

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. 3-3-F-1-13 Page 1 of 6  
 51469-2342

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland      Kent      January 1, 2013      Deborah Williams, County Clerk

COURT      COUNTY      DATE      CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

| Series No. | Description of Records<br>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       |                                      | 3                   |                     |  |
|            | 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

1/25/2013  
 Date

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

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

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

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District Court of Maryland

Kent

January 1, 2013

Deborah Williams, County Clerk

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|            |  | Retention Sched. No. | Item No. |                                      |                     |                     |   |
|            | CIVIL  |                      |          |                                      |                     |                     |   |
|            | Civil Cases Closed<br>(stripped material only)             | 2219<br>II           | 2        | 2009                                 | 12                  |                     |   |
|            | Landlord/Tenant Cases                                      | 2219<br>II           | 2        | 2009                                 | 1                   |                     |   |
|            | Summary Ejectment Money Judgments                          | 2219<br>II           | 2, 3     | 2000                                 | .5                  |                     |   |
|            | Domestic Violence Cases<br>(stripped material only)        | 2219<br>III          | 2        | 2000                                 | .5                  |                     |   |
|            | Emergency Evaluations<br>(stripped material only)          | 2219<br>III          | 2        | 2000                                 | .5                  |                     |   |
|            | Management Reports   | 2219<br>I            | 1d       | 2009                                 | 1                   |                     |   |

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|            |  | Retention Sched. No. | Item No.        |                                      |                     |                     |   |
|            | CRIMINAL   |                      |                 |                                      |                     |                     |   |
|            | CRIMINAL CLOSED<br>(Stripped material only)                | 2219<br>IV           | 2 a, b, c,<br>f | 2009                                 | 7                   |                     |   |
|            | NATURAL RESOURCE CLOSED<br>(Stripped material only)        | 2219<br>IV           | 2 a, b, c,<br>f | 2009                                 | 1                   |                     |   |
|            | CIVIL CITATIONS CLOSED<br>(Stripped material only)         | 2219<br>IV           | 2 a, b, c,<br>f | 2009                                 | 1                   |                     |   |
|            | MANAGEMENT REPORTS   | 2219<br>I            | 1d              | 2009                                 | 1                   |                     |   |

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|            |  | Retention Sched. No. | Item No. |                                      |                     |                     |   |
|            | EXPUNGED CRIMINAL CASES<br><br><i>*To be shredded</i>      | 2219<br>Sec IV       | 2<br>d&e | 2009                                 | 1                   |                     |   |

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|            |  | Retention Sched. No. | Item No. |                                      |                     |                     |   |
|            | TRAFFIC  |                      |          |                                      |                     |                     |   |
|            | TRANSMITTALS   | 2219 IV              | 2 a&b    | 2009                                 | 1                   |                     |   |
|            | MISCELLANEOUS CORRESPONDENCE                               | ↓                    | ↓        | 2009                                 | 3                   |                     |   |
|            | BATCH ENVELOPES  |                      |          | 2009                                 | 4                   |                     |   |
|            | CLOSED TRAFFIC FILES                                       |                      |          | 2009                                 | 3                   |                     |   |
|            | 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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*Edward C. Agnew*  
State Archivist

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|            |   | Retention Sched. No. | Item No.    |                                      |                     |                     |   |
|            | CourtSmart DVD's  | 2219<br>II           | 2           | 2009                                 | 1                   |                     |   |
|            | CourtSmart Tag Reports & Logsheets  | III<br>IV            | 3<br>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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