

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO ROAD, P.O. BOX 275
Jessup, Maryland 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court for Queen Anne's County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention	Item				
1	Marriage Application and License Files * Marriage License Voids	2330	Section VIII 3b	Jan 1937 - July 2008	1		
2	Bond Records and Related Papers * Original Bond Papers	2330	Section I 3	May 1840 - July 1999	4		
3	Miscellaneous Accounting Records * Bank Books * Bank Statements * Deposit Records	2330	Section II 5a	1921 - 1977	1		
4	Miscellaneous Accounting Records * Cancelled Checks	2330	Section II 5b	1921 - 1977	.5		
5	Miscellaneous Accounting Records * Paid Bills and Invoices * Finance Ledgers	2330	Section II 5f	1932 - 1986	3		
6	Miscellaneous Accounting Records * Marriage License Receipts * Debit Tapes	2330	Section II 5i	1969 - 1998	1		
7	Original Land Records Instruments * Conveyances w/bills of sale - 10% sample taken; sampled docs recorded in MDLandRec.net	2330	Section VII 4	1762 - 1988	25		

8	Discontinued Records * Articles of Incorporation papers	2330	Section IX 2	1944 - 1971 1871 - 1979	4 3		
10	Land Records * microfilm scans of land records (these are duplicate records)	2330	Section VII 2	1997 - 2002	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

8/2/11
Date

Edward C. Quenfen
State Archivist

Signature of Court Official

Title

Date