

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P.O. Box 275
JESSUP, MD 20794-0275

D.C. Cert. 3-5-F-1-12

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Talbot January 1, 2012 Gerri Sponholtz, County Clerk

COURT COUNTY DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

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 Sched. No.	Item No.				
	ACCOUNTING RECORDS	2219		2008			
	Certificates of Deposit	V	1 c		5		
	Closed Transcript Records		1 c		1		
	Closed Deferred Payment Records		1 c		1.5		
	Commissioner Daily Transmittals		1 c		1.5		
	Court Fund Receipts and Ledger Cards		1 c		2		
	Satisfied Bad Checks		1 c		.5		
	Purchase Orders & Receiving Reports		3		1		
	Statistical Report		1 c		1		
	Auditors Receipt Copies		1 c		.5		
	Refund Request Forms		1 c		1		
	Petty Cash Reimbursements		1 c		.5		
	Cash Register Back-up Diskettes		1c		1		

Destruction Approved by Hall of Records Commission

Destruction Certification

1/24/2012
Date

Edward C. Topp
State Archivist

Signature of Court Official

Title

Date

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	CIVIL						
	Civil Cases Closed (stripped material only)	2219 II	2	2008	17		
	Landlord/Tenant Cases	2219 II	2	2008	2		
	Summary Ejectment Money Judgments	2219 II	2, 3	1999	1		
	Domestic Violence Cases (stripped material only)	2219 III	2	1999	1		
	Emergency Evaluations (stripped material only)	2219 III	2	1999	1		
	Management Reports	2219 I	1d	2008	1		

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	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2008	20		
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV	g)	2008	2		
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV	h)	2008	4		
	MANAGEMENT REPORTS	2219 I	1d	2008	1		

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1/24/2012 *Edward A. [Signature]* _____ _____ _____
Date State Archivist Signature of Court Official Title Date

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	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	2219 Sec IV	2 d&e	2008	1		

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State Archivist

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DEPARTMENT OF GENERAL SERVICES
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Records Management Division
7275 WATERLOO RD., P.O. Box 275
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	CourtSmart DVD's	2219 II	2	2008	1		
	CourtSmart Tag Reports & Logsheets	III IV	3 2 a,b	2008	1		
	Electronic Recordings for the period of February 4 - 8, 2008 will be retained permanently for archival purposes.						

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	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2008	1		
	MISCELLANEOUS CORRESPONDENCE	↓	↓	2008	1		
	BATCH ENVELOPES			2008	9		
	CLOSED TRAFFIC FILES			2008	9		
	CLOSED NONMATS CITATIONS			2008	1		
	CLOSED CITIZEN ARRESTS			2008	1		
	CLOSED PARKING CITATION			2008	1		
	MANAGEMENT REPORTS	2219 I	1d	2008	1		

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