



District Court of Maryland
Schedule No. ~~875~~
Revised June, 2002

RECORDS RETENTION SCHEDULE

2219

Department of General Services
 Records Management Division
Records Retention and Disposal Schedule

Schedule Number:
 2219

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Agency: **District Court of Maryland**

Division/Unit: **Headquarters**

Item Number	Description	Retention
<i>Revises Schedule 975, dated January 1984</i>		
<u>Administrative Records</u>		
<u>Section I</u>		
1.	<u>Administrative Operation Records and Files</u> Records and files containing correspondence, reports, and miscellaneous papers relating to the operation of the District Court including: a. Attorney General opinions. b. Reports, correspondence, and miscellaneous papers. c. Material relating to policy, administrative orders, or history of the court. d. Supervisory and Management reports that require data sampling and verification.	Retain permanently material having <i>continuing legal or administrative value</i> to the operation of the office; transfer periodically to the State Archives. Retain material for three (3) years and until all audit requirements have been fulfilled, then destroy.
2.	<u>Personnel Records and Files</u> Records of employees including books, records, forms, cards and correspondence.	Retain material for five (5) years and until all audit requirements have been fulfilled, then destroy.

Approved by Department, Agency, or Division Representative:

Date 6/18/02

Signature James N. Vaughan

Print Name Hon. James N. Vaughan

Title Chief Judge, District Court of Maryland

Schedule authorized by State Archivist

Date JUL 26 2002

Signature Edward C. Pappas

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Agency: **District Court of Maryland**

Division/Unit: **Headquarters**

Item Number	Description	Retention
<u>Civil and Landlord/Tenant Records</u>		
<u>Section II</u>		
1.	<u>Dockets and Indices.</u> Dockets document a judicial decision. Docket entries may be made on docket sheets, file jackets or other docket or disposition materials. Indices are case folders file jackets or other material representing an official record of each civil case including, case number, names and addresses of parties.	Retain Permanently, transfer periodically to the Maryland State Archives.
2.	<u>Original Miscellaneous Papers and Exhibits and Electronic Recordings</u>	Retain all original papers, exhibits and electronic recordings of testimony for a period of three (3) years after entry of <i>dismissal or satisfaction</i> and until all audit requirements are satisfied, then destroy. (Except recordings selected by the State Archivist)
3.	<u>Cases Involving Judgment for a Sum Certain.</u> Records and files involving cases pertaining to collection of debts and/or damages in which a judgment was awarded. Records and files include attachments, liens, motion and orders, sales and notices of liens of judgments.	Retain all original papers and exhibits for a period of twelve (12) years after entry of judgment, or until judgment expires and until all audit requirements are satisfied, then destroy.

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Item Number	Description	Retention
<p>1.</p>	<p><u>Emergency Evaluation, Domestic Violence and Peace Order Records</u></p> <p><u>Section III</u></p> <p><u>Dockets and Indices.</u></p> <p>Dockets document a judicial decision. Docket entries may be made on docket sheets, file jackets or other docket or disposition materials. Indices include case folders or file jackets that represent an official record of each civil case including, case number, names and addresses of parties</p>	<p>Retain Permanently, transfer periodically to the Maryland State Archives.</p>
<p>2.</p>	<p><u>Original Miscellaneous Papers and Exhibits and Electronic Recordings.</u></p>	<p>Retain all original papers and exhibits for a period of twelve (12) years after entry of judgment and until all audit requirements are satisfied, then destroy. (Except recordings selected by the State Archivist)</p>

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Item
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Description

Retention

Criminal, Natural Resource, Traffic, Parking,
 Civil/Municipal Citation and Red Light Camera
 Records

Section IV

1. Dockets and Indices.

Dockets document a judicial decision on a criminal or traffic case. Docket entries may be made on docket sheets, file jackets or other docket or disposition materials. Indices include case folders or file jackets that represent an official record of each case including, case number, charging information, disposition information, name and addresses of the defendant.

Retain Permanently, transfer periodically to the Maryland State Archives.

2. Criminal, Natural Resource, Traffic, Parking,
 Civil/Municipal Citation and Red Light Camera
 Records Case Records and Files

- a. A case which is dismissed or in which a **nolle prosequi** or **stet** is entered.

Retain all original papers, exhibits and electronic recordings of testimony for a period of three (3) years after entry of disposition and until all audit requirements have been satisfied, then destroy. (Except recordings selected by the State Archivist)

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Retention

Criminal, Natural Resource, Traffic, Parking,
 Civil/Municipal Citation and Red Light Camera
 Records (Continued)

Section IV

2.

b. A case in which a disposition is entered or probation before judgment is granted.

Retain all original papers, exhibits and electronic recordings of testimony for a period of three (3) years after entry of disposition and until all audit requirements have been satisfied, then destroy. (Except recordings selected by the State Archivist)

If within a three-year period following disposition, the defendant fails to comply with the order of the court, the clerk shall continue to retain the original papers and 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.

c. A criminal case for a misdemeanor 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 (3) years after issuance.

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, and then destroy.

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Retention

Criminal, Natural Resource, Traffic, Parking,
 Civil/Municipal Citation and Red Light Camera
 Records (Continued)

Section IV

2.

d. Expunged case files and miscellaneous papers.

Retain permanent records and indices for three (3) years after expungement, then destroy. Such destruction shall be promptly reported to the Records Management Division of the Hall of Records Commission.

e. Expunged case files and miscellaneous papers 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, and then destroy. Such destruction shall promptly be reported to the Records Management Division of the Hall of Records Commission.

f. Fugitive case files and miscellaneous papers.

Retain all original papers, exhibits and electronic recordings of testimony for a period of three (3) years after entry of disposition and until all audit requirements have been satisfied, then destroy. (Except recordings selected by the State Archivist)

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1.	<p style="text-align: center;"><u>Fiscal Records</u></p> <p style="text-align: center;"><u>Section V</u></p> <p><u>Accounting</u></p> <p>a. Audit Reports, General Ledger books of account.</p> <p>b. Records documenting bonds posted in court Cases including names, dates, sureties, and amounts of the bonds. All records pertaining to bonds forfeited.</p> <p>c. <u>Miscellaneous:</u> Bank Books, Statements and Deposit Receipts, Budget Papers and Work Sheets, Cancelled Checks, Check Copies and Stubs, Receipt and Disbursement Journals, Daily and Monthly Time Sheets, Delivery Order and Receipt, Expense Accounts, Forms a& Statements (Local, State and 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>Retain permanently, transfer periodically to the State Archives.</p> <p>Retain for ten (10) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

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Retention

Fiscal Records, (Continued)

Section V

1. d. Payroll Records
 Employee Roster Card Files, Payroll and
 Check Registers, Payroll Exception Time
 Reports, Payroll Transmittals, and other
 miscellaneous payroll records.

Retain for three (3) years and
 until all audit requirements have
 been fulfilled, then destroy.

2. Budget and Fiscal Planning
 Reports pertaining to Budget Estimates, Budget
 Schedule, Amendments, Physical Inventories,
 Reports of Fixed Assets, Reports of Materials and
 Supplies, Requests for Position Action.

Retain for three (3) years and
 until all audit requirements have
 been fulfilled, then destroy.

3. Purchasing
 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 Special
 Delivery, Requisitions for Supplies, Agency
 Interoffice Requisition, Stores Requisition.

Retain for three (3) years and
 until all audit requirements have
 been fulfilled, then destroy.

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Item Number	Description	Retention
	<p style="text-align: center;"><u>Other Cases</u></p> <p style="text-align: center;"><u>Section VI</u></p> <p><u>Other Cases include all cases not specifically referred to otherwise in this schedule.</u></p> <p>1. <u>Dockets and Indices</u></p> <p>2. <u>Case Records and Files</u></p> <p>All original papers, exhibits and electronic recordings of testimony.</p>	<p>Retain permanently, transfer periodically to the State Archives.</p> <p>Retain all original papers, exhibits and electronic recordings of testimony for a period of three (3) years after entry of disposition and until all audit requirement have been fulfilled, then destroy. (Except recordings selected by the State Archivist)</p>