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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. | Section and/or Item No. | | | | |
| 5 | Misc. Accounting Records – Paid Bills And Invoices | 2330 II 5 F | | 2002-2005 | 6.0 | | |
| 6 | Misc. Accounting Records – Receipt Copies and Stubs | 2330 II 5 I | | 2003 | 1.5 | | |
| 7 | Misc. Accounting Records – Receiving Reports | 2330 II 5 J | | 2006-2007 | 3.0 | | |
| 8 | Misc. Accounting Records – Reconciliation and Trial Balance Sheets | 2330 II 5 K | | 2007-2008 | 13.5 | | |

Destruction Approved by Maryland State Archives

Destruction Certification

1/16/2013 
 Date State Archivist

Signature of Court Official

Title

Date

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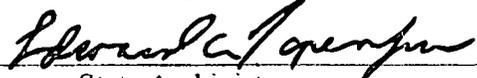
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| | | Retention Schedule No. | Section and/or Item No. | | | | |
| 1 | General Accounting Payroll & Check Register | 2330 II 4 B | | 1986-2007 | 24.0 | | |
| 2 | General Accounting Time Sheets | 2330 II 4 F | | 2004-2008 | 21.0 | | |
| 3 | Misc. Accounting Records – Bank Books Statements & Deposit Records | 2330 II 5 A | | 1990-2008 | 13.5 | | |
| 4 | Misc. Accounting Records – Memorandum Receipt & Property Condemnation Reports | 2330 II 5 E | | 1971-1980 | 3.0 | | |

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| 9 | Misc. Accounting Records – Requisition & Purchase Orders | 2330 II 5 M | | 1990-1998 | 1.5 | | |
| 10 | Misc. Accounting Records – Fiscal Correspondence | 2330 II 5 O | | 1999-2003 | 6.0 | | |
| 11 | Business License Records – Applications | 2330 II 6 | | 2006-2008 | 11.5 | | |

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