

RECORDS RETENTION AND DISPOSAL SCHEDULE

Central Services - Baltimore County

Records Management

AGENCY

DIVISION

Item No.	Description	Retention
1	<p><u>Housing Court Case Files</u></p> <p>These files are composed of the following, after the case is officially closed:</p> <ul style="list-style-type: none"> Summons Complaint Forms Request for Summons Inspection Reports Warrants Correspondence <p>These cases date from 1966 to July 5, 1971 when the Housing Court was phased into the State District Court System in accordance with House Bill #512.</p> <p>The District Court and Records Management recommend that these records be kept permanently since they are the same type of records as the District Court Docket (State Schedule #595 Item 7) which has a permanent retention.</p> <p>File Arrangement: By case number</p>	Permanent
<p>Approved for Baltimore County:</p> <p><i>[Signature]</i> Records Management Officer</p> <p style="text-align: right;">5-3-77</p>		

Schedule approved by Department, Agency or Division Representative

Signature _____ Title _____ Date _____

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

6/22/77 *Edwarde Ragenfar*
Date Archivist

Date Secretary