

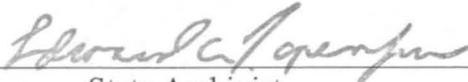
<b>Court Circuit</b>		<b>Maryland State Archives</b> 350 Rowe Boulevard Annapolis, Maryland 21401-1686	<u>51469-2355</u> Forward three (3) copies to address at left.
<b>County</b>	<b>Date</b>		
Montgomery	1/17/2013		

### 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.				
1	Gen Accounting Certificate of Deposit And Bank Slips	2330 II 1	DA	1992-2003	16.5		
2	Payroll Accounting Records – Time Sheets	2330 II 4	F	2008	10.5		
3	Misc. Accounting Records Bank Books Statements & Deposit Records	2330 II 5	A	1990-2008	13.5		
4	Misc Accounting Records Paid Bills And Invoices	2330 II 5	F	1991-2007	19.5		

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

1/30/2013  
 Date  
  
 State Archivist

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

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

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		Retention Schedule No.	Section and/or Item No.				
5	Misc. Accounting Records Receipt Copies and Stubs	2330 II 5 I		1997-2003	3.0		
6	Misc. Accounting Records Recon. And Trial Balance Sheets	2330 II 5 K		2001-2007	9.0		
7	Misc. Accounting Records 1099 Forms	2330 II 5 N		1992-1996	6.0		
8	Business License Records (Applications)	II 6		2005	4.5		

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

1/30/2013  
Date

*Edward C. [Signature]*  
State Archivist

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date