

		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Age 1 of 3 <u>51469-2721</u> Forward three (3) copies to address at left.
<b>Court Circuit</b>			
<b>County</b> Montgomery	<b>Date</b> 2/13/2012		

## 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	General Accounting Certificate of Deposit and Bank Deposit Slips	2330 II 1 A		2000-2004	12.0		
2	Budget and Fiscal Planning Records Materials and Supplies Physical Inventory	2330 II 2 C		1996-1998	1.5		
3	Budget and Fiscal Planning Records Budget Papers and Work Sheets	2330 II 2 G		1989-2002	3.0		
4	Payroll Accounting Records Payroll and Check Register	2330 II 4 B		8/1986	1.5		
5	Payroll Accounting Records Withholding Tax Forms and Statements	2330 II 4 G		2004-2005	4.5		

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

2/16/2012 *Edward C. Loper*  
Date State Archivist

\_\_\_\_\_  
Signature of Court Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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.				
6	Misc.Accounting Records Bank Books, Statements and Deposit Slips	2330 II 5 A		1986-2004	16.5		
7	Misc.Accounting Records Canceled Checks, Check Copies and Check Stubs	2330 II 5 B		1984-2005	25.5		
8	Misc.Accounting Records Paid Bills and Invoices	2330 II 5 F		1992-2005	24.0		
9	Misc.Accounting Records Reconciliation and Trial Balance Sheets	2330 II 5 K		1963-2004	22.5		
10	Misc.Accounting Records Requisition and Purchase Orders	2330 II 5 M		1995-1998	3.0		

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

2/16/2012 *Edward A. Quenper*  
Date State Archivist

\_\_\_\_\_  
Signature of Court Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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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.				
11	Misc. Accounting Records Fiscal Correspondence	2330 II 5 O		1982-1999	4.5		
12	Administrative Records Personnel Files Records of office employees including books, records, forms, cards and correspondence	2330 I 9		1979-2004	6.0		
13	Misc. Accounting Records Paid Bills and Invoices	2330 II 5 F		1983-2005	7.5		

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

3/16/2012  
Date

*Edward C. [Signature]*  
State Archivist

\_\_\_\_\_  
Signature of Court Official

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Title

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Date