

Wicomico County Department of Corrections	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2354
Reporting Agency		Prepare in Duplicate
Community Corrections		Retain one (1) copy and forward original to address on left.
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

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.	A. Community Service Record Series – Community Service Interview Form	C1141	1A	2005 - 2007	3	10/1/11	Buried
	B. Community Service Contract	C1141	1B	2005 - 2007	2	10/1/11	Buried
	C. Worksite Placement	C1141	1C	2005 - 2007	2	10/1/11	Buried
	D. Community Service Evaluation	C1141	1D	2005 - 2007	1	10/1/11	Buried
	E. Community Corrections Progress Sheet	C1141	1 E	2005 - 2007	2	10/1/11	Buried

I hereby certify that the records listed above were disposed of as indicated.



 Signature
 DGS 550-2 (rev. 1/93)

Com. Corrections Supervisor

 Title

1/16/13

 Date

Wicomico County Department of Corrections	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2359
Reporting Agency		Prepare in Duplicate
Community Corrections		Retain one (1) copy and forward original to address on left.
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

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.	A. Home Detention Record Series – Offender Contract	C1144	1A	2007	3	10/1/11	Buried
	B. Personal History Information Sheet	C1144	1B	2007	2	10/1/11	Buried
	C. Status Report	C1144	1C	2007	2	10/1/11	Buried
	D. Community Corrections Progress Sheet	C1144	1 D	2007	3	10/1/11	Buried

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 Signature
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 Title


 Date

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		Retention Schedule No.	Item No.				
1.	A.Pre-Trial Services – Bail Review Reports	C1148	1	2005 - 2010	1	10/1/11	Buried
2.	A.Pre-Trial Reports – Conditions of Pre-Release Contract	C1148	2-1	2005 - 2007	2	10/1/11	Buried
	B. Authorization to Release	C1148	2-2	2005 - 2007	1	10/1/11	Buried
	C. Community Corrections Progress Sheet	C1148	2-3	2005 - 2007	1	10/1/11	Buried

I hereby certify that the records listed above were disposed of as indicated.

Bonita Cassoco
 Signature
 DGS 550-2 (rev. 1/93)

Com. Corrections Supervisor
 Title

1/16/13
 Date