

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. 3-3-F-1-12

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Kent January 1, 2012

Deborah Williams, 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		3/7/12	Shred-it
	Certificates of Deposit	V	1c		3		
	Closed Transcript Records		1c		1		
	Closed Deferred Payment Records		1c		1.5		
	Commissioner Daily Transmittals		1c		1.5		
	Court Fund Receipts and Ledger Cards		1c		2		
	Satisfied Bad Checks		1c		.5		
	Purchase Orders & Receiving Reports		3		1		
	Statistical Report		1c		1		
	Auditors Receipt Copies		1c		.5		
	Refund Request Forms		1c		1		
	Petty Cash Reimbursements		1c		.5		
	Cash Register Back-up Diskettes		1c		1		

Destruction Approved by Hall of Records Commission

Destruction Certification

1/30/2012

Date

Edward C. Loper

State Archivist

Deborah Williams County Clerk 6/8/12

Signature of Court Official

Title

Date

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P.O. Box 275
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	CIVIL						
	Civil Cases Closed (stripped material only)	2219 II	2	2008	12	3/7/12	Shred-it
	Landlord/Tenant Cases	2219 II	2	2008	1		
	Summary Ejectment Money Judgments	2219 II	2, 3	1999	.5		
	Domestic Violence Cases (stripped material only)	2219 III	2	1999	.5		
	Emergency Evaluations (stripped material only)	2219 III	2	1999	.5		
	Management Reports	2219 I	1d	2008	1		

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1/30/2012
Date

Edward A. Quenfen
State Archivist

Deborah Williams
Signature of Court Official

County Clerk
Title
4/2/12
Date

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

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	CRIMINAL					3/7/12	Shred-it
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2008	7		
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2008	1		
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2008	1		
	MANAGEMENT REPORTS	2219 I	1d	2008	1		

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Edward C. Openen
State Archivist

Deborah Williams
Signature of Court Official

County Clerk
Title

6/8/12
Date

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

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District Court of Maryland Kent January 1, 2012

Deborah Williams, County Clerk

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	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	2219 Sec IV	2 d&e	2008	1	3/7/12	Shred-it

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1/30/2012
Date

Edward C. Longenecker
State Archivist

Deborah Williams County Clerk 6/8/12
Signature of Court Official Title Date

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P.O. Box 275
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District Court of Maryland Kent January 1, 2012

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	CourtSmart DVD's	2219 II	2	2008	1	3/7/12	Shred-it
	CourtSmart Tag Reports & Logsheets	III	3	2008	1		
	Electronic Recordings for the period of February 4 - 8, 2008 will be retained permanently for archival purposes.	IV	2 a, b				

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Date

Edward C. Topp
State Archivist

Deborah Williams
Signature of Court Official

County Clerk 6/8/12
Title Date

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	TRAFFIC					3/7/12	Shred-it
	TRANSMITTALS	2219 IV	2 a&b	2008	1		
	MISCELLANEOUS CORRESPONDENCE	↓	↓	2008	3		
	BATCH ENVELOPES	↓	↓	2008	4		
	CLOSED TRAFFIC FILES	↓	↓	2008	3		
	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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Edward C. Gump
State Archivist

Deborah Williams County Clerk
Signature of Court Official

6/18/12
Date