

Circuit Court	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2190</u> Forward three (3) copies to address at left.	
Court			
Allegany County			October 17, 2011
County			Date

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	Administrative Operation Records & Files	Admin. Rec. 2330 Sec. I	1b	1997 - 2007	2.5	02/17/12	SHREDDED
2	Administrative Operation Records & Files	Admin. Rec. 2330 Sec. I	6b	1995 - 2006	5.5	02/17/12	SHREDDED
3	General Accounting Records	Fiscal Rec. 2330 Sec. II	1a-d	1992 - 2007	3.0	02/17/12	SHREDDED
4	Budget and Fiscal Planning Records	Fiscal Rec. 2330 Sec. II	2d-e	1966 - 2006	1.0	02/17/12	SHREDDED
5	Miscellaneous Accounting Records	Fiscal Rec. 2330 Sec. II	5a-o	1992 - 2006	12.0	02/17/12	SHREDDED
6	Business License Records	Fiscal Rec. 2330 Sec. II	6	1991 - 2007	5.5	02/17/12	SHREDDED

Destruction Approved by Maryland State Archives

11/16/2011
Date

[Signature]
State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

[Signature]
Signature of Court Official

Adm. Judge
Title

2/26/12
Date

Fiscal Records Section II

#1 General Accounting Records

a) Certificate of Deposit and Bank Deposit Slips

Certificate of Deposit Worksheets July 1, 2006 thru June 30, 2007
Certificate of Deposit July 1, 2004 thru June 30, 2006
Bank Deposit Slips for July 1, 2004 - June 30, 2006

b) Distribution of Charges

C-4 and C-5 Reports July 1, 2003 thru June 30, 2006
Monthly Reports July 1, 2003 thru June 30, 2006

c) Memorandum of Adjustments

Adjustments 101's - 102's - and 120's July 1, 2003 - June 30, 2006
Refunds July 1, 2003 thru July 1, 2006

d) Monthly Report of State Funds Collected and Deposited

Maryland Unclaimed Property Reports July 1, 1992 - June 30, 2006
Petty Cash Reports and Balancing September, 1996 - March 1, 2007
Parole and Probation Reports July 24, 2004 thru May 19, 2007
Bar Library, Special Account and Appeals & Collateral Account Extra
Checks From Closed Account (M&T Bank)
Deposit Slips from the Closed Law Library Account, Special Account and
Appeals & Collateral Account Quarterly Reports June 30, 2004 thru
July 1, 2006
Deposit Slips from the Special Account from 1992 and 1993
Appeals & Collateral Account Extra Check from closed Fidelity Bank Account
January, 2011 thru July, 2006

#2 Budget and Fiscal Planning Records

d) Report of Fixed Assets

Inventory - Fixed Assets Reports and Unlocated Property Fiscal Year '06
Fixed Asset Inventory Listing 1966 - 1992

e) Report of Materials and Supplies

Materials and Supplies Reports Fiscal Year '84 thru Fiscal Year '05

#5 Miscellaneous Accounting Records

a) Bank Books, Statements and Deposit Records

Bank books and statements Special Account and Appeals and Collateral
January 1, 2006 thru June 30, 2007

Deposit Slips January 1, 2006 thru June 30, 2007

b) Canceled Checks, Check Copies and Check Stubs

d) Gas Withdrawal tickets and Mileage Reports

Expense Vouchers July 1, 2003 thru July 1, 2006

f) Paid Bills and Invoices

Paid Invoices Civil # 2058 thru 2589 and Criminal #4857 thru 5166

h) Periodic Financial Reports to Local/State Agencies

Quarterly Reports Special Account and Appeals & Collateral Account 2002 thru
2004

i) Receipt Copies and Stubs

Cash Register Receipts (Yellow Tapes) July 1, 2004 thru July 1, 2006

Issued Numbered Request Slips from Land Records for copies titled with
previous Clerk's name June, 2002 thru September, 2004 (#25795 - 27500)

Numbered Request Slips from Land Records for copies unissued (#27501 thru
#32000)

j) Receiving Reports

Accounts Receivable Control Reports July 1, 2003 thru June 30, 2006

k) Reconciliation and Trial Balance Sheets

Daily Receipts Reports July 1, 2005 thru June 30, 2006

Expenditure Reports July 1, 2005 thru June 30, 2006

Central Collection Reports July 1, 2005 thru June 30, 2006

Trial Balance Reports Fiscal Year '94 and '95

Revenue Reports Fiscal Year '92 - '93 - '94 - '95 - '96

m) Requisition and Purchase Orders

Purchase Order Reports July 1, 2005 thru June 30, 2006
Purchase Order forms July, 1989 thru July, 2007
Service Records July 1, 1989 thru July 1, 2007

o) Fiscal Correspondence

Meter Readings July 1, 2004 - June 30, 2007

#6 Business License

Business license applications April 1, 2004 thru April 1, 2007
Business License Reports
Solicitors License 1991 thru 2003

Section I Administrative Records

6. Jury, Grand Jury, Bailiff, and Witness Records

Juror Envelope Reimbursement Report Fiscal Year '06
Juror Reimbursement Report (Fees) Fiscal Year '06
Generous Juror Report Fiscal Year '06
Monthly Balancing Fiscal Year '06
Paid Bills for Jury Account '06
Jury and Witness Fund (M&T Account Closed) Unused Checks
Jury and Witness Fund Account Deposit Slips

BUSINESS LICENSES:

SECTION: FISCAL RECORDS, SCHEDULE 2330 - BUSINESS LICENSE RECORDS

PAGE 8, #6

Section II # 6

Memos from License Bureau: Renewal procedures, Licenses and applications and corresponding numbers. Orders for Business License Envelopes. 3/15/95 - 3/17/06

Business license applications
County licenses
Print-outs from License Bureau
Unused County Licenses

State Stickers: 2004-2005/Expires 4/30/05 - Music Box #0000055-0000200
Cigarette Machine #0000022-0000100
Coin-Op Billiard #0000062-0000200
Vending #0001171-0002000
Peddlers #25011-25050

2005-2006/Expires 4/30/06 - Coin-op Billiard #0000058-0000200
Cigarette Machine #0000006-0000100
Music Box #0000049-0000200
Vending #0001326-0002000
Peddlers #50011-50050

2006-2007/Expires 4/30/07 - Music Box #0061-0200
Cigarette Machine #0005-0100
Coin-op Billiard #0049-0200
Vending #1142-2000
Peddlers #60011-60050

County Licenses: 2004-2005/Expires 4/30/05 - Music Box #6513-6584
Pinball #12679-12914

2005-2006/Expires 4/30/06 - Music Box #6633-6710
Pinball #13021-13115

2006-2007/Expires 4/30/07 - Music Box #6756-6810
Pinball #13232-13265

MISCELLANEOUS REPORTS

SECTION: ADMINISTRATIVE RECORDS

SCHEDULE NO. 2330, PAGE 2, #1

Section I - # 15

CHILD SUPPORT - Mail Log 7/1/04 - 12/29/06

VOTER TRANSMITTAL FORMS - 7/8/04 - 6/28/07

ADDRESS CHANGE - NOTIFICATION LETTERS FOR CHANGE OF ADDRESS -
5/31/02 - 2/10/03

COMMISSION LETTERS - notification letter requesting person to be sworn in
for a particular office - 7/7/04 - 6/21/07

Business-Related Statistics Reports - 8/25/05

DEBIT CARDS:

Lists of card holders with card numbers - 7/8/01 - State wide

Lists of card holders with card numbers - 7/8/01 - Public

Lists of card holders with card numbers - 7/8/01 - Employees

List of card holders with card numbers - 7/8/01 - County

Maintenance Contract

Orders for new debit cards

Fax re: repair to machine - 12/27/02

Instructions - 7/9/01

Reprogramming order - 6/25/01

Darrell Lyons JACS card (broken)

Debit Card Diagnostic Request Forms - 11/17/97 - 8/31/04

Debit Card Fund Transfer Form - 10/24/020 - 4/11/03 (Cards attached in envelopes)

Blank Diagnostic Request Forms

Unuseable cards/Lost Cards

Manuals and instructions for Debit Card Machines

MARRIAGE RECORDS:

SECTION: ADMINISTRATIVE RECORDS, SCHEDULE 2330, PAGE 2

MARRIAGE - Monthly Marriage and Divorce Report to Vital Statistics - 7/04 - 12/05

Marriage reports printed from program - # of civil marriages & licenses

Requests for certified marriage copies - 8/04-6/07

Orders for Mg. Licenses, Samplers - 7/20/90-1/29/01

DIVORCE LIST - Printed 12/29/06

INCOMING MAIL LOG - 1/3/05 - 6/21/07 - record of disposition or requests for copies

JURY INFORMATION:

SECTION: JURY, GRAND JURY, BAILIFF, AND WITNESS RECORDS

PAGE 4, #6b

Section I - # 6B

Juror Reimbursement Reports - 04/09/01
"New Jury Program" - 7/18/06 (Not Implemented)
Mileage List for Jurors
New Policy for Excusing Jurors
Jury Notes and Procedures
Jury Fund Requisitions - 1/10 - 6/06
Fax to Sue Civic from John Hafer (Copy of Senate Bill) - 7/22/98
Foster Care Contributions - 5/1/06
Postage Reports for Jury Envelopes - 2/23/95 - 6/30/06
Jury Budget Report - 7/1/96 - 10/16/96
Juror Welcome Letter
Jury and Witness Fund Policy - 1/17/01
Jury Service Exit Questionnaire
Grand Jury Handbook - 10/02
Instructions for Leaving Jury Message
Email from Clerk of Washington County & Copy of Juror Information - 10/4/98
Jury Bailiff Pay requests - 2/27/97 - 6/27/06
Juror excused request
Change of address for Bailiff - 5/12/98
Juror Reimbursement Reports - 4/9/01 - 6/30/06
Reports of Generous Jurors Program - 5/1/06 - 6/28/07 (Foster Care)
Juror Envelope Reimbursement Requests - 2/23/95 - 6/30/06
Jury and Witness Fund Requisitions from 2/23/95 - 6/7/07
Jury Bailiff Pay Requests from 11/30/94 - 6/27/06
Combined Bailiff & Postage Reimbursement Request - 10/31/95-2/1/96

Verification of Jury and Witness Fund - 1/1/04-12/31/04
Verification of Jury and Witness Fund - 1/1/05-12/31/05