

Baltimore County Circuit	<input checked="" type="checkbox"/> 6/14/2016	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2693</u> Forward three (3) copies to address at left.
Court	Date		
Baltimore County, MD			
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.				
	Court reporters raw steno notes <input checked="" type="checkbox"/>	2330	section 6 item 1 verbatim records	1993-2005	75 (75 boxes)		
Closed in _____							

Destruction Approved by Maryland State Archives

7-26-16
Date

V. Baker
State Archivist

Destruction Certification

[Signature]
Signature of Court Official

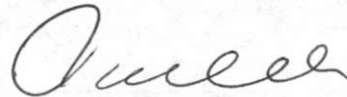
Court Administrator 8/26/16
Title Date

IN THE CIRCUIT COURT FOR BALTIMORE COUNTY, MARYLAND

ADMINISTRATIVE ORDER NO. 2016-1

Record Retention and Disposal

Pursuant to Records Retention and Disposal Schedule for the Circuit Court of Maryland, Number 2330, it is hereby Ordered this 3rd day of August, 2016, that the Court Administrator is authorized to destroy the records series listed on the attached Proposal and Certificate of Records Destruction (#51469-2693) in accordance with the regulations of the Department of General Services, Hall of Records Commission, Record Management Division.



Kathleen Gallogly Cox
Circuit and County Administrative Judge

AUG 31 2016



Shred- it
6770 Oak Hall Lane
Ste 107
Columbia MD
21045
Phone: 240- 294- 0389

SERVICE RECORD SUMMARY
CERTIFICATE OF DESTRUCTION
PLEASE KEEP THIS FOR YOUR RECORDS
(THIS IS NOT AN INVOICE)

This year your firm has saved 15.545
trees through recycling shredded paper

Customer: 0013947239
ADMINISTRATIVE OFFICE OF THE COURTS
BLD:BASEMENT
401 BOSLEY AVE
TOWSON MD 21204

Order #: 8026069075
Order Date: 08.25.2016
Service Type: OFF- SITE PURGE CUSTODY

Contact: SUSAN GREEN

Time In: 03:47 PM

Material Collected	
BANKERS/ARCHIVE BOX	75
Total:	75

Total Weight: 2400

Customer Signature: TIM

CSR Signature: JEFFREY SMITH

Shred- it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred- it destroys the customer confidential material, pursuant to our customers request and instructions.

The following services are NAID certified:

- Hard Drive Destruction
- Mobile Destruction
- Offsite Destruction

The following services are not NAID certified:

- Non- Paper Destruction