

Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2163</u> Forward three (3) copies to address at left.
Cecil County Circuit Court			
County Cecil	Date 7/26/11		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Criminal Case Files – JTP/AP eligible for disposal per retention schedule (copy of files to be destroyed attached)	2330	Sec. IV Item 1B	Nov. 02 – ^{May} Dec. 06	36	9/15/2011	Buried @ landfill

Destruction Approved by Maryland State Archives

8 August 2011
Date

Edward C. Gorman
State Archivist

Destruction Certification

Denise W. Lowe
Signature of Court Official

Clerk of Circuit Court
Title

9/16/11
Date