

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. 3-4-F-1-13

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 51469-2341

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2013

Lynda Justice, 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		5		
	Closed Transcript Records		1 c		1		
	Closed Deferred Payment Records		1 c		1.5		
	Commissioner Daily Transmittals		1 c		1.5		
	Court Fund Receipts and Ledger Cards		1 c		2		
	Satisfied Bad Checks		1 c		.5		
	Purchase Orders & Receiving Reports		1 c		1		
	Statistical Report		1 c		1		
	Auditors Receipt Copies		1 c		.5		
	Refund Request Forms		1 c		1		
	Petty Cash Reimbursements		1 c		.5		
	Cash Register Back-up Diskettes		1c		1		

Destruction Approved by Hall of Records Commission

Destruction Certification

1/25/2013
 Date

Edward C. [Signature]
 State Archivist

 Signature of Court Official

 Title

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	CIVIL						
	Civil Cases Closed (stripped material only)	2219 II	2	2009	16		
	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	22		
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV	↓	2009	2		
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV		2009	1		
	MANAGEMENT REPORTS	2219 I		1d	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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	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2009	1		
	MISCELLANEOUS CORRESPONDENCE	↓	↓	2009	3		
	BATCH ENVELOPES			2009	8		
	CLOSED TRAFFIC FILES			2009	10		
	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 II	2	2009	1		
	CourtSmart Tag Reports & Logsheets	III IV	3 2 a,b	2009	1		
	Electronic Recordings for the period of March 2 - 6, 2009 will be retained permanently for archival purposes.						

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