

		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2394</u> Forward three (3) copies to address at left.
Court: Circuit Court – Clerk’s Office			
County: Frederick	Date: March 31, 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.	Item No.				
1	Expunged Criminal Records	2330	IV-5 (c)	12/04/07 – 3/31/10	10 Boxes 2 Cubic		
2	Search Warrants, Wire Taps, Special Investigations	2330	IV-3	12/09/98 3/31/01	2 Boxes 4 Cubic		
3	Criminal Case Files	2330	IV-1 (A-B)	01/01/06 – 12/31/07	83 Boxes 166 Cubic		

Destruction Approved by Maryland State Archives

4/25/2013
Date

Edward C. Toppin
State Archivist

Destruction Certification

Shirley K. Dalton
Signature of Court Official

Clerk
Title

4/3/13
Date

Invoice Number			
2817053113			
Customer Code		Purchase Order Number	
1688			
Current Service	Next Service	Sales Rep	Driver
5/31/2013		MPK	RichardS
Service Information		Point of Contact	
Clerk of Circuit Court 100 West Patrick St. Frederick MD 21701		Buzz Working (301) 600-1973	



ALL-SHRED INC.
MOBILE DOCUMENT DESTRUCTION
Shredding Today for Growth Tomorrow
 4831 Winchester Blvd. - Frederick, MD 21703
 301-874-1480 - 1-877-274-7333
 www.allshredmd.com

Service Code	Quantity	Pounds	Description	Unit Price	Amount	
MIN N			MINIMUM CHARGE	\$75.00		
RSPN-4			RTE SVC / POUND ON SITE	\$0.12		
Pounds Shredded		2848		\$0.00	341.76	
					341.76	
Time In	Time Out	Pounds	QTY	ITEM	Description	Current Charges
10:25	11:00	2848	0	PURGE	95 Boxes	
						Tax
						TOTAL
						341.76

Opens @ 9; park in back; Data on 1st floor, use elevator-to records dept on the right; Call 1/2 before - Buzz @ 301-600-1973

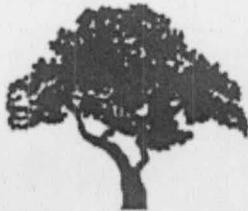
Buzz Working

 Customer Signature

5-31-13

 Date

Certificate of Destruction



ALL-SHRED, Inc. would like to thank you for the opportunity to recycle your high grade paper for the future of our environment, which we all value greatly. The material listed on this on this certificate was shredded as per customer instructions by ALL-SHRED, Inc. Shredded material is packaged and prepared for recycling in a commercial baler.

Destruction Declaration

I have first hand knowledge of this destruction process and declare under penalty of perjury that the foregoing is true and correct.

5-31-13

 Date

Richard Smith aob

 ALL-SHRED, Inc. Bonded Representative Certificate not valid if not signed by an ALL-SHRED, Inc. Representative