN TRANSFER TO THE HALL OF RECORDS FOR PERMANENT RETENTION.</p>
9.	<p><u>JUDICIAL AND LEGAL ASSOCIATIONS AND ORGANIZATIONS</u></p> <p>Files composed of typescript, mimeographed and printed material relating to conferences and meetings include agenda, minutes, correspondence, reports, and publications, special studies and miscellaneous papers concerning, but not limited to, the following:</p> <p>American Academy of Judicial Education American Bar Association American Bar Foundation American Judicature Society American Law Institute Citizens Committee on Modernization of Maryland Courts and Justice, Inc. Council of Chief Judges Council of Juvenile Justice Council of State Court Representatives Council of State Governments Court Administrators Conference Court Management Institute Maryland Bar Association (See also Item 12) Maryland Bar Foundation (See also General Files and Judiciary Files) National Association of Trial Court Administrators National Center - Williamsburg National Center for State Courts National Center of State Judiciary (Reno) National Conference of Special Court Judges National Conference of State Court Judges National Conference of State Trial Administrators National Institute of Justice National Workshop for State Court Administrators</p> <p align="center">RETAIN PERMANENTLY MINUTES OF BOARDS, COMMISSIONS, SOCIETIES, ORGANIZATIONS AND COMMITTEES IN WHICH THE ADMINISTRATIVE OFFICE OF THE COURTS IS AN ACTIVE MEMBER OF PARTICIPANT. RETAIN ALL OTHER MINUTES AND RECORDS FOR THREE (3) YEARS, OR UNTIL REFERENCE VALUE CEASES, WHICHEVER IS LATER, THEN DESTROY.</p>

Item No.	Description
10.	<p><u>JUDICIARY FILES</u></p> <p>(See also Administration Files, General Files and Judges' Files)</p> <p>The Judiciary Files, arranged by title or subject, are composed of memoranda, reports, agenda and minutes, conference papers, correspondence and miscellaneous material on judicial functions and procedures including, but not limited to, the following titles and subjects:</p> <p>Admission of Out-of-State Attorneys Under Rule 20 Administrative Dockets Administrative Memoranda Administrative Orders of the Chief Judge (See also Orders of the Court) Annual Reports and Correspondence AOC Manual Material Applications for Review of Criminal Sentences Appointments of Masters Assignments Attorney Grievance Committee Board of Law Examiners Calendar Systems (by county) Caseload Studies Charts and Graphs Chief Judge - Weekly Reports and Correspondence Circuit Administrators Circuit and District Court Correspondence Circuit Court Unification Task Force Class Actions Commission on Judicial Disabilities Compensation Conference of Circuit Court Judges - Minute Books and Reports Court Administration Seminars Court Costs Reports, Studies and Correspondence Court of Special Appeals - Juvenile Name Changes Court of Special Appeals and Selection Committee - Staff Attorneys Courtrooms and Judges' Space Designations - Service Determination of Number of Judges Education of Judges Housing Court Legislation Judges Weekly Time Reports (See General Accounting Schedule #751) Judicial Compensation Judicial Ethics Committee Judicial Nominating Commissions Judicial Pension System and Pension Legislation Judicial Personnel (See also Personnel Files, Item 17):</p> <p style="padding-left: 40px;">Circuit Court Clerk Training Jury Management and Training</p> <p style="text-align: right;">(list continued)</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 750
PAGE
NO. 7 of 11

Item No.	Description
10.	<p><u>JUDICIARY FILES (continued)</u></p> <ul style="list-style-type: none"> Jury Selection Law Enforcement Officer - Bill of Rights Legal Aid Bureau Library Committee Summer Interns Juvenile Court - Jurisdiction Legislative Policy Committee Maryland Judicial Conference (See Item 14) Maryland Public Ethics Law Memoranda to Judiciary from Staff Minutes and Proceedings, Miscellaneous Associations, Commissions, and Committees National Center for State Courts Nominating Commissions - Governor Orders of the Court <ul style="list-style-type: none"> (See also Administrative Orders of the Chief Judge) Pensions <ul style="list-style-type: none"> (See Judicial Pension System) Public Information - Legislation Reports to the Chief Judge Reserve Case Reports Rules Committee Standing Committee on Rules of Practice and Procedure - Correspondence and Reports State Department - Agencies and Commissions Statistical Analysis Reports <ul style="list-style-type: none"> Criminal Equity Juvenile Law (by county) Supreme Bench Task Force Files Tax Court <p>RETAIN PERMANENTLY MINUTES OF BOARDS, COMMISSIONS, SOCIETIES, ORGANIZATIONS AND COMMITTEES IN WHICH THE ADMINISTRATIVE OFFICE OF THE COURTS IS AN ACTIVE MEMBER OR PARTICIPANT.</p> <p>RETAIN ALL OTHER MINUTES AND RECORDS FOR THREE (3) YEARS, OR UNTIL REFERENCE VALUE CEASES, WHICHEVER IS LATER, THEN DESTROY.</p>
11.	<p><u>LAW ENFORCEMENT ASSISTANCE ADMINISTRATION (LEAA - "Governor's Commission")</u></p> <p>Agenda and reports, special studies, conferences, correspondence and miscellaneous papers and memoranda.</p> <p>RETAIN FOR ONE (1) YEAR OR UNTIL REFERENCE VALUE CEASES, WHICHEVER IS LATER, THEN DESTROY.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 750
PAGE
NO. 8 of 11

Item No.	Description
12.	<p><u>MARYLAND ANNOTATED CODE (CODE COMMISSION)</u></p> <p>Reports, correspondence, and miscellaneous papers relating to revision of the Maryland Code including court costs, decriminalization of nonsupport, judicial competence, jury selection and personnel systems.</p> <p align="center">RETAIN FOR ONE (1) YEAR OR UNTIL REFERENCE VALUE CEASES, WHICHEVER IS LATER, THEN DESTROY.</p>
13.	<p><u>MARYLAND BAR ASSOCIATION</u></p> <p>Miscellaneous correspondence, publications, minutes, reports and papers issued by or relating to the MBA including, but not limited to, the following titles and subjects:</p> <p>Adult Protection Service Annual Report Material Audit Forms, Papers, and Reports Automated Traffic and Information Systems Board of Oral Examiners Calendar System - Individual, Anne Arundel County, Montgomery County Central Professional Staff Judicial Administration - Committees, agendas, minutes, reports, memoranda, correspondence of Individual Calendar System:</p> <p>Adoption of Individual Calendar System Alternate Jurors Appeals and Removals Appellate Practices Continuing Education of the Bar Costs and Fee Shifting Court Personnel Criminal Justice Systems - Financing Discipline Disputes Study Resolution Alternatives Individual Calendar System Information Systems - Security and Privacy Judicial Ethics Judicial Polls Judicial Reform Judicial Tenure and Selection Legislative Council Insurance Fund Legislation Minutes Retired Judges Recall Trial Court Structure, Financing and Unification Committee</p> <p align="center">RETAIN MINUTES PERMANENTLY. RETAIN ALL OTHER MATERIAL FOR FIVE (5) YEARS OR UNTIL REFERENCE VALUE CEASES, WHICHEVER IS LATER, THEN DESTROY.</p>

Item No.	Description
14.	<p><u>MARYLAND JUDICIAL CONFERENCE</u></p> <p>Agenda, minutes and proceedings, reports and memoranda, committee and subcommittee reports and studies, correspondence and miscellaneous papers.</p> <p>RETAIN MINUTES PERMANENTLY. RETAIN ALL OTHER MATERIAL FOR THREE (3) YEARS OR UNTIL REFERENCE VALUE CEASES, WHICHEVER IS LATER, THEN DESTROY.</p>
15.	<p><u>MARYLAND MANUAL</u></p> <p>Information relating to the Maryland Court System for periodic publication in the Maryland Manual.</p> <p>RETAIN UPDATED MATERIAL FOR FUTURE PUBLICATION; DESTROY OUTDATED MATERIAL.</p>
16.	<p><u>PATTERN JURY INSTRUCTIONS AND CIRCUIT RULES</u></p> <p>Reports, memoranda, papers and speeches on, but not limited to, the following subjects:</p> <ul style="list-style-type: none"> Animals Bailees and Bailors Bench Books Court Rules Defamation Duty - Forseeability Fraud and Deceit Independent Contractors Intentional Interference with Persons or Property Medical Negligence Misuse of Legal Procedure Motor Vehicles Privacy Products Liability Professional Liability and Negligence - General Concept Will Contest <p>RETAIN PRINTED MATERIAL UNTIL SUPERCEDED, THEN OFFER TO THE STATE LIBRARY PRIOR TO DISPOSAL. RETAIN ALL OTHER MATERIAL FOR THREE (3) YEARS OR UNTIL REFERENCE VALUE CEASES, WHICHEVER IS LATER, THEN DESTROY.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 750

PAGE
NO. 10 of 11

Item No.	Description
17.	<p><u>PERSONNEL FILES</u></p> <p>Individual folders contain all or some of the following forms and papers:</p> <ul style="list-style-type: none"> Address Change Notices Applications Birth Certificate Blue-Cross Blue-Shield Papers Change of Status Commendations and Reprimands Correspondence Re Employment Increments and Adjustments In-Housing Training Interviews Memoranda MCEA Papers Notice of Employment Payroll Deduction Authorization Personnel Transaction Forms Recommendations Request for Position Action Resignations Resumes Retirement Papers Salary Adjustments Social Security Papers Time Sheets (See General Accounting Schedule #751) Withholding Forms <p align="center">RETAIN FOR TEN (10) YEARS AFTER TERMINATION OF EMPLOYMENT, THEN TRANSFER TO THE STATE RECORDS CENTER FOR AN ADDITIONAL TEN (10) YEARS AFTER WHICH THE RECORDS MAY BE DESTROYED.</p>
18.	<p><u>READING OR CHRONOLOGICAL FILES</u></p> <p>These files are composed of carbon copies of correspondence and reports, arranged by date of issue for reference when copies filed by subject or title are not readily available.</p> <p align="center">RETAIN FOR THREE (3) YEARS OR UNTIL REFERENCE VALUE CEASES, WHICHEVER IS LATER, THEN DESTROY.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE

NO. 750

PAGE
NO. 11 of 11

Item No.	Description
19.	<p data-bbox="194 321 783 353"><u>WIRETAP - APPLICATIONS AND/OR ORDERS</u></p> <p data-bbox="194 374 1576 534">Applications and orders authorizing interception of communications by wiretap or electronic survey in specific cases, including the name of the requesting agency and person, the name of the Judge (including Court address) authorizing interception, the offense for which the intercept is requested, dates of beginning and termination of the interception with signature of the authorizing Judge.</p> <p data-bbox="406 604 1303 666">RETAIN APPLICATIONS AND ORDERS AUTHORIZING WIRETAPS FOR ONE (1) YEAR, THEN DESTROY.</p>