

District 04-02	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2192 Forward three (3) copies to address at left.	
Court			Date
Charles County			DISTRICT COURT OF MARYLAND FOR CHARLES COUNTY
County			P.O. BOX 3070 LA PLATA MD 20646

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.				
	Traffic Traffic File Folders 2007 Request to destroy all files and folders. Cases more than 3 years old Retain docket sheets Closed in 2007	2219	Sec IV 2 a. b.	January 1 thru December 31, 2007	25	3/20/12	recycled + shredded

Destruction Approved by Maryland State Archives

11/18/2011
Date

Edward C. Jansen
State Archivist

Destruction Certification

Colleen Dasher
Signature of Court Official

Supervisor
Title

3/21/12
Date

District 04-02	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2192 Forward three (3) copies to address at left.	
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DISTRICT COURT OF MARYLAND
 FOR CHARLES COUNTY
 P.O. BOX 3070
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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.				
	Traffic Traffic Alpha Files 2007 Request to destroy all files and folders. Cases more than 3 years old Retain docket sheets Closed in 2007	2219	Sec IV 2a.b.	January 1 thru December 31, 2007	7	12/7/11	Shred

Destruction Approved by Maryland State Archives

Destruction Certification

11/18/2011 *[Signature]*
 Date State Archivist

[Signature]
 Signature of Court Official
 Clerk
 Title
 Date 12/7/11

District 04-02	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2192</u> Forward three (3) copies to address at left.
Court Date 8-5-11		
Charles County DISTRICT COURT OF MARYLAND		
County FOR CHARLES COUNTY P.O. BOX 3070 LA PLATA MD 20646		

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.				
	Expungement Files 2007 Request to shred entire file. Cases are over 3 years old Closed in <u>2007</u>	2219	SecIV 2d.	January 1 thru December 31, 2007	10	12/7/11	Shred

Destruction Approved by Maryland State Archives

11/18/2011
 Date [Signature]
 State Archivist

Destruction Certification

[Signature]
 Signature of Court Official County Clerk
 Title 12/7/11
 Date

