

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. 3-2-F-1-13

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland      Cecil      January 1, 2013      Cheryl B. Miller, 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	1 c		14		
	Closed Transcript Records		1 c		1		
	Closed Deferred Payment Records		1 c		1.5		
	Commissioner Daily Transmittals		1 c		1.25		
	Court Fund Receipts and Ledger Cards		1 c		2		
	Satisfied Bad Checks		1 c		.5		
	Purchase Orders & Receiving Reports		1 c		.5		
	Statistical Report		1 c		1		
	Auditors Receipt Copies		1 c		.5		
	Refund Request Forms		1 c		1		
	Petty Cash Reimbursements		1 c		.25		
	Cash Register Back-up Diskettes		1 c		1		

Destruction Approved by Hall of Records Commission

Destruction Certification

1/18/2013      *Edward C. Toppin*      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Date      State Archivist      Signature of Court Official      Title      Date

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51469-2343

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		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only)	2219 II	2	2009	30		
	Landlord/Tenant Cases	2219 II	2	2009	3		
	Summary Ejectment Money Judgments	2219 II	2, 3	2000	1.5		
	Domestic Violence Cases (stripped material only)	2219 III	2	1999 & 2000	3		
	Emergency Evaluations (stripped material only)	2219 III	2	1999 & 2000	.5		
	Management Reports	2219 I	1d	2009	2		

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*Edward C. Longman*  
State Archivist

\_\_\_\_\_  
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DEPARTMENT OF GENERAL SERVICES  
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	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2009	62		
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV	↓	2009	2.5		
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV	↓	2009	3		
	Management Reports	2219 I	1d	2009	1		

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*Edward C. Toppin*  
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	EXPUNGED CRIMINAL CASES  <i>*To be shredded</i>	2219 Sec IV	2 d&e	2009	3		

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*Edward A. Lopez*  
 State Archivist

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	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2009	2		
	MISCELLANEOUS CORRESPONDENCE	↓	↓	2009	7		
	BATCH ENVELOPES			2009	10		
	CLOSED TRAFFIC FILES			2009	18		
	CLOSED NONMATS CITATIONS			2009	.5		
	CLOSED CITIZEN ARRESTS			2009	0		
	CLOSED PARKING CITATION	2009	1				
	MANAGEMENT REPORTS	2219 I	1d	2009	1		

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*Edward C. [Signature]*

State Archivist

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

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*Edward A. Openheimer*  
State Archivist

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