

District 04-02	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2389 Forward three (3) copies to address at left.
Court Date <u>3/27/13</u>		
Charles County		
County		

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.				
	Administrative Supervisor Management Reports to include: Courtroom Audit reports 2005-2009 Audit completed Closed in <u>2004-2009</u>	2219	Sect. I 1d	Jan - Dec 2005 Jan - Dec 2006 Jan - Dec 2007 Jan - Dec 2008 Jan - Dec 2009	6	5/9/13	Recycle

Destruction Approved by Maryland State Archives

4/8/2013 [Signature]
Date State Archivist

Destruction Certification

[Signature] County Clk 5/9/13
Signature of Court Official Title Date

District 04-02	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	2
Court Date <u>3/27/13</u>		<u>51469-2389</u>
Charles County		Forward three (3) copies to address at left.
County		

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.				
	Fiscal/Accounting Vital Check Summary Sheets 2001 - 2009 Audit completed Closed in <u>2001-2009</u>	2219	Sect. V 1c	Jan - Dec 2001 ✓ Jan - Dec 2002 ✓ Jan - Dec 2003 ✓ Jan - Dec 2004 ✓ Jan - Dec 2005 ✓ Jan - Dec 2006 ✓ Jan - Dec 2007 ✓ Jan - Dec 2008 ✓ Jan - Dec 2009 ✓	6	5/3/13	<i>Shred</i>

Destruction Approved by Maryland State Archives

4/8/2013 *Edward C. Tegen*
 Date State Archivist

Destruction Certification

Brenda L. Gannon County Clk 5/3/13
 Signature of Court Official Title Date

District 04-02	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4 <u>51469-2389</u> Forward three (3) copies to address at left.
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Charles County		
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		Retention Schedule No.	Item No.				
	Fiscal/Accounting Sheriffs Transmittals 2006-2009 Circuit Court Transmittals 2005-2009 Audit completed Closed in <u>2005-2009</u>	2219	Sect. V 1c	Jan - Dec 2005 Jan - Dec 2006 Jan - Dec 2007 Jan - Dec 2008 Jan - Dec 2009	6	6/7/13	recycle

Destruction Approved by Maryland State Archives

Destruction Certification

4/8/2013
 Date *Edward C. Longman*
 State Archivist

Brenda L. Gorman
 Signature of Court Official

Constance
 Title

6/7/13
 Date

District 04-02	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2389</u> Forward three (3) copies to address at left.
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Charles County		
County		

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		Retention Schedule No.	Item No.				
	Administrative Supervisor Management Reports to include: Civil Audit/Supervisor Reports 2004-2009 Civil Docket Verifications 2006-2009 Civil Statistics Report 2007-2009 Audit completed Closed in <u>2004-2009</u>	2219	Sect. I 1d	Jan - Dec 2004 Jan - Dec 2005 Jan - Dec 2006 Jan - Dec 2007 Jan - Dec 2008 Jan - Dec 2009	6	<u>6/7/13</u>	<u>Recycle</u>

Destruction Approved by Maryland State Archives

Destruction Certification

4/8/2013
Date
[Signature]
State Archivist

[Signature]
Signature of Court Official
[Signature]
Title
6/7/13
Date

District 04-02	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	6 <u>51469-2389</u> Forward three (3) copies to address at left.
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		Retention Schedule No.	Item No.				
	Administrative Supervisor Management Reports to include: Criminal Docket verifications Criminal Audit/Supervisor Reports Cr/Tr statistics reports 2005-2009 Audit completed Closed in <u>2005-2009</u>	2219	Sect. I 1d	Jan - Dec 2005 Jan - Dec 2006 Jan - Dec 2007 Jan - Dec 2008 Jan - Dec 2009	6	<u>5/2/13</u>	<u>recycle</u>

Destruction Approved by Maryland State Archives

Destruction Certification

4/9/2013
Date

[Signature]
State Archivist

[Signature]
Signature of Court Official

County Clerk
Title

5/6/13
Date

District 04-02	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2389 Forward three (3) copies to address at left.
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		Retention Schedule No.	Item No.				
	Administrative Supervisor Management Reports to include: Traffic 45 Day reports Traffic Audit/Supervisor Reports 2006-2009 Audit completed Closed in <u>2004-2009</u>	2219	Sect. I 1d	Jan - Dec 2006 ✓ Jan - Dec 2007 ✓ Jan - Dec 2008 ✓ Jan - Dec 2009 ✓	6	5/3/13	recycle

Destruction Approved by Maryland State Archives

Destruction Certification

4/8/2013 [Signature]
Date State Archivist

[Signature] County Clerk 5/3/13
Signature of Court Official Title Date