

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. 3-6-F-1-13

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2013

Amily Bowman, 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		2009			
	Certificates of Deposit	V	1c		5		
	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		1c		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

1/18/2013  
Date

*Edward C. I. [Signature]*  
State Archivist

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

\_\_\_\_\_  
Title

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	CIVIL						
	Civil Cases Closed (stripped material only)	2219 II	2	2009	13		
	Landlord/Tenant Cases	2219 II	2	2009	1		
	Summary Ejectment Money Judgments	2219 II	2, 3	2000	1		
	Domestic Violence Cases (stripped material only)	2219 III	2	2000	1		
	Emergency Evaluations (stripped material only)	2219 III	2	2000	1		
	Management Reports	2219 I	1d	2009	1		

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	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2009	20		
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV	↓	2009	2		
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV	↓	2009	1		
	MANAGEMENT REPORTS	2219 I	1 d	2009	1		

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	EXPUNGED CRIMINAL CASES  <i>*To be shredded</i>	2219 Sec IV	2 d&e	2009	1		

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State Archivist

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	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2009	1		
	MISCELLANEOUS CORRESPONDENCE	↓	↓	2009	3		
	BATCH ENVELOPES			2009	6		
	CLOSED TRAFFIC FILES			2009	6		
	CLOSED NONMATS CITATIONS			2009	1		
	CLOSED CITIZEN ARRESTS			2009	1		
	CLOSED PARKING CITATION			2009	1		
	MANAGEMENT REPORTS	2219 I	1d	2009	1		

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	CourtSmart DVD's	2219		2009	1		
	CourtSmart Tag Reports & Logsheets	II	2				
		III	3	2009	1		
		IV	2 a,b				
	Electronic Recordings for the period of March 2 - 6, 2009 will be retained permanently for archival purposes.						

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