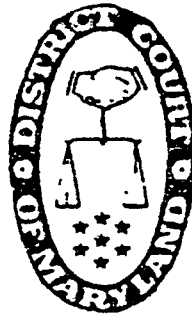




RECORDS RETENTION SCHEDULE



District Court of Maryland
Schedule No. 975
Effective - January 1984

I N T R O D U C T I O N

This schedule has been developed by the District Court, setting forth the detailed procedures for the retention and destruction of Court records and is designed to implement Maryland District Rule 1299. This rule, as amended by the Court of Appeals, is effective January 1, 1984, and significantly reduces the retention period for certain District Court Records. The rule, unlike the prior rule, establishes differing time periods for the retention of records and has related retention to the status of the case.

The categories of records expressly addressed in the rule are:

1. "Criminal Cases" for which the provision for retention is three years for all original papers and electronic tapes. Motor Vehicle and Natural Resource cases are criminal cases.
2. "Other Cases" for which there is a three year retention period after conclusion of case and which is all inclusive of cases not specifically enumerated and includes landlord tenant records for which there is no judgment for a sum certain; juvenile records; civil cases which do not result in a judgment for a sum certain.
3. "Cases in which judgment has been entered for a sum certain" for which the provision for retention of original papers is until the judgment expires unless before that time the judgment is satisfied.
4. "Domestic Violence and Emergency Evaluation cases", including original papers, for which the retention period is twelve years.

Electronic tapes are to be retained for three years after the case is closed except for the further retention of certain tapes selected by the Archivist for permanent retention.

All dockets are to be retained permanently. In criminal and civil matters this means a retention of the case file folder. In traffic it means the retention of the computer generated docket which must be retained permanently.

Under the prior rule dockets could be destroyed if microfilmed; this is not possible under Rule 1299 as amended.

A "Records Management Manual" is available from the Records Management Division of the Hall of Records Commission, Department of General Services, provides additional guidance in applying the disposal recommendations contained in this schedule.

Advice and assistance in solving records management problems are available from the
Records Management Division. Call or write to:

Department of General Services
State Records Management Center
7275 Waterloo Road
P. O. Box 275
Jessup, Maryland 20794-0275

Telephone: 799-1934

Maryland District Court
Retention and Disposal Schedule

TABLE OF CONTENTS

Section:	Page:
I <u>Administrative Records</u>	
1. Administrative Operation Files	1
2. Personnel Files	1
II <u>Cases Involving Judgment for a Sum Certain</u>	
1. Dockets & Indices	2
2. Original Papers, Exhibits and Electronic Recordings of Testimony	2
III <u>Emergency Evaluation and Domestic Violence</u>	
1. Dockets & Indices	3
2. Original Papers and Exhibits	3
IV <u>Criminal Records</u>	
1. Dockets & Indices	4
2. Original Papers, Exhibits and Electronic Recordings of Testimony	4
a. Dismissed, Nolle Prosequi or Stet	4
b. Judgment, or Probation before Judgment	4
c. Arrest Warrants	4
d. Expunged (single defendant)	5
e. Expunged (multiple defendants)	5
V <u>Fiscal Records</u>	
1. Accounting Records	6
a. Miscellaneous Accounting Records	6
b. Payroll Accounting Records	6
2. Budget & Fiscal Planning Records	6
3. Purchasing Records	7
VI <u>Other Cases</u>	
1. Dockets & Indices	8
2. Original Papers, Exhibits and Electronic Recordings of Testimony	8
VII Index	9

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

District Court of Maryland		Headquarters
AGENCY		DIVISION
Item No.	Description	Retention
	<p><u>Supersedes Schedule No. 655 for the District Court Only</u></p> <p><u>ADMINISTRATIVE RECORDS</u></p> <p><u>SECTION I</u></p> <p>1. <u>Administrative Operation Files</u></p> <p>Files contain correspondence reports, and miscellaneous administrative and court papers.</p> <p>2. <u>Personnel Files</u></p> <p>Records of office employees including books, records, forms, cards, and correspondence.</p>	<p>Retain permanently material having continuing legal or administrative value to the operation of the office; transfer periodically to State Archives. Retain all other materials 3 years, then destroy.</p> <p>Retain for five (5) years after termination of employment, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

11-17-83 *Margaret L. Kirk* Chief Clerk
Date Signature Title

Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
	<p><u>CASES INVOLVING JUDGMENT FOR A SUM CERTAIN</u></p>	
	<p><u>SECTION II</u></p>	
1.	<p><u>Dockets and Indices</u></p>	<p>Retain permanently; transfer periodically to the State Archives.</p>
2.	<p><u>Original Papers, Exhibits, and Electronic Recordings of Testimony</u></p>	<p>Retain all original papers, exhibits and electronic recordings of testimony for a period of three (3) years after entry of judgment and all original papers and exhibits in the file after that 3 year period until the judgment expires or is satisfied, then destroy, <i>except recordings selected by State Archivist.</i></p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
<u>EMERGENCY EVALUATION & DOMESTIC VIOLENCE CASES</u>		
<u>SECTION III</u>		
1.	<u>Dockets and Indices</u>	Retain permanently; transfer periodically to the State Archives.
2.	<u>Original Papers and Exhibits</u>	Retain original papers and exhibits for twelve years after the case is closed, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 975

PAGE
NO. 4 of 8

Item No.	Description	Retention
<u>CRIMINAL RECORDS</u>		
<u>SECTION IV</u>		
1.	<u>Dockets and Indices</u>	Retain permanently; transfer periodically to the State Archives.
2.	<p><u>Criminal Case Files</u></p> <p>Original Papers, exhibits and electronic recordings of testimony.</p> <p>a. A criminal case which is dismissed or in which a nolle prosequi or stet is entered.</p> <p>b. A criminal case in which judgment is entered or probation before judgment granted.</p> <p>c. A criminal case for a misdemeanor offense in which an arrest warrant, issued on a charging document or as the result of a defendant's failure to appear for trial, remains unserved for three years after its issuance.</p>	<p>Retain all original papers, exhibits, and electronic recordings of testimony for a period of three years after the case is so concluded, then destroy, except recordings selected by the State Archivist.</p> <p>Retain all original papers, exhibits, and electronic recordings of testimony for a period of three years after the case is so concluded, then destroy, except recordings selected by the State Archivist. (If within that three year period the defendant fails to comply with the order of court, the clerk shall continue to retain the original papers & exhibits in the file until the failure is cured or an arrest warrant issued as a result of the failure is invalidated as permitted by law.)</p> <p>Retain all the original papers and exhibits in the file until the invalidation and destruction of the warrant is authorized by the Chief Judge of the District Court, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
	<u>CRIMINAL RECORDS Cont'd.</u>	
	d. A criminal case in which the records have been expunged.	Retain permanent records and indices for 3 years, then destroy. Such destruction shall promptly be reported to the Records Management Division of the Hall of Records Commission.
	e. Expunged case files in multiple defendant cases.	Retain expunged records and indices until the prison terms, if any, of all co-defendants convicted in the case have been served, then destroy. Such destruction shall promptly be reported to the Records Management Division of the Hall of Records Commission.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
<u>FISCAL RECORDS</u>		
<u>SECTION V</u>		
1.	<p><u>Accounting</u></p> <p>Audit reports General ledger books of account.</p> <p>a. <u>Miscellaneous</u></p> <p>Bank Books, Statements and Deposit Receipts Budget Papers and Work Sheets Cancelled Checks, Check Copies and Stubs Cash Receipt and Disbursement Journals Daily and Monthly Time Sheets Delivery Order and Receipt Expense Accounts Forms & Statements (Local, State, & Federal) Gas Withdrawal Tickets and Mileage Reports Juvenile Support & Account Books Paid Bills and Invoices Periodic Financial Reports to Local & State agencies Receipt Copies and Stubs Reconciliation and Trial Balance Sheets Requisitions and Purchase Orders; Withholding Tax</p> <p>b. <u>Payroll</u></p> <p>Employee Roster Card Files Payroll and Check Registers Payroll Exceptions Time Reports Payroll Transmittals Payroll Warrants</p>	<p>Retain permanently; transfer periodically to the State Archives.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
2.	<p><u>Budget and Fiscal Planning</u></p> <p>Budget Estimates Budget Schedule Amendments Materials and Supplies Physical Inventories Reports of Fixed Assets Reports of Materials and Supplies Requests for Position Action</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 975

PAGE
NO. 7 of 8

Item No.	Description	Retention
3.	<p align="center"><u>FISCAL RECORDS Cont'd.</u></p> <p><u>Purchasing</u></p> <p>Actual Emergency and Repair Reports Copies of Contract Award Credit Memoranda Notices of Award of Contract Out of Schedule Requisitions for Supplies Purchase Orders Reports of Partial Delivery Requisitions for Supplies (Also Agency Interoffice Requisition) Stores Requisition</p>	<p>Retain for three (3) years and until all audit require- ments have been fulfilled, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
	<p><u>OTHER CASES</u></p> <p><u>SECTION VI</u></p> <p>All cases not specifically referred to otherwise in this Schedule.</p>	
1.	<p><u>Dockets and Indices</u></p>	<p>Retain permanently; transfer periodically to the State Archives.</p>
2.	<p><u>Case Files</u></p> <p>All original papers, exhibits and electronic recordings of testimony.</p>	<p>Retain all original papers, exhibits, and electronic recordings of testimony for a period of three years after the case is concluded by dismissal, settlement, or entry of judgment, then destroy, except recordings selected by the State Archivist, except where prohibited by law.</p>

INDEX

	Page
Accounting Records.....	6
Administrative Records.....	1
Arrest Warrants.....	4
Criminal Records.....	4
Expungements.....	5
Fiscal Records.....	6
Judgments - Sum Certain.....	2
Juvenile - (See Other Cases).....	8
Landlord/Tenant (See Other Cases).....	8
Miscellaneous Accounting.....	6
Other Cases.....	8
Motor Vehicle (See Criminal Cases).....	4
Municipal Infractions (See Other Cases).....	8
Natural Resources (See Criminal Cases).....	4
Personnel Files.....	1
Purchasing Records.....	7