Court Circuit	**Department of General Services** Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2174 certificate 1 of 3 Forward three (3) copies to address at left.
County Talbot Date 08-15-2011		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	General Accounting Records	2330	Sect. 2 / 1	2003-7/2008	16	10/31/2012	Shredding
	Budget + Fiscal Planning Records	2330	Sect. 2 / 2	2008-7/2008	2	04/15/2012	Shredding
	Miscellaneous Accounting Records	2330	Sect. 2 / 5	2000-7/2008	10	05/31/2012	Shredding

Destruction Approved by Maryland State Archives ☐

9/7/11 — Date

[signature] — State Archivist

Destruction Certification

Ruth R. Martin — Signature of Court Official

Chief Deputy Clerk — Title

12.26.2012 — Date

DGS 550-9 (rev. 8/04)

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Business License Records - Other	2330	Sect. 2 6	2004, 2005 2006, 2007	6.0	10/31/2011	Shredding

Destruction Approved by Maryland State Archives ☐

9/7/11 — Date

State Archivist

Destruction Certification

Ruth R. Martin — Signature of Court Official

Chief Deputy — Title

12-26-2012 — Date

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	Payroll Accounting Records	2330	Sect. 2 4	2000 – 2007	6	03/15/2012	Shredding
2	Personnel Files	2330	Sect. 1 9	2000 - 2005	6	01/31/2012	Shredding
3	Jury, Grand Jury Records	2330	Sec 1 6b	2002 - 2006	10	02/19/2012	Shredding

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