

Corinda O. Manuel, Jury Commissioner		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2369</u> Forward three (3) copies to address at left.
Court	Carroll County Circuit Court		
County	Carroll		
Date	1-17-13		

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.	Item No.				
1	Jury selection papers, qualification forms, computer listing, record of payment, summons	2330	Sec I 6(b)	FEB. 2008 Jan. 2009	2 Boxes		

Destruction Approved by Maryland State Archives

2/6/2013 *Edward C. Quenfen*
 Date State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

Signature of Court Official	Title	Date
<u>Corinda O. Manuel</u>	<u>Jury Commissioner</u>	<u> </u>
Corinda O. Manuel	Title	Date