

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			
	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      *Edward C. I...*      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Date      State Archivist      Signature of Court Official      Title      Date

DEPARTMENT OF GENERAL SERVICES  
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7275 WATERLOO RD., P.O. Box 275  
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		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only)	2219 II	2	2008	12		
	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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Destruction Certification

1/30/2012

Date

*Edward C. [Signature]*

State Archivist

Signature of Court Official

Title

Date

DEPARTMENT OF GENERAL SERVICES  
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		Retention Sched. No.	Item No.				
	<b>CRIMINAL</b>						
	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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1/30/2012      *Edward C. Penner*  
Date      State Archivist

\_\_\_\_\_  
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7275 WATERLOO RD., P.O. Box 275  
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D.C. Cert. 3-3-CR-2-12

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		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES  <i>*To be shredded</i>	2219 Sec IV	2 d&e	2008	1		

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1/30/2012      *Edward C. Gump*      \_\_\_\_\_  
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DEPARTMENT OF GENERAL SERVICES  
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7275 WATERLOO RD., P.O. Box 275  
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D.C. Cert. 3-3-MISC-1-12

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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		Retention Sched. No.	Item No.				
	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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1/30/2012      *Deborah Williams*      \_\_\_\_\_  
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		Retention Sched. No.	Item No.				
	TRAFFIC						
	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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1/30/2012  
Date

*Edward C. Lopez*  
State Archivist

\_\_\_\_\_  
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Title

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Date