

District 04-01	05-09-13	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2408 Forward three (3) copies to address at left.
Court	Date		
Calvert 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 Administrative Operations Files Supervisory and Management Reports that require sampling and verification Closed in <u>2008</u>	2219	Sec I 1b. 1c. 1d.	1/1/2008-12/31/2008	10	5-15-14	Shred

Destruction Approved by Maryland State Archives

Destruction Certification

5/29/2013
Date

[Signature]
State Archivist

[Signature]
Signature of Court Official

[Signature]
Title

6/12/14
Date

District 04-01	05/09/2013	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2408</u> Forward three (3) copies to address at left.
Court	Date		
Calvert 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.				
	Fiscal/Accounting DCA2, DCA 27, bank deposit receipts and statements, cancelled checks, check stubs , cash receipts journals, R-1, R-2, DCA31 reports, expense accounts, transmittal sheets, time cards, purchase orders, receiving reports, warehouse requisitions, deferred payment sheets, daily work folders, cash register back-up tapes, pay batch envelopes, transmittals to the Sheriff, Commissioner transmittals Closed in <u>2008</u>	2219	Sec V 1c. 2 3	1/1/2008 - 12/31/2008	10	5-15-14	Shred

Destruction Approved by Maryland State Archives

5/29/2013
Date

Edward C. Gump
State Archivist

Destruction Certification

Carolyn Kitchen
Signature of Court Official

County Clerk
Title

6/12/14
Date

District 04-01	05-09-13	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	3 <u>51469-2408</u> Forward three (3) copies to address at left.
Court	Date		
Calvert 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.				
	Civil-Expired Judgments Sum Certain Judgments entered in 1999 which expired and were closed in 2009 <i>Retain dockets permanently</i> Closed in <u>2009</u>	2219	Sec II 3	1/1/99- 12/31/99	10	7-15-13	<i>Landfill</i>

Destruction Approved by Maryland State Archives

Destruction Certification

5/29/2013
Date
[Signature]
State Archivist

Carolyn Kitchen
Signature of Court Official

County Clerk
Title
6/12/14
Date

District 04-01	05-09-13	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	4 <hr/> 51469-2408 Forward three (3) copies to address at left.
Court	Date		
Calvert 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.				
	Civil-Expired Judgments Sum Certain Judgments entered in 1998 which expired and were closed in 2008 <i>Retain dockets permanently</i> Closed in <u>2008</u>	2219	Sec II 3	1/1/98- 12/31/98	10	7-8-13	Landfill

Destruction Approved by Maryland State Archives

5/29/2013
Date

Edward C. [Signature]
State Archivist

Destruction Certification

Carolyn Kitchen
Signature of Court Official

County Clerk
Title

6/12/14
Date

District 04-01	05-09-13	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5 <hr/> 51469-2408 Forward three (3) copies to address at left.
Court	Date		
Calvert 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.				
	Civil-Dismissed and Satisfied Original Civil Cases Settled and Dismissed <i>Retain dockets permanently</i> Closed in <u>2008</u>	2219	Sec II 2	1/1/2008- 12/31/2008	10	6-19-13	Landfill

Destruction Approved by Maryland State Archives

Destruction Certification

5/29/2013
Date

Edward C. Jumper
State Archivist

Carolyn Kitchen
Signature of Court Official

County Clerk
Title

6/12/14
Date

District 04-01	05-09-13	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2408</u> Forward three (3) copies to address at left.
Court	Date		
Calvert 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.				
	Landlord/Tenant-Expired Money Judgments Failure to Pay Rent records involving a judgment for a sum certain that have expired <i>Retain dockets permanently</i> Closed in <u>2008</u>	2219	Sec II 3	1/1/1999- 12/31/1999	10	4-4-14	Landfill

Destruction Approved by Maryland State Archives

Destruction Certification

5/29/2013
Date
Edward C. [Signature]
State Archivist

Carolyn Kitchen
Signature of Court Official

County Clerk
Title
6/12/14
Date

District 04-01	05-09-13	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2408 Forward three (3) copies to address at left.
Court	Date		
Calvert 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.				
	Landlord/Tenant Failure to Pay Rent records not involving a judgment for a sum certain Retain dockets permanently Closed in <u>2008</u>	2219	Sec II 2	1/1/2008- 12/31/2008	10	4-4-14	Landfill

Destruction Approved by Maryland State Archives

5/29/2013 [Signature]
 Date State Archivist

Destruction Certification

[Signature] County Clerk 6/12/14
 Signature of Court Official Title Date

District 04-01	05-09-2013	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2408</u> Forward three (3) copies to address at left.
Court	Date		
Calvert 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.				
	Special Proceedings Emergency Evaluations, Domestic Violence & Peace Order Records - Original Miscellaneous Papers and Exhibits Retain dockets permanently Closed in <u>1999</u>	2219	Sec III 2	1/1/99- 12/31/99	10	4-4-14	Shred/ Landfill

Destruction Approved by Maryland State Archives

5/29/2013
Date
[Signature]
State Archivist

Destruction Certification

[Signature]
Signature of Court Official
County Clerk
Title
6/12/14
Date

District 04-01	05/09/2013	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2408 Forward three (3) copies to address at left.
Court	Date		
Calvert 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.				
	Criminal Criminal, Petty Offense Citations & Fugitive Warrant Cases Retain dockets permanently Closed in <u>2008</u>	2219	Sec IV 2 a, b, c	1/1/2008- 12/31/2008	40	6-19-13	Landfill

Destruction Approved by Maryland State Archives

5/29/2013
Date

[Signature]
State Archivist

Destruction Certification

[Signature]
Signature of Court Official

County Clerk
Title

6/12/14
Date

District 04-01	05-09-2013	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	10
Court	Date		<u>51469-2408</u>
Calvert 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.				
	Criminal Natural Resources cases <i>Retain dockets permanently</i> Closed in <u>2008</u>	2219	Sec IV 2 a, b, c	1/1/2008- 12/31/2008	5	6-17-13	Landfill

Destruction Approved by Maryland State Archives

5/29/2013
Date

Edward C. Green
State Archivist

Destruction Certification

Carolyn Kitchen
Signature of Court Official

County Clerk
Title

6/12/14
Date

District 04-01	05/09/2013	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2408</u> Forward three (3) copies to address at left.
Court	Date		
Calvert 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.				
	Criminal Civil Citations and Municipal Infraction Cases <i>Retain dockets permanently</i> Closed in 2008	2219	Sec IV 2 a, b, c	1/1/2008 - 12/31/2008	5	6-18-13	Landfill

Destruction Approved by Maryland State Archives

Destruction Certification

5/29/2013
Date

Edward C. Soper
State Archivist

Carolyn Kitchen
Signature of Court Official

County Clerk
Title

6/12/14
Date

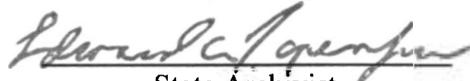
District 04-01	05/09/2013	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	13
Court	Date		<u>51469-2408</u>
Calvert County			Forward three (3) copies to address at left.
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

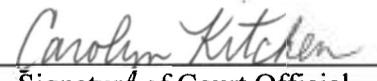
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Electronic Recordings for year 2008 Note: Electronic Recordings for the period will be retained Feb. 4-8, 2008 permanently for archival purposes. Closed in <u>2008</u>	2219 ↓	Sec II 2 Sec III 3 Sec. IV 2 a, b,f Sec VI 2	1/1/2008-12/31/2008	1	6-4-14	Landfill

Destruction Approved by Maryland State Archives

5/29/2013
 Date


 State Archivist

Destruction Certification


 Signature of Court Official


 Title

6/12/14
 Date

