

DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Traffic Adj./AOC  
 Reporting Agency  
 83W6  
 Division or Bureau

PREPARE IN DUPLICATE  
 Retain one copy and forward  
 original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
213T - 250T	Citations (Mont. Co.) Z Batches (Mont. Co.)	750	7	Nov. 1977-Feb. 1979	38	2-84	Recycled

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

  
 Signature

Records Center Manager  
 Title

Feb. 1984  
 Date

AND RECEIPT

Accession No.

Date Received

83W6

7-1-82

From: (Name, Division, Address or Agency)

John Stoltz (Attn: Fran Staton)  
Traffic Adj./AOC  
Annapolis, Md. 21401

Signature

Title

Building and Room

3. Phone

269-2656

4. To: State Records Center

Signature: (Agency Official)

*John Stoltz/fs*

6. No. of Cu.Ft.

38

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-101 S-27- 28	213T 214T 215T 216T 217T 218T 219T 220T 221T 222T 223T 224T 225T 226T 227T 228T 229T 230T 231T 232T 233T 234T 235T 236T 237T 238T 239T 240T  241T 242T 243T 244T 245T 246T	<p>CITATIONS (Mont. Co.)</p> <p>77308061 - 77336069R Nov. 1977 thru 77337061 - 7735506H Feb. 1979</p> <p>77356061 - 78003060 78004061 - 7800606C 7800606D - 7801806L 78019061 - 78040068 78041061 - 7805906J 78060061 - 7807506I 78076061 - 7809006G 78093061 - 7810406K 78107061 - 7812206L 78123061 - 7813706B 78138061 - 7815706W 78158061 - 78174065 78177061 - 7819206I 78194061 - 7820706C 78208061 - 7822606C 78227061 - 7824306L 78244061 - 7826206N 78263061 - 7827906D 7827906E - 7829606M 78297061 - 7831006J 78312061 - 7832106V 78324061 - 7833906D 78340061 - 78354069 78356061 - 7901106H 79012061 - 79031615 79032601 - 79058610</p> <p>2 BATCHES (Mont. Co.)</p> <p>79060602 - 79221062 79221062 - 79251062 79251062 - 79271062 79271062 - 79281062 79281062 - 79291062 79291062 - 79301062</p>	<p>750 7</p> <p>(3)</p>

(Use Plain Unlined Paper For Continuation Pages)

Records Transmittal

4-7-82

Traffic Adj./AOC

John Stoltz/Fran Staton 269-2656

Schedule 750 - Item No. 7

Box Number

Description of Records

Z Batches (Mont. Co.)

247T

8005608ZZ - 801368ZZ

248T

8013708Z - 8021308Z

249T

8021406Z - 802396ZZ

250T

8024006Z - 8029905Z

DEPARTMENT OF GENERAL SERVICES  
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 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Traffic Adj./AOC

Reporting Agency

80A66

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1-23	Criminal Justice Information System (Cases)	750	1	1978-79	23	2/84	Recycled

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

  
 Signature

Records Center Manager  
 Title

Feb. 1984  
 Date

80A66

R- 110  
S-17-18

(Name, Division, Address or Agency)  
 Federal Information Systems  
 19-50 Hanover St. Hanover, N.H. 03741  
 Building and Room 3 Phone  
 Signature: (Agent or Officer)  
 William J. Kane

Signature  
 Title  
 4. To: State Records Center  
 6. No. of C.P.F.  
 Same as number of copies 21

7. This Division	8. Box Number	9. Description of Records with Inclusive Dates	10. Disposition
		FEDERAL BUREAU OF INVESTIGATION (CONT.)	
	1	January, February, March 1978	
	2	January, February, March (trial form)	
		April & May	
	3	June	
	4	July	
	5	August	
	6	September	
	7	October	
	8	November	
	9	December	
	10	January 1979	
	11	February	
	12	March	
	13	April	
	14	May	
	15	June (Auditing Forms)	
	16	July	
	17	August	
	18	September	
	19	October	
	20	October and November	
	21	November	
	22	December	
	23	January	

1984

1-1-84

7-18

2-28-84

DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Traffic Adj./AOC

Reporting Agency

82W272

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1E -7E 1B - 5B 1D - 3D	Error Listing, Batch Balancing, Delted Cases	750	7	6/78 - 5/80 12/77 - 12/79 11/77 - 10/79	15	2-84	Recycled

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

  
 Signature

Records Center Manager  
 Title

Feb. 1984  
 Date

RECORDS TRANSMITTAL

AND RECEIPT

12/16/81

Accession No.

82W272

Date Received

12-18-81

1. From: (Name, Division, Address or Agency)

John Staltz (Attn: Anita Hooks)  
 Traffic Div. AOC  
 Annapolis, Md.

Signature

Title

2. Building and Room

3. Phone

269-2737

4. To: State Records Center

5. Signature: (Agency Official)

John Staltz (AHC)

6. No. of Cu.Ft.

15

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-15 S- 13-14	1E	<i>Error Listing</i> 6/78 - 12/78	750 7 December, 1983
	2E	1/79 - 5/79	
	3E	6/79 - 7/79	
	4E	8/79 - 10/79	
	5E	11/79 - 12/79	
	6E	1/80 - 3/80	
	7E	4/80 - 5/80	
	1B	<i>Batch Balancing</i> 12/77 - 7/78	
	2B	8/78 - 12/78	
	3B	1/79 - 5/79	
	4B	7/79 - 12/79	
	5B	11/79 - 12/79	
		<i>Deleted Case</i>	
	1D	11/77 - 5/78	
	2D	6/78 - 5/79	
3D	6/79 - 10/79		

2/15/84

(Use Plain Unlined Paper For Continuation Pages)

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 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Traffic Adj./AOC

Reporting Agency

81W324

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1T- 46T	Automated Traffic Files Payments.	750	7	1980	46	2-84	Recycled

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

  
 Signature

Records Center Manager  
 Title

Feb. 1984  
 Date



81W324

(Name, Division, Address of Agency)

Signature

John Scott  
File Adj. - AOD  
1115 S. Main St.  
Building and Room 3. Phone

Title

4. For State Records Control

269-2131

Signature: (Agency Official)

6. For of C.R.C.

*John Scott*

46

Agency Division (FBI)	8. Box Numbers	9.	Description of Records With Inclusive Dates	10. Page Count (Schedule 1)
			<b>Automated Traffic Files</b>	<b>750</b>
			<b>PAYMENTS</b>	
	16	8016301P	thru 8016931P	
	20	8017001P	thru 8017628P	
	30	8017001P	thru 8018328P	
	40	8018001P	thru 8019039P	
	50	8019001P	thru 8019732P	
	60	8019001P	thru 8020428P	
	70	8020001P	thru 8021131P	
	80	8021001P	thru 8021919P	
	90	8022001P	thru 8022623P	
	100	8022701P	thru 8023322P	
	110	8023001P	thru 8024121P	
	120	8024001P	thru 8025216P	
	130	8025001P	thru 8026016P	
	140	8026001P	thru 8026618P	
	150	8026001P	thru 8027316P	
	160	8027001P	thru 8028021P	
	170	8028001P	thru 8028819P	
	180	8029001P	thru 8029121P	
	190	8029001P	thru 8029549P	
			8032218P	
			8032427P	
			8032923P	
			8033124P	
			8033718P	
			8033911P	
			8034331P	
			8034539P	
			8035031P	
			8035331P	

*R-105*  
*S-24-25*  
*2-23-84*

*1-1-84*

DEPARTMENT OF GENERAL SERVICES  
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7275 WATERLOO ROAD (Rte> 175)  
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JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

DISTRICT COURT/MATS

83W7

-----  
Reporting Agency

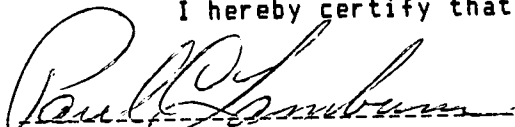
Accession No.

TRAFFIC ADJ.

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Division

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1	PAYMENTS - BATCHS	989-		5-24-80 - 12-22-81	57	3/85	RECYCLED

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

  
Signature

Records Center Mgr.  
Title

03/22/85

-----  
Date

AND RECEIPT 6-28-82 ✓

Accession No.

Date Received

83W7

7-1-82

1. From: (Name, Division, Address or Agency)

John Stoltz (Att: Belva Bowcutt)  
Traffic Adj./AOC Annapolis, Md 21401

Signature

Title

2. Building and Room

3. Phone

269-2656

4. To: State Records Center

5. Signature: (Agency Official)

*John Stoltz / Belva Jean Bowcutt*

6. No. of Cu.Ft.

57

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item)

R-101

S-26-27

251T 8115301p-8115441p  
252T 8115501p-8115927p  
253T 8116001p-8116212p  
254T 8116213p-8116722p  
255T 8116723p-8117036p  
256T 8117301p-8117516p  
257T 8117517p-8118030p  
258T 8118101p-8118705p  
259T 8118706p-8118910p  
260T 8118911p-8119128p  
261T 8119401p-8119635p  
262T 8119701p-8119830p  
263T 8120101p-8120331p  
264T 8120401p-8120834p  
265T 8120901p-8121126p  
266T 8121201p-8121643p  
267T 8121701p-8121932p  
268T 8122201p-8122427p  
269T 8122501p-8122940p  
270T 8123001p-8123141p  
271T 8123201p-8123617p  
272T 8123701p-8123779p

5-24-80 - 12-22-81

PAYMENTS

*COPIES OF PAID CITATIONS*

989

~~750~~

~~11/84~~

1/85

Z BATCHES

273T 8112706z-8114805z  
274T 8110008z-811266zz  
275T 810768zz-8109810zz  
276T 8104905z-8107607z

(Use Plain Unlined Paper For Continuation Pages)

*Pulled out 2-26-85*

Records Transmittal  
6-28-82  
Traffic Adj./Aoc  
John Stoltz/ Belva Bowcutt 269-2656

Schedule 7

Box Number Description Of Records

CITATIONS

District 06

277T	81140601-81152634
278T	81153601-81166612
279T	81167601-81181633
280T	81183601-81197626
281T	81198601-81213633
282T	81214601-81225637
283T	81226601-81240618
284T	81243601-81259624
285T	81261601-81273612
286T	81274601-81280627
287T	81281601-81292666
288T	81293601-81303637
289T	81306601-81320618
290T	81322601-81337625
291T	81337626-81356613

District 10 (A)

292T	81174A09-81214A15
293T	81216A01-81263A18

District 05

294T	81188501-81209536
295T	81213501-81230521
296T	81230522-81243537
297T	81243538-81259510
298T	81259511-81270514
299T	81270515-81278525

District 08

300T	80144801-80157824
301T	80157825-80169801
302T	80169802-80182817
303T	80182818-80196809
304T	80196810-80206823
305T	80206824-80220816
306T	80220817-80232811
307T	80232812-80242812

DEPARTMENT OF GENERAL SERVICES  
STATE RECORDS MANAGEMENT CENTER  
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P.O. BOX 275  
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

DISTRICT COURT

83W274

-----  
Reporting Agency

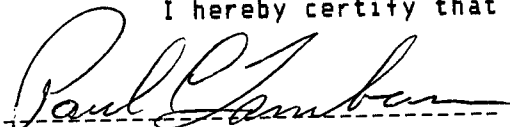
Accession No.

TRAFFIC ADJ./MATS

-----  
DIVISION

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1	BATCH BALANCE, BATCH SUMMARY, SMVA NOTICES, ERROR LISTING	750	7	1980-81	15	3/85	RECYCLED

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

  
-----  
Signature

Records Center Mgr.  
-----  
Title

03/22/85

-----  
Date

DGS 550-2

AND RECEIPT 10-5-82

Accession No.

83W274

Date Received

10-27-82

1. From: (Name, Division, Address or Agency)

John Stoltz (Attn: Anita Hook)  
Traffic Adj./AOC  
Annapolis, MD 21401

Signature

Title

2. Building and Room

3. Phone

2-2737

4. To: State Records Center

5. Signature: (Agency Official)

John Stoltz / per A.H.

6. No. of Cu.Ft.

15

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-119

S-21

1T  
2T  
3T  
4T  
5T

BATCH BALANCE  
1/1/80 - 4/30/80  
5/1/80 - 6/30/80  
7/1/80 - 8/31/80  
8/1/80 - 10/31/80  
11/1/80 - 12/31/80

PRINT  
OUTS

BATCH SUMMARY

6T

6/1/80 - 7/31/80

SMVA NOTICES

7T

1981

ERROR LISTING

8T  
9T  
10T  
11T  
12T  
13T  
14T  
15T

8/1/80 - 10/30/80  
11/1/80 - 12/31/80  
1/1/81 - 2/28/81  
3/1/81 - 4/1/81  
5/1/81 - 6/30/81  
7/1/81 - 8/31/81  
9/1/81 - 10/30/81  
11/1/81 - 12/31/81

750 # 7

11/1/85

3 VRS

4/1/85

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DEPARTMENT OF GENERAL SERVICES  
STATE RECORDS MANAGEMENT CENTER  
7275 WATERLOO ROAD (Rte) 175)  
P.O. BOX 275  
JESSUP, MARYLAND 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

DISTRICT COURT/MATS                      82W178

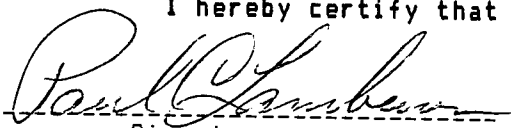
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Reporting Agency                      Accession No.

TRAFFIC ADJ.

-----  
Division

NO	Description of Records Title and Form No.	Sched	Item No	Dates of Records Disposed of	Volume	Dates of Disposal	Method of Disposal
1	PAYMENTS - BATCHS	989-		1981	30	3/85	RECYCLED

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

  
-----  
Signature

Records Center Mgr.  
-----  
Title

03/22/85  
-----  
Date

10/9/81

AND RECEIPT

Accession No.

Date Received

82 W 178

10-26-81

1. From: (Name, Division, Address or Agency)  
 John Stoltz  
 Traffic Adj. - AOC  
 Annapolis, Md. 21401 - *ATTN: FRAN*

Signature

Title

2. Building and Room

3. Phone

269-2737

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

*John Stoltz/f*

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

*R110 S20-21*

47T 8100201P through 8100726P  
 48T 8100727P through 8101228P  
 49T 8101301P through 8101904P  
 50T 8101905P through 8101951P  
 51T 8102001P through 8102310P  
 52T 8102311P through 8102626P

*Automated Traffic Files*

*COPIES OF PAID CITATIONS*

DISTRICT 5

53T 80311501 through 80323523  
 54T 80324501 through 80333522  
 55T 80336501 through 80345540  
 56T 80346501 through 80358501  
 57T 80361501 through 81009501  
 58T 81012501 through 81027510  
 59T 81027511 through 81042524  
 60T 81044501 through 81058516  
 61T 81058517 through 81065529

DISTRICT 6

62T 80336601 - 80351614  
 63T 80351615 - 81006615  
 64T 81007601 - 81020619  
 65T 81021601 - 81030612  
 66T 81030613 - 81042617  
 67T 81048601 - 81061610  
 68T 81061611 - 81062608

District 7

69T 80281701 - 80315713  
 70T 80315714 - 80333713  
 71T 80336701 - 81008703  
 72T 81008704 - 81041702  
 73T 81041703 - 81051722

*750 #7*

*October 1985  
 1984*

*3 yrs*

(Use Plain Unlined Paper For Continuation Pages)

*Pulled off 3-13-85*



RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

1. From: (Name, Division, Address or Agency)

Signature

John Stoltz  
Traffic Adj. - AOC  
Annapolis, Md. 21401 - *ATTN: FRAN*

Title

2. Building and Room

3. Phone

4. To: State Records Center

269-2737

5. Signature: (Agency Official)

6. No. of Cu.Ft.

*John Stoltz / js*

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Z BATCHES

74T  
75T  
76T

8030005Z - 803456ZZ  
8034506Z - 8101405Z  
8101407Z - 8104407Z

October 1985

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DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Traffic Adj./AOC

Reporting Agency

82W271

Division or Bureau

PREPARE IN DUPLICATE  
 Retain one copy and forward  
 original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
77T -119T	Automated Traffic Files Payments, Citations	750	7		43	2-84	Recycled

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

  
 Signature

Records Center Manager  
 Title

Feb. 1984  
 Date

12/19/81

AND RECEIPT

Accession No.  
**82W271**

Date Received  
**12-18-81**

1. From: (Name, Division, Address or Agency)  
John Stoltz (Attn: Fran Staton)  
Traffic Adj. AOC  
Annapolis, Md. 21401

Signature  
Title

2. Building and Room

3. Phone  
269-2737

4. To: State Records Center

5. Signature: (Agency Official)  
*John Stoltz*

6. No. of Cu.Ft.  
**43**

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

**R-15**  
**S-12-13**

77T  
78T  
79T  
80T  
81T  
82T  
83T  
84T  
85T  
86T  
87T  
88T  
89T  
90T  
91T  
92T  
93T  
94T  
95T  
96T  
97T  
98T  
99T  
100T  
101T  
102T  
103T  
104T

PAYMENTS *Automated Traffic files*  
8102701P - 8103001P  
8103002P - 8103510P  
8103511P - 8104002P  
8104003P - 8104239P  
8104401P - 8104938P  
8104939P - 8105151P  
8105401P - 8105543P  
8105601P - 8105831P  
8105832P - 8106328P  
8106329P - 8106832P  
8106901P - 8107113P  
8107114P - 8107639P  
8107640P - 8107918P  
8107919P - 8108503P  
8108504P - 8108655P  
8108901P - 8109131P  
8109132P - 8109720P  
8109721P - 8109924P  
8109925P - 8110513P  
8110514P - 8111120P  
8111121P - 8111404P  
8111405P - 8111914P  
8111915P - 8112521P  
8112522P - 8113101P  
8113102P - 8113417P  
8113418P - 8114008P  
8114009P - 8114526P  
8114527P - 8115235P

**750 #7**  
**1984**  
**12/86**

*12/15/84*

CITATIONS  
PRINCE GEORGE'S COUNTY (05)  
105T 81069501 - 81083528  
106T 81085501 - 81105506  
107T 81105507 - 81132519  
108T 81133501 - 81160510  
109T 81160511 - 81182511

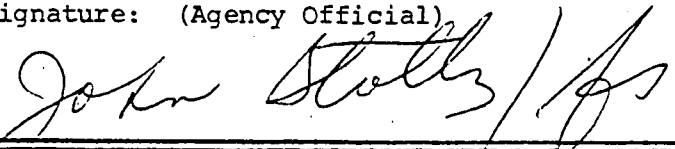
(Use Plain Unlined Paper For Continuation Pages)

12-10-81 AND RECEIPT

Accession No.	Date Received
Signature	
Title	
4. To: State Records Center	
6. No. of Cu.Ft.	

1. From: (Name, Division, Address or Agency)  
 John Stoltz (Attn: Fran Staton)  
 229 Hanover St. Annapolis, Md. 21401

2. Building and Room  
 3. Phone  
 269-2737

5. Signature: (Agency Official)  


7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
		CITATIONS MONTGOMERY COUNTY (6)	
	110T	81064601 - 81076625	
	111T	81077601 - 81091641	
	112T	81092601 - 81105614	
	113T	81106601 - 81120613	
	114T	81121601 - 81138617	
		ANNE ARUNDEL COUNTY (7)	
	115T	81054701 - 81082706	
	116T	81079701 - 81113719	
	117T	81114701 - 81153708	
		HOWARD COUNTY (10)	
	118T	81050A02 - 81111A04	
	119T	81114A01 - 81174A08	

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Traffic adj/ AOC

Reporting Agency

80A67

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Schd. No.	Item No.				
12P- 26P	Payments -Automoted Traffic Files	750	7		16	2/84	Recycled

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

  
 Signature

Records Center Manager  
 Title

Feb. 1984  
 Date

80A67

Agency (Name, Division, Address or Agency)

Agency Office - BUC

Mail Stop, Mail Room

Signature: (Agency Official)

John H. Kelly

Signature

R-110  
S-17

Title

4. To: State (Agency Name)

6. No. of Copies

16

7. Agency (Name, Division, Address or Agency)	8. Box Number	9. Description of Contents (Exclusive Index)	10. Disposition (Schedule to be used)
		PAYMENTS - Automated Weather	250
	12(1)	7811001P thru 7811002P	<del>71</del> 3
	13(1)	7811003P thru 7811004P	1-1-84
	14(2)	7811005P thru 7811006P	
	15P	7811301P thru 7811302P	
	16P	7811303P thru 7811304P	
	17P	7811305P thru 7811306P	
	18P	7811307P thru 7811308P	
	19P	7811309P thru 7811310P	
	20P	7811311P thru 7811312P	
	21P	7811313P thru 7811314P	
	22P	7811315P thru 7811316P	
	23P	7811317P thru 7811318P	
	24P	7811319P thru 7811320P	
	25P	7811321P thru 7811322P	
	26P	7811323P thru 7811324P	
	27P	7811325P thru 7811326P	
	28P	7811327P thru 7811328P	
	29P	7811329P thru 7811330P	
	30P	7811331P thru 7811332P	
	31P	7811333P thru 7811334P	
	32P	7811335P thru 7811336P	
	33P	7811337P thru 7811338P	
	34P	7811339P thru 7811340P	
	35P	7811341P thru 7811342P	
	36P	7811343P thru 7811344P	
	37P	7811345P thru 7811346P	
	38P	7811347P thru 7811348P	
	39P	7811349P thru 7811350P	
	40P	7811351P thru 7811352P	
	41P	7811353P thru 7811354P	
	42P	7811355P thru 7811356P	
	43P	7811357P thru 7811358P	
	44P	7811359P thru 7811360P	
	45P	7811361P thru 7811362P	
	46P	7811363P thru 7811364P	
	47P	7811365P thru 7811366P	
	48P	7811367P thru 7811368P	
	49P	7811369P thru 7811370P	
	50P	7811371P thru 7811372P	
	51P	7811373P thru 7811374P	
	52P	7811375P thru 7811376P	
	53P	7811377P thru 7811378P	
	54P	7811379P thru 7811380P	
	55P	7811381P thru 7811382P	
	56P	7811383P thru 7811384P	
	57P	7811385P thru 7811386P	
	58P	7811387P thru 7811388P	
	59P	7811389P thru 7811390P	
	60P	7811391P thru 7811392P	
	61P	7811393P thru 7811394P	
	62P	7811395P thru 7811396P	
	63P	7811397P thru 7811398P	
	64P	7811399P thru 7811400P	
	65P	7811401P thru 7811402P	
	66P	7811403P thru 7811404P	
	67P	7811405P thru 7811406P	
	68P	7811407P thru 7811408P	
	69P	7811409P thru 7811410P	
	70P	7811411P thru 7811412P	
	71P	7811413P thru 7811414P	
	72P	7811415P thru 7811416P	
	73P	7811417P thru 7811418P	
	74P	7811419P thru 7811420P	
	75P	7811421P thru 7811422P	
	76P	7811423P thru 7811424P	
	77P	7811425P thru 7811426P	
	78P	7811427P thru 7811428P	
	79P	7811429P thru 7811430P	
	80P	7811431P thru 7811432P	
	81P	7811433P thru 7811434P	
	82P	7811435P thru 7811436P	
	83P	7811437P thru 7811438P	
	84P	7811439P thru 7811440P	
	85P	7811441P thru 7811442P	
	86P	7811443P thru 7811444P	
	87P	7811445P thru 7811446P	
	88P	7811447P thru 7811448P	
	89P	7811449P thru 7811450P	
	90P	7811451P thru 7811452P	
	91P	7811453P thru 7811454P	
	92P	7811455P thru 7811456P	
	93P	7811457P thru 7811458P	
	94P	7811459P thru 7811460P	
	95P	7811461P thru 7811462P	
	96P	7811463P thru 7811464P	
	97P	7811465P thru 7811466P	
	98P	7811467P thru 7811468P	
	99P	7811469P thru 7811470P	
	100P	7811471P thru 7811472P	

2-29-84

(Use Plain Unlined Paper For Continuation Pages)

22-37

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 7275 WATERLOO RD., P.O. BOX 275  
 JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

First District      Baltimore City      11/21/83

COURT                                  COUNTY                                  DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Electronic Recordings	975 Sec. II 5 Sec. IV	2  2	1971-1980	55 discs 380 tapes	May 1984	Degaussed

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 06 1983  
Date

*Edward C. Papenfuss*  
State Archivist

*Paul G. ...* Chief Clerk 8/13/84  
*Paul G. ...* Record Center Manager 9/12/84  
 Signature of Court Official      Title      Date  
 Instructions for Preparation and Submission on Reverse Side

RECEIVED  
DISTRICT COURT MD.  
ADMN. OFFICE

INSTRUCTIONS FOR PREPARATION

1984 AUG 14 AM 8:06

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.  
(DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPLICATE.)
2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P. O. BOX 275,  
7275 WATERLOO RD. (RT. 175), JESSUP, MARYLAND 20794.
3. THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION FORMS TO THE STATE ARCHIVIST FOR APPROVAL. IF THE RECORDS PROPOSED FOR DESTRUCTION ARE CONSIDERED BY THE STATE ARCHIVIST TO BE OF ARCHIVAL VALUE, ARRANGEMENTS WILL BE MADE FOR TRANSFER TO THE HALL OF RECORDS.
4. IF THE STATE ARCHIVIST APPROVES THE DESTRUCTION, BOTH COPIES WILL BE SIGNED AND RETURNED TO THE COURT. UPON RECEIPT, INDICATE THE DATE AND METHOD OF DESTRUCTION IN THE PROPER COLUMNS, AND HAVE THE DESTRUCTION CERTIFICATE SIGNED BY A COURT OFFICIAL (TO BE A PERSON OF THE RANK OF RECORDS MANAGER, SECTION SUPERVISOR OR ABOVE). RETAIN ONE COPY FOR YOUR FILE, AND FORWARD THE SECOND COPY TO THE RECORDS MANAGEMENT DIVISION AT THE ABOVE ADDRESS. (DISTRICT COURTS MUST SEND 1 COPY TO THE CHIEF CLERK'S OFFICE.)
5. FOR YOUR INFORMATION -

ONE LETTER-SIZE FILE DRAWER = 1.5 CU. FT. OF RECORDS  
ONE LEGAL-SIZE FILE DRAWER = 2.0 CU. FT. OF RECORDS  
ONE RECORDS CENTER BOX = 1.0 CU. FT. OF RECORDS



State of Maryland  
Department of General Services



DESIGN & CONSTRUCTION  
ARCHIVES & RECORDS MANAGEMENT  
PLANT MANAGEMENT  
PROPERTY MANAGEMENT  
PRINTING & PUBLICATION  
TELECOMMUNICATIONS

January 25, 1984

TO : Ann C. Lindblade - Asst. Administrative Clerk  
Baltimore City District Court

FROM : Paul C. Lamberson - Supervisor  
State Records Center

SUBJECT : Electronic Recordings

The accession listed below of electronic recordings will be disposed of by the Annapolis District Court Headquarters. You will be notified by District Court Headquarters on which recordings will be transferred to the State Archives as permanent recordings.

<u>ACCESSION NO.</u>	<u>CUBIC FEET</u>
82W605	50
82W606	51
82W607	40

PCL/rer

cc: Gwendolyn Clarke

RECORDS TRANSMITTAL

AND RECEIPT

Accession No.

Date Received

82W605

6-16-82

Signature

Title

1. From: (Name, Division, Address or Agency)  
 District Court of Md. for Baltimore City  
 211 E. Madison Street  
 Baltimore, Maryland 21202

2. Building and Room  
 Traffic and Criminal  
 Divisions

3. Phone  
 659-1878  
 659-1872

4. To: State Records Center  
 Waterloo

5. Signature: (Agency Official)

*Ann C Lindblade*  
*Asst Adm. Clerk - Traffic Div*

6. No. of Cu.Ft. 51

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-39  
 S-1  
 R-40  
 S-15-16

- 20 <sup>MISS-9</sup>  
 21  
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 56

RECORDING TAPES -  
 Traffic & Criminal  
 Year 1976

sect. I  
 655 # 40  
 1-1-1988

1-9-84

(Use Plain Unlined Paper For Continuation Pages)

(continued)

Box Numbers	Description of Records
57	2562-2605
58	2606-2646
59	2647-2691
60	2692-2735
61	2736-2778
62	2779-2821
63	2822-2863
64	2864-2907
64A	2908-2948
65	2949-2990
66	2991-3033
67	3034-3074
68	3075-3097, 3101-3120, 3141-3142
69	3143-3182

RECORDS TRANSMITTAL

AND RECEIPT

Accession No.

Date Received

82W606

6-16-82

Signature

Title

1. From: (Name, Division, Address or Agency)  
 District Court of Md. for Baltimore City  
 211 E. Madison Street  
 Baltimore, Maryland 21202

2. Building and Room  
 Traffic and Criminal  
 Divisions

3. Phone  
 659-1878  
 659-1872

4. To: State Records Center  
 Waterloo

5. Signature: (Agency Official)

*Ann C. Sandblade*  
*Asst. Adm. Clerk Traffic Div.*

6. No. of Cu.Ft. 51

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No)

R-40  
 S-16-18

*45/5/1*  
~~*45/5/1*~~

70 ✓	3183-3231	RECORDING TAPES - Traffic & Criminal Year 1977
71 ✓	3232-3275	
72 ✓	3276-3357	
73 ✓	3358-3399	
74 ✓	3400-3484	
75 ✓	3483-3526	
76 ✓	3350-3356, 3527-3540, 3581-3625	
77 ✓	3526-3588	
78 ✓	3689-3770	
79 ✓	3771-3873	
80 ✓	3874-3915	4141-4156 4181-4220-4281 4341-4348
81 ✓	3916-3959	
82 ✓	3960-4001	
83 ✓	4002-4046	
84 ✓	4047-4091	
85 ✓	4092-4120, 4141-4156	
86 ✓	4157-4160, 4181-4220-4281	
87 ✓	4282-4318, 4341-4348	
88 ✓	4349-4395	
89 ✓	4396-4437	
90 ✓	4438-4481	4541-4582 4721-4728
91 ✓	4482-4527	
92 ✓	4528-4529, 4541-4582	
93 ✓	4583-4620, 4721-4728	
94 ✓	4729-4793	
95 ✓	4794-4834	
96 ✓	4835-4914	
97 ✓	4915-4958	
98 ✓	4959-5083	
99 ✓	5084-5166	
100 ✓	5167-5252	5461-5478
101 ✓	5253-5298	
102 ✓	5299-5343	
103 ✓	5344-5386	
104 ✓	5387-5431	
105 ✓	5432-5456, 5461-5478	
106 ✓	5479-5523	

655 #40  
 1-1 1989

(Use Plain Unlined Paper For Continuation Pages)

Box Number

Description of Records

107 ✓	5524-5540, 5581-5608
108 ✓	5609-5654
109 ✓	5655-5699
110 ✓	5700, 5741-5783
111 ✓	5784-5814
112 ✓	5829-5873
113 ✓	5874-5919
114 ✓	5920-5940, 5981-6002
115 ✓	6004-6020, 6089
116 ✓	6090-6133
117 ✓	6134-6178
118 ✓	6180, 6261-6304
119 ✓	6306-6320, 6322, 6331-6359
120 ✓	6360, 6401-6324

AND RECEIPT

Accession No.

Date Received

82W607

6-16-82

Signature

Title

1. From: (Name, Division, Address or Agency)  
 District Court of Md. for Baltimore City  
 211 E. Madison Street  
 Baltimore, Maryland 21202

2. Building and Room  
 Traffic and Criminal  
 Divisions

3. Phone  
 659-1878  
 659-1872

4. To: State Records Center  
 Waterloo

5. Signature: (Agency Official)

*Ann C. Sundblode*  
*Asst Adm Clerk Traffic Div.*

6. No. of Cu.Ft. 40

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-40 S-18-20  1/15/84	121	6525-6568	655 <sup>sect I</sup> # 40 2-1-1990
	122	6569-6612	
	123	6613-6659	
	124	6660-6705	
	125	6706-6751	
	126	6752-6797	
	127	6798-6820/6921-6943	
	128	6944-6991	
	129	6992-7000/7041-7081	
	130	7082-7099/7101-7128	
	131	7129-7174	
	132	7175-7290/7281-7299/7300-7302	
	133	7203-7320/7361-7388	
	134	7389-7437	
	135	7438-7486	
	136	7487-7533	
	137	7534-7580	
	138	7581-7626	
	139	7627-7661	
	140	7662-7698	
141	7699-7782		
142	7783-7869		
143	7870-7880/7921-7952		
144	7959-8000/8021-8024		
145	8025-8068		
146	8069-8113		
147	8114-8150/8152-8159		
148	8160-8208		
149	8209-8294		
150	8295-8340		
151	8341-8387		
152	8388-8420/8561-8572		
153	8573-8600/8641-8655		
154	8656-8703		
155	8704-8720/8781-8808		
156	8809-8854		
157	8855-8899		
158	8900-8945		

(Use Plain Unlined Paper For Continuation Pages)

continued

Box Number

Description of Records

159  
160

8946-9010  
9111-9095

# State of Maryland Department of General Services

HARRY HUGHES  
Governor

J. MAX MILLSTONE  
Secretary



PROPERTY MANAGEMENT  
PRINTING & PUBLICATIONS  
TELECOMMUNICATIONS  
PURCHASING & MATERIALS MANAGEMENT  
ADMINISTRATION & FINANCE

January 25, 1984

## MEMORANDUM

TO : Fred Mairose - Assistant Admin. Clerk  
Baltimore City Court - Civil Division

FROM : Paul C. Lamberson - Supervisor  
State Records Center

SUBJECT : Electronic Recordings

The accession listed below of electronic recordings will be disposed of by the Annapolis District Court Headquarters. You will be notified by District Court Headquarters on which recordings will be transferred to the State Archives as permanent recordings.

<u>ACCESSION NO.</u>	<u>CUBIC FEET</u>
82W415	80

PCL/rer

cc: Gwendolyn Clarke

State Records Management

7275 WATERLOO ROAD (RTE 175) P.O. BOX 275 JESSUP, MARYLAND 20794-0275

Teletypewriter to 301-278-4000



Accession No. **82W415**

Date received **3-16-82**

Signature

Title

Name, Division, Address or Agency  
**DEPT OF WRYLANE FOR BALTO CITY  
12510 - 521 E. FAYETTE ST - 21202**

Building and room

3. Phone

4. To: State Records Center

**FAYETTE ST  
103**

**659 - 4765  
659 - 4939**

6. No. of Cu.Ft.

Signature: (Agency Official)

*Howard J. ...*

*80*

7. Serial Number (Date)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<b>R-16</b>	1	1-35	655 Sect # I <b>1991</b> #40
<b>17</b>	2	36-70	
<b>S-35</b>	3	71-105	
<b>1-2</b>	4	106-140	
	5	141-175	
	6	176-210	
	7	211-245	
	8	246-280	
	9	281-315	
	10	316-350	
	11	351-385	
	12	386-420	
	13	421-455	
	14	456-490	
	15	491-525	

*Recording tapes  
12 YRS*

*LAST TAPE RECORDED IN 1929*

TRANSMITTAL  
AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

From: (Name, Division, Address or Agency)  
DISTRICT COURT OF MARYLAND FOR BALTO CITY  
CIVIL DIVISION- 501 E. FAYETTE ST - 21202

Signature

Title

Building and Room

3. Phone

501 E. FAYETTE ST  
ROOM 108

659 - 4765  
659 - 4939

4. To: State Records Center

WATERLOO

Signature: (Agency Official)

*Edward J. Moore*

6. No. of Cu.Ft.

7. Records Location (Letter)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
	16	526-560	655 40
	17	561-595	
	18	596-630	
	19	631-665	
	20	666-700	
	21	701-735	
	22	736-770	
	23	771-805	
	24	806-840	
	25	841-875	
	26	876-910	
	27	911-945	
	28	946-980	
	29	981-1,015	
	30	1,016-1,050	

TRANSMITTAL  
AND RECEIPT

Complete at State Records Center

Accession No.	Date Received
---------------	---------------

FROM: (Name, Division, Address or Agency)  
DISTRICT COURT OF MARYLAND FOR BALTO CITY  
CIVIL DIVISION- 501 E. FAYETTE ST - 21202

Signature \_\_\_\_\_  
Title \_\_\_\_\_

Building and Room	3. Phone
501 E. FAYETTE ST ROOM 108	659 - 4765 659 - 4939

4. To: State Records Center  
WATERLOO

Signature: (Agency Official)  
*Harold J. ...*

6. No. of Cu.Ft.

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
	31	1,051-1,085	655 40
	32	1,086-1,120	
	33	1,121-1,155	
	34	1,156-1,190	
	35	1,191-1,225	
	36	1,226-1,260	
	37	1,261-1,295	
	38	1,296-1,330	
	39	1,331-1,365	
	40	1,366-1,400	
	41	1498, 3121-3140, 3301-3314	
	42	3315-3340, 3421-3429	
	43	3430-3460, 3541-3544	
	44	3545-3579	
	45	3580, 3601-3620, 3642-3655	

TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

Signature

Title

4. To: State Records Center

WATERLOO

6. No. of Cu.Ft.

From: (Name, Division, Address or Agency)

DISTRICT COURT OF MARYLAND FOR BALTO CITY  
CIVIL DIVISION- 501 E. FAYETTE ST - 21202

Building and Room

3. Phone

501 E. FAYETTE ST  
ROOM 108

659 - 4765  
659 - 4939

Signature: (Agency Official)

*Howard J. ...*

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
	46	3656-3660, 3701-3730	655 7
	47	3731-3740, 3781-3805	
	48	3806-3840	
	49	3641, 4121-4140, 4161-4174	
	50	4175-4180, 4221-4249	
	51	4250-4280, 4321-4324	
	52	4325-4340, 4621-4639	
	53	4640-4674	
	54	4675-4709	
	55	4710-4720, 4761-4780, 4841-4844	
	56	4845-4856, 4882-4900	
	57	4961-4996	
	58	4997-5000, 5021-5040, 5101-5111	
	59	5112-5140, 5181-5186	
	60	5187-5220, 5541	

TRANSMITTAL

Complete at State Records Center

AND RECEIPT

Accession No.

Date Received

From (Name, Division, Address or Agency)

Signature

DISTRICT COURT OF MARYLAND FOR BALTO CITY  
CIVIL DIVISION- 501 E. FAYETTE ST - 21202

Title

Building and Room

3. Phone

4. To: State Records Center

501 E. FAYETTE ST  
ROOM 108

659 - 4765  
659 - 4939

WATERLOG

Signature: (Agency Official)

6. No. of Cu.Ft.

*Howard A. Mowbray*

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No)
	61	5542-5576	655 7
	62	5577-5580, 5701-5731	
	63	5732-5738, 5941-5968	
	64	5969-5980, 6021-6043	
	65	6044-6060, 6181-6198	
	66	6199-6233	
	67	6234-6368	
	68	6369-6400, 6441-6443	
	69	6444-6478	
	70	6479-6512	
	71	6514-6520, 6821-6848	
	72	6849-6883	
	73	6884-6918	
	74	6919-6920, 7201-7233	
	75	7234-7268	

TRANSMITTAL  
AND RECEIPT

Accession No.	Date Received
---------------	---------------

To: (Name, Division, Address or Agency)  
 DISTRICT COURT OF MARYLAND FOR BALTO CITY  
 CIVIL DIVISION- 501 E. FAYETTE ST - 21202

Signature  
 Title

Building and Room  
 501 E. FAYETTE ST  
 ROOM 108

3. Phone  
 659 - 4765  
 659 - 4939

4. To: State Records Center  
 WATERLOO

Signature: (Agency Official)  
*John J. Moore*

6. No. of Cu.Ft.

7. Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
	76 77 78 79 80	7269-7280, 7321-7343 7344-7360, 7721-7738 7739-7760, 7801-7813 7814-7840, 7881-7889 7890-7920, 8001-8004	655 40

86W174  
R-32  
5-7B  
B-1

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 7275 WATERLOO RD., P.O. BOX 275  
 JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Fifth District Prince George's 11/21/83

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Electronic Recordings	975 Sec. II & Sec. IV	2  2	1971-1980	36 discs 147 tapes	May 1984	Degaussed

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 06 1983

Date

*Edward C. Papenfuse*  
 State Archivist

*Paul G. ...* Chief Clerk 8/13/84  
 Signature of Court Official Title Date  
*Paul G. ...* Record Center Manager 9/13/84  
 Instructions for Preparation and Submission on Reverse Side



RECEIVED  
DISTRICT COURT, MD.  
ADMN. OFFICE

1984 AUG 14 11 8:06

**INSTRUCTIONS FOR PREPARATION**

1. **PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE. (DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPLICATE.)**
2. **MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P. O. BOX 275, 7275 WATERLOO RD. (RT. 175), JESSUP, MARYLAND 20794.**
3. **THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION FORMS TO THE STATE ARCHIVIST FOR APPROVAL. IF THE RECORDS PROPOSED FOR DESTRUCTION ARE CONSIDERED BY THE STATE ARCHIVIST TO BE OF ARCHIVAL VALUE, ARRANGEMENTS WILL BE MADE FOR TRANSFER TO THE HALL OF RECORDS.**
4. **IF THE STATE ARCHIVIST APPROVES THE DESTRUCTION, BOTH COPIES WILL BE SIGNED AND RETURNED TO THE COURT. UPON RECEIPT, INDICATE THE DATE AND METHOD OF DESTRUCTION IN THE PROPER COLUMNS, AND HAVE THE DESTRUCTION CERTIFICATE SIGNED BY A COURT OFFICIAL (TO BE A PERSON OF THE RANK OF RECORDS MANAGER, SECTION SUPERVISOR OR ABOVE). RETAIN ONE COPY FOR YOUR FILE, AND FORWARD THE SECOND COPY TO THE RECORDS MANAGEMENT DIVISION AT THE ABOVE ADDRESS. (DISTRICT COURTS MUST SEND 1 COPY TO THE CHIEF CLERK'S OFFICE.)**
5. **FOR YOUR INFORMATION -**

ONE LETTER-SIZE FILE DRAWER = 1.5 CU. FT. OF RECORDS  
ONE LEGAL-SIZE FILE DRAWER = 2.0 CU. FT. OF RECORDS  
ONE RECORDS CENTER BOX = 1.0 CU. FT. OF RECORDS

# State of Maryland Department of General Services

HARRY HUGHES  
COMPTROLLER

MARY MILLSTONE  
SECRETARY



DESIGN & CONSTRUCTION  
ARCHIVES & RECORDS ADMINISTRATION  
PLANT MANAGEMENT  
PROPERTY MANAGEMENT  
TRAINING & EDUCATION  
TELECOMMUNICATIONS  
PROCUREMENT & MATERIALS MANAGEMENT  
ADMINISTRATION & FINANCE

January 25, 1984

## MEMORANDUM

TO : Michael J. O'Ferrall - Administrative Clerk  
Prince George's County District Court

FROM : Paul C. Lamberson - Supervisor  
State Records Center

SUBJECT : Electronic Recordings

The accession listed below of electronic recordings will be disposed of by the Annapolis District Court Headquarters. You will be notified by District Court Headquarters on which recordings will be transferred to the State Archives as permanent recordings.

<u>ACCESSION NO.</u>	<u>CUBIC FEET</u>
79C90	37
81W297	146
81W298	8
81W299	9
81W300	13

PCL/rer

cc: Gwendolyn Clarke

AND RECEIPT

Accession No. <b>79C 90</b>	Date Received <b>3/22/79</b>
--------------------------------	---------------------------------

1. From: (Name, Division, Address or Agency)

District Court of Maryland #5  
14757 Main Street  
Upper Marlboro, Maryland 20870

Signature  
*Paul Lomberson*

Title  
*Services Spec I*

2. Building and Room

Cassidy Bldg.  
Civil Division

3. Phone

~~92~~ 952-4070

4. To: State Records Center

Cheltenham

5. Signature: (Agency Official)

6. No. of Cu.Ft.

37

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No)

*R-108*  
*S-12-13*

*R-108*  
*S-12-13*

*1-10-84*

1	Recording Disc's Criminal, M.V. and Civil
1-A	# 1 7-71 to 9-72
1-B	# 6 Mixc Civil 1973
1-C	Civil May 74-75
2	Civil 1975
3	# 2 July 71 to Sept. 72
4	# 3 July 71-March 72
5	# 4 July 71-June 72
6	# 3 April -Sept. 1972
	# 4 July 72 -Oct. 1972 & # 5 July 71-April 1972
7	A-z 1972
8	A Z 1972
9	A-Z 1972
10	A-Z 1972
11	A-Z 1972
12	A-Z 1972
13	A-Z 1972
14	A-B 1972
14 1/2	C-F 1971 & 1972
15	A-R 1972
16	M-R 1972
17	O-Z 1972
18	G-L 1972
19	S-Z 1972
20	G-N 1972
20 1/2	G-N 1972
21	L-Z 1972
22	Aug. - Oct. 1972
23	Oct. - Nov. 1972
24	Nov.-Dec. 1972
25	Jan. 1973
26	Feb. 1973 # 1,2,3
27	March -April 1973
28	May-June 1973
29	June-July 1973
30	August 1973
31	Sept.- Oct. 1973

*1985*  
*655 I #40*  
*1-1-88*

Page 2 Recordings.

Box 32      October - November 1973  
33      November-December 1973



Red Disc Recordings

	<u>Year</u>	<u>Box</u>	<u>Month</u>
77. 2677-2711			
78. 2712-2746			
79. 2747-2781			
80. 2782-2816			
81. 2817-2851	1971-2-3	1	Jan. to Dec.
82. 2852-2886	1974	1	Jan. to Feb.
83. 2887-2921	1974	2	Mar. to Apr.
84. 2922-2956	1974	3	May to June
85. 2957-2991	1974	4	June to July
86. 2992-3026	1974	5	Aug. to Sept.
87. 3027-3061	1974	6	Sept. to Oct.
88. 3062-3096	1974	7	Nov. to Dec.
89. 3097-3131		8	Let
90. 3132-3166			
91. 3167-3201	1975	1	Jan. to Feb.
92. 3202-3237	1975	2	Feb. to Mar.
93. 3238-3273	1975	3	Apr. to May
94. 3274-3309	1975	4	May to June
95. 3310-3344	1975	5	July to Aug.
96. 3345-3380	1975	6	Aug. to Oct.
97. 3381-3416	1975	7	Oct. to Nov.
98. 3417-3452	1975	8	December
99. 3453-3488	1975	9	Jan. to Dec.
100. 3489-3524			
101. 3525-3560			
102. 3561-3596	1976	1	Jan. to Feb.
103. 3597-3634	1976	2	Mar. to Apr.
104. 3635-3671	1976	3	May, June and July
105. 3672-3707	1976	4	Aug. to Sept.
106. 3708-3744	1976	5	Jan. to Feb.
107. 3745-3780	1976	6	Mar. to Apr.
108. 3781-3816	1976	7	May to June
109. 3817-3854	1976	8	July, Aug. Sept.
110. 3855-3891	1976	9	Jan. to Feb.
111. 3892-3927	1976	10	Mar. to April
112. 3928-3964	1976	11	May to June
113. 3965-4001	1976	12	July, Aug., Sept.
114. 4002-4038	1976	13	Jan. to Dec.
115. 4039-4082			
116. 4083-4119			
117. 4120-4155			
118. 4156-4184			
119. 4185-4230			
120. 4231-4267			
121. 4268-4304			
122. 4305-4342			
123. 4343-4379			
124. 4380-4417			
125. 4418-4454			
126. 4455-4492			
127. 4493-4530			
128. 4531-4567			
129. 4568-4605			
130. 4606-4643			
131. 4644-4684			
132. 4685-4720			
133. 4721-4758			
134. 4759-4796			
135. 4797-4834			
136. 4835-4871			
137. 4872-4908			
138. 4909-4946			
139. 4947-4983			
140. 4984-5020			
141. 5021-5058			
142. 5059-5096			
143. 5097-5134			
144. 5135-5172			
145. 5173-5210			
146. 5211-5248			

✓ 1-87  
81W298 →

1-1-88  
81W299

1-1-89  
81W300

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

81 W 298

04/10/81

1. **From:** (Name, Division, Address or Agency)

District Court of MD #5  
14757 Main Street  
Upper Marlboro, MD 20870

Signature

Title

Record Center - Manager

2. **Building and Room**

3. **Phone**

Cassidy

952-4061

4. **To:** State Records Center

Waterloo

5. **Signature:** (Agency Official)

6. **No. of Cu.Ft.**

8

7. **Records Location (Center)**

8. **Box Numbers**

9. **Description of Records With Inclusive Dates**

10. **Disposal Authority (Schedule and Item No.)**

R35 S26

RED DISC RECORDINGS

1971-1973	January to December
1974	January to February
1974	March to April
1974	May to June
1974	August to September
1974	September to October
1974	November to December
1974	December

655 I #40

1-1-87

4/8/81

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

81 W 299

04/10/81

Signature

Title Records Center - Manager

1. From: (Name, Division, Address or Agency)

District Court of MD #  
14757 Main Street  
Upper Marlboro, Maryland 20780

2. Building and Room

3. Phone

952-4061

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

6. No. of Cu.Ft.

9

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R35 S26

RED DISC RECORDINGS 1975  
January to February  
February to March  
April to May  
May to June  
July to August  
August to October  
October to November  
December  
December to January

855 I #40  
1-1-86

1/5/84

(Use Plain Unlined Paper For Continuation Pages)



RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

81 W 300

04/10/81

1. **From:** (Name, Division, Address or Agency)

District Court of MD #5  
14757 Main Street  
Upper Marlboro, Maryland 20780

Signature

**Title** Records Center - Manager

2. **Building and Room**

3. **Phone**

952-4061

4. **To:** State Records Center

Waterloo

5. **Signature:** (Agency Official)

6. **No. of Cu.Ft.**

13

7. **Records Location (Center)**

8. **Box Numbers**

9. **Description of Records With Inclusive Dates**

10. **Disposal Authority (Schedule and Item No.)**

R35 S26

RED DISC RECORDINGS 1976

January to February  
March to April  
May to July  
August to September

January to February  
March to April  
May to June  
July to September  
January to February  
March to April  
May to June  
July to September  
January to December

655 I #40

1-1-89

1/5/84

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
7275 WATERLOO RD., P.O. BOX 275  
JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Tenth District                      Howard                      11/21/83  
COURT                                      COUNTY                                      DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Electronic Recordings	975 Sec. II & Sec. IV	2  2	1971-1980	18 discs 72 tapes	May 1984	Degaussed

Destruction Approved by Hall of Records Commission

DEC 06 1983

Date

*Edward C. Paper*  
State Archivist

Destruction Certification

*Paul Samberson*      *Records Manager*      *Chief Clerk*  
Signature of Court Official      Title      Date

Instructions for Preparation and Submission on Reverse Side

RECEIVED  
DISTRICT COURT  
ADMIN. OFFICE  
1984 AUG 14 AM 8:01

**INSTRUCTIONS FOR PREPARATION**

1. **PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.  
(DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPLICATE.)**
2. **MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P. O. BOX 275,  
7275 WATERLOO RD. (RT. 175), JESSUP, MARYLAND 20794.**
3. **THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION FORMS TO THE STATE ARCHIVIST FOR APPROVAL. IF THE RECORDS PROPOSED FOR DESTRUCTION ARE CONSIDERED BY THE STATE ARCHIVIST TO BE OF ARCHIVAL VALUE, ARRANGEMENTS WILL BE MADE FOR TRANSFER TO THE HALL OF RECORDS.**
4. **IF THE STATE ARCHIVIST APPROVES THE DESTRUCTION, BOTH COPIES WILL BE SIGNED AND RETURNED TO THE COURT. UPON RECEIPT, INDICATE THE DATE AND METHOD OF DESTRUCTION IN THE PROPER COLUMNS, AND HAVE THE DESTRUCTION CERTIFICATE SIGNED BY A COURT OFFICIAL (TO BE A PERSON OF THE RANK OF RECORDS MANAGER, SECTION SUPERVISOR OR ABOVE). RETAIN ONE COPY FOR YOUR FILE, AND FORWARD THE SECOND COPY TO THE RECORDS MANAGEMENT DIVISION AT THE ABOVE ADDRESS. (DISTRICT COURTS MUST SEND 1 COPY TO THE CHIEF CLERK'S OFFICE.)**
5. **FOR YOUR INFORMATION -**

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ONE LEGAL-SIZE FILE DRAWER = 2.0 CU. FT. OF RECORDS  
ONE RECORDS CENTER BOX = 1.0 CU. FT. OF RECORDS

State of Maryland  
Department of General Services

DESIGN & CONSTRUCTION  
ARCHIVES & RECORDS MANAGEMENT  
PLANT MANAGEMENT  
PROPERTY MANAGEMENT  
PRINTING & PUBLICATION  
TELECOMMUNICATIONS  
PURCHASING & MATERIALS MANAGEMENT  
ADMINISTRATION & FINANCE



January 25, 1984

MEMORANDUM

TO : Martha Bush - Administrative Clerk  
Howard County District Court

FROM : Paul C. Lamberson - Supervisor  
State Records Center

SUBJECT : Electronic Recordings

The accession listed below of electronic recordings will be disposed of by the Annapolis District Court Headquarters. You will be notified by District Court Headquarters on which recordings will be transferred to the State as permanent recordings.

<u>ACCESSION NO.</u>	<u>CUBIC FEET</u>
83W166	8
83W167	16
83W168	16
83W169	16
83W177	1
83W178	2
83W179	4
83W180	3
83W181	3
83W182	3
83W183	2
83W184	4
83W185	3
83W186	6
83W187	1

PCL/rer

cc: Gwendolyn Clarke

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

Accession No.

Date Received

83W166

8-23-82

Signature

Title

1. From: (Name, Division, Address or Agency)  
 Judiciary, District Court #10 Howard County  
 8360 Court Ave.,  
 Ellicott City, Md. 21043

2. Building and Room

3. Phone

461-1617

4. To: State Records Center

5. Signature: (Agency Official)

*Nancy Mueller*

Nancy Mueller, Principal Clerk

6. No. of Cu.Ft.

8

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-5  
S-14

1  
2  
3  
4  
5  
6  
7  
8

Tape Numbers		Dates	
10- 1 to 10- 35	10- 36 to 10- 111	1-18-77 to 3- 1-77	3- 2-77 4-11-77
10- 112 10- 227	10- 228 10- 264	4-11-77 5-19-77	5-20-77 6-30-77
10- 265 10- 341	10- 342 10- 377	7-5-77 8-17-77	8-18-77 10- 3-77
10- 378 10- 413	10- 414 10- 457	10- 3-77 11- 9-77	11-10-77 12-30-77

655 I #40  
1-1-90  
~~Sch 655 Sect. 1  
Administrative Record  
Item 40  
Verbatim Proceeding  
of the Court~~

1989

1-5-84

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

83W167

8-23-82

1. From: (Name, Division, Address or Agency)  
 Judiciary, District Court #10- Howard County  
 8360 Court Avenue  
 Ellicott City, Md. 21043

Signature

Title

2. Building and Room

3. Phone

461-1617

4. To: State Records Center

5. Signature: (Agency Official)

*Nancy Mueller*

Nancy Mueller, Principal Clerk

6. No. of Cu.Ft.

16

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-33  
S-20

9.  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24

<u>Tape Numbers</u>	<u>Dates</u>
10- 458 to 10- 486	1- 1-78 to 2- 1-78
10- 487	2- 1-78 2-28-78
10- 523	3- 1-78 4-17-78
10- 559	3-18-78 4-15-78
10- 595	4-13-78 5- 5-78
10- 631	5- 1-78 5-15-78
10- 669	5-16-78 6- 9-78
10- 707	6- 9-78 6-28-78
10- 744	6-29-78 7-28-78
10- 782	7-27-78 8-22-78
10- 821	8-22-78 9-13-78
10-1019	9-14-78 10- 3-78
10-1056	10-4-78 10-20-78
10-1092	10-27-78 11-14-78
10-1130	11-14-78 12-14-78
10-1166	12-15-78 12-31-78

655 I #40  
1-1-91  
~~Sch. 655  
Sect. 1  
Administrative Record  
Item 40  
Verbatim Proceedings  
of the Court~~  
1990

1/5/84

(Use Plain Unlined Paper For Continuation Pages)

AND RECEIPT

Accession No.

Date Received

83W168

8-23-82

Signature

Title

1. From: (Name, Division, Address or Agency)  
 Judiciary, District Court#10 - Howard County  
 8360 Court Ave.  
 Ellicott City, Md. 21043

2. Building and Room

3. Phone

461-1617

4. To: State Records Center

5. Signature: (Agency Official)

*Nancy Mueller*

Nancy Mueller, Principal Clerk

6. No. of Cu.Ft.

16

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-34  
S-23

25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40

Tape Numbers

10-1311 to 10-1339  
 10-1340 10-1374  
 10-1375 10-1411  
 10-1412 10-1440  
 10-1450 10-1486  
 10-1487 10-1623  
 10-1624 10-1660  
 10-1661 10-1698  
 10-1699 10-1700  
 10-2001 10-2036  
 10-2037 10-2072  
 10-2073 10-2110  
 10-2111 10-2148  
 10-2247 10-2266  
 10-2267 10-2304  
 10-2305 10-2342  
 10-2343 10-2380

Dates

1- 1-79 1-26-79  
 1-29-79 2-13-79  
 2-14-79 3- 6-79  
 3- 8-79 4- 3-79  
 4- 4-79 4-16-79  
 4-19-79 5- 9-79  
 5- 9-79 6-12-79  
 6- 4-79 7- 9-79  
 7- 9-79 7-11-79  
 6-26-79 8- 2-79  
 8- 6-79 9- 4-79  
 9- 5-79 9-21-79  
 9-24-79 10-15-79  
 10-16-79 10-25-79  
 10-25-79 11-16-79  
 11-19-79 12-11-79  
 12-10-79 12-30-79

655 I #40  
1-1-92

Sch. 65  
~~Sect. 1  
 Administrative Record  
 Item 40  
 Verbatim Proceedings  
 of the Court~~

1991

11/5/84

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

83W169

8-23-82

Signature

Title

1. From: (Name, Division, Address or Agency)  
 Judiciary, District Court #10-Howard County  
 8360 Court Ave.  
 Ellicott City, Md. 21043

2. Building and Room

3. Phone

461-1617

4. To: State Records Center

5. Signature: (Agency Official)

*Nancy Mueller*

Nancy Mueller, Principal Clerk

6. No. of Cu.Ft.

16

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-35  
S-5-6

41

Tape Numbers  
 10-2381 10-2400  
 10-2501 10-2518

Dates  
 1- 1-80 2-22-80

42

10-2519 10-2556

2-27-80 2-25-80

43

10-2557 10-2594

2-25-80 3-13-80

44

10-2595 10-2600

3-13-80 3-18-80

10-2701 10-2732

2-29-80 3-27-80

45

10-2733 10-2770

3-27-80 4-22-80

46

10-2771 10-2808

4-22-80 5- 7-80

47

10-2809 10-2846

5-12-80 7- 9-80

48

10-2847 10-2884

7-10-80 5-29-80

49

10-2885 10-2992

5-29-80 6-18-80

50

10-2923 10-2960

6-20-80 7-17-80

51

10-3201 10-3238

7-14-80 8- 6-80

52

10-3229 10-3277

8 8-80 8-27-80

53

10-3278 10-3315

8-28-80 9-18-80

54

10-3316 10-3354

9-19-80 10-10-80

55

10-3355 10-3393

10-10-80 11-26-80

56

10-3394 10-3431

11-28-80 11-24-80

655 I #40

1-1-93

Sch. 655

Sect. 1

Administrative Record

Item 40

Verbatim Proceedings  
 the court

1992

1/5/84

(Use Plain Unlined Paper For Continuation Pages)



AND RECEIPT

Accession No.

Date Received

83W177

9-23-82

1. From: (Name, Division, Address or Agency)  
 Judiciary, District Court #10 Howard County  
 8360 Court Ave.  
 Ellicott City, Md. 21043

Signature

Title

2. Building and Room

3. Phone

461-1617

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

1

*Nancy Mueller*  
 Nancy Mueller, Principal Clerk

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-34

57

Recordings Discs July 1971 - Dec. 1971

Sch. 655

S-17

Sect. 1

Admin. Records

Item 40

Verbaton Proceedings of the Court

*Jan. 1984*

*1-1-84*

*1/5/84*

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

Accession No.

Date Received

83W178

9-23-82

Signature

Title

1. From: (Name, Division, Address or Agency)  
Judiciary, District Court #10 Howard County  
8360 Court Ave.  
Ellicott City, Md. 21043

2. Building and Room

3. Phone

461-1617

4. To: State Records Center

5. Signature: (Agency Official)

*Nancy Mueller*

Nancy Mueller, Principal Clerk

6. No. of Cu.Ft.

2

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-34  
S-17

58  
59

Recording Discs Jan. 1972 - July 1972  
Recording Discs Aug. 1972 - Dec. 1972

Sch. 655  
Sect. 1  
Item 40  
Admin. Records  
Verbatim Proceedings of the court

*Jan. 1985*

*655 I #40*

*1-1-85*

*1/5/83*

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

83W179

9-23-82

1. From: (Name, Division, Address or Agency)  
 Judiciary, District Court #10 Howard County  
 8360 Court Ave.  
 Ellicott City, Md. 21043

Signature

Title

2. Building and Room

3. Phone

461-1617

4. To: State Records Center

5. Signature: (Agency Official)

*Nancy Mueller*  
 Nancy Mueller, Principal Clerk

6. No. of Cu.Ft.

4

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-34  
 S-18

60  
 61  
 62  
 63

Recordings Discs  
 " Jan. 1973 - April 1973  
 " May 1973 - July 1973  
 " Aug. 1973 - Oct. 1973  
 " Nov. 1973 - Dec. 1973

Sch. 65J  
 Sect. 1  
 Item 40  
 Admin. Records  
 Verbaton Proceedings  
 of the Court

Jan. 1986

1/5/83

(Use Plain Unlined Paper For Continuation Pages)

AND RECEIPT

Accession No.

Date Received

83W180

9-23-82

1. From: (Name, Division, Address or Agency)  
 Judiciary, District Court #10 Howard County  
 8360 Court Ave.  
 Ellicott City, Md. 21043

Signature

Title

2. Building and Room

3. Phone

461-1617

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

3

*Nancy Mueller*  
 Nancy Mueller, Principal Clerk

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-34  
 S-18

64  
 65  
 66

Recording Discs  
 " Jan. 1974 - April 1974  
 " May 1974 - Aug. 1974  
 " Sept. 1974 - Dec. 1974

Sch. 655  
 Sect. 1  
 Item 40  
 Admin. Records  
 Verbaton Proceedings  
 of the Court

Jan. 1987

1/2/83

(Use Plain Unlined Paper For Continuation Pages)

AND RECEIPT

Accession No.

Date Received

83W181

9-23-82

1. From: (Name, Division, Address or Agency)  
 Judiciary, District Court #10 Howard County  
 8360 Court Ave.  
 Ellicott City, Md. 21043

Signature

Title

2. Building and Room

3. Phone

461-1617

4. To: State Records Center

5. Signature: (Agency Official)

*Nancy Mueller*  
 Nancy Mueller, Principal Clerk,

6. No. of Cu.Ft.

3

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-34  
 S-18

67  
 68  
 69

Recordings Discs  
 " Jan. 1975 - April 1975  
 " May 1975 - Aug. 1975  
 " Sept. 1975 - Dec. 1975

Sch. 655  
 Sect. 1  
 Item 40  
 Admin. Records  
 Verbaton Proceedings  
 of the Court

Jan. 1988

11/5/84

(Use Plain Unlined Paper For Continuation Pages)

AND RECEIPT

Accession No.

Date Received

83W182

9-23-82

1. From: (Name, Division, Address or Agency)  
 Judiciary, District Court #10 Howard County  
 8360 Court Ave.  
 Ellicott City, Md. 21043

Signature

Title

2. Building and Room

3. Phone  
461-1617

4. To: State Records Center

5. Signature: (Agency Official)

*Nancy Mueller*  
 Nancy Mueller, Principal Clerk

6. No. of Cu.Ft.

3

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-34  
S-18

70  
71  
72

Recording Discs  
"  
"

Jan. 1976 - April 1976  
 May 1976 - Aug. 1976  
 Sept. 1976 - Dec. 1976

Sch. 655  
 Sect. 1  
 Item 40  
 Admin. Records  
 Verbaton Proceedings  
 of the Court

Jan. 1989

1/5/84

(Use Plain Unlined Paper For Continuation Pages)

AND RECEIPT

Accession No.

Date Received

83W183

9-23-82

1. From: (Name, Division, Address or Agency)  
 Judiciary, District Court #10 Howard County  
 8360 Court Ave.  
 Ellicott City, Md. 21043

Signature

Title

2. Building and Room

3. Phone

461-1617

4. To: State Records Center

5. Signature: (Agency Official)

*Nancy Mueller*  
 Nancy Mueller, Principal Clerk

6. No. of Cu.Ft.

2

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-34  
 S-18

73  
 74

1 - 143  
 144 - 227

Cassette Recordings

July 31 1974 - Oct. 29 1974  
 Oct. 19 1974 - Dec. 23 1974

Sch. 655  
 Sect. 1  
 Item 40  
 Admin. Records  
 Verbatim Proceedings of the Court

Jan. 1987

1/5/87

(Use Plain Unlined Paper For Continuation Pages)

AND RECEIPT

Accession No.

Date Received

83W184

9-23-82

1. From: (Name, Division, Address or Agency)  
 Judiciary, District Court #10 Howard County  
 8360 Court Ave.  
 Ellicott City, Md. 21043

Signature

Title

2. Building and Room

3. Phone  
 461-1617

4. To: State Records Center

5. Signature: (Agency Official)  
*Nancy Mueller*  
 Nancy Mueller, Principal Clerk

6. No. of Cu.Ft.  
 4

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-34  
 S-18

Cassette Recordings

75	264 - 428	Jan. 1975 - April 21 1975
76	429 - 572	Apr. 21 1975 - July 8 1975
77	573 - 711	July 8 1975 - Oct. 20 1975
78	712 - 841	Oct. 20 1975 - Dec. 1975

Sch. 655  
 Sect. 1  
 Item 40  
 Admin. Records  
 Verbatim Proceedings  
 of the Court

Jan. 1988

1/5/83

(Use Plain Unlined Paper For Continuation Pages)



AND RECEIPT

Accession No.

Date Received

83W185

9-23-82

1. From: (Name, Division, Address or Agency)  
 Judiciary, District Court #10 Howard County  
 8360 Court Ave.  
 Ellicott City, Md. 21043

Signature

Title

2. Building and Room

3. Phone

461-1617

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

3

*Nancy Mueller*  
 Nancy Mueller, Principal Clerk

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-34  
 S-18

79 842 - 942  
 80 943 - 1136  
 81 1137 - 1245

Cassette Recordings

Jan. 1976 - May 6 1976  
 May 7 1976 - Oct. 5 1976  
 Oct. 6 1976 - Dec. 30 1976

Sch. 655  
 Sect. 1  
 Item 40  
 Admin. Records  
 Verbatim Proceedings  
 of the Court

Jan. 1989

1/28/81

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

83W186

9-23-82

1. From: (Name, Division, Address or Agency)

Judiciary, District Court #10 Howard County  
8360 Court Ave.

Ellicott City, Md. 21043

Signature

Title

2. Building and Room

3. Phone

461-1617

4. To: State Records Center

5. Signature: (Agency Official)

*Nancy Mueller*  
Nancy Mueller, Principal Clerk

6. No. of Cu.Ft.

6

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-34  
S-18

82  
83  
84  
85  
86  
87

1243 - 1342  
1433 - 1617  
1618 - 1764  
1765 - 1932  
1932 - 2089  
2090 - 2060

Cassette Recordings

Jan. 1977 - Mar. 30 1977  
Mar. 30 1977- June 14 1977  
Jun. 14 1977- Aug. 4 1977  
Aug. 4 1977- Oct. 6 1977  
Oct. 7 1977- Nov. 30 1977  
Dec. 1 1977- Dec. 27 1977

Sch. 655  
Sect. 1  
Item 40  
Admin. Records  
Verbatim Proceedings  
of the Court

Jan. 1990

11/5/84

(Use Plain Unlined Paper For Continuation Pages)



DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 7275 WATERLOO RD., P.O. BOX 275  
 JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Eighth District

Baltimore

11/21/83

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Electronic Recordings	975 Sec. II & Sec. IV	2  2	1971-1980	24 discs 248 tapes	May 1984	Degaussed

Destruction Approved by Hall of Records Commission

DEC 06 1983

Date

*Edward C. Papenfuss*  
 State Archivist

Destruction Certification

*Paul Thompson* Chief Clerk 8/13/84  
 Signature of Court Official Title Date  
*Paul Thompson* Record Center Manager 9/13/84  
 Instructions for Preparation and Submission on Reverse Side

RECEIVED  
DISTRICT COURT MD.  
ADMN. OFFICE

INSTRUCTIONS FOR PREPARATION

1984 AUG 14 AM 9 07

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.  
(DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPLICATE.)
2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P. O. BOX 275,  
7275 WATERLOO RD. (RT. 175), JESSUP, MARYLAND 20794.
3. THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION FORMS TO THE STATE ARCHIVIST FOR APPROVAL. IF THE RECORDS PROPOSED FOR DESTRUCTION ARE CONSIDERED BY THE STATE ARCHIVIST TO BE OF ARCHIVAL VALUE, ARRANGEMENTS WILL BE MADE FOR TRANSFER TO THE HALL OF RECORDS.
4. IF THE STATE ARCHIVIST APPROVES THE DESTRUCTION, BOTH COPIES WILL BE SIGNED AND RETURNED TO THE COURT. UPON RECEIPT, INDICATE THE DATE AND METHOD OF DESTRUCTION IN THE PROPER COLUMNS, AND HAVE THE DESTRUCTION CERTIFICATE SIGNED BY A COURT OFFICIAL (TO BE A PERSON OF THE RANK OF RECORDS MANAGER, SECTION SUPERVISOR OR ABOVE). RETAIN ONE COPY FOR YOUR FILE, AND FORWARD THE SECOND COPY TO THE RECORDS MANAGEMENT DIVISION AT THE ABOVE ADDRESS. (DISTRICT COURTS MUST SEND 1 COPY TO THE CHIEF CLERK'S OFFICE.)
5. FOR YOUR INFORMATION -

ONE LETTER-SIZE FILE DRAWER	=	1.5 CU. FT. OF RECORDS
ONE LEGAL-SIZE FILE DRAWER	=	2.0 CU. FT. OF RECORDS
ONE RECORDS CENTER BOX	=	1.0 CU. FT. OF RECORDS

State of Maryland  
Department of General Services



STATE OF MARYLAND  
DEPARTMENT OF GENERAL SERVICES  
STATE RECORDS MANAGEMENT CENTER  
2775 WATERLOO ROAD (RTE. 175) P.O. BOX 775 JESSUP, MARYLAND 20794-0775  
TELEPHONE (301) 278-6000  
TELETYPE (301) 278-6000

January 25, 1984

MEMORANDUM

TO : Joe O'Melia - Administrative Clerk  
Baltimore County District Court

FROM : Paul C. Lamberson - Supervisor  
State Records Center

SUBJECT : Electronic Recordings

The accession listed below of electronic recordings will be disposed of by the Annapolis District Court Headquarters. You will be notified by District Court Headquarters on which recordings will be transferred to the State Archives as permanent recordings.

<u>ACCESSION NO.</u>	<u>CUBIC FEET</u>
76W123	21
77W51	7
77W143	28
78W151	14
79W186	39
80W51	50
81W112	101
82W148 (PARTIAL)	1
83W61	33

PCL/rer

cc: Gwendolyn Clarke

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

76W123

Date Records Received

February 20, 1976

FROM: (Name and Division of Transferring Agency)

DISTRICT COURT OF MARYLAND # 8

Signature

Title

Record Management Technician

2. Address of Agency:

111 Alleghaney Avenue  
Towson, Maryland 21204

3. TO: STATE RECORDS CENTER

Waterloo

4. Agency Official (Signature)

Wilkie R. Smith

*Wilkie R. Smith*

5. Building & Room No.

6. Telephone No.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item)

~~Range 15~~  
Section 9-10

- 1
- 2
- 3
- 4
- 5
- 6
- 7

DISTRICT COURT OF MARYLAND # 8  
Traffic Recordings  
July 1, 1971 to December 31, 1971

Court 8-1 7-1-71 to 12-31-71  
Court 8-2 "  
Court 8-3 "  
Court 8-4 "  
Court 8-5 "  
Court 8-6 "  
Court 8-7 "

655 I #40  
1-1-84

*Range 2*  
*Section 12*

*4/8/01/1*

(Use Plain Unlined Paper For Continuation Sheets)

RECORDS TRANSMITTAL AND RECEIPT

Accession No.

Date Records Received

FROM: (Name and Division of Transferring Agency)

DISTRICT COURT OF MARYLAND # 8

Signature

Title

2. Address of Agency:  
111 Alleghaney Avenue  
Towson, Maryland 21204

3. TO: STATE RECORDS CENTER

4. Agency Official (Signature)

Wilkie R. Smith

*Wilkie R. Smith*

5. Building & Room No.

6. Telephone No.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item)

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item)
		DISTRICT COURT OF MARYLAND # 8 Traffic Recordings January 1, 1972 to December 31, 1972	
	8	Court 8-1 1-1-72 to 6-30-72	
	9	Court 8-1 7-1-72 to 12-31-72	
	10	Court 8-2 1-1-72 to 6-30-72	
	11	Court 8-2 7-1-72 to 12-31-72	
	12	Court 8-3 1-1-72 to 6-30-72	
	13	Court 8-3 7-1-72 to 12-31-72	
	14	Court 8-4 1-1-72 to 6-30-72	
	15	Court 8-4 7-1-72 to 12-31-72	
	16	Court 8-5 1-1-72 to 6-30-72	
	17	Court 8-5 7-1-72 to 12-31-72	
	18	Court 8-6 1-1-72 to 6-30-72	
	19	Court 8-6 7-1-72 to 12-31-72	
	20	Court 8-7 1-1-72 to 6-30-72	
	21	Court 8-7 7-1-72 to 12-31-72	

(Use Plain Unlined Paper For Continuation Sheets)



RECORDS TRANSMITTAL AND RECEIPT

To be completed at State Records Office

Accession No.

Date Records Received

77W51

September 7, 1976

FROM: (Name and Division of Transferring Agency)  
District Administrative Office #8

Signature

Title

Record Management Technician

Address of Agency: District Court of Md.  
111 Allegheny Ave.  
Towson, Md. 21204

3. TO: STATE RECORDS CENTER

Waterloo

Agency Official (Signature)

*C. W. Hendrix*

5. Building & Room No.

6. Telephone No.

7. Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No)
R 12	1	Towson Rent Recording Discs 7-1-71 - 2-8-72	655 I #40
S 13	2	" " 2-9-72 - 8-3-72	1-1-87
	3	" " 8-7-72 - 4-16-73	
	4	" " 4-17-73 - 10-12-73	
	5	" " 10-15-73 - 12-31-74	
	6	Dundalk Rent Recording Discs 1971 - 1974	
	7	Essex Rent Recording Discs 12-14-71 - 4-27-72	

*Range 2  
Section 15*

*11/10/84*

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

77W143

Date Records Received

February 10, 1977

FROM: (Name and Division of Transferring Agency)

District Administrative Office #8

Signature

Title  
Record Management Technician

2. Address of Agency:

111 Allegheny Ave.  
Towson, Md. 21204

3. TO: STATE RECORDS CENTER

Waterloo

4. Agency Official (Signature)

Wilkie R. Smith

*Wilkie R. Smith*

5. Building & Room No.

6. Telephone No.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item)

*R/11  
56  
Range 2  
Section  
12-13*

*1/10/84*

DISTRICT COURT OF MARYLAND # 8  
Traffic Recordings  
January 1, 1974 to December 31, 1974

*655 I #40  
1-1-87*

31	Court 8-1	1-1-74 to 9-30-74
32	Court 8-1	10-1-74 to 12-31-74
32	Court 8-2	1-1-74 to 7-31-74
33	Court 8-2	8-1-74 to 12-31-74
33	Court 8-3	1-1-74 to 5-31-74
34	Court 8-3	6-1-74 to 12-31-74
34	Court 8-4	1-1-74 to 2-28-74
35	Court 8-4	3-1-74 to 8-31-74
36	Court 8-4	9-1-74 to 12-31-74
36	Court 8-5	1-1-74 to 6-30-74
37	Court 8-5	7-1-74 to 12-31-74
37	Court 8-6	1-1-74 to 4-30-74
38	Court 8-6	5-1-74 to 12-31-74
39	Court 8-7	1-1-74 to 12-31-74

(Use Plain Unlined Paper For Continuation Sheets)

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

78 W151

12-20-77

Signature

*Paul C. Lamberon / p.c.l.*

Title

*Record Management Technician*

1: (Name and Division of Transferring Agency)  
District Administrative Office #8

Address of Agency:

111 Allegheny Ave.  
Towson, Md. 21204

3. TO: STATE RECORDS CENTER

*Waterloo*

Agency Official (Signature)

Mary M. Bull

*Mary M. Bull*

5. Building & Room No.

6. Telephone No.

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
		DISTRICT COURT OF MARYLAND #8 Traffic Recordings January 1, 1975 to December 31, 1975	
	40	Court 8-1 1-1-75 to 9-3-75	<i>Range 8 Section 11</i>
	40	Court 8-2 1-1-75 to 5-30-75	
	41	Court 8-2 6-1-75 to 12-31-75	
	42	Court 8-3 1-1-75 to 9-30-75	
	43	Court 8-3 10-1-75 to 12-31-75	
	43	Court 8-4 1-1-75 to 4-30-75	
	44	Court 8-4 5-1-75 to 12-31-75	
	44	Court 8-5 1-1-75 to 1-31-75	
	45	Court 8-5 2-1-75 to 11-30-75	
	46	Court 8-5 12-1-75 to 12-31-75	
	46	Court 8-6 1-1-75 to 10-31-75	<i>Range 2 Section 13 655 I #40 1-1-88</i>
	47	Court 8-6 11-1-75 to 12-31-75	
	47	Court 8-7 1-1-75 to 12-31-75	

*78/01/1*

*Received location info 1/6/78*

*304*

(Use Plain Unlined Paper For Continuation Sheets)

RECORDS TRANSMITTAL AND RECEIPT

Accession No.

Date Records Received

78 W 151

JM: (Name and Division of Transferring Agency)

District Administrative Office #8

Signature

Title

Address of Agency:  
111 Allegheny Ave.  
Towson, Md. 21204

3. TO: STATE RECORDS CENTER

Agency Official (Signature)

Mary M. Bull

*Mary M. Bull*

5. Building & Room No.

6. Telephone No.

Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No)

R8  
517

40-47

DISTRICT COURT OF MARYLAND #8  
Traffic Recordings  
January 1, 1976 to October 31, 1976

48

Court 8-1 1-1-76 to 10-8-76

49

Court 8-2 1-1-76 to 10-1-76

50

Court 8-3 1-1-76 to 1-16-76

50

Court 8-4 1-1-76 to 8-31-76

51

Court 8-4 9-1-76 to 10-4-76

51

Court 8-5 1-1-76 to 8-31-76

52

Court 8-5 9-1-76 to 10-19-76

52

Court 8-6 1-1-76 to 8-31-76

53

Court 8-7 1-1-76 to 10-14-76

(Use Plain Unlined Paper For Continuation Sheets)

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

79W 186

3/22/79

FROM: (Name and Division of Transferring Agency)

Signature

Dist. Court, Balto County #8

Title

2. Address of Agency:  
111 Allegheny Ave, 21204

3. TO: STATE RECORDS CENTER

39

4. Agency Officer's (Signature)  
Ed. Daughaday, Chief Bailiff  
*Edward R. Daughaday*

5. Building & Room No.  
Adm. Judge's Off.

6. Telephone No.  
321-3367

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item)
------------------------------	----------------	--	--

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item)
<p>R-18 S-1</p> <p>R-2 S-3-4</p> <p>1/6/82</p>		<b>RECORDING REELS FROM DIST. # 8</b>	<b>655 I #40</b>
	Box 1	Reel 1 to 44	1-1-92
	Box 2	Reel 45 to 87	
	Box 3	Reel 88 to 126	
	Box 4	Reel 127 to 169	
	Box 5	Reel 170 to 213	
	Box 6	Reel 214 to 257	
	Box 7	Reel 258 to 301	
	Box 8	Reel 302 to 345	
	Box 9	Reel 346 to 389	
	Box 10	Reel 390 to 433	
	Box 11	Reel 434 to 477	
	Box 12	Reel 478 to 521	
	Box 13	Reel 522 to 565	
Box 14	Reel 566 to 609		

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

79W 186

FROM: (Name and Division of Transferring Agency)

Signature

Title

Dist Court, Baltimore County #8

2. Address of Agency:

3. TO: STATE RECORDS CENTER

111 Allegheny Avenue 21204

4. Agency Official (Signature)

5. Building & Room No.

6. Telephone No.

Ed Daughaday, Chief Bailiff

Adm. Judge's Off.

321-3367

*Edward C. Daughaday*

7. Records Location (Center)

Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item)

R-18  
S-1

RECORDING REELS FROM DIST. #8

Box 15	Reel 610 to 653
Box 16	Reel 654 to 697
Box 17	Reel 698 to 741
Box 18	Reel 742 to 785
Box 19	Reel 786 to 829
Box 20	Reel 830 to 866
Box 21	Reel 867 to 910
Box 22	Reel 911 to 954
Box 23	Reel 955 to 998
Box 24	Reel 999 to 1042
Box 25	Reel 1043 to 1086
Box 26	Reel 1087 to 1130
Box 27	Reel 1131 to 1174

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

79 W 186

FROM: (Name and Division of Transferring Agency)

Signature

Dist. Court, Baltimore County #8

Title

2. Address of Agency:

3. TO: STATE RECORDS CENTER

111 Allegheny Avenue

4. Agency Official (Signature)

5. Building & Room No.

6. Telephone No.

*Edward R. Daughaday*  
Ed Daughaday, Chief Bailiff

Adm. Judge's Off.

321-3367

7. Records Location (Center)

Box Numbers

8. Description of Records With Inclusive Dates

9. Disposal Authority (Schedule and Item)

R-18  
S-1

Box 28  
Box 29  
Box 30  
Box 31  
Box 32  
Box 33  
Box 34  
Box 35  
Box 36  
Box 37  
Box 38  
Box 39

RECORDING REELS FROM DIST. #8  
Reel 1175 to 1218  
Reel 1219 to 1262  
Reel 1263 to 1306  
Reel 1307 to 1350  
Reel 1351 to 1392  
Reel 1393 to 1436  
Reel 1437 to 1480  
Reel 1481 to 1524  
Reel 1525 to 1568  
Reel 1569 to 1612  
Reel 1613 to 1656  
Reel 1657 to 1700

To GO WITH  
BOXES

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

81W112

2.27.81

1. FROM: (Name and Division of Transferring Agency)

Signature

DISTRICT COURT BALTO. COUNTY #8

Title

2. Address of Agency:

111 ALLEGHENY AVE. 21204

3. TO: STATE RECORDS CENTER

101

4. Agency Official (Signature)

Ed DAUGHADAY CHIEF BAILIFF.

5. Building & Room No.

Admin. JUDGE'S OFF.

6. Telephone No.

321-3367

7. Records Location (Center)

Box Numbers

8. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item)

R30  
S32-34

1-6-84

Box 122	REEL-5325 TO 5368
Box 123	REEL-5369 TO 5412
Box 124	REEL-5413 TO 5456
Box 125	REEL-5457 TO 5500
Box 126	REEL-5501 TO 5544
Box 127	REEL-5545 TO 5588
Box 128	REEL-5589 TO 5632
Box 129	REEL-5633 TO 5676
Box 130	REEL-5677 TO 5720
Box 131	REEL-5721 TO 5764
Box 132	REEL-5765 TO 5808
Box 133	REEL-5809 TO 5852
Box 134	REEL-5853 TO 5896
Box 135	REEL-5897 TO 5940
Box 136	REEL-5941 TO 5984
Box 137	REEL-5985 TO 6028
Box 138	REEL-6029 TO 6070
Box 139	REEL-6071 TO 6112
Box 140	REEL-6113 TO 6154
Box 141	REEL-6155 TO 6196
Box 142	REEL-6197 TO 6238
Box 143	REEL-6239 TO 6280
Box 144	REEL-6281 TO 6322
Box 145	REEL-6323 TO 6364
Box 146	REEL-6365 TO 6406
Box 147	REEL-6407 TO 6448
Box 148	REEL-6449 TO 6490

655 # 40 I  
1-1-94

Page 1 of 4



RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

81 W112

2-27-81

Signature

Title

Agency (Name and Division of Transferring Agency)

DISTRICT COURT BALTO COUNTY #8

2. Address of Agency:

111 ALLEGHEEY AVE, 21204

3. TO: STATE RECORDS CENTER

4. Agency Official (Signature)

Ed. DAUGHADAY CHIEF BAILIFF.

5. Building & Room No.

ADMIN. JUDGE OFF.

6. Telephone No.

321-3367

7. Records Location (Center)

Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item)

R30  
S32-3A

Box 149	REEL 6491 TO 6532
Box 150	REEL 6533 TO 6574
Box 151	REEL 6575 TO 6616
Box 152	REEL 6617 TO 6658
Box 153	REEL 6659 TO 6700
Box 154	REEL 6701 TO 6742
Box 155	REEL 6742 TO 6784
Box 156	REEL 6785 TO 6826
Box 157	REEL 6827 TO 6868
Box 158	REEL 6869 TO 6910
Box 159	REEL 6911 TO 6952
Box 160	REEL 6953 TO 6994
Box 161	REEL 6995 TO 7036
Box 162	REEL 7037 TO 7078
Box 163	REEL 7079 TO 7120
Box 164	REEL 7121 TO 7162
Box 165	REEL 7163 TO 7204
Box 166	REEL 7205 TO 7246
Box 167	REEL 7247 TO 7288
Box 168	REEL 7289 TO 7330
Box 169	REEL 7331 TO 7372
Box 170	REEL 7373 TO 7414
Box 171	REEL 7415 TO 7456
Box 172	REEL 7457 TO 7498
Box 173	REEL 7499 TO 7540
Box 174	REEL 7541 TO 7582
Box 175	REEL 7583 TO 7624
Box 176	REEL 7625 TO 7666
Box 178	REEL 7667 TO 7708
Box 179	REEL 7709 TO 7750

pg 2 of 4

(Use Plain Unlined Paper For Continuation Sheets)

RECORDS, TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

81W112

2-27-81

Signature

Title

1. Name and Division of Transferring Agency

DISTRICT COURT BALTO. COUNTY #8

2. Address of Agency:

111 ALLEGHENY AVE. 21204

3. TO: STATE RECORDS CENTER

4. Agency Officer (Signature)

Ed. DAUGHADAY CHIEF BAILIFF

5. Building & Room No.

Admin. JUDGES OFFICE

6. Telephone No.

321-3367

7. Records Location (Center)

Box Numbers

8. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item)

R30  
S32-34

Box 179	REEL 7751 TO 7792
Box 180	REEL 7793 TO 7834
Box 181	REEL 7835 TO 7876
Box 182	REEL 7877 TO 7918
Box 183	REEL 7919 TO 7960
Box 184	REEL 7961 TO 8002
Box 185	REEL 8003 TO 8044
Box 186	REEL 8045 TO 8086
Box 187	REEL 8087 TO 8128
Box 188	REEL 8129 TO 8170
Box 189	REEL 8171 TO 8212
Box 190	REEL 8213 TO 8254
Box 191	REEL 8255 TO 8296
Box 192	REEL 8297 TO 8338
Box 193	REEL 8339 TO 8380
Box 194	REEL 8381 TO 8422
Box 195	REEL 8423 TO 8464
Box 196	REEL 8465 TO 8506
Box 197	REEL 8507 TO 8548
Box 198	REEL 8549 TO 8590
Box 199	REEL 8591 TO 8632
Box 200	REEL 8633 TO 8674
Box 201	REEL 8675 TO 8716
Box 202	REEL 8717 TO 8758
Box 203	REEL 8759 TO 8800
Box 204	REEL 8801 TO 8842
Box 205	REEL 8843 TO 8884
Box 206	REEL 8885 TO 8926
Box 209	REEL 8927 TO 8968
Box 208	REEL 8969 TO 9010

pg 3 of 4

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

81 W 112

2-27-81

Signature

Title

FROM: (Name and Division of Transferring Agency)

DISTRICT COURT BALTO. COUNTY #8

2. Address of Agency:

111 ALLEGHENY AVE 21204

3. TO: STATE RECORDS CENTER

4. Agency Official (Signature)

Ed. DAUGHADAY CHIEF BAILIFF

5. Building & Room No.

Admin. Judge's OFF.

6. Telephone No.

321-3367

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item)
------------------------------	----------------	--	--

R30  
S32-34

Box 209	REEL 9011 To 9052	
Box 210	REEL 9053 To 9094	
Box 211	REEL 9095 To 9136	
Box 212	REEL 9137 To 9178	
Box 213	REEL 9179 To 9220	
Box 214	REEL 9221 To 9262	
Box 215	REEL 9263 To 9304	
Box 216	REEL 9305 To 9346	
Box 217	REEL 9347 To 9388	
Box 218	REEL 9389 To 9430	
Box 219	REEL 9431 To 9472	
Box 220	REEL 9473 To 9514	
Box 221	REEL 9515 To 9556	
Box 222	REEL 9557 To 9598	
Box 223	REEL 9599 To 9640	

pg 4 of 4

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

82W148

1. From: (Name, Division, Address or Agency)

Signature

Title

Towson D.C.

2. Building and Room

3. Phone

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Box 75

Recording

(Use Plain Unlined Paper For Continuation Pages)

DGS-550-5

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No. <b>83W61</b>	Date Records Received <b>7-26-82</b>
-------------------------------	---

FROM: (Name and Division of Transferring Agency)  
**DISTRICT COURT BALTO. COUNTY #8**

Signature  
Title

2. Address of Agency:  
**111 ALLEGHENY AVE. 21204**

3. TO: STATE RECORDS CENTER  
**33 cu. ft.**

4. Agency Official (Signature)  
*Edward Daughaday*  
**EDWARD DAUGHADAY CHIEF BAILIFF**

5. Building & Room No.  
6. Telephone No.  
**321-3367**

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item)
R-28 S-17	Box 89	REEL - 3871 To 3914	Schedule 655 Section I Item 40  <b>1-1-95</b>
	Box 90	REEL - 3915 To 3958	
	Box 91	REEL - 3959 To 4002	
	Box 92	REEL - 4003 To 4046	
	Box 93	REEL - 4047 To 4090	
	Box 94	REEL - 4091 To 4134	
	Box 95	REEL - 4135 To 4178	
	Box 96	REEL - 4179 To 4222	
	Box 97	REEL - 4223 To 4266	
	Box 98	REEL - 4267 To 4310	
	Box 99	REEL - 4311 To 4354	
Box 100	REEL - 4355 To 4398		
Box 101	REEL - 4399 To 4442		
Box 102	REEL - 4443 To 4486		
Box 103	REEL - 4487 To 4530		
Box 104	REEL - 4531 To 4574		
Box 105	REEL - 4575 To 4618		
Box 106	REEL - 4619 To 4662		
Box 107	REEL - 4663 To 4706		
Box 108	REEL 4707 To 4750		
Box 109	REEL 4751 To 4794		
Box 110	REEL 4795 To 4838		

**RECEIVED**  
JUL 31 1980  
DISTRICT COURT  
WAREHOUSE

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

FROM: (Name and Division of Transferring Agency)

DISTRICT COURT BALTO. COUNTY #8

Signature

Title

2. Address of Agency:

111 ALLEGHENY AVE. 21204

3. TO: STATE RECORDS CENTER

4. Agency Official (Signature)

*Edward Daughaday*  
EDWARD DAUGHADAY CHIEF BAILIFF

5. Building & Room No.

6. Telephone No.

321-3367

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item)

Box 111	REEL - 4839 TO 4882
Box 112	REEL - 4883 TO 4927
Box 113	REEL - 4928 TO 4971
Box 114	REEL - 4972 TO 5015
Box 115	REEL - 5016 TO 5059
Box 116	REEL - 5060 TO 5103
Box 117	REEL - 5104 TO 5147
Box 118	REEL - 5148 TO 5192
Box 119	REEL - 5193 TO 5236
Box 120	REEL - 5237 TO 5280
Box 121	REEL - 5281 TO 5324

Schedule 655  
Section I  
Item 40

**RECEIVED**

JUL 31 1990

DISTRICT COURT  
WAREHOUSE

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

80W51

8/18/59

FROM: (Name and Division of Transferring Agency)

Signature

Title

Dist. Court, Balto. County #8

2. Address of Agency:

111 Allegheny Avenue

3. TO: STATE RECORDS CENTER

4. Agency Official (Signature)

*Edward L. Daughaday, Chief Bailiff*  
Edward Daughaday, Chief Bailiff

5. Building & Room No.

6. Telephone No.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item)

*P-4  
3-16-17*

Box 40

Reel 1701 to 1744

655 I #40

Box 41

Reel 1745 to 1788

1-1-92

Box 42

Reel 1789 to 1832

Box 43

Reel 1833 to 1876

Box 44

Reel 1877 to 1920

Box 45

Reel 1921 to 1964

Box 46

Reel 1965 to 2008

Box 47

Reel 2009 to 2053

Box 48

Reel 2054 to 2098

Box 49

Reel 2099 to 2142

Box 50

Reel 2143 to 2186

Box 51

Reel 2187 to 2230

Box 52

Reel 2231 to 2274

Box 53

Reel 2275 to 2318

*1/10/84*

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

8.DW 51

8/13/79

Signature

Title

FROM: (Name and Division of Transferring Agency)

Dist. Court, Balto. County #8

2. Address of Agency:  
111 Allegheny Avenue

3. TO: STATE RECORDS CENTER

4. Agency Official (Signature)  
Edward Daughaday, Chief Bailiff

*Edward R. Daughaday Chief Bailiff*

5. Building & Room No.

6. Telephone No.

7. Records Location (Center)

Box Numbers

Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item)

R-4  
S-16+17

Box 54	Reel 2319 to 2362
Box 55	Reel 2363 to 2406
Box 56	Reel 2407 to 2450
Box 57	Reel 2451 to 2494
Box 58	Reel 2495 to 2538
Box 59	Reel 2539 to 2582
Box 60	Reel 2583 to 2626
Box 61	Reel 2627 to 2670
Box 62	Reel 2671 to 2714
Box 63	Reel 2715 to 2757
Box 64	Reel 2758 to 2800
Box 65	Reel 2801 to 2844
Box 66	Reel 2845 to 2888
Box 67	Reel 2889 to 2932
Box 68	Reel 2933 to 2976

(Use Plain Unlined Paper For Continuation Sheets)



RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

80 W 51

8/13/79

FROM: (Name and Division of Transferring Agency)

Signature

Dist. Court, Balto County #8

Title

2. Address of Agency:  
111 Allegheny Avenue

3. TO: STATE RECORDS CENTER

4. Agency Official (Signature)  
Edward Daughaday, Chief Bailiff  
*Edward P. Daughaday, Chief Bailiff*

5. Building & Room No.

6. Telephone No.

7. RECORDS Location (Center)	Box Numbers	Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item)
------------------------------	-------------	---	--

R-4  
S16+17

Box 69	Reel 2977 to 3020	
Box 70	Reel 3021 to 3064	
Box 71	Reel 3065 to 3108	
Box 72	Reel 3109 to 3152	
Box 73	Reel 3153 to 3206	
Box 74	Reel 3207 to 3250	
Box 75	Reel 3251 to 3294	
Box 76	Reel 3295 to 3338	
Box 77	Reel 3339 to 3382	
Box 78	Reel 3383 to 3426	
Box 79	Reel 3427 to 3470	
Box 80	Reel 3471 to 3514	
Box 81	Reel 3515 to 3558	
Box 82	Reel 3559 to 3604	
Box 0	Test Tapes	

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

80 W 51

8/13/79

FROM: (Name and Division of Transferring Agency)

Signature

District Court of Md. Balto. Co #8

Title

2. Address of Agency:  
111 Allegheny Avenue

3. TO: STATE RECORDS CENTER

4. Agency Official (Signature)  
*Edward Daughaday, Chief Bailiff*  
Edward Daughaday, Chief Bailiff

5. Building & Room No.

6. Telephone No.

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item)
R-4 S-16+17	Box 83	Reel 3605 to 3648	
	Box 84	Reel 3649 to 3694	
	Box 85	Reel 3695 to 3738	
	Box 86	Reel 3739 to 3782	
	Box 87	Reel 3783 to 3826	
	Box 88	Reel 3827 to 3870	

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
7275 WATERLOO RD., P.O. BOX 275  
JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Sixth District

Montgomery

11/21/83

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Electronic Recordings	975 Sec. II & Sec. IV	2  2	1971-1980	32 discs 41 tapes	May 1984	Degaussed

Destruction Approved by Hall of Records Commission

DEC 06 1983  
Date

*Edward C. Pappas*  
State Archivist

Destruction Certification

*Paul H. ...* Chief Clerk 8/13/84  
Signature of Court Official Title Date  
*Paul H. ...* Record Center Manager 9/13/84  
Instructions for Preparation and Submission on Reverse Side

RECEIVED  
DISTRICT COURT NO.  
ADMN. OFFICE

INSTRUCTIONS FOR PREPARATION

1984 AUG 14 AM 8:07

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.  
(DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPLICATE.)
2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P. O. BOX 275,  
7275 WATERLOO RD. (RT. 175), JESSUP, MARYLAND 20794.
3. THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION FORMS TO THE STATE ARCHIVIST FOR APPROVAL. IF THE RECORDS PROPOSED FOR DESTRUCTION ARE CONSIDERED BY THE STATE ARCHIVIST TO BE OF ARCHIVAL VALUE, ARRANGEMENTS WILL BE MADE FOR TRANSFER TO THE HALL OF RECORDS.
4. IF THE STATE ARCHIVIST APPROVES THE DESTRUCTION, BOTH COPIES WILL BE SIGNED AND RETURNED TO THE COURT. UPON RECEIPT, INDICATE THE DATE AND METHOD OF DESTRUCTION IN THE PROPER COLUMNS, AND HAVE THE DESTRUCTION CERTIFICATE SIGNED BY A COURT OFFICIAL (TO BE A PERSON OF THE RANK OF RECORDS MANAGER, SECTION SUPERVISOR OR ABOVE). RETAIN ONE COPY FOR YOUR FILE, AND FORWARD THE SECOND COPY TO THE RECORDS MANAGEMENT DIVISION AT THE ABOVE ADDRESS. (DISTRICT COURTS MUST SEND 1 COPY TO THE CHIEF CLERK'S OFFICE.)
5. FOR YOUR INFORMATION -

ONE LETTER-SIZE FILE DRAWER = 1.5 CU. FT. OF RECORDS  
ONE LEGAL-SIZE FILE DRAWER = 2.0 CU. FT. OF RECORDS  
ONE RECORDS CENTER BOX = 1.0 CU. FT. OF RECORDS

State of Maryland  
Department of General Services

HUGHES

MILLSTONE



DESIGN & CONSTRUCTION  
ARCHIVES & RECORDS MANAGEMENT  
PLANT MANAGEMENT  
PROPERTY MANAGEMENT  
PRINTING & PUBLICATION  
TELECOMMUNICATIONS  
PURCHASING & MATERIALS MANAGEMENT  
ADMINISTRATION & FINANCE

January 25, 1984

MEMORANDUM

TO : Jeffrey L. Ward - Administrative Clerk  
Montgomery County District Court

FROM : Paul C. Lamberson - Supervisor  
State Records Center

SUBJECT : Electronic Recordings

The accession listed below of electronic recordings will be disposed of by the Annapolis District Court Headquarters. You will be notified by District Court Headquarters on which recordings will be transferred to the State Archives as permanent recordings.

<u>ACCESSION NO.</u>	<u>CUBIC FEET</u>
79C54	26
79C81	-14
81W67	6

PCL/rer

cc: Gwendolyn Clarke

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

79054

1. From: (Name, Division, Address or Agency)

Montgomery Co.

Signature

Title

2. Building and Room

3. Phone

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

26

Recording

(Use Plain Unlined Paper For Continuation Pages)

DGS-550-5

AND RECEIPT

Accession No.

Date Received

79C81

3/7/79

Signature

Title

Vaughan Lamberson  
Service Spec I

1. From: (Name, Division, Address or Agency)

DISTRICT COURT OF MD #6  
15825 SHADY GROVE RD  
ROCKVILLE, MD

2. Building and Room

3. Phone

977-3250

4. To: State Records Center

5. Signature: (Agency Official)

WZ Stoffelbauer

6. No. of Cu.Ft.

14

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-22  
S-17

R-13  
S-1

1/6/84

DISTRICT COURT TRIAL RECORDINGS  
CIVIL ONLY

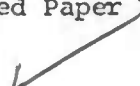
655 I #40

1-1-89

- 1 JUL '71 - FEB '72
- 2 MAR 72 - SEP 72
- 3 OCT 72 - APR 73
- 4 MAY 73 - ~~FEB~~ <sup>SEP</sup> '73
- 5 OCT 73 - FEB 74
- 6 MAR 74 - AUG 74
- 7 SEP 74 - JAN 75
- 8 FEB 75 - MAY 75
- 9 JUN 75 - JUL 75
- 10 AUG 75 - OCT 75
- 11 NOV 75 - DEC 75
- 12 JAN 76 - MAR 76
- 13 APR 76 - JUL 76
- 14 AUG 76 - DEC 76

- NOTHING FOLLOWS -

(Use Plain Unlined Paper For Continuation Pages)



RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

81 W 67

2/13/81

1. From: (Name, Division, Address or Agency)

District Court for Montgomery County  
15825 Shady Grove Road  
Rockville, Maryland 20850

Signature

Title

Record Center - Manager

2. Building and Room

DANEL

3. Phone

1-977-3250

4. To: State Records Center  
Jessup

5. Signature: (Agency Official)

6. No. of Cu.Ft.

6

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No)
R28 S34	165 166 167 168 169 170	TAPES - JUVENILE 1977  #1392-1400, 1481-1507  #1508-1519, 1901-1925  #1926-1962  #2000-2229  #2230-2264  #2401-2437	655 I #40  1-1-90

1/5/84

(Use Plain Unlined Paper For Continuation Pages)



DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 302  
 Annapolis, Maryland 21401

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT #4 - Charles County

Court

County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ELECTRONIC TAPES & DISKS	975 Sec. II & Sec. IV	2  2	1971 - 80	34		

Destruction Approved by Hall of Records Commission

4/11/84  
Date

Edward DeFogues  
State Archivist

Destruction Certification

Paul Lamb  
Signature of Court Official

Record Center Manager  
Title  
6/2/84  
Date

## INSTRUCTIONS FOR PREPARATION

1. Prepare in duplicate. Leave columns Date of Destruction, Method of Destruction, and Destruction Certification blank until actual destruction has been completed by your office.
2. Mail to the Records Management Division, Hall of Records Commission, Treasury Building, Room 302, Annapolis, Maryland 21401.
3. The Records Management Division will forward the Proposal and Certificate of Records Destruction forms to the State Archivist for approval. If the records proposed for destruction are considered by the State Archivist to be of archival value, arrangements will be made for transfer to the Hall of Records.
4. If the State Archivist approves the destruction, both copies will be signed and returned. Upon receipt, indicate the date and method of destruction in the proper columns, and have the destruction certificate signed by a Court Official. Retain one copy for your file, and forward the second copy to the Records Management Division at the above address.
5. For your information:

One letter-size file drawer = 1.5 cu. ft. of records  
One legal-size file drawer = 2.0 cu. ft. of records

State of Maryland  
Department of General Services

OFFICE OF THE COMPTROLLER  
AUDITING & FINANCIAL MANAGEMENT  
PROPERTY MANAGEMENT  
HUMAN RESOURCES & PERSONNEL  
INFORMATION COMMUNICATIONS  
PURCHASING & MATERIALS MANAGEMENT  
ADMINISTRATION & SUPPORT



January 25, 1984

MEMORANDUM

TO : Richard A. Day - Principal Clerk  
Charles County District Court

FROM : Paul C. Lamberson - Supervisor  
State Records Center

SUBJECT : Electronic Recordings

The accession listed below of electronic recordings will be disposed of by the Annapolis District Court Headquarters. You will be notified by District Court Headquarters on which recordings will be transferred to the State Archives as permanent recordings.

<u>ACCESSION NO.</u>	<u>CUBIC FEET</u>
80C102	24
81C36 (Partial)	10

PCL/rer

cc: Gwendolyn Clarke

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center 7/7

Accession No.

Date Received

80 C102

10/19/79

1. From: (Name, Division, Address or Agency)  
 District Court of Maryland  
 Court #4-2, Courthouse  
 La Plata, Maryland 20646

Signature  
 Title

2. Building and Room  
 Court House  
 La Plata, Md.

3. Phone  
 301-934-8141  
 870-3000

4. To: State Records Center  
 Cheltenham, Md.

5. Signature: (Agency Official)  
*Richard A. Day, III*  
 Richard A. Day, III  
*Eleanor P. Murphy*  
 Eleanor P. Murphy

6. No. of Cu.Ft.  
 24 Boxes

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No)
R-21 S-6 R-20 S-6 1-5-84	32	Recording Disks 7/71 - 12/71	665 I #40 1-1-92
	33	" " 1/1/72-8/23/72	
	34	" " 8/24/72-4/31/73	
	35	" " 5/1/73 -12/31/73	
	36	" " 1/1/74 - 6/30/74	
	37	" " 7/1/74 - 12/31/74	
	38	" " 1/1/75 - 6/31/75	
	39	" " 7/1/75 - 12/31/75	
	40	" " 1/1/76 - 5/31/76	
	41	" " 6/1/76 - 11/30/76	
	42	" " 12/ 1/76- 5/31/77	
	43	Recording Tapes 1-17 - 6/1/77 - 9/1/77	
	44	" " 18-45 - 9/2/77 -10/14/77	
	45	" " 46-74 -10/14/77-12/1/77	
	46	" " 75-109-12/1/77 - 1/16/78	
	47	" " 110-132- 1/17/78- 3/16/78	
	48	" " 133-161- 3/16/78- 5/1/78	
	49	" " 162-192- 5/2/78 - 6/19/78	
	50	" " 193-223- 6/19/78- 8/9/78	
	51	" " 224-255- 8/10/78-10/ 4/78	
	52	" " 256-286-10/ 4/78-12/27/78	
	53	" " 287-317-12/27/78- 1/19/79	
	54	" " 318-348- 1/19/79- 3/9/ 79	
	55	" " 349-378- 3/9/79 - 4/23/79	

(Use Plain Unlined Paper For Continuation Pages)



DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 302  
 Annapolis, Maryland 21401

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT 12

Garrett Co.

Court

County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ELECTRONIC RECORDING	975 Sec. II & Sec. IV	2  2	1971 - 1980	10		

Destruction Approved by Hall of Records Commission

4/1/84  
Date

[Signature]  
State Archivist

Destruction Certification

[Signature]  
Signature of Court Official

Record Center Manager  
Title  
2/15/84  
Date

RECEIVED

OCT 9 1984

INSTRUCTIONS FOR PREPARATION

RECORDS MANAGEMENT  
DIVISION

1. Prepare in duplicate. Leave columns Date of Destruction, Method of Destruction, and Destruction Certification blank until actual destruction has been completed by your office.
2. Mail to the Records Management Division, Hall of Records Commission, Treasury Building, Room 302, Annapolis, Maryland 21401.
3. The Records Management Division will forward the Proposal and Certificate of Records Destruction forms to the State Archivist for approval. If the records proposed for destruction are considered by the State Archivist to be of archival value, arrangements will be made for transfer to the Hall of Records.
4. If the State Archivist approves the destruction, both copies will be signed and returned. Upon receipt, indicate the date and method of destruction in the proper columns, and have the destruction certificate signed by a Court Official. Retain one copy for your file, and forward the second copy to the Records Management Division at the above address.
5. For your information:

One letter-size file drawer = 1.5 cu. ft. of records  
One legal-size file drawer = 2.0 cu. ft. of records

# State of Maryland Department of General Services

HARRY HUGHES  
Governor

J. MAX MILLSTONE  
Secretary



DESIGN & CONSTRUCTION  
GENERAL INVESTIGATIONS  
PROPERTY MANAGEMENT  
PROPERTY MAINTENANCE  
TRAINING & PUBLIC AFFAIRS  
TELECOMMUNICATIONS  
PURCHASING & MATERIALS MANAGEMENT  
ADMINISTRATION & FINANCE

January 25, 1984

## MEMORANDUM

TO : Geraldine Knox - Principal Clerk  
Garrett County District Court

FROM : Paul C. Lamberson - Supervisor  
State Records Center

SUBJECT : Electronic Recordings

The accession listed below of electronic recordings will be disposed of by the Annapolis District Court Headquarters. You will be notified by District Court Headquarters on which recordings will be transferred to the State Archives as permanent recordings.

<u>ACCESSION NO.</u>	<u>CUBIC FEET</u>
82W496	10

PCL/rer

cc: Gwendolyn Clarke

State Records Management Center  
7275 WATERLOO ROAD (RTE 175) P.O. BOX 275 JESSUP, MARYLAND 20794-0275 (301) 799-1930

Teletypewriter for Dist. Balto Area 383-7555

D.C. Metro 565-0451



RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No. <b>82W496</b>	Date Received <b>4-8-82</b>
Signature	
Title	

1. From: (Name, Division, Address or Agency)  
 District Court for Garrett County  
 P. O. Box 9 471 N. Third St.  
 Oakland, Md. 21550

2. Building and Room      3. Phone

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.  
**10**

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item N)
<b>R-18</b>  <b>S-1</b>         <b>1-5-84</b>		<u>EDISON RECORDER DISCS:</u>	Sch # 655#40 Sect III (1991) 1-1-92
	1	July, 1971 to October, 1971	
	2	October, 1971 to January, 1974	
	3	January, 1974 to January, 1975	
	4	January, 1975 to October, 1975	
	5	October, 1975 to July, 1976	
	6	July, 1976 to May, 1977	
	7	May, 1977 to August 10, 1977.	
		<u>LANIER RECORDER TAPES:</u>	
	8	Tape Nos. 301 - 315, 8/11/77 - 2/9/78	
9	" " 316 - 391, 2/9/78 - 7/10/78		
10	" " 391 - 436, 7/10/78 - 1/8/79		

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 7275 WATERLOO RD., P.O. BOX 275  
 JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

**Seventh District**

**Anne Arundel**

**11/21/83**

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Electronic Recordings	975 Sec. II & Sec. IV	2  2	1971-1980	55 discs 20 Tapes	May 1984	Degaussed

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 06 1983

Date

*Edward C. Papenfuss*  
 State Archivist

*Maryann Kerkley* Chief Clerk 8/13/84  
*Paul Lamberson* Record Center Manager 9/13/84  
 Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side

RECEIVED  
DISTRICT COURT MD.  
ADMN. OFFICE

INSTRUCTIONS FOR PREPARATION

1984 AUG 14 11 07

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.  
(DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPLICATE.)
2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P. O. BOX 275,  
7275 WATERLOO RD. (RT. 175), JESSUP, MARYLAND 20794.
3. THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION FORMS TO THE STATE ARCHIVIST FOR APPROVAL. IF THE RECORDS PROPOSED FOR DESTRUCTION ARE CONSIDERED BY THE STATE ARCHIVIST TO BE OF ARCHIVAL VALUE, ARRANGEMENTS WILL BE MADE FOR TRANSFER TO THE HALL OF RECORDS.
4. IF THE STATE ARCHIVIST APPROVES THE DESTRUCTION, BOTH COPIES WILL BE SIGNED AND RETURNED TO THE COURT. UPON RECEIPT, INDICATE THE DATE AND METHOD OF DESTRUCTION IN THE PROPER COLUMNS, AND HAVE THE DESTRUCTION CERTIFICATE SIGNED BY A COURT OFFICIAL (TO BE A PERSON OF THE RANK OF RECORDS MANAGER, SECTION SUPERVISOR OR ABOVE). RETAIN ONE COPY FOR YOUR FILE, AND FORWARD THE SECOND COPY TO THE RECORDS MANAGEMENT DIVISION AT THE ABOVE ADDRESS. (DISTRICT COURTS MUST SEND 1 COPY TO THE CHIEF CLERK'S OFFICE.)
5. FOR YOUR INFORMATION -

ONE LETTER-SIZE FILE DRAWER = 1.5 CU. FT. OF RECORDS  
ONE LEGAL-SIZE FILE DRAWER = 2.0 CU. FT. OF RECORDS  
ONE RECORDS CENTER BOX = 1.0 CU. FT. OF RECORDS

Maryland  
Department of General Services



STATE OF MARYLAND  
DEPARTMENT OF GENERAL SERVICES  
1000 EAST BALTIMORE AVENUE  
BALTIMORE, MARYLAND 21201  
TELEPHONE (410) 326-7000  
FACSIMILE (410) 326-7001

January 15, 1984

- TO: Alan Erb - Administrative Clerk  
Anne Arundel County District Court
- FROM: Paul C. Lamberson - Supervisor  
State Records Center
- SUBJECT: Electronic Recordings

The items listed below of electronic recordings will be transferred by the Annapolis District Court Headquarters. The items are certified by District Court Headquarters on which recordings will be transferred to the State Archives as permanent recordings.

<u>ACCESSION NO.</u>	<u>CUBIC FEET</u>
83W478	1
83W479	3
83W480	4
83W481	4
83W482	4
83W483	5
83W484	1
83W485	1
83W486	2
83W487	2
83W488	2
83W489	4
83W490	2
83W491	2
83W492	2
83W494	3
83W495	2
83W496	1
83W497	1
83W498	1
83W493	1

PCL/rer

cc: Gwendolyn Clarke

State Records Management Center  
7275 WATERLOO ROAD (RTE 175) P.O. BOX 275 JESSUP, MARYLAND 20794-0275 (301) 291-0000

Date: January 31, 1983

AND RECEIPT

Complete at State Records Center

1. From: (Name, Division, Address or Agency)

District Court of Maryland #7  
580 Taylor Avenue  
Annapolis, Maryland 21401

Accession No.

83W478

Date Received

3-4-83

Signature

Title

2. Building and Room

Tawes Complex A-2

3. Phone

269-3977

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

R. Alan Erb, Administrative Clerk

6. No. of Cu. Ft.

One

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No)

R-29  
S-1

1325

Verbatim Proceedings of the Court - Discs  
Annapolis Court:  
Mixed Dockets  
7/6/71 - 12/30/71

Schedule - 655  
Page - 7  
Item - 40

Retain twelve (12) years.

Jan. 1984

(Use Plain Unlined Paper for Continuation Pages)

DGS-RM-11

RECORDS TRANSMITTAL  
AND RECEIPT

Transmittal No. 07-52-MIXED-02-83

Date: January 31, 1983

Complete at State Records Center

1. From: (Name, Division, Address or Agency)

District Court of Maryland #7  
580 Taylor Avenue  
Annapolis, Maryland 21401

Accession No.

**83W479**

Date Received

**3-4-83**

Signature

Title

2. Building and Room

Tawes Complex A-2

3. Phone

269-3977

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

*R. Alan Erb*  
R. Alan Erb, Administrative Clerk

6. No. of Cu. Ft.

3

7. Records Location (Center)

**R-30**  
**S-34**

*1-4-84*

8. Box Numbers

1326  
1327  
1328

9. Description of Records With Inclusive Dates

Verbatim Proceedings of the Court-Discs  
Annapolis Court:  
Mixed Dockets  
1/1/72 - 4/28/72  
5/1/72 - 8/20/72  
8/21/72 - 12/31/72

10. Disposal Authority (Schedule and Item No)

Schedule - 655  
Page - 7  
Item - 40  
Retain twelve (12) years.

**Jan. 1985**

(Use Plain Unlined Paper for Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

Transmittal No. 07-32-110.0 03 03

Date: \_\_\_\_\_

Complete at State Records Center

1. From: (Name, Division, Address or Agency)

District Court of Maryland #7  
580 Taylor Avenue  
Annapolis, Maryland 21401

Accession No.

83W480

Date Received

3-4-83

Signature

Title

2. Building and Room

Tawes Complex A-2

3. Phone

269-3977

4. To: State Records Center

Waterloo

5. Signature (Agency Official)

R. Alan Erb, Administrative Clerk

6. No. of Cu. Ft.

4

7. Records Location (Center)

R-34  
S-22

8. Box Numbers

1329  
1330  
1331  
1332

9. Description of Records With Inclusive Dates

Verbatim Proceedings of the Court-Discs  
Annapolis Court:  
Mixed Dockets  
1/1/73 - 4/30/73  
5/1/73 - 7/31/73  
8/1/73 - 11/14/73  
11/15/73 - 12/31/73

10. Disposal Authority (Schedule and Item No)

Schedule - 655  
Page - 7  
Item - 40

Jan. 1986

(Use Plain Unlined Paper for Continuation Pages)

DGS-RM-11

RECORDS TRANSMITTAL

AND RECEIPT

Transmittal No. 07-52-MIXFD-04-83

Date: January 31, 1983

Complete at State Records Center

1. From: (Name, Division, Address or Agency)

District Court of Maryland #7  
580 Taylor Avenue  
Annapolis, Maryland 21401

Accession No.

83W481

Date Received

3-4-83

Signature

Title

2. Building and Room

Tawes Complex A-2

3. Phone

269-3977

4. To: State Records Center

Waterloo

5. Signature (Agency Official)

R. Alan Erb, Administrative Clerk

6. No. of Cu. Ft.

4

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-33  
S-11

1-4-84

1333  
1334  
1335  
1336

Verbatim Proceedings of the Court-Discs  
Annapolis Court:  
Mixed Dockets  
1/1/74 - 3/31/74  
4/1/74 - 6/30/74  
7/1/74 - 9/29/74  
9/30/74 - 12/31/74

Schedule - 655  
Page - 7  
Item - 40  
  
Retain twelve (12) years  
  
Jan. 1987

(Use Plain Unlined Paper for Continuation Pages)

DGS-RM-11



RECORDS TRANSMITTAL

AND RECEIPT

Date: January 31, 1983

Complete at State Records Center

1. From: (Name, Division, Address or Agency)

District Court of Maryland #7  
580 Taylor Avenue  
Annapolis, MD 21401

Accession No.

83W482

Date Received

3-4-83

Signature

Title

2. Building and Room

Tawes Complex A-2

3. Phone

269-3977

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

R. Alan Erb - Administrative Clerk

6. No. of Cu. Ft.

4

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No)

R-33  
S-23

1-4-84

1337  
1338  
1339  
1340

Verbatim Proceedings of the Court-Discs  
Annapolis Court:  
Mixed Dockets:  
1/1/75 - 3/31/75  
4/1/75 - 6/30/75  
7/1/75 - 9/30/75  
10/1/75 - 12/31/75

Schedule - 655  
Page - 7  
Item - 40

Retain twelve (12) years.

Jan. 1988

(Use Plain Unlined Paper for Continuation Pages)

DGS-RM-11

RECORDS TRANSMITTAL

AND RECEIPT

Transmittal No. 07-52-MIXED-06-83

Date: January 31, 1983

Complete at State Records Center

1. From: (Name, Division, Address or Agency)

District Court of Maryland #7  
580 Taylor Avenue  
Annapolis, Maryland 21401

Accession No.

83W483

Date Received

3-4-83

Signature

Title

2. Building and Room

Tawes Complex A-2

3. Phone

269-3977

4. To: State Records Center

Waterloo

5. Signature (Agency Official)

R. A. Erb - Administrative Clerk

6. No. of Cu. Ft.

5

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No)

R-34  
S-23

1341  
1342  
1343  
1344  
1345

Verbatim Proceedings of the Court-Discs

Annapolis Court:

Mixed Dockets

1/1/76 - 2/28/76  
3/1/76 - 4/30/76  
5/1/76 - 6/30/76  
7/1/76 - 8/31/76  
9/1/76 - 10/30/76

Schedule - 655  
Page - 7  
Item - 40

Retain twelve (12) years.

Nov. 1989

1/24/84

(Use Plain Unlined Paper for Continuation Pages)

DGS-RM-11

RECORDS TRANSMITTAL

AND RECEIPT

Transmittal No. 07-52-MIXED-07-83

Date: January 31, 1983

Complete at State Records Center

1. From: (Name, Division, Address or Agency)

District Court of Maryland #7  
580 Taylor Avenue  
Annapolis, Maryland 21401

Accession No.

83W484

Date Received

3-4-83

Signature

Title

2. Building and Room

Tawes Complex A-2

3. Phone

269-3977

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

R. Alan Erb - Administrative Clerk

6. No. of Cu. Ft.

1

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No)

R-33  
S-6

1346

Verbatim Proceedings of the Court-Discs  
Edgewater Court  
Mixed Dockets  
1971 - 1974 (end)

Schedule - 655  
Page - 7  
Item - 40

Retain twelve (12) years.

Jan. 1987

1-4-84

(Use Plain Unlined Paper for Continuation Pages)

DGS-RM-11

RECORDS TRANSMITTAL

AND RECEIPT

Date: January 31, 1983

Complete at State Records Center

Accession No.

Date Received

83W485

3-4-83

Signature

Title

1. From: (Name, Division, Address or Agency)

District Court of Maryland #7  
580 Taylor Avenue  
Annapolis, Maryland 21401

2. Building and Room

Tawes Complex A-2

3. Phone

269-3977

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

R. Alan Erb Administrative Clerk

6. No. of Cu. Ft.

One

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item N

R-33  
S-23

1347

Verbatim Proceedings of the Court-Discs  
Millersville/Glen Burnie Court  
Criminal Dockets  
7/6/71 - 12/31/71

Schedule - 655  
Page - 7  
Item-- 40

Retain twelve (12) years.

Jan. 1984

1/28/84

(Use Plain Unlined Paper for Continuation Pages)

DGS-RM-11

RECORDS TRANSMITTAL

Transmittal No. 07-52-CR-08-83

AND RECEIPT

Date: January 31, 1983

Complete at State Records Center

1. From: (Name, Division, Address or Agency)

Accession No.

Date Received

*83W486*

*3-4-83*

District Court of Maryland #7  
580 Taylor Avenue  
Annapolis, Maryland 21401

Signature

Title

2. Building and Room

3. Phone

4. To: State Records Center

*Towes Complex A-2*

269-3977

Waterloo

5. Signature: (Agency Official)

6. No. of Cu. Ft.

2

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No)

*R-34*  
*S-24*

1348

1/1/72 - 6/30/72

1349

7/1/72 - 12/31/72

Verbatim Proceedings of the Court-Discs  
Millersville/Glen Burnie Court  
Criminal Dockets

Schedule - 655  
Page - 7  
Item - 40

Retain twelve (12) years.

*Jan. 1985*

*158-17-1*

(Use Plain Unlined Paper for Continuation Pages)

DGS-RM-11

Date: January 31, 1983

AND RECEIPT

Complete at State Records Center

1. From: (Name, Division, Address or Agency)  
District Court of Maryland #7  
580 Taylor Avenue  
Annapolis, Maryland 21401

Accession No.

83W487

Date Received

3-4-83

Signature

Title

2. Building and Room

Tawes Complex A-2

3. Phone

269-3977

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

R. Alan Erb - Administrative Clerk

6. No. of Cu. Ft.

two

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item N

R-34

S-31

1350  
1351

Verbatim Proceedings of the Court-Discs  
Millersville/Glen Burnie Court  
Criminal Dockets  
1/1/73 - 4/30/73  
5/1/73 - 10/25/73

Schedule - 655  
Page - 7  
Item - 40

Retain twelve (12) years.

Jan. 1986

1-4-84

(Use Plain Unlined Paper for Continuation Pages)

DGS-RM-11

RECORDS TRANSMITTAL

AND RECEIPT

Date: January 31, 1983

Complete at State Records Center

1. From: (Name, Division, Address or Agency)  
 District Court of Maryland #7  
 580 Taylor Avenue  
 Annapolis, Maryland 21401

Accession No.

Date Received

83W488

3-4-83

Signature

Title

2. Building and Room

3. Phone

4. To: State Records Center

Tawes Complex A-2

269-3977

5. Signature: (Agency Official)

6. No. of Cu. Ft.

R. Alan Erb Administrative Clerk

two

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No)

R-34  
S-30

1352  
1353

Verbatim Proceedings of the Court-Discs  
Millersville/Glen Burnie Court  
 Criminal Dockets  
 10/26/73 - 6/30/74  
 7/1/74 - 9/19/74

Schedule - 655  
 Page - .7  
 Item - 40  
 Retain twelve (12) years.

Oct. 1987

H8-174

(Use Plain Unlined Paper for Continuation Pages)

DGS-RM-11

Date: January 31, 1983

AND RECEIPT

Complete at State Records Center

1. From: (Name, Division, Address or Agency)

Accession No.

Date Received

83W489

3-4-83

District Court of Maryland #7  
580 Taylor Avenue  
Annapolis, Maryland 21401

Signature

Title

2. Building and Room

3. Phone

4. To: State Records Center

Tawes Complex A-2

269-3977

Waterloo

5. Signature (Agency Official)

6. No. of Cu. Ft.

R. Alan Eyo - Administrative Clerk

Four

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item #)

R-34  
S-31

1354  
1355  
1356  
1357

Verbatim Proceedings of the Court-Discs  
Millersville/Glen Burnie Court  
Criminal Dockets  
9/20/74 - 2/19/75  
2/20/75 - 6/29/75  
6/30/75 - 10/23/75  
10/24/75 - 12/31/75

Schedule - 655  
Page - 7  
Item - 40

Retain twelve (12) years.

Jan. 1988

1/28/84

(Use Plain Unlined Paper for Continuation Pages)

DGS-RM-11



AND RECEIPT

Date: January 31, 1983

Complete at State Records Center

1. From: (Name, Division, Address or Agency)

Accession No.

Date Received

83W490

3-4-83

District Court of Maryland #7  
580 Taylor Avenue  
Annapolis, MD 21401

Signature

Title

2. Building and Room

3. Phone

4. To: State Records Center

Tawes Complex A-2

269-3977

Waterloo

5. Signature: (Agency Official)

6. No. of Cu. Ft.

R. Alan Urb, Administrative Clerk

Two

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item N

R-34  
S-31

1358  
1359

Verbatim Proceedings of the Court-Discs  
Millersville/Glen Burnie Court  
Criminal Dockets  
1/1/76 - 6/30/76  
7/1/76 - 9/30/76 (end)

Schedule - 655  
Page - 7  
Item - 40  
Retain Twelve (12) Years.

Oct. 1989

1-8-84

(Use Plain Unlined Paper for Continuation Pages)

DGS-RM-11

RECORDS TRANSMITTAL

AND RECEIPT

Date: January 31, 1983

Complete at State Records Center

1. From: (Name, Division, Address or Agency)

District Court of Maryland #7  
580 Taylor Avenue  
Annapolis, MD 21401

Accession No.

83W491

Date Received

3-4-83

Signature

Title

2. Building and Room

Taves Complex A-2

3. Phone

269-3977

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

R. Alan Erb - Administrative Clerk

6. No. of Cu. Ft.

Two

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-33  
S-15

1360  
1361

Verbatim Proceedings of the Court-Discs  
Traffic Docket  
Millersville/Glen Burnie Docket

7/6/71 - 1/31/72  
2/1/72 - 8/31/72

Schedule - 655  
Page - 7  
Item - 40

Sept. 1985

1/28/83

(Use Plain Unlined Paper for Continuation Pages)

DGS-RM-11

RECORDS TRANSMITTAL

Date: January 31, 1983

AND RECEIPT

Complete at State Records Center

1. From: (Name, Division, Address or Agency)

Accession No.

Date Received

83W492

3-4-83

District Court of Maryland #7  
580 Taylor Avenue  
Annapolis, Maryland 21401

Signature

Title

2. Building and Room

3. Phone

4. To: State Records Center

Taves Complex A-2

269-3977

Waterloo

5. Signature (Agency Official)

6. No. of Cu. Ft.

R. Alan Erb - Administrative Clerk

two

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item N

R-33  
S-15

1362  
1363

Verbatim Proceedings of the Court-Discs  
Millersville/Glen Burnie Docket  
Traffic Docket  
9/1/72 - 3/31/73  
4/1/73 - 10/31/73

Schedule - 655  
Page - 7  
Item - 40

Nov. 1986

1-4-84

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DGS-RM-11

RECORDS TRANSMITTAL

AND RECEIPT

Date: January 31, 1983

Complete at State Records Center

Accession No.

Date Received

83W493

3-4-83

Signature

Title

1. From: (Name, Division, Address or Agency)

District Court of Maryland #7  
580 Taylor Avenue  
Annapolis, Maryland 21403

2. Building and Room

Tawes Complex A-2

3. Phone

269-3977

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

*R. Alan Erb*  
R. Alan Erb - Administrative Clerk

6. No. of Cu. Ft.

one

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item N

R-33  
S-14

1364

Verbatim Proceedings of the Court-Discs  
Millersville/Glen Burnie Docket  
Traffic Docket  
11/1/73 - 10/31/73

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Nov. 1986

1-41-84

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DGS-RM-11

RECORDS TRANSMITTAL

AND RECEIPT

Transmittal No. 07-32-1R-04-03

Date: January 31, 1983

Complete at State Records Center

1. From: (Name, Division, Address or Agency)

District Court of Maryland #7  
580 Taylor Avenue  
Annapolis, Maryland 21401

Accession No.

83W494

Date Received

3-4-83

Signature

Title

2. Building and Room

Tawes Complex A-2

3. Phone

269-3977

4. To: State Records Center

Waterloo

5. Signature (Agency Official)

*R. Alan Erb*  
R. Alan Erb - Administrative Clerk

6. No. of Cu. Ft.

three

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No)

R-33  
S-15

1/4/84

1365  
1366  
1367

Verbatim Proceedings of the Court-Discs  
Millersville-Glen Burnie Docket  
Traffic Docket  
  
6/1/74 - 3/2/75  
3/3/75 - 6/17/75  
6/18/75 - 12/31/75

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Jan. 1988

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DGS-RM-11

RECORDS TRANSMITTAL

AND RECEIPT

Transmittal No.

Date: January 31, 1983

Complete at State Records Center

1. From: (Name, Division, Address or Agency)

District Court of Maryland #7  
580 Taylor Avenue  
Annapolis, Maryland 21401

Accession No.

83W495

Date Received

3-4-83

Signature

Title

2. Building and Room

Taves Complex A-2

3. Phone

269-3977

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

R. Alan Erb - Administrative Clerk

6. No. of Cu. Ft.

two

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No)

R-33  
S-13

1368

1369

Verbatim Proceedings of the Court-Discs  
Millersville-Glen Burnie Docket  
Traffic Docket

1/1/76 - 7/29/76

7/30/76 - 10/22/76 (End)

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Nov. 1989

1/4/86

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DGS-RM-11

AND RECEIPT

Date: January 31, 1983

Complete at State Records Center

1. From: (Name, Division, Address or Agency)

Accession No.

Date Received

83W496

3-4-83

District Court of Maryland #7  
580 Taylor Avenue  
Annapolis, Maryland 21401

Signature

Title

2. Building and Room

3. Phone

4. To: State Records Center

Tawes Complex A-2

269-3977

Waterloo

5. Signature (Agency Official)

6. No. of Cu. Ft.

R. Alan Erb - Administrative Clerk

one

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item)

R-33

S-15

1370

Verbatim Proceedings of the Court-Discs  
Millersville-Glen Burnie Docket  
Civil Docket  
7/6/71 - 6/30/73

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July 1986

1/4/84

RECORDS TRANSMITTAL

AND RECEIPT

Transmittal No. 07-32-CV-02-07

Date: January 31, 1983

Complete at State Records Center

1. From: (Name, Division, Address or Agency)

District Court of Maryland #7  
580 Taylor Avenue  
Annapolis, Maryland 21401

Accession No.

83W497

Date Received

3-24-83

Signature

Title

2. Building and Room

Taves Bldg. A-2

3. Phone

269-3977

4. To: State Records Center

Waterloo

5. Signature: (Agency Official)

R. Alan Erb - Administrative Clerk

6. No. of Cu. Ft.

one

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-33  
S-12

1371

Verbatim Proceedings of the Court-Dics  
Civil Docket  
7/1/73 - 9/16/76 (end)

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Oct. 1989

1-4-84

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DGS-RM-11



RECORDS TRANSMITTAL

AND RECEIPT

Date: January 31, 1983

Complete at State Records Center

1. From: (Name, Division, Address or Agency)

District Court of Maryland #7  
580 Taylor Avenue  
Annapolis, Maryland 21401

Accession No.

83W498

Date Received

3-4-83

Signature

Title

2. Building and Room

Tawes Complex A-2

3. Phone

269-3977

4. To: State Records Center

Waterloo

5. Signature (Agency Official)

R. Alan Erb - Administrative Clerk

6. No. of Cu. Ft.

one

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No)

R-33  
S-18

1372

Verbatim Proceedings of the Court-Discs  
Civil Docket  
Landlord/Tenant 1/1/72 - 10/3/75 (end)

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Nov. 1988

1-4-84

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