

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

CIRCUIT COURT FOR BALTIMORE CITY - LAND RECORDS DIVISION - 6/15/92

938

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.				
1	Original and recorded deeds, leases, assignments, mortgages, deeds of trust, etc.	655	2	1/1/40 - 12/31/66	257.4		
2	Short Releases	655	2	1/1/69-12/31/70	5.1		
3	Receipt books	655	1	1/1/60 - 12/31/61	0.6		
4	Receipt books	655	1	1/1/69 - 12/31/71	54.0		

3621

Destruction Approved by Hall of Records Commission

Destruction Certification

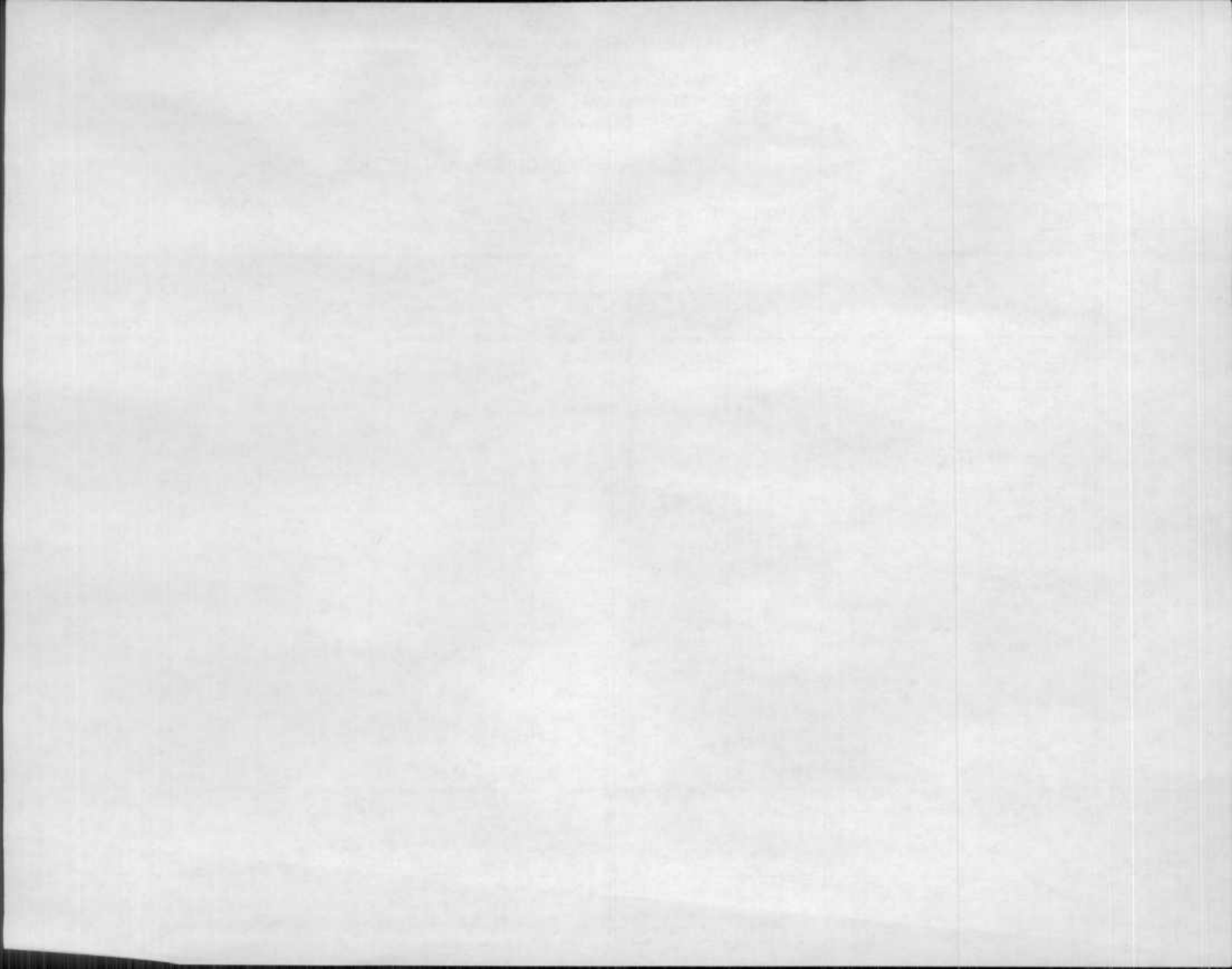
Date

State Archivist

Charles W. Mackey, Jr.
 Signature of Court Official
 Charles W. Mackey, Jr.

Deputy Clerk
 Title

6/15/92
 Date



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

1094

Circuit Court Talbot 10/29/93
 COURT COUNTY DATE

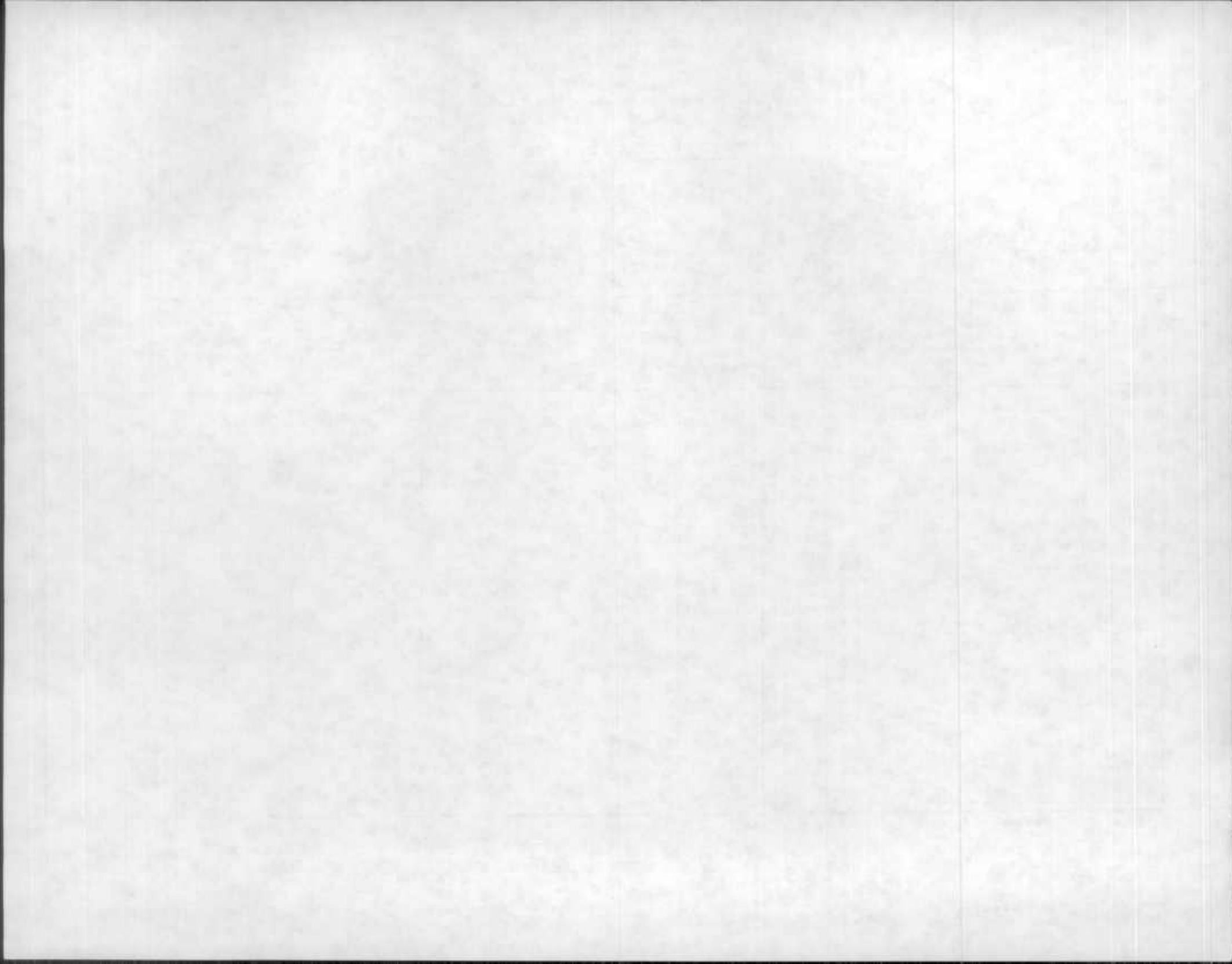
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	OLD MORTGAGES			1800 - 1954	43 cu.ft.		

Destruction Approved by Hall of Records Commission

Destruction Certification

 Date State Archivist

Donna Robinson Fiscal Clerk 11-18-93
 Signature of Court Official Title Date





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Charles J. [unclear]

1912-1913

DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 305
 Annapolis, Maryland 21401

PROPOSAL AND CERTIFICATE RECORDS DISPOSAL

898

Circuit Court for Prince George's County

Court

County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	<p>LAW FILES</p> <p>Our cases that are 12 years are on Microfilm. Due to space problem we are requesting to destroy the following cases.</p> <p>Law 74,631 to Law 96,081</p>	655 Section 7	7	January 3, 1979 to January 12, 1983	1,116		

Disposal Approved by Hall of Records Commission

Disposal Certification

Archivist

Signature

Title

Date

RECEIVED

APR 9 1992

**RECORDS MANAGEMENT
DIVISION**

DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 7278 WATERLOO RD., P.O. BOX 275
 JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

955

CIRCUIT COURT ANNE ARUNDEL 9/14/92
 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.				
	CRIMINAL CASE FILES 13,002 thru 19,999	655	SEC 3 ITEM	1971 thru 1977	BOXES 1 thru 107		
	With the exception of: CRIMINAL FILES MAINTAINED IN ANNE ARUNDEL COUNTY CIRCUIT COURT						
	13,309 13,316 13,323			1971	3		
	13,340 13,356			1971	4		
	13,468			1971	6		
	13,538 13,581 13,582			1972	7		
	13,605 13,626			1972	8		
	13,803			1972	10		
	13,850			1972	11		
	13,931			1972	12		
	14,037						

Destruction Approved by Hall of Records Commission

Date

State Archivist

Signature of
Court Official

Title

Date

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

955

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.				
	14,089			1972	15		
	14,134 14,150 14,156 14,164			1972			
	14,168			1972	16		
	14,268			1972	17		
	14,313 14,314 14,321			1973	18		
	14,424			1973	20		
	14,485 14,524			1973	21		
	14,566 14,680 14,681-14,688			1973	23		
	14,956			1973	27		
	15,103			1973	30		
	15,183 15,196 15,197			1973	31		
	15,269 15,280			1973-1974	32		
	15,359 15,360			1974	33		
	15,719			1974	40		
	15,894 15,900 15,901 15,919			1			
	15,928						

Destruction Approved by Hall of Records Commission

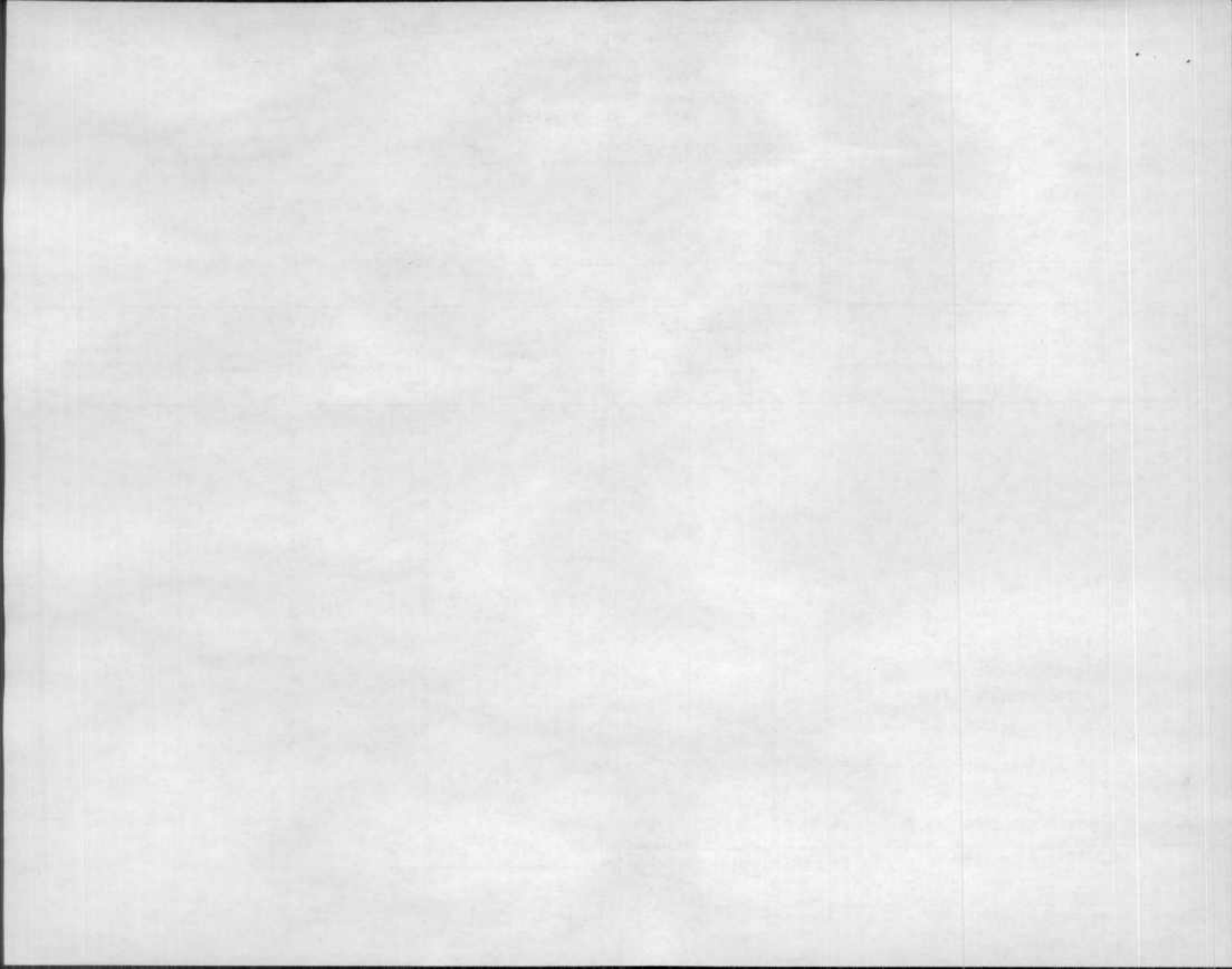
Date

State Archivist

Signature of Court Official

Title

Date



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

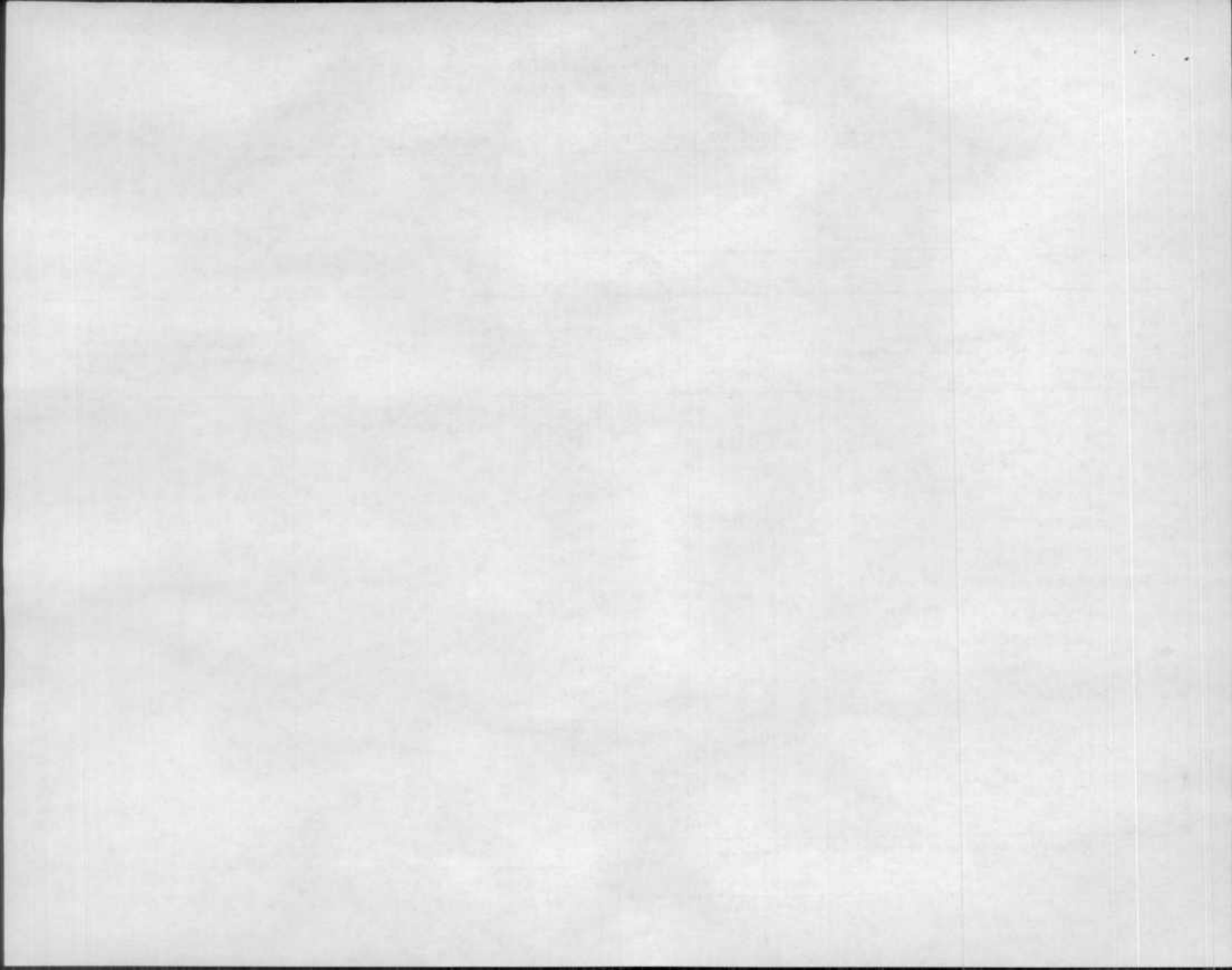
955

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.				
	15,954	15,955				1974	42		
	15,996					1974	43		
	16,128	16,129	16,130			1974	45		
	16,229					1974	46		
	16,341					1974	48		
	16,408					1974	49		
	16,455	16,481	16,486	16,502		1975	50		
	16,576	16,589	16,590			1975	51		
	16,619	16,620-16,622	16,663			1975	52		
	16,779-16,780	16,980-16,981				1975	54		
	17,118					1975	56		
	17,175					1975	57		
	17,217					1975	58		
	17,240	17,241-17,249				1975	59		
	17,399	17,406				1975	60		

Destruction Approved by Hall of Records Commission

 Date State Archivist

 Signature of Court Official Title Date



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

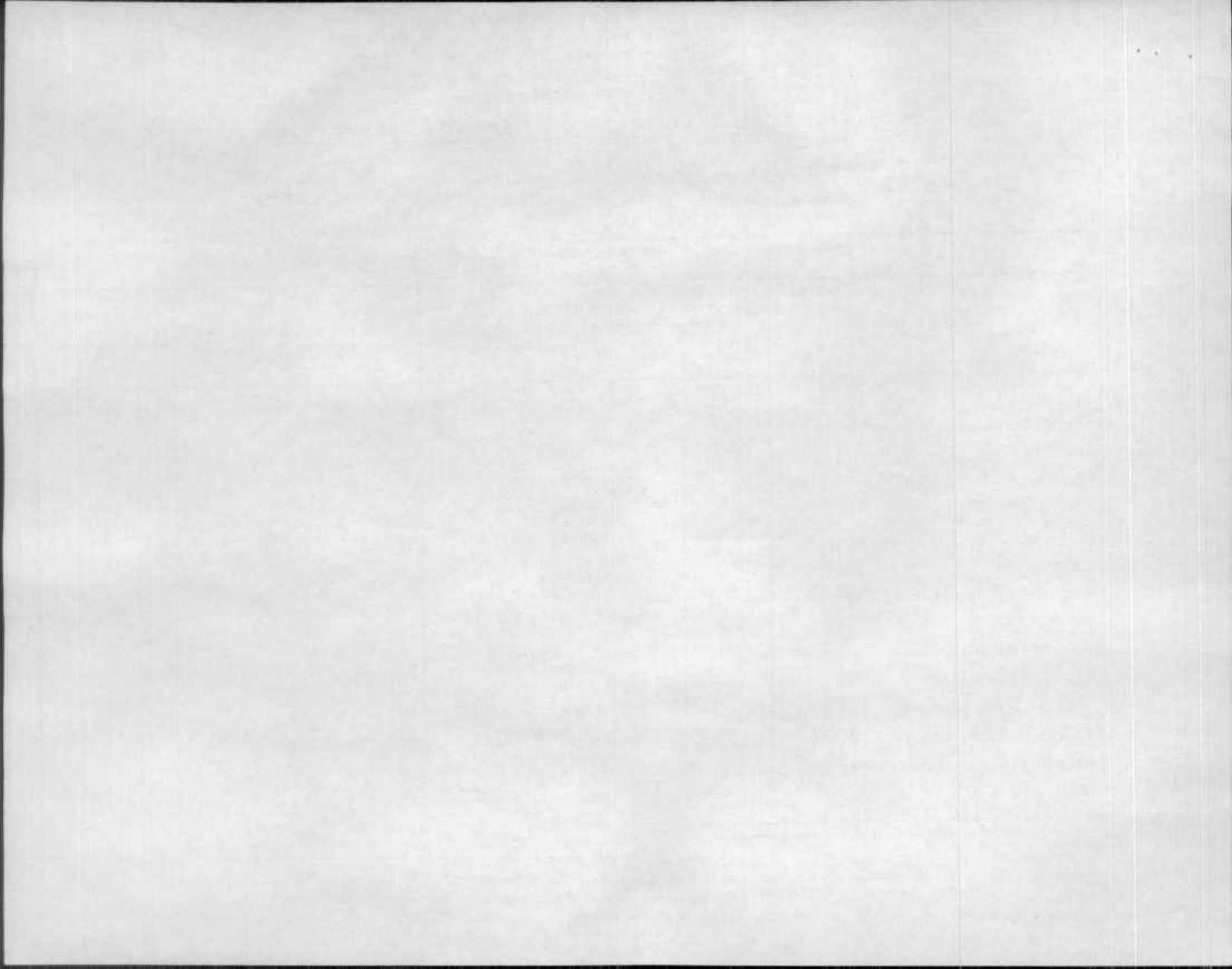
953

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.				
	17,495 17,524 17,567 17,569 17,553			1975	62		
	17,604 17,638 17,639			1975	63		
	17,663 17,664 17,686 17,687			1975	64		
	17,771 17,790			1975	65		
	17,822			1975	66		
	17,888			1975	67		
	17,911 17,946 thru 17,951			1975	68		
	17,962 17,991			1975	69		
	18,038 18,072			1975-1976	70		
	18,193 thru 18,197			1976	72		
	18,286			1976	73		
	18,286 18,383 18,442 18,446			1976	75		
	18,466 18,511 thru 18,514			1976	76		
	18,535 18,561 18,588			1976	77		

Destruction Approved by Hall of Records Commission

 Date State Archivist

 Signature of Court Official Title Date



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

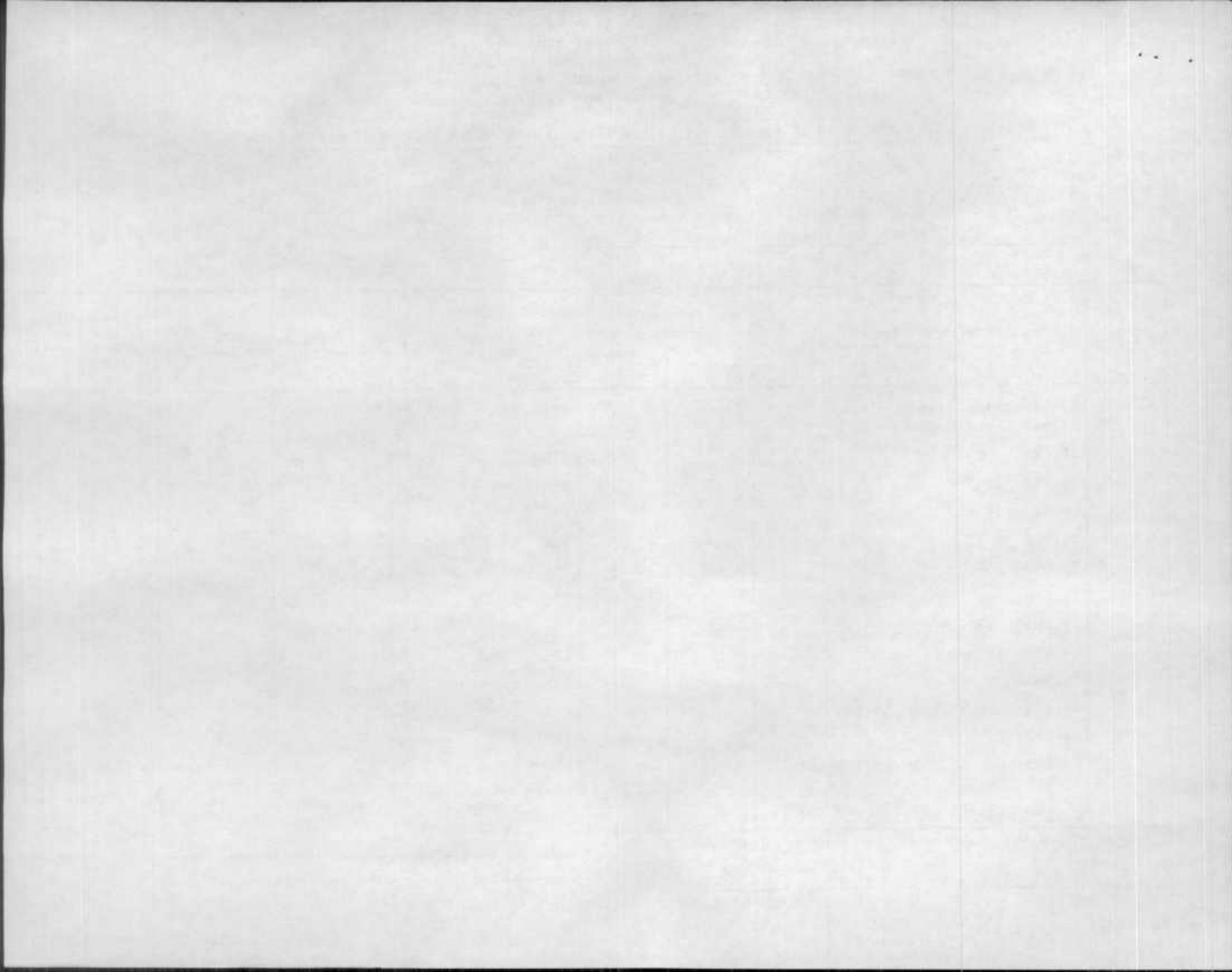
955

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.				
	18,620 thru 18,1623 18,633 18,649 thru 18,653			1976	78		
	18,688.			1976	79		
	18,762 18,790			1976	80		
	18,927 18,937			1976	82		
	19,010			1976	83		
	19,096			1976	85		
	19,140			1976	86		
	19,204 19,205			1976	87		
	19,422 19,423			1976	90		
	19,569			1977	93		
	19,597 thru 19,604 19,609			1977	94		
	19,643			1977	95		
	19,699 thru 19,701 19,710 thru 19,719 19,741 19,746			1977	96		
	19,780, 19,781 19,797 19,804 thru 19,806						

Destruction Approved by Hall of Records Commission

 Date State Archivist

 Signature of Court Official Title Date



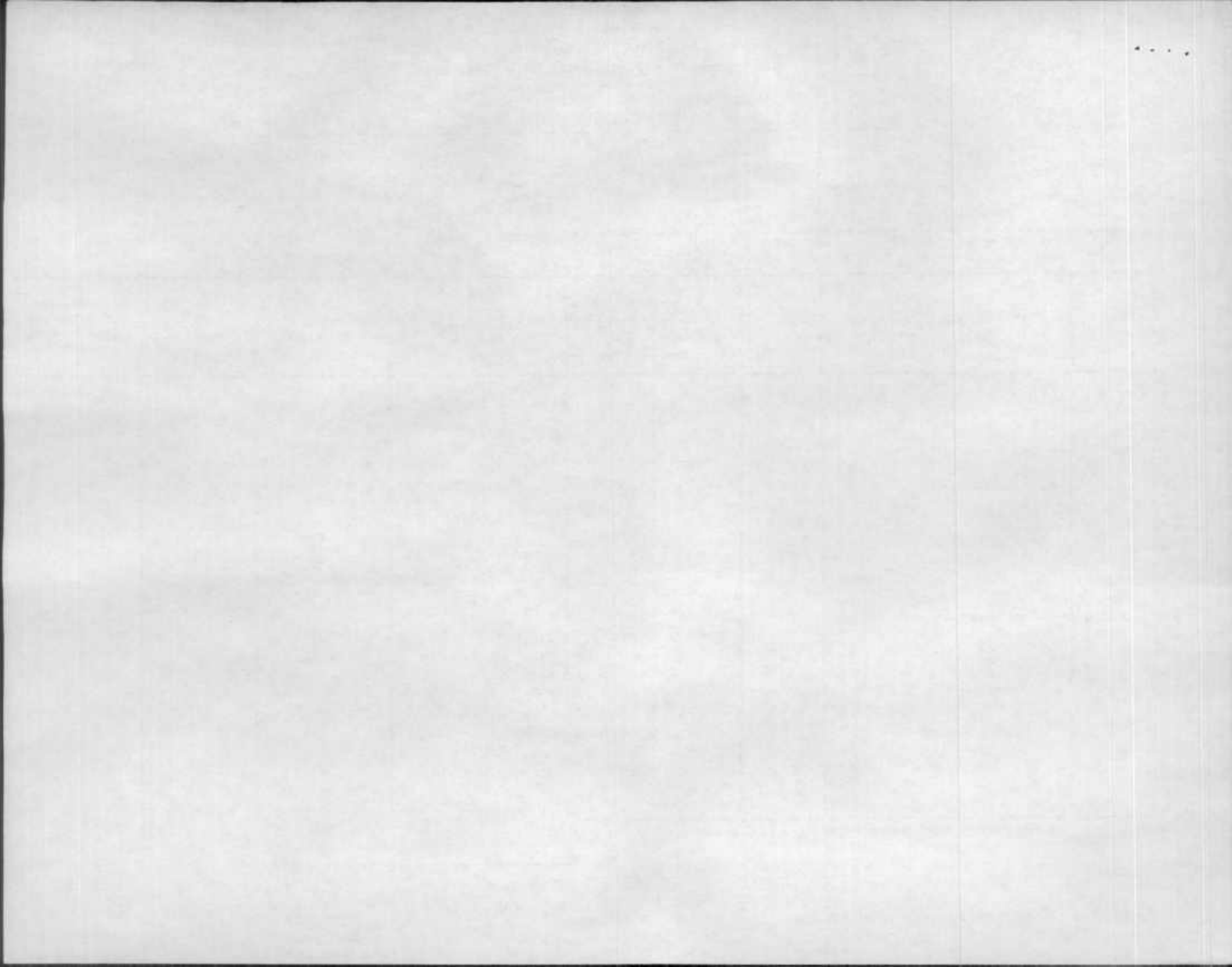
PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

955

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.				
	19,885			1977	99		
	19,900			1977	100		
	19,954			1977	102		
	19,992			1977	103		

Destruction Approved by Hall of Records Commission

 Date
 State Archivist
 Signature of Court Official
 Title
 Date



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

954

Circuit Court for Anne Arundel County
COURT COUNTY

9/23/92
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.				
	EXPUNGED CRIMINAL RECORDS Old Magistrate Court Records #35 #6065 Domestic Relations Case 2046 Criminal Case Files 1281, 1282, 1516, 1517, 1906, 2131, 2637, 2680, 2681, 2683, 2917, 3090, 3131, 3145, 3183, 3184, 3395, 3396, 3432, 3509, 3510, 3726, 3752, 3803, 3804, 3924, 4274, 4275, 4276, 4521, 4527, 4565, 4566, 4567, 4604, 4616, 4814, 4828, 5265, 5695,	MRP 4-512	(f) (g)	1976 - 1989			

Destruction Approved by Hall of Records Commission

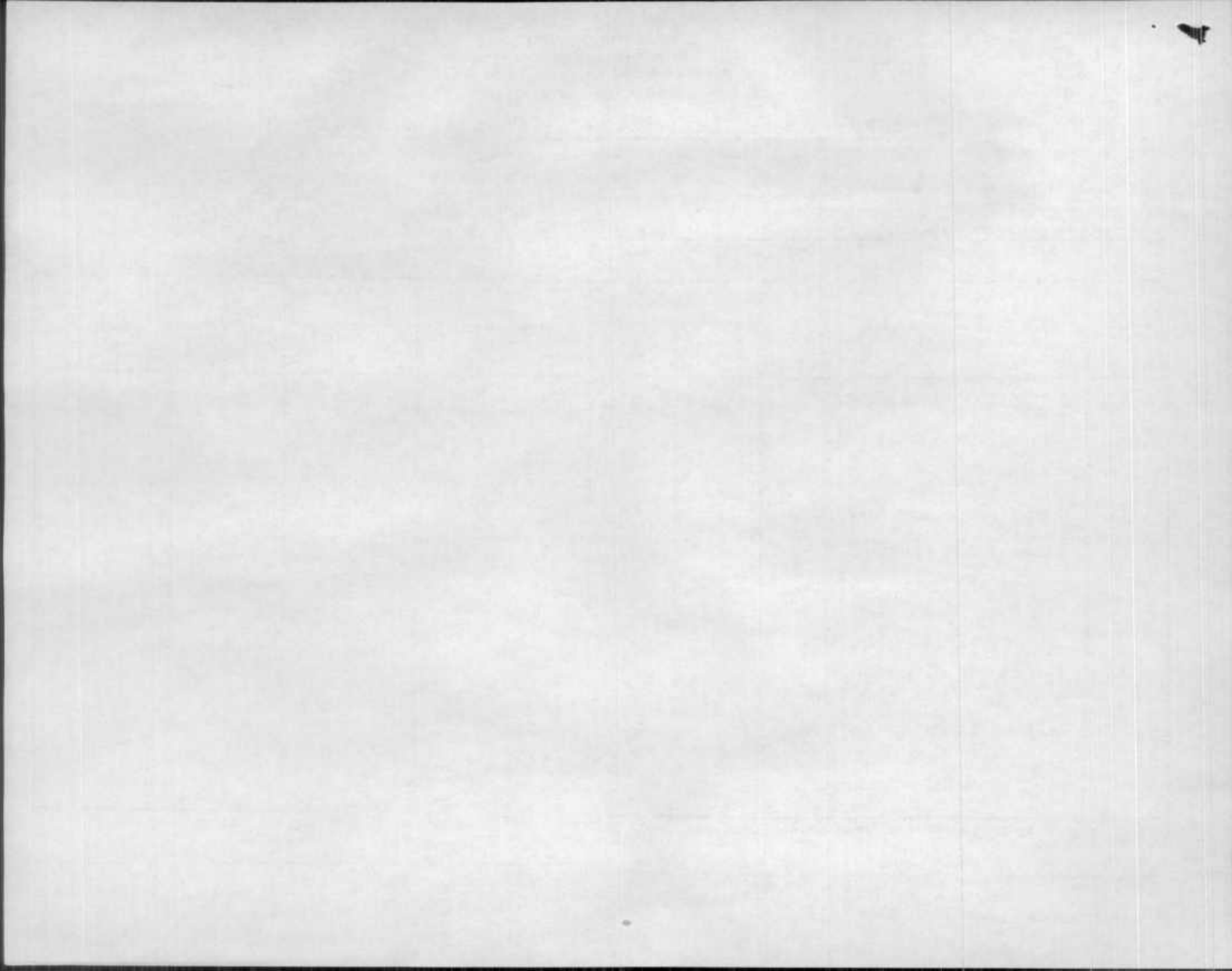
Date

State Archivist

Signature of
Court Official

Title

Date



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

956

Anne Arundel County Circuit Court

9/23/92

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.				
	5713, 5714, 6412, 6513, 6575, 6656, 6684, 7004, 7055, 7123, 7263, 7278, 7537, 7744, 7762, 7913, 8052, 8054, 8151, 8160, 8161, 9379, 9406, 9517, 9734, 9777, 10109, 10612, 12586, 12636 12714, 12735, 12750, 12751, 12777 12822, 13031, 13201, 13216, 13254 13466, 13471, 13583, 12883, 14044 14049, 14072, 14251, 14366, 14382 14463, 14464, 14481, 14601, 14638 14734, 14746, 14747, 14748, 14987 15133, 15201, 15202, 15224, 15276 15277, 15278, 15334, 15403, 15453 15445, 15446, 15447, 15448, 15454			1975 1986			

Destruction Approved by Hall of Records Commission

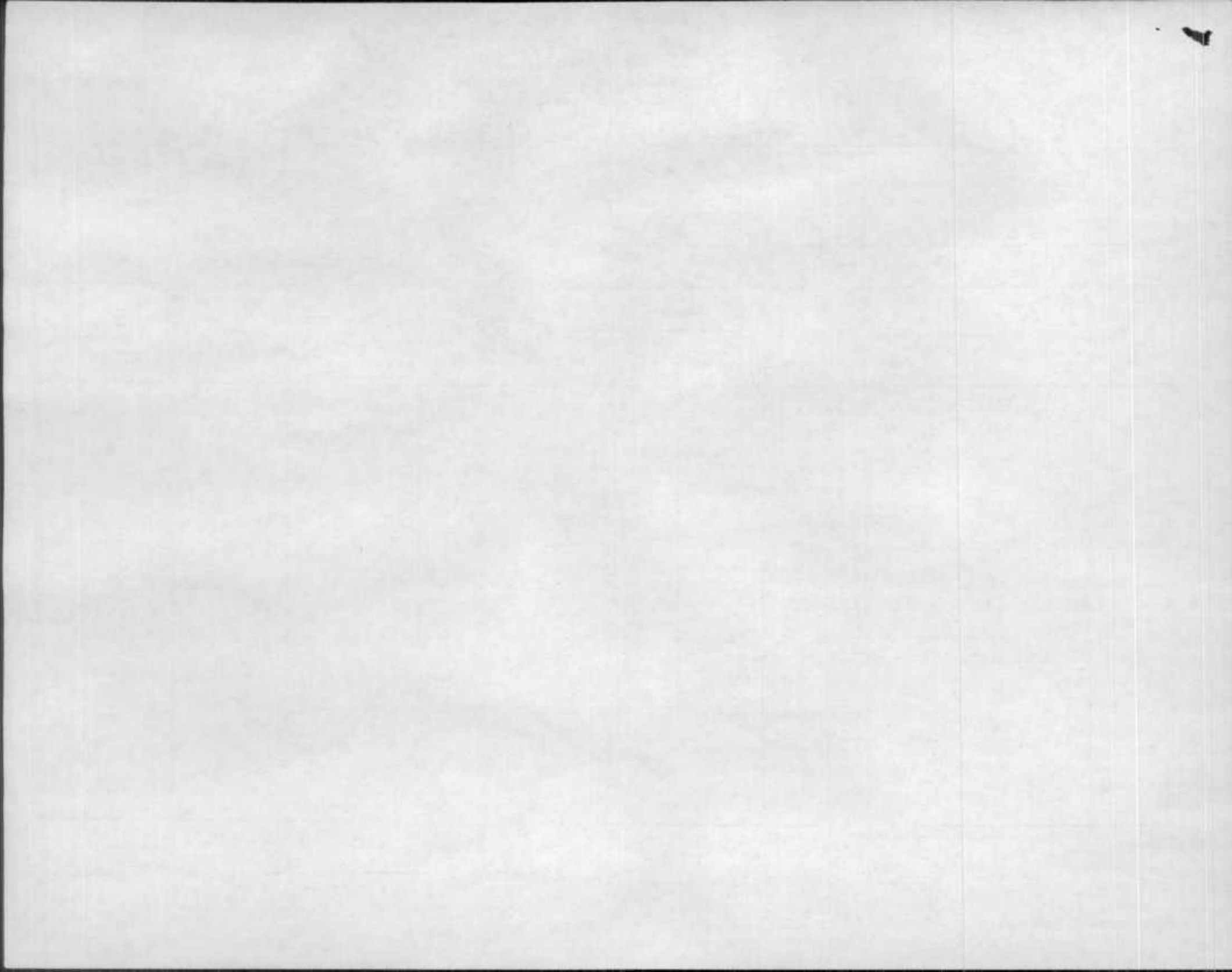
Date

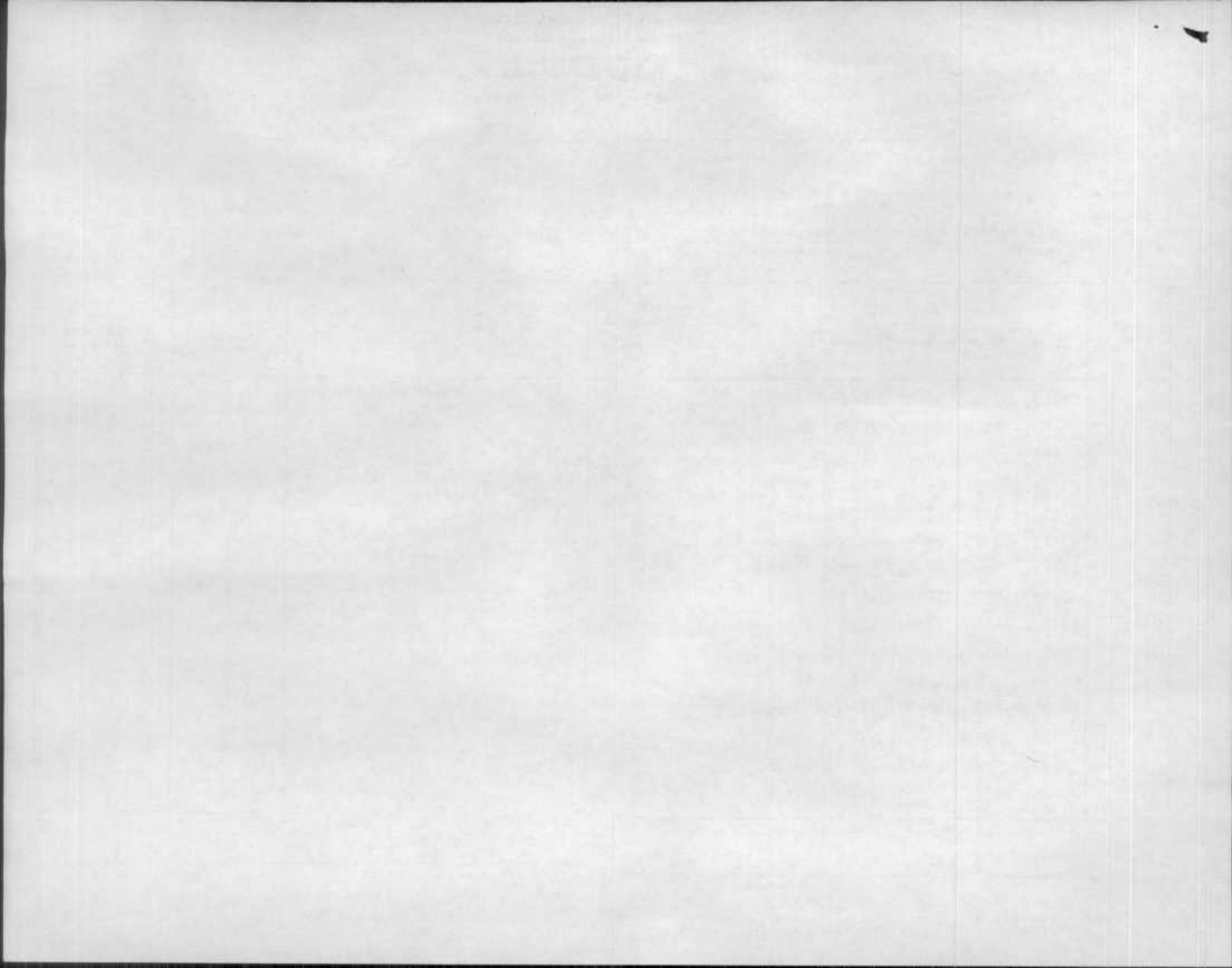
State Archivist

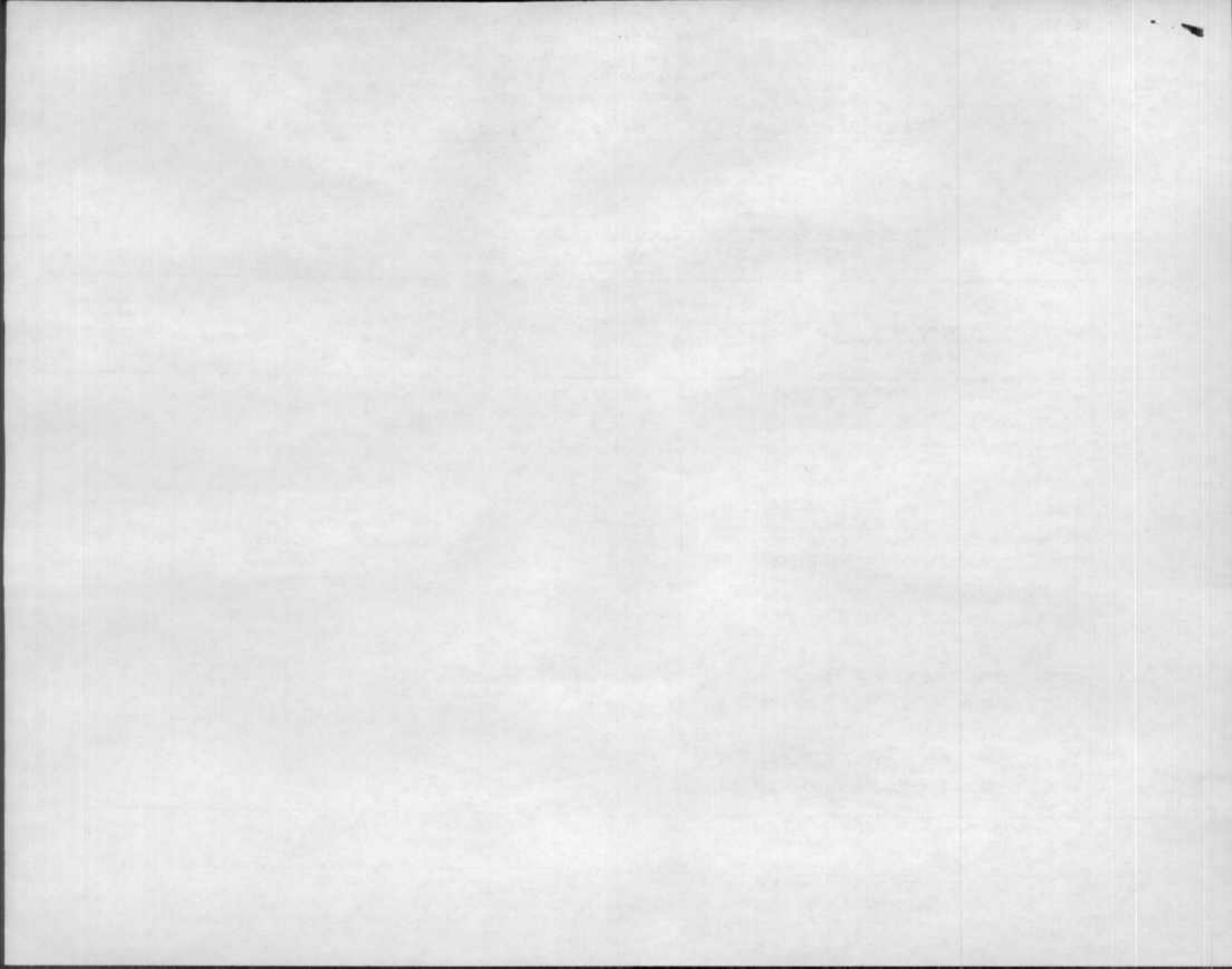
Signature of
Court Official

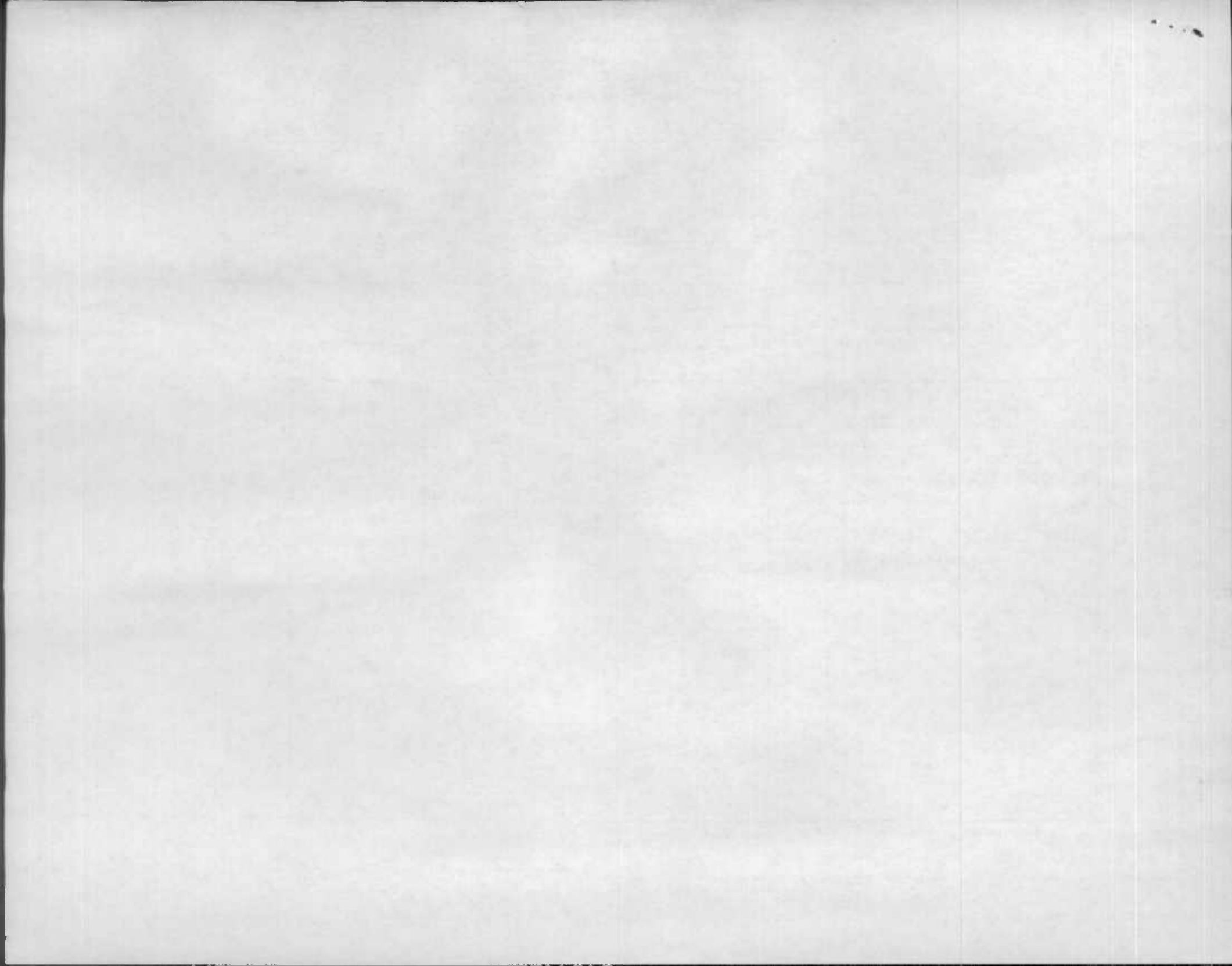
Title

Date









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

881
 Page 1 of 2

Clerk of Circuit Court Anne Arundel Jan. 6, 1992
 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.				
	Accounting Transmittal Forms & Work Sheets	655	2	7/1/87-6/30/89	4		
	Orders for Copies	655	6	6/30/88-12/1/90	29		
	Photocopy Accounts	655	6	6/30/88-11/30/90	9		
	Time Cards	655	6	1/1/88-12/26/89	4		
	Snap-out Receipts	655	6	6/1/88-11/30/90	1.5		
	Cash Settlement/Summary Sheets	655	6	3/1/88-6/30/90	19		
	Paid Invoices, Check Stubs, Cancelled Checks, Crim. Disp. forms	655	6	7/1/88-6/30/89	3.25		
	Certificates of Deposit	655	2	7/1/88-6/30/90	1.5		
	Vouchers, Receipts for Sheriff Cks.	655	6	7/1/87-6/30/90	3		
	Blank General Fund Checks	655	6	#84975-#92999	3.5		

Destruction Approved by Hall of Records Commission

Destruction Certification

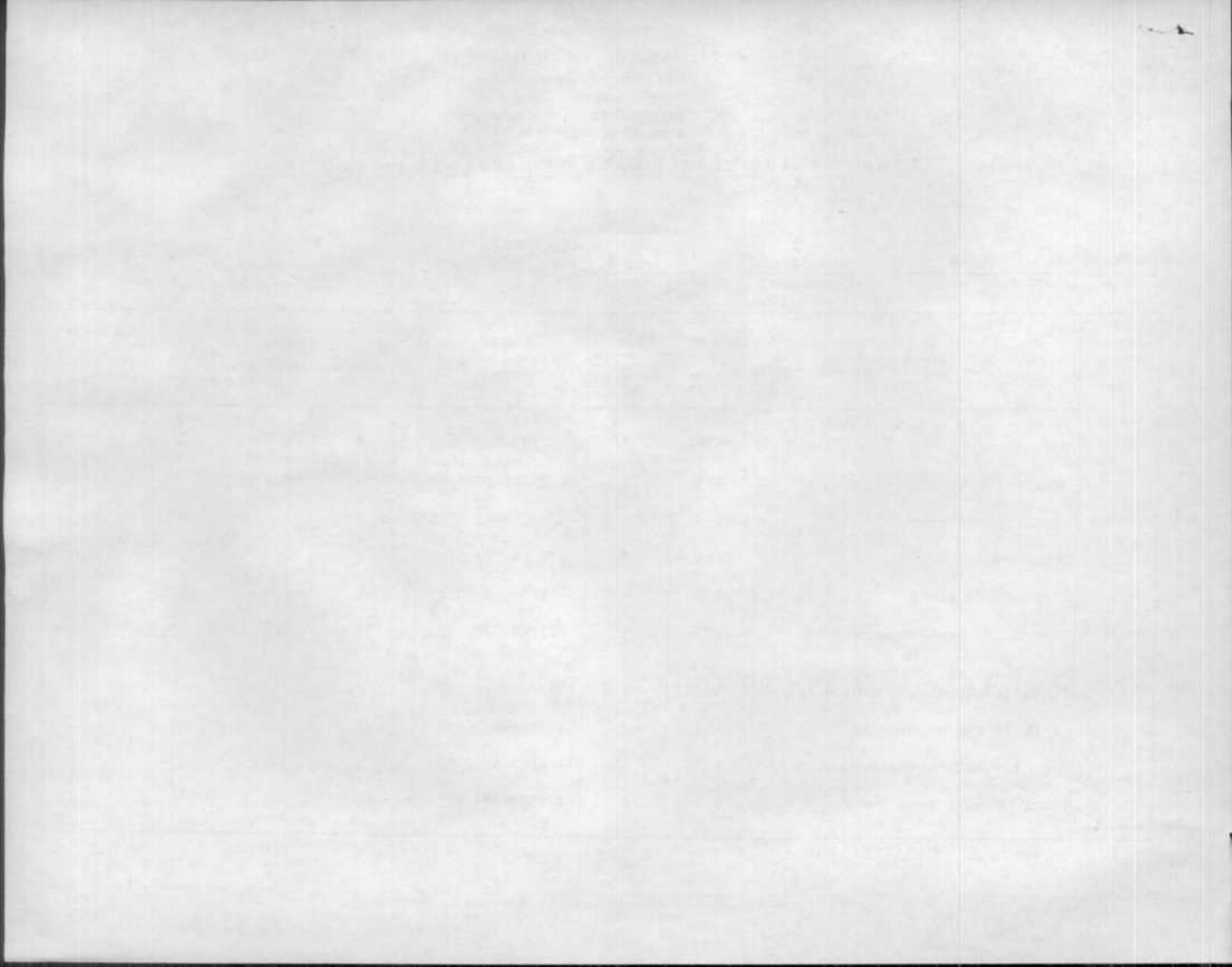
Date

State Archivist

Signature of Court Official

Title

Date



DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 7275 WATERLOO RD., P.O. BOX 273
 JESSUP, MD 20794-0273

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

881
 Page 2 of 2

Clerk of Circuit Court

Anne Arundel

Jan. 6, 1992

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.				
	Pre-numbered Receipts:						
	Law #90585-109673	655	6	1/1/88-6/30/90	↑ 3 ↓		
	Equity #116193-129788	655	6	12/1/87-6/30/90			
	Juvenile 1001-1400	655	6	12/2/86-5/18/89			
	Miscellaneous 145-940	655	6	12/29/83-7/16/90			
	Trust 5749-7100	655	6	1/1/88-12/29/89			

Destruction Approved by Hall of Records Commission

Destruction Certification

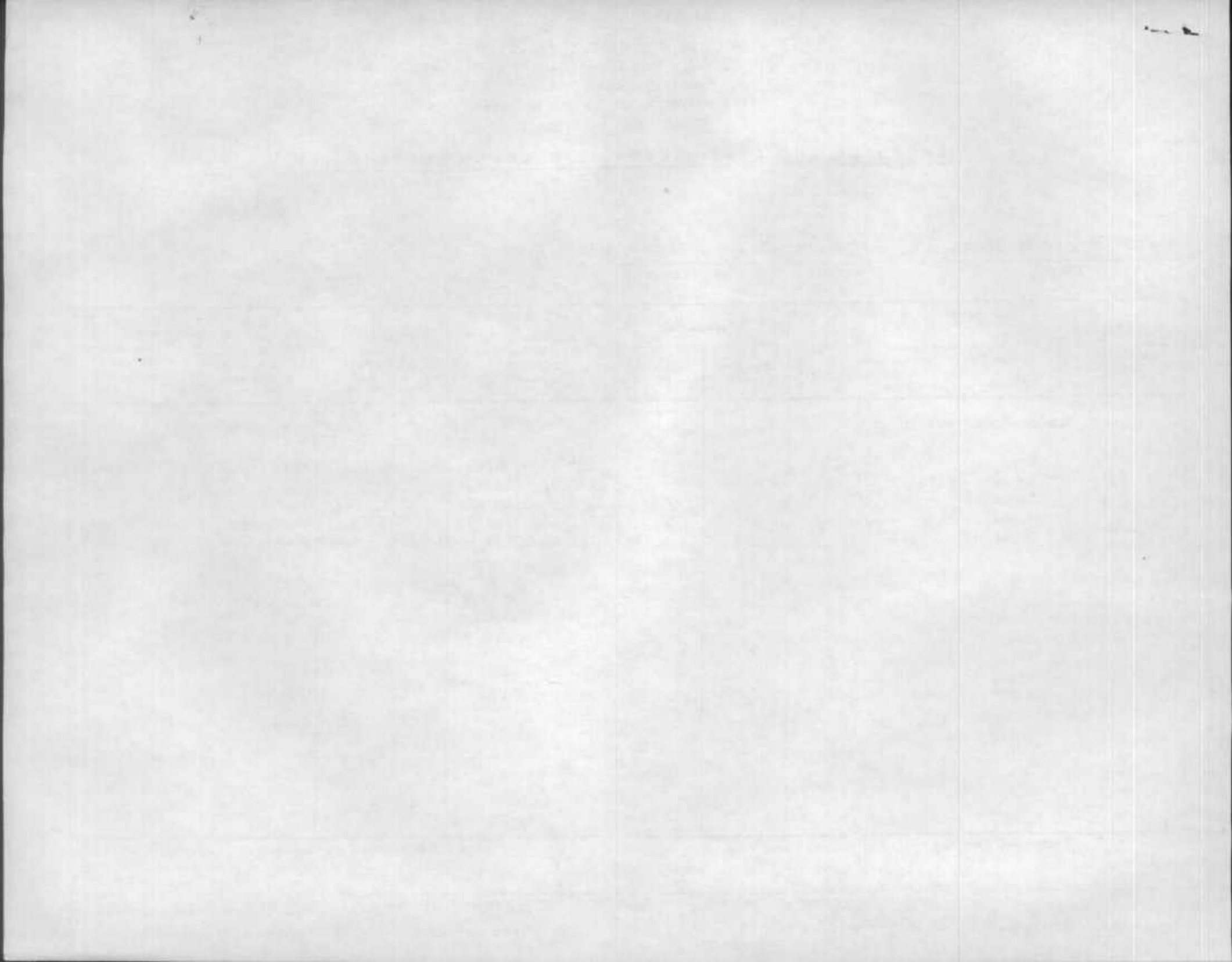
Date

State Archivist

Signature of Court Official

Title

Date



RECEIVED

MAR 4 1999

MARYLAND STATE ARCHIVES

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

2211

Circuit Court Anne Arundel Co.

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.				
	See Attached List					7/23/99	hand file

Destruction Approved by Hall of Records Commission

MAR 8 1999

Date

Edward C. Papenfuss

State Archivist

Destruction Certification

Mary Ann Caswell
Signature of Court Official

Fiscal/Arch
Signature Title

7/23/99
Date

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RECEIVED BY THE DIRECTOR OF THE BUREAU OF LAND MANAGEMENT

Charles C. Johnson

MAR 8 1954

RECEIVED BY THE DIRECTOR OF THE BUREAU OF LAND MANAGEMENT

RECEIVED BY THE DIRECTOR OF THE BUREAU OF LAND MANAGEMENT

RECEIVED BY THE DIRECTOR OF THE BUREAU OF LAND MANAGEMENT

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

1052

Circuit

Harford

6-28-93

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.				
Books 18 thru 81	Charter Records * it is our intention to give these records to the Harford Co. Historical Society as our method of destruction, if that is acceptable.			1970 thru 1993	20 cu.ft.		*
1	Index to Charter Records			July 1992 thru present	.5 cu.ft.		

Destruction Approved by Hall of Records Commission

Destruction Certification

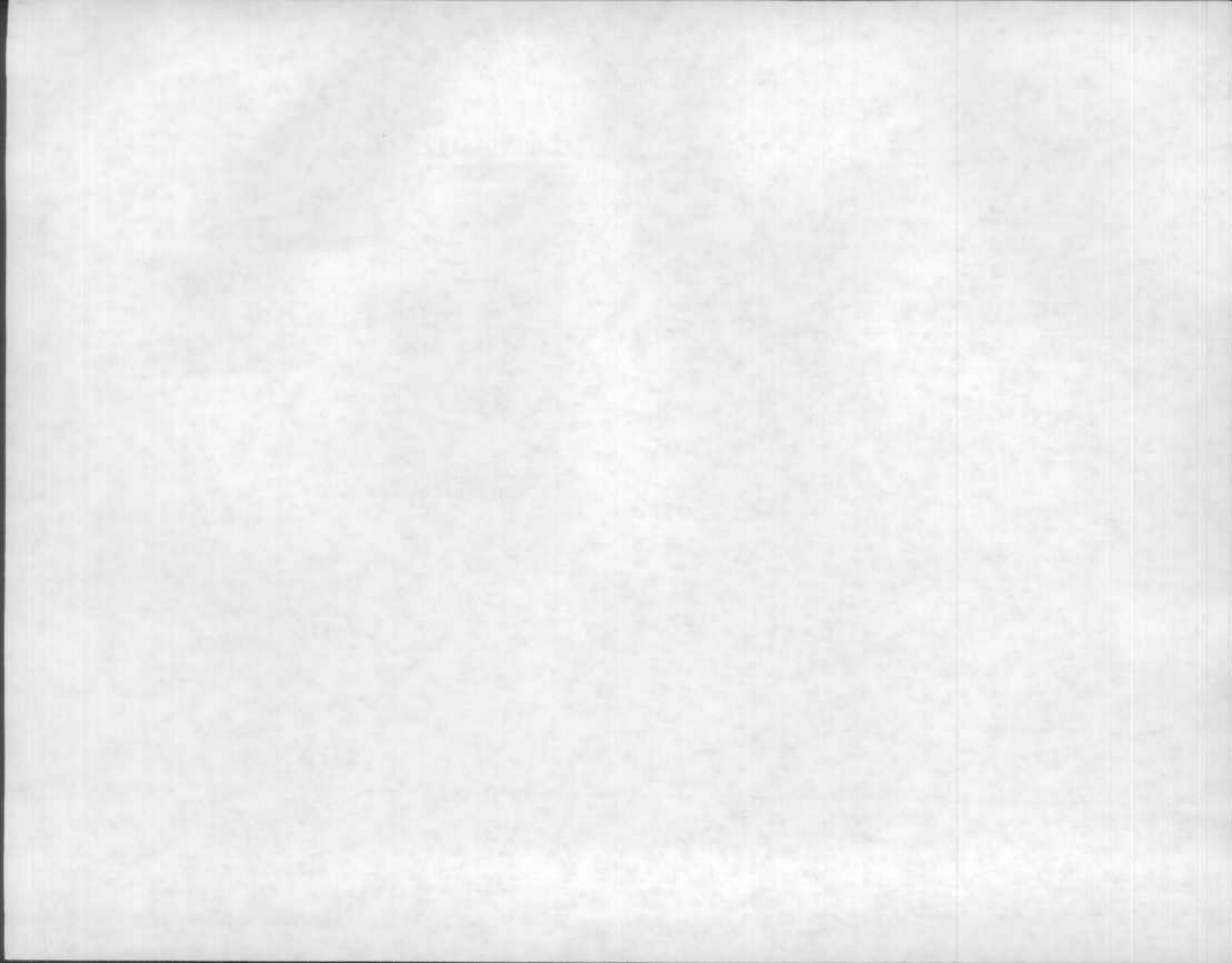
Date

State Archivist

Signature of Court Official

Title

Date



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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

817

PAGE 1

Clerk of the Circuit Court for Harford 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.				
II	<u>GENERAL ACCOUNTING RECORDS</u> Deposit Slips - Gen. Acct. Cert. of Dep. & Dep. Slips Disbursement Transmittals Various STARS reports	655	2	FY 87 FY 88 FY 88 FY 88	5.0		
	<u>PURCHASING RECORDS</u> Purchase Orders	"	3	FY 88	.25		
	<u>BUDGET & FISCAL PLANNING RECORDS</u> Report of Fixed Assets Report of Materials & Supplies	"	4	FY 61 to FY 87 FY 84 to FY 87	.5		
	<u>PAYROLL ACCT. RECORDS</u> Payroll Check Register Retirement System Payroll Deduct. Retirement System Register Md. Unemp. Ins. Fund Contrib. Employees' Time Sheets	"	5	FY 88 1970 to 1982 FY 87 1978 to 1987 1987 & 1988	3.5		

Destruction Approved by Hall of Records Commission

Destruction Certification

Date

State Archivist

Signature of Court Official

Title

Date

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

817

CLERK OF THE CIRCUIT COURT FOR HARFORD 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.				
II	<u>MISC. ACCT. RECORDS</u> Daily Deposit Worksheets Monthly Receipt & Disburse. records Monthly Revenue reports Cash Register Receipts Bank Statements - Special Acct. Cancelled Checks - Special Acct. Bank State. & Cancelled Checks for General Account Civil & Criminal Receipts Special Acct. Receipts Civil Ceremony Receipts Issued Bus. Lic. - Appl. Bus. Lic. copies Bus. Lic. Computer Register Unissued Bus. Lic. Appl. & Lic. Hunting & Fishing Lic. copies W-2 Wage & Tax Statements	655	6	FY 80, 81, 87 & 88 FY 70 to FY 87 FY 77 to FY 87 FY 81, 87 & 88 FY 80,81, 86, 87 & 88 FY 86, 87 & 88 FY80, 81 & 87 FY 87 & 88 FY 87 FY 80, 81, 87 & 88 1979 & 1981 to 1985 1982 to 1986 1983 to 1986 1986 1987 & 1988 1975 to 1986	26.0		
V	<u>JUVENILE RECORDS</u> Juvenile Case Files - Case #6887 to Case #9964 (inclusive)	"	2	April 1973 to Nov. 1978	28.5		
					63.75 TOTAL		

Destruction Approved by Hall of Records Commission

Destruction Certification

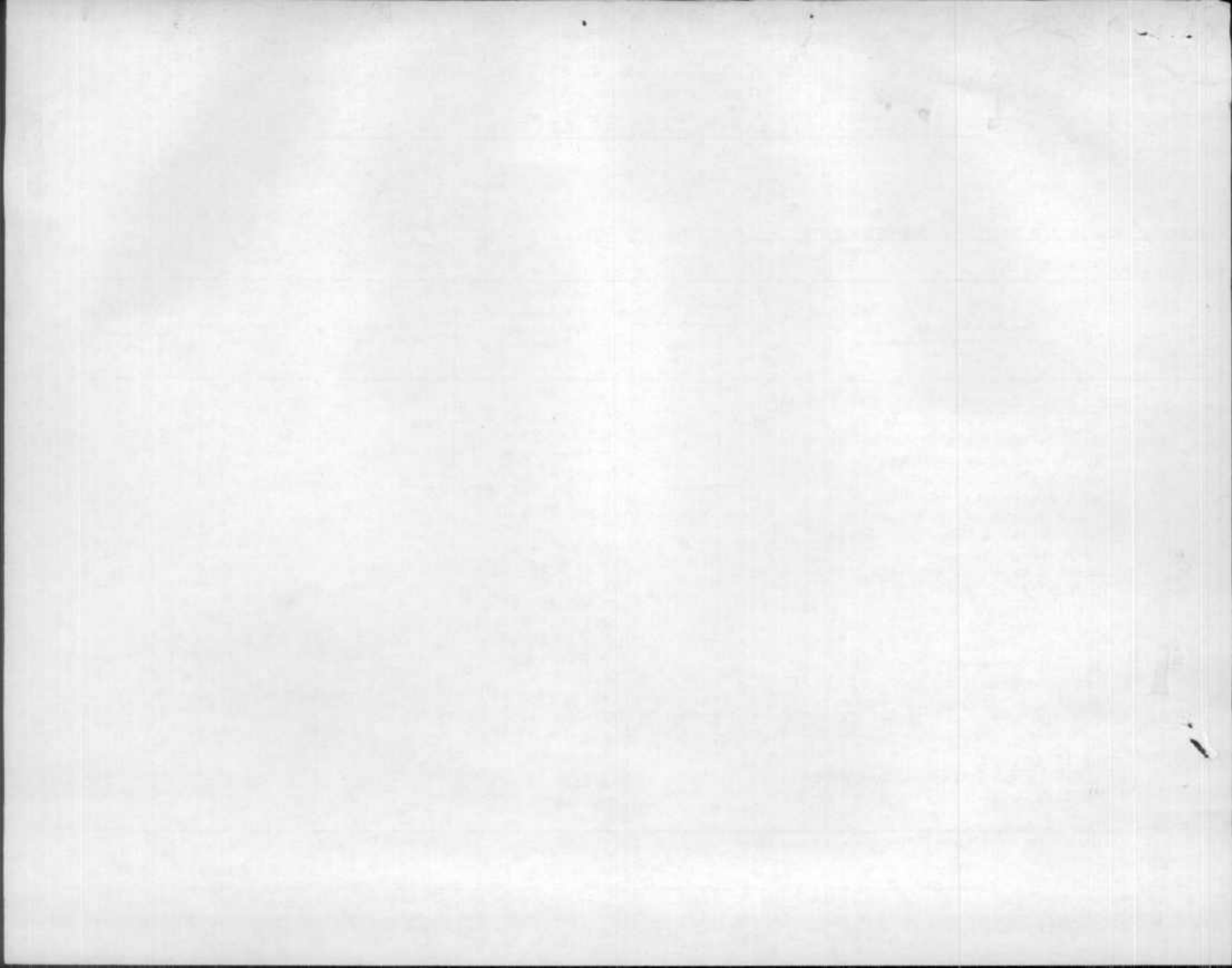
Date

State Archivist

Signature of Court Official

Title

Date



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

Circuit Court Carroll County 8-8-97
 COURT COUNTY DATE

816

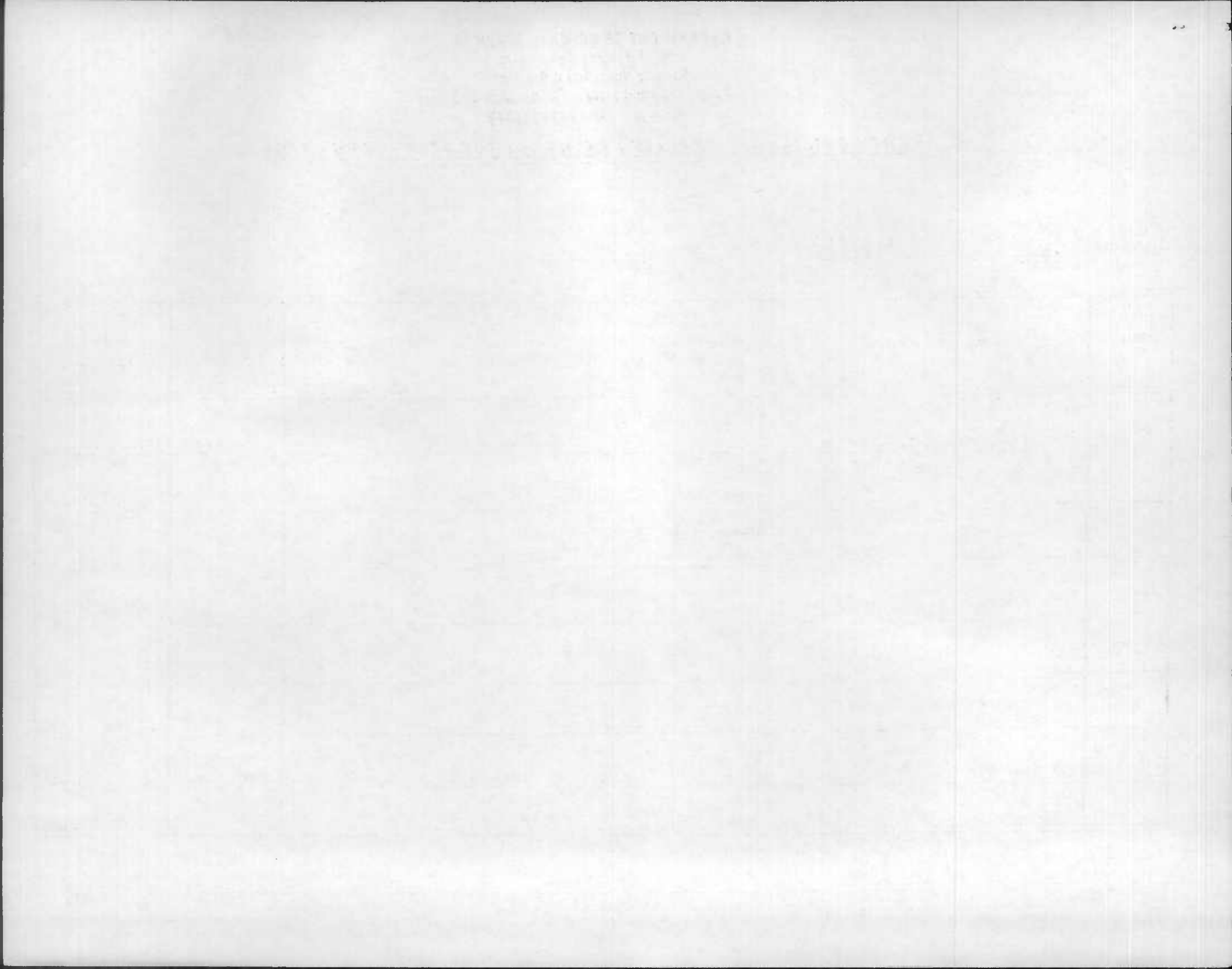
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
1	Check stubs & Registers	II	6	1967-1973	1		
2	Paid Equity Receipts, Misc Case Files, Record of Checks issued & Check stubs	II	6	1958-1970	1		
3	Magistrates Case Files	VII	7	1963-1968	9		
4	Cash Register Receipts	II	6	6-81 → 4-85	15		
5	Circuit Court Fund Bank Reconciliation	II	6	1-86 → 6-87	1		
6	Register Summaries	II	6	7-81 → 9-83	5		
7	Cash Register Tapes	II	6	10-87 → 6-89	1		
8	General Acc Bank Reconciliation	II	6	1986-1987	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

 Date State Archivist

 Signature of Court Official Title Date



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

Circuit Court Carroll County 8-8-91
 COURT COUNTY DATE

814

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.				
9	Deposit & Transfer Slips	II	6	8-83 → 6-84	1		
10	Circuit Court Fund Statements and Bank Reconciliation	II	6	4-83 → 6-84	1		
11	Mortgage Releases	VI	7	11-52 → 2-26-65	27		
12	Bonds and Lists of Revolvers Sold and Purchased	I	15	unknown	1		
13	Conditional Sales Contracts	VI	2	9-51 → 12-54	4		
14	Financial Statements Copy of Policies of registered vehicles and Motor Criminal Cases	I	19	unknown	1		
15	Financial Statements Releases Conditional Sales Contracts	I	19	1-68 → 1-71 11-59 → 6-60	1		
16	Conditional Sales Contracts	VI	2	7-1-60 → 12-31-64	2		

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 Date State Archivist

 Signature of Court Official Title Date

27
1887
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DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
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 JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Circuit Court Carroll County 8-8-91
 COURT COUNTY DATE

816

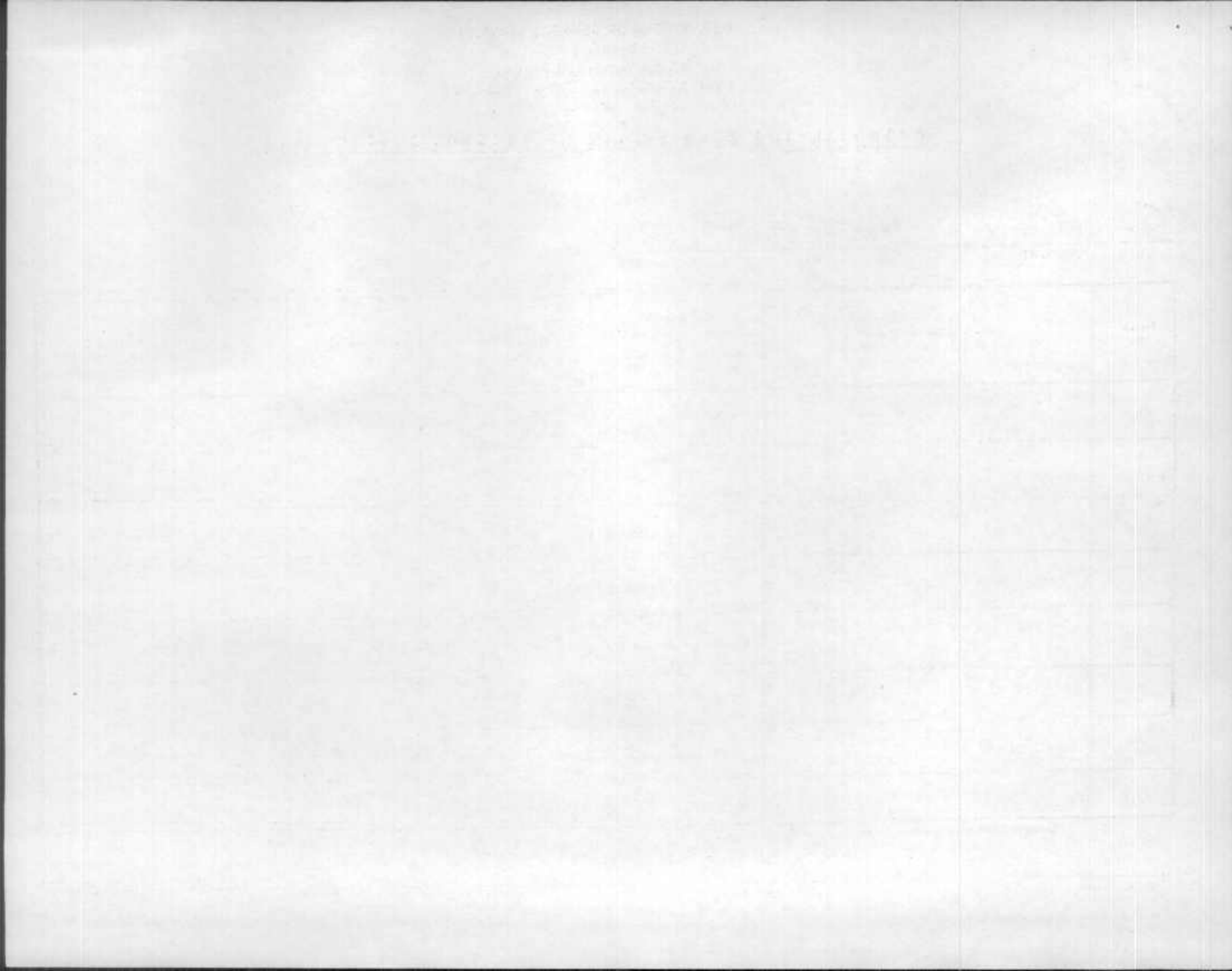
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
17	Lease + Chattel Releases	I	19	2-1-43 → 1-1-62	2		
18	Land Mortgage Releases	VI	7	3-4-49 → 6-30-70 3-1-65 → 11-7-67	9		
19	Law Settled Cases	VII	7	2-1914 → 5-1914 11-1920 → 3-1921	3		
20	Land Mortgage Releases	VI	7	11-7-67 → 3-3-69	3		
21	Cert. of Compliance + Cert. of Incorporation	I	12	upto 1947	2		
22	Articles of Inc. and Doctors Certificates	I	12	unknown	1		
23	Doctors Certificates, Notice of appt. and Land Mortgage Releases	VI	7	unknown	1		
24	Mortgage Releases	VI	7	unknown	1		

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Destruction Certification

 Date State Archivist

 Signature of Court Official Title Date



THE UNIVERSITY OF CHICAGO
LIBRARY

111

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

Circuit Court Carroll County 8-8-91
 COURT COUNTY DATE

816

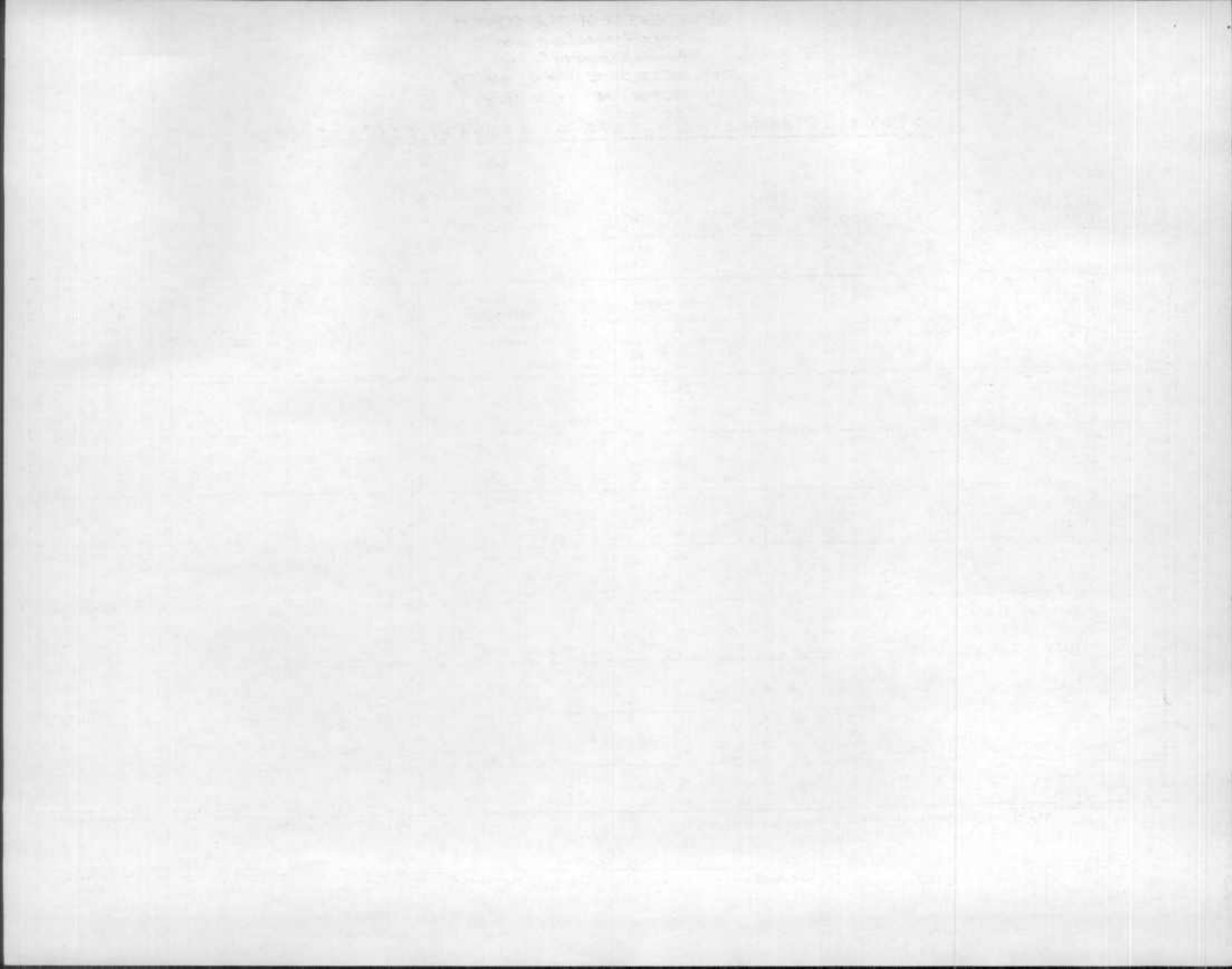
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
33	Applications Beer + Liquor Licenses	II	6	1935-1940	.6		
34	Misc. Law Papers	VII	7	unknown	.6		
35	Law Cases George E. Benson, J.P.	VII	7	Jan 1935 → Nov. 1952	14.5		
36	Crim. Cases #1 → 4697	III	1	prior to 1971	4		
37	George E. Benson, J.P. Civil Cases # 2520 → 3589	VII	7	prior to 1971	2		
38	Papers L. Pearce Boudens, J.P.	VII	7	prior to 1971	.3		
39	Papers of Robert Kuhns, J.P.	VII	7	prior to 1971	.3		
40	Papers of Herschel Reed, J.P.	VII	7	prior to 1971	.3		

Destruction Approved by Hall of Records Commission

Destruction Certification

 Date State Archivist

 Signature of Court Official Title Date



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

Circuit Court Carroll County 8-8-91
 COURT COUNTY DATE

816

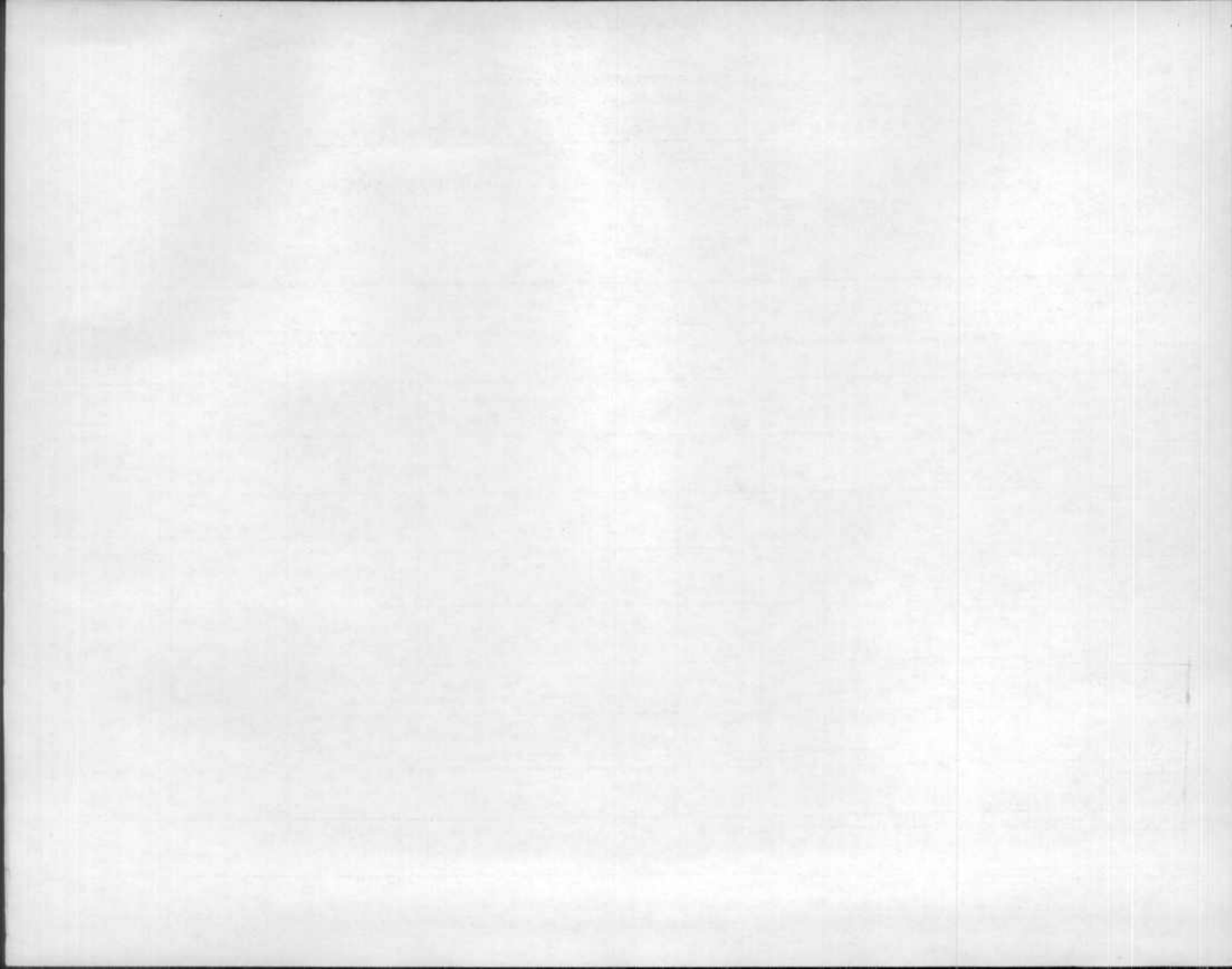
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
41	Papers of Edward Case, J.P. Murray Bohm, J.P. + G. Albert Mitten	VII	7	prior to 1971	.3		
42	Sherman Flanagan, J.P. Civil Papers # 1-919	VII	7	prior to 1971	2		
43	Sherman Flanagan, J.P. Crim Papers # 1-2180	III	1	prior to 1971	2		
44	Sherman E. Flanagan, J.P. Motor Vehicle Case # 1-537	III	1	prior to 1971	.3		
45	Domestic Relations Checks	II	6	12-1-62 → 10-3-64	.3		
46	Clerks Reports	I	1	7-1-54 → 6-30-58	.6		
47	Clerks Reports	I	1	7-1-53			
48	John Wood, J.P. Crim Cases # 1-1829	III	1	prior to 1971	1.6		

Destruction Approved by Hall of Records Commission

Destruction Certification

 Date State Archivist

 Signature of Court Official Title Date



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

Circuit Court Carroll County 8-8-91
 COURT COUNTY DATE

814

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.				
49	John Wood, J.P. Motor Vehicle Cases #1-288	III	1	prints 1971	2.0		
50	John Wood, J.P. Civil Cases #1-1369	VII	7	prints 1971	3.0		
51	Deeds	VI	2	prints 1962	4.0		
52	Malcolm Burman, J.P. Crim. Cases #1-233	III	1	prints 1971	.3		
53	Malcolm Burman, J.P. Civil Cases #1-790	VII	7	prints 1971	.3		
54	Raymond & Benson, J.P. Civil Cases #1-200	VII	7	prints 1971	.3		
55	Report Slips Domestic Relations	II	6	unknown	.3		
56	Vincent Tubman, J.P. Crim. Cases 401-674	III	1	prints 1971	.6		

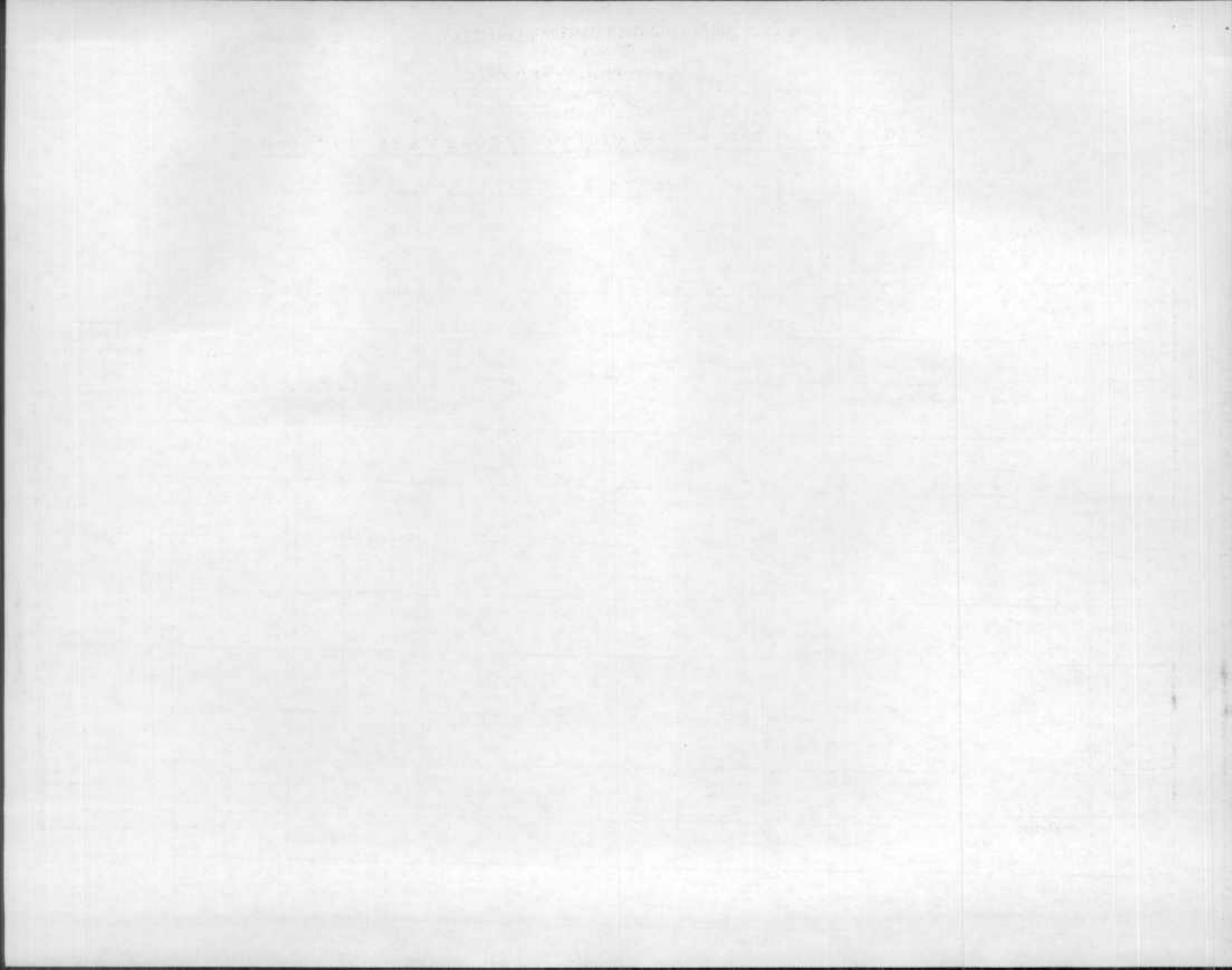
Destruction Approved by Hall of Records Commission

Destruction Certification

 Date State Archivist

 Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side



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

Circuit Court Carroll County 8-8-91
 COURT COUNTY DATE

814

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.				
57	J. Francis Reese, J.P. Criminal Cases 736-949	III	1	prior to 1971	.3		
58	Vincent Tubman, J.P. Criminal Cases 400-569	III	1	prior to 1971	.3		
59	Vincent Tubman, J.P. 'Civil Cases 1-374	VII	7	prior to 1971	1		
60	Vincent Tubman, J.P. Civil Cases 1-780	VII	7	prior to 1971	1.3		
61	J. Francis Reese, J.P. Crim. Cases 1-735	III	1	prior to 1971	.6		
62	J. Francis Reese, J.P. Motor Vehicle Cases	III	1	prior to 1971	.3		
63	J. Francis Reese, J.P. Civil Cases 17-1281	VII	7	prior to 1971	1.5		
64	C. Rogers Hall, J.P. Crim. Cases 2-802	III	1	prior to 1971	.6		

Destruction Approved by Hall of Records Commission

Destruction Certification

 Date State Archivist

 Signature of Court Official Title Date

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

Circuit Court Carroll County 8-8-91
 COURT COUNTY DATE

814

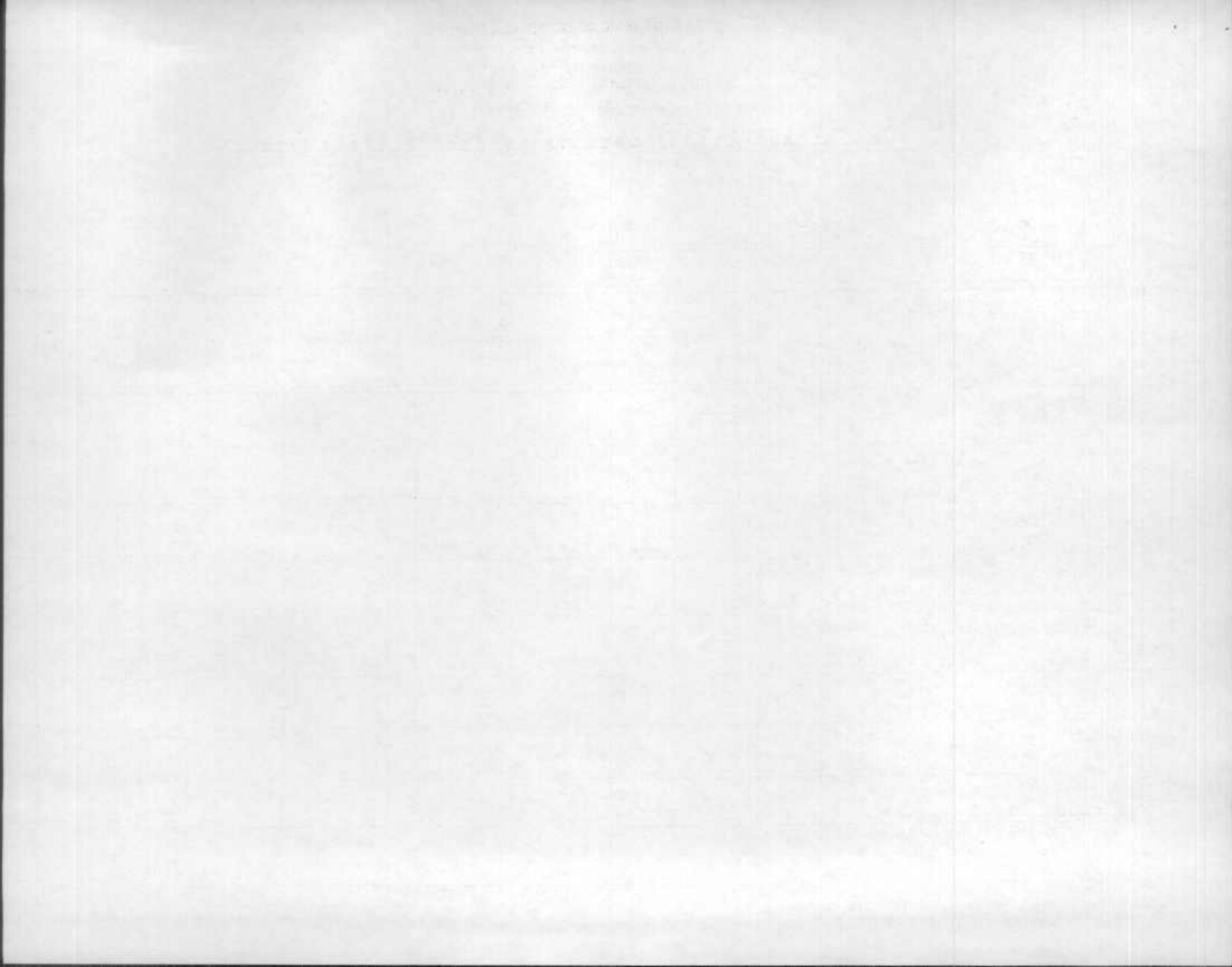
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
65	C. Rogers Hall, J.P. Civil Cases 3 → 1439	VII	7	prior to 1971	2.0		
66	C. Rogers Hall, J.P. Motor Vehicle Cases	III	1	upto 4-23-53	.3		
67	Ernest Dukes, J.P. Civil Cases 1 → 3002	VII	7	prior to 1971	3.0		
68	Ernest Dukes, J.P. Criminal Cases 1 → 1951	III	1	prior to 1971	1.6		
69	Ernest Dukes, J.P. Motor Vehicle Cases 1 → 13974	III	1	prior to 1971	4.0		
70	Michael Reister, J.P. Civil Cases 901-1479	VII	7	prior to 1971	.6		
71	Michael Reister, J.P. Motor Vehicle Cases 1 → 2299 + 3000 → 3901	III	1	prior to 1971	.6		
72	G. Norman Hunter, J.P. Motor Vehicle Cases 1 → 1006	III	1	prior to 1971	.3		

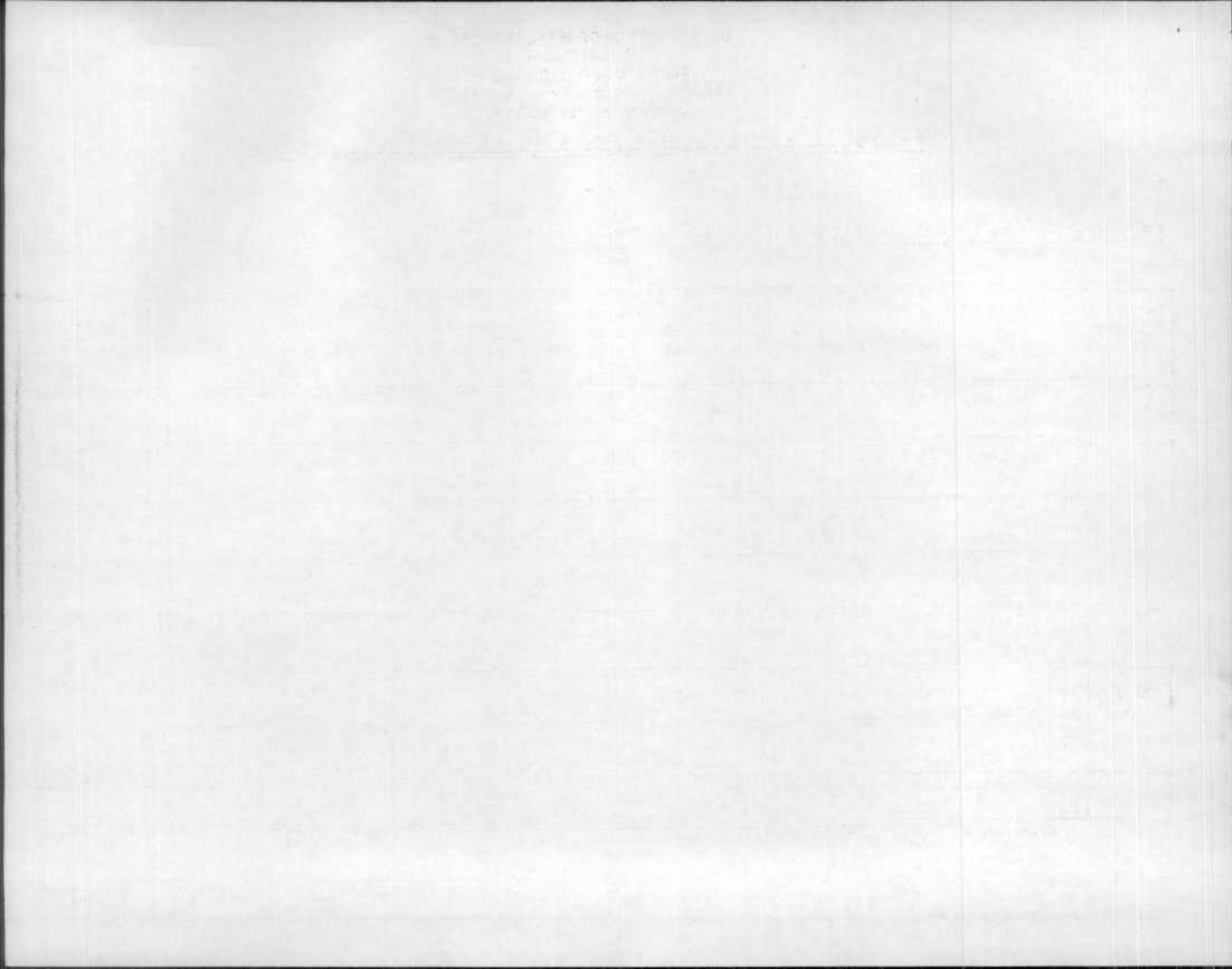
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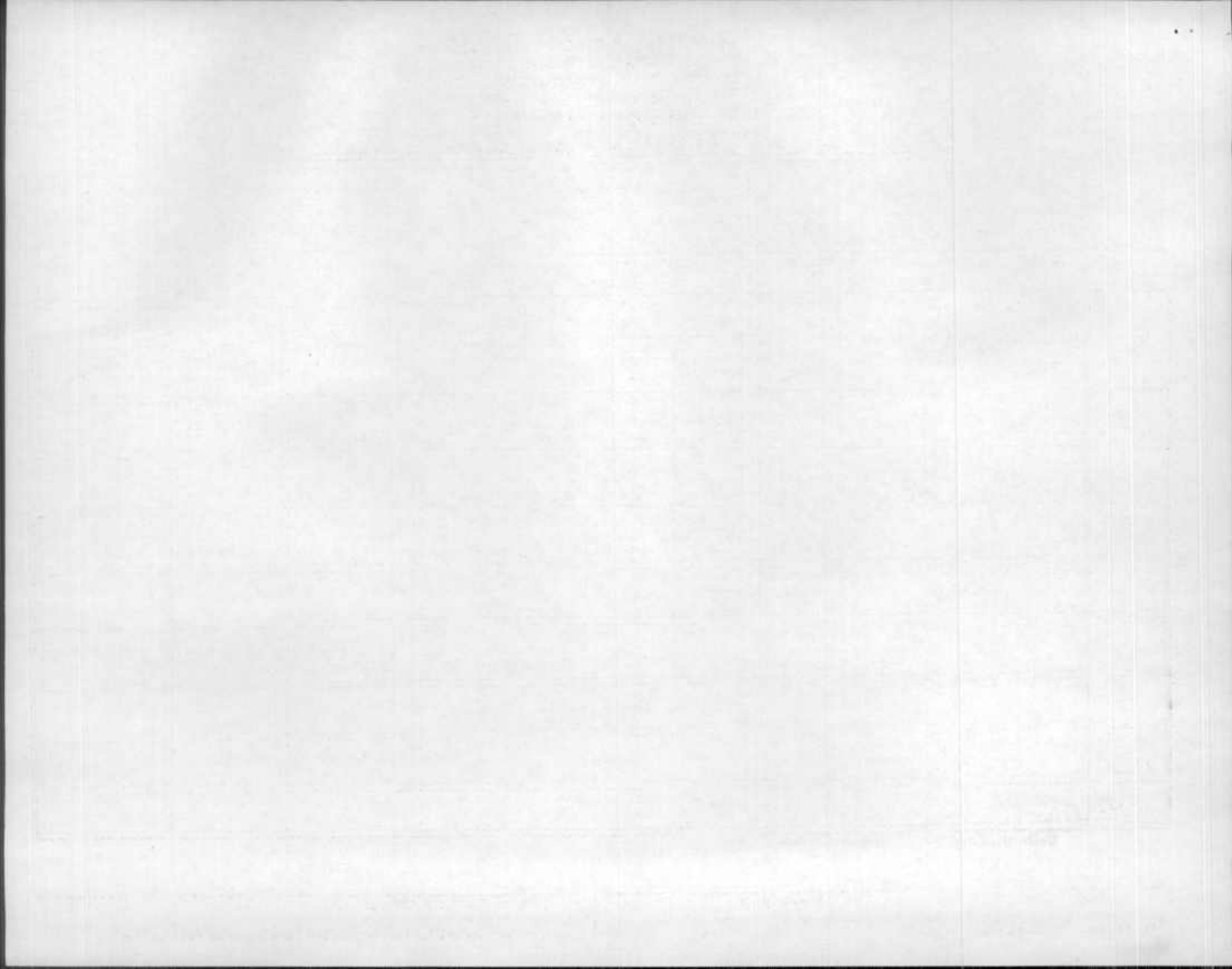
Destruction Certification

 Date State Archivist

 Signature of Court Official Title Date







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

Circuit Court Carroll County 8-8-97
 COURT COUNTY DATE

816

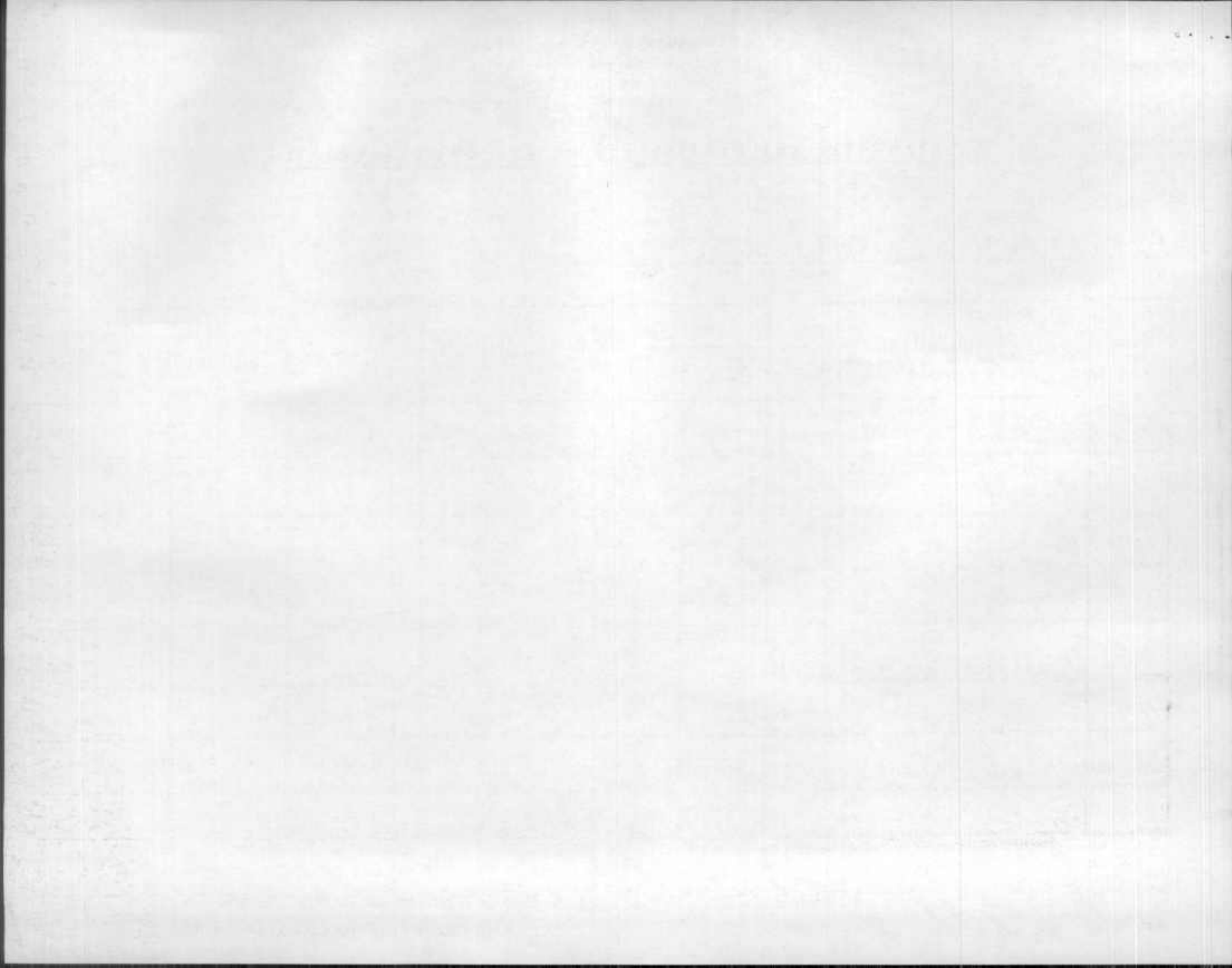
Series No.	Description of Records Includes Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
97	Insolvents	VII	5	1838 → 1894	2.6		
98	Settled Cases	VII	7	to Nov. 1913	.3		
99	J: Fa Returns	VII	5	Nov. 1919	.3		
100	Law Cases	VII	7	Feb. 1907 → Aug. 1921	26.3		
101	Settled Appeals	VII	7	1927 → 1940	3		
102	J: Fa Orders	VII	5	1926 - 1928	2		
103	Criminal Cases	III	1	1910 - 1927	4		
104	Misc. Court Papers	I	15	unknown	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

 Date State Archivist

 Signature of Court Official Title Date



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

Circuit Court Carroll County 8-8-91
 COURT COUNTY DATE

814

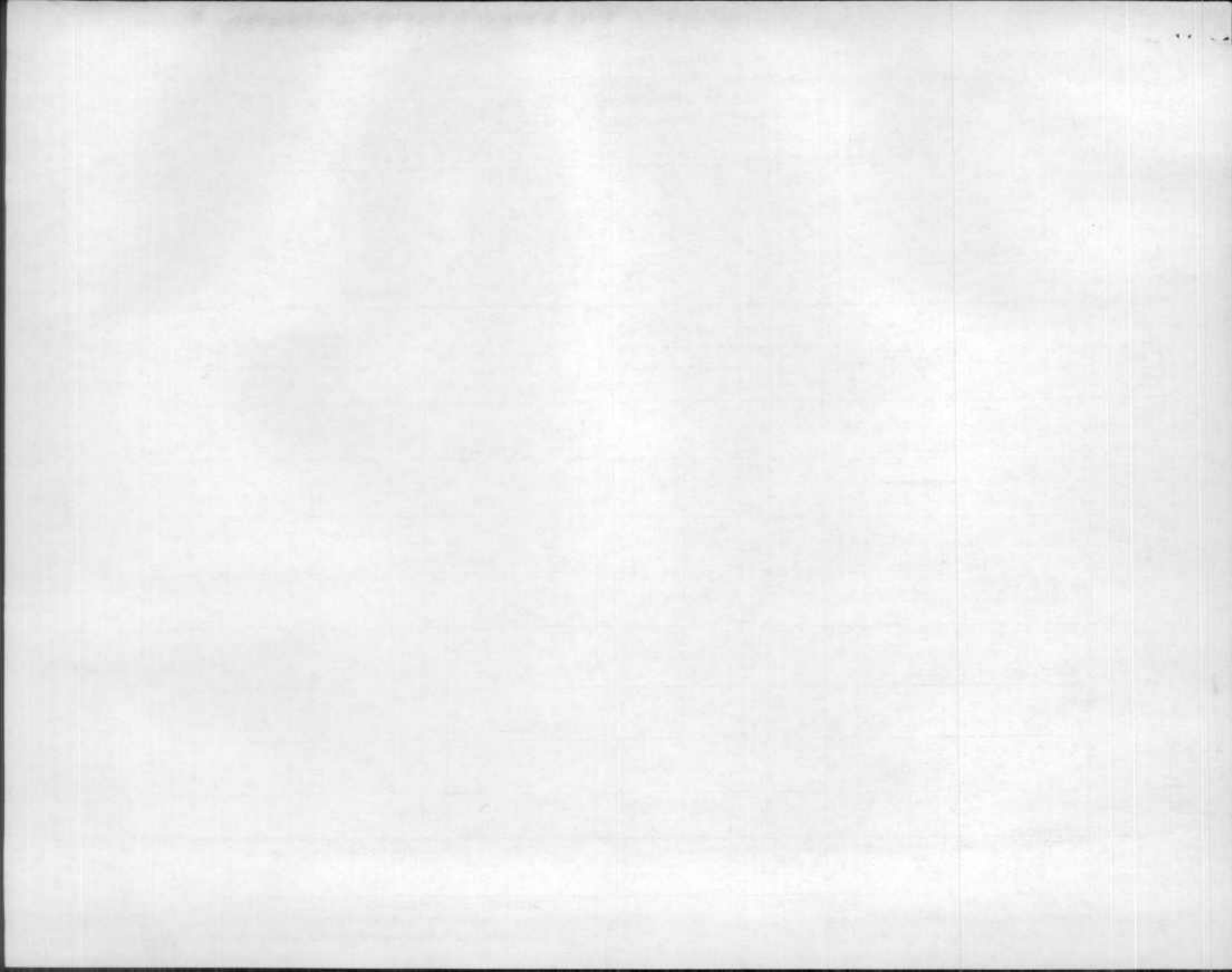
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction
		Retention Sched. No.	Item No.			
105	Settled Appeals	VII	5	1908-1927	2	
106	Criminal Cases	III	1	unknown	6	
107	Law Settled Cases 3601-10900	VII	7	unknown	27	
108	Settled Appeals	VII	5	1941-1947	1	
109	Alcohol Licenses	II	6	1968-1972	.5	
110	Misc Cases 1026-1158	VII	7	unknown	1.5	
111	Misc. Papers 715-1191	I	15	unknown	2.3	
112	Insolvents 1-140	VII	5	unknown	3.0	

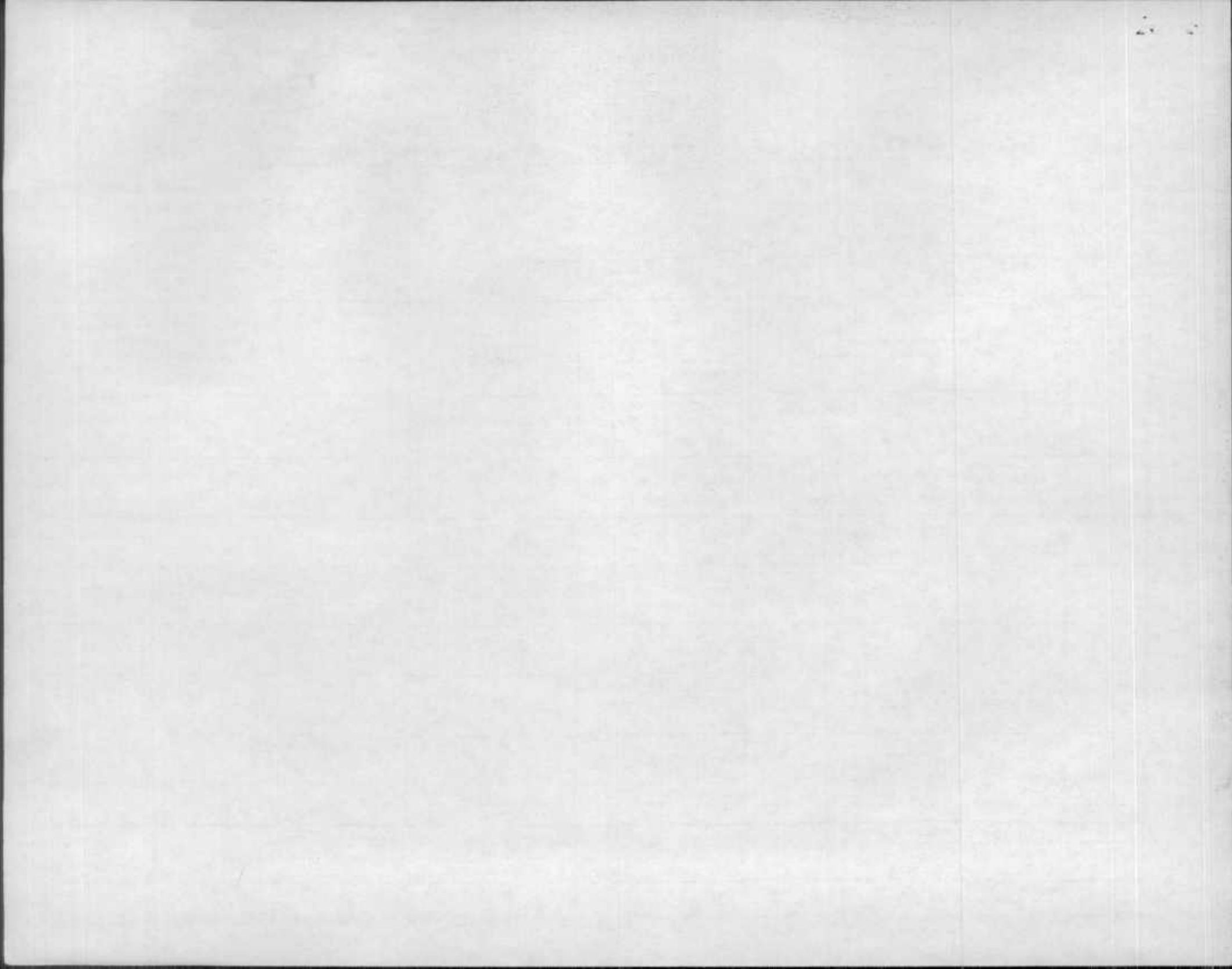
Destruction Approved by Hall of Records Commission

Destruction Certification

 Date State Archivist

 Signature of Court Official Title





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

Circuit Court Carroll County 7-26-97
 COURT COUNTY DATE

811

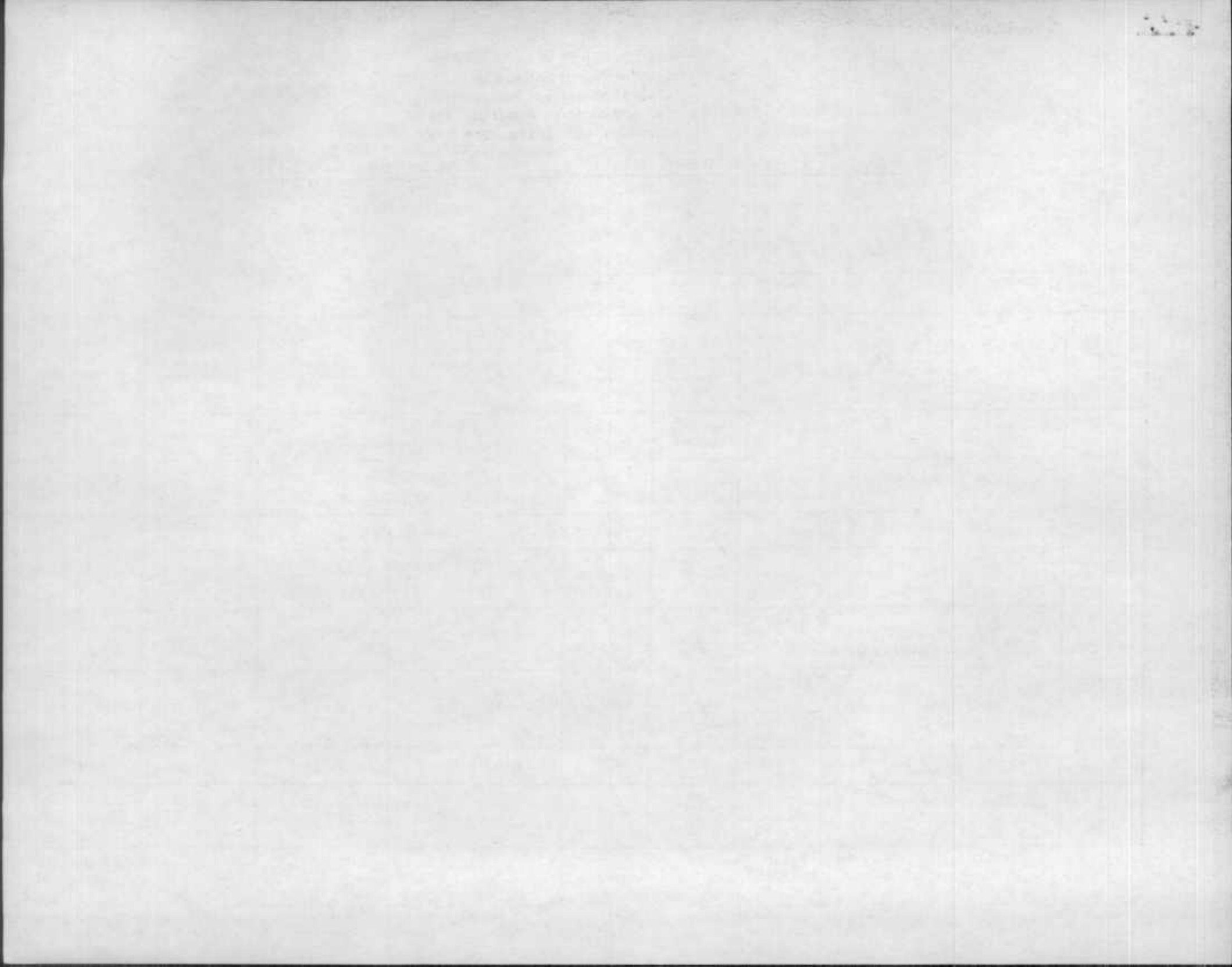
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
23	Land Mortgage Releases	VI	7	3-4-69 → 6-30-70 3-1-65 → 11-7-67	9		
24	Law Settled Cases	VII	7	2-1914 → 5-1914 11-1920 → 8-1921	3		
25	Land Mortgage Releases	VI	7	11-7-67 → 3-3-69	3		
26	Cert. of Compliance and Cert. of Incorp.	I	12	upto 1947	2		
27	Articles of Incorp. and Doctors Certificates	I	12	Unknown	1		
28	Doctors Certificates, Notice of Appointments and Land Mortgage Releases	VI	7	Unknown	1		
29	Mortgage Releases	VI	7	Unknown	1		
30	Hunting Licenses, Tags and Deeds	II	6	Unknown	2		

Destruction Approved by Hall of Records Commission

Destruction Certification

 Date State Archivist

 Signature of Court Official Title Date



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

Circuit Court Carroll County 7-26-91
 COURT COUNTY DATE

811

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.				
16	Mortgage Releases	VI	7	Nov. 52 → 2-26-65	27		
17	Bonds + Lists of Revolvers Sold and Purchased	I	15	Unknown	1		
18	Conditional Sales Contracts	VI	2	9-51 → 12-64	4		
19	Financing Statements, Copy of Pedigree of registered animals and Misc Criminal Cases.	I	19	Unknown	1		
20	Financing Statements Releases Conditional Sales Contracts	I	19	1-68 → 1-71 11-59 → 6-60	1		
21	Conditional Sales Contracts	VI	2	7-1-60 → 12-31-64	2		
22	Grain + Chattel Releases	I	19	2-1-43 → 1-1-62	2		

Destruction Approved by Hall of Records Commission

Destruction Certification

Date

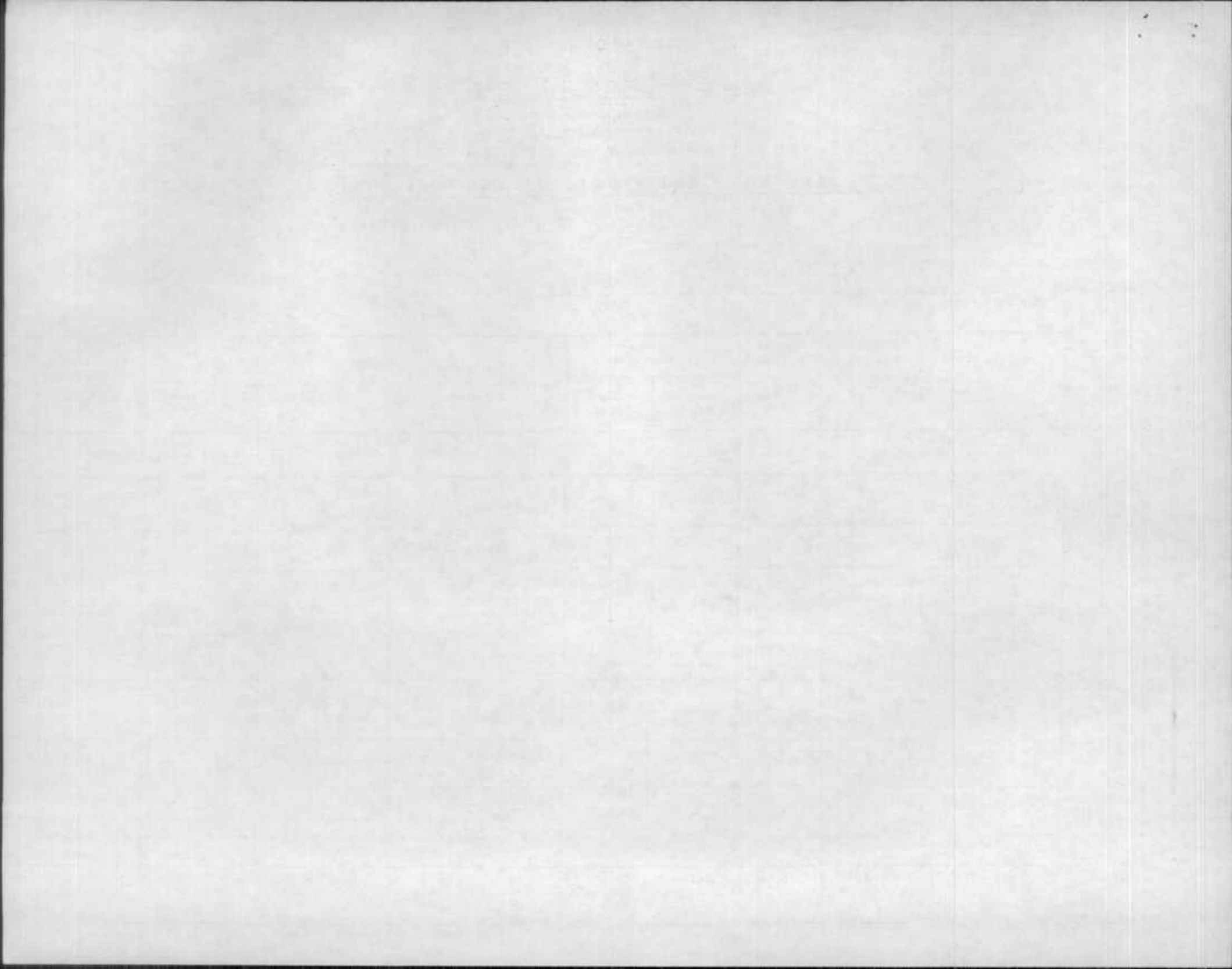
State Archivist

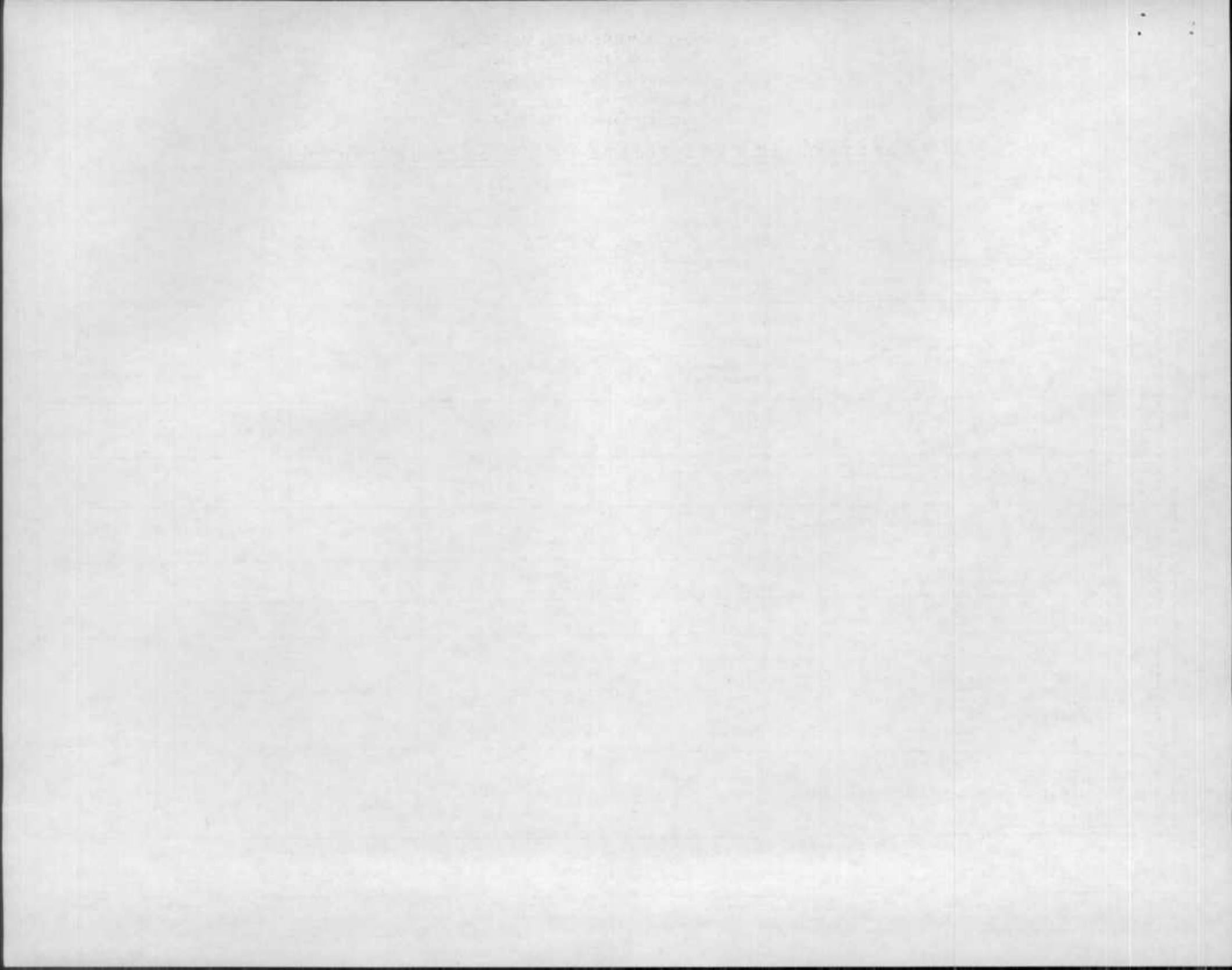
Signature of Court Official

Title

Date

376





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

District Court Carroll County 7-26-91
 COURT COUNTY DATE

811

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.				
136	Misc. Papers 715 → 1191	I	15	unknown	2.3		
137	List of Jurors	I	21	1952	.5		
138	Insolvents 1 → 140	VII	5	unknown	3.0		
139	Jury Lists	I	21	1919-1952	2.3		

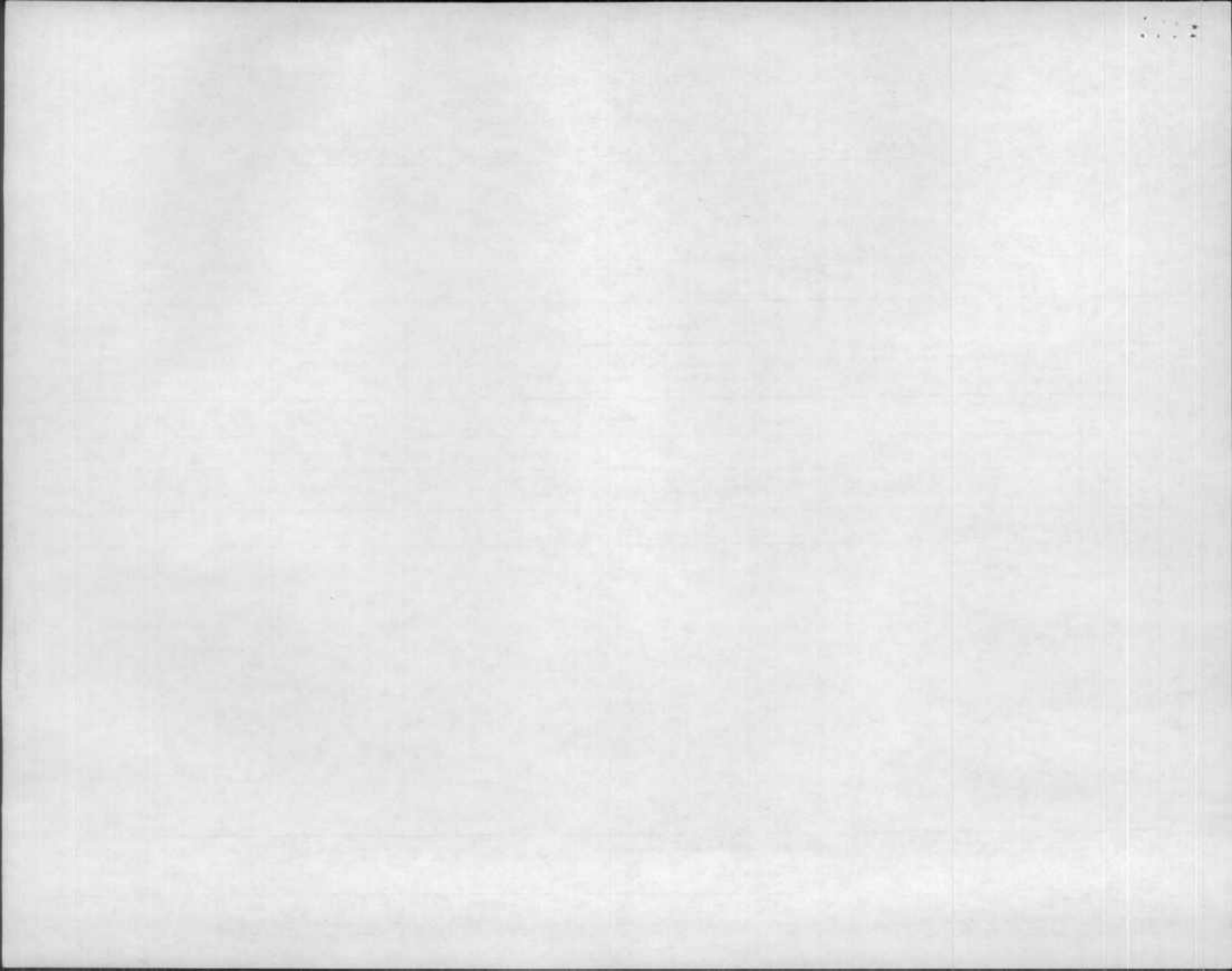
Destruction Approved by Hall of Records Commission

Destruction Certification

 Date State Archivist

 Signature of Court Official Title Date

16-11-91



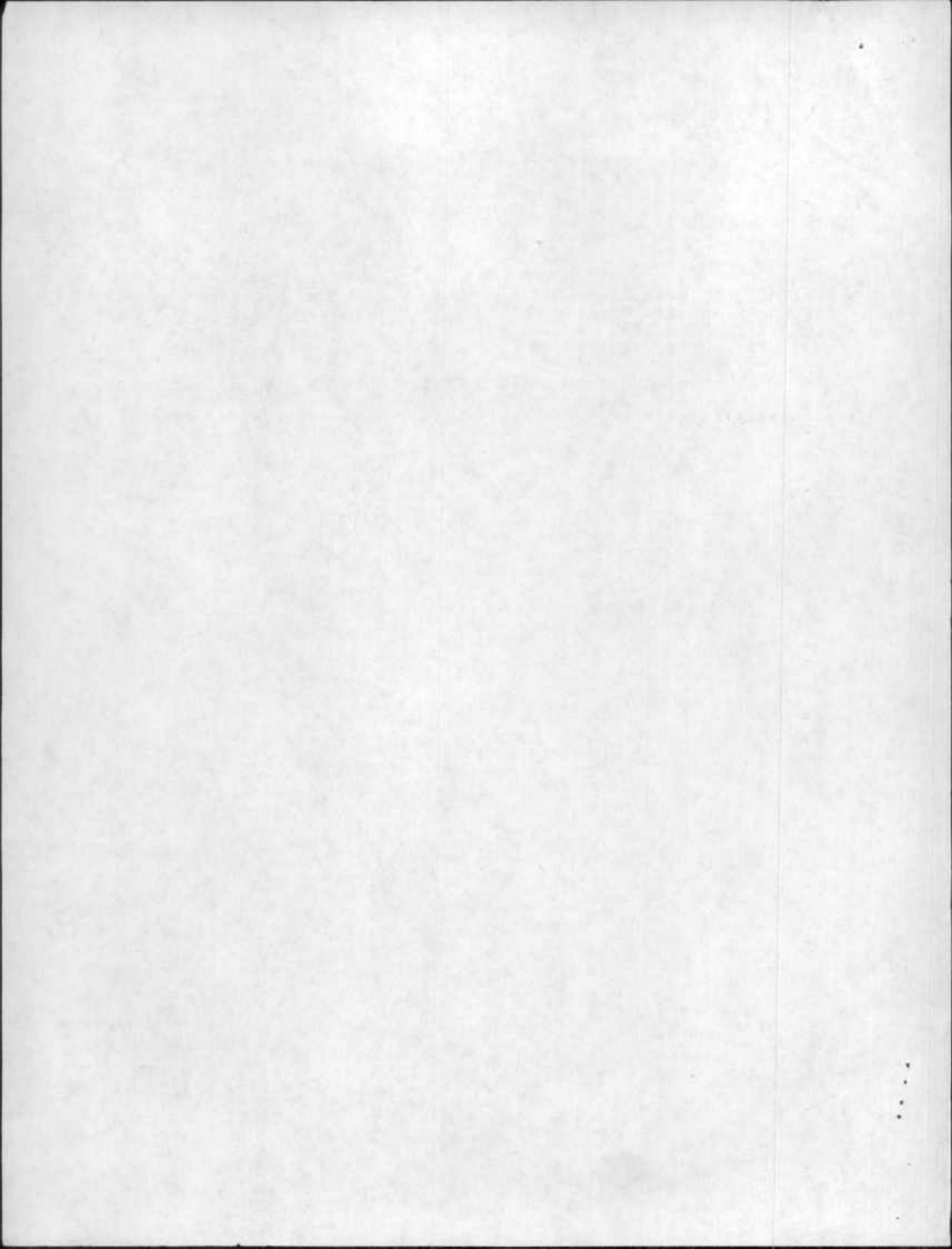
Maryland State Archives
Mail Log System
12/03/99

Tracking No. 00-3414

Circuit Court; Carroll County
Court House - Court Street
Westminster, MD 21157
E-mail:

Date Received: 12/03/99
Receipt No.:
Amount Received: 0.00
Code: PO #:

Staff: PM Subject: Proposal and Certificate of Records Destruction



Civil Tapes of
Corinda Manuel
from January 7,
1992 thru December 30,
1992

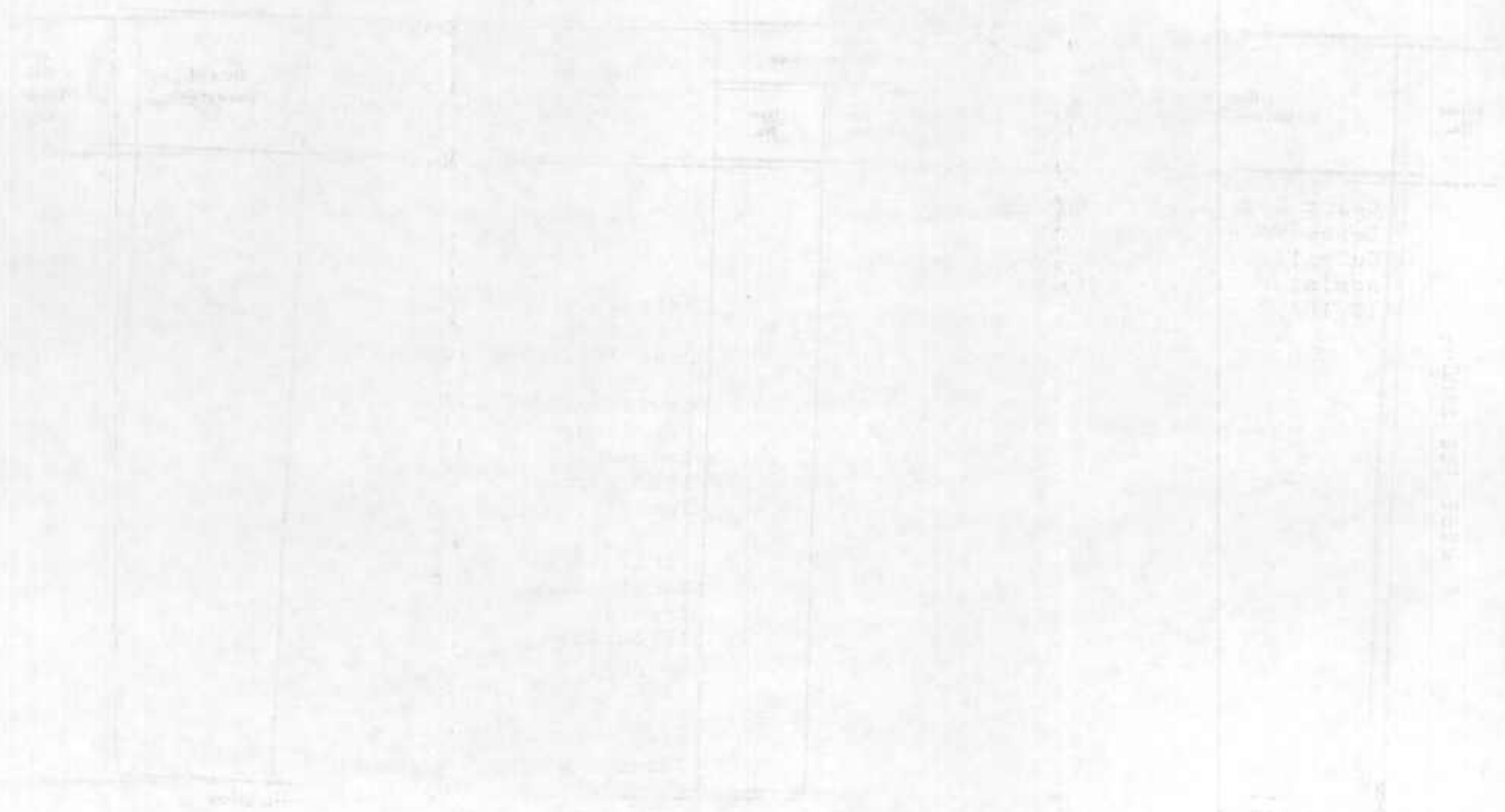
11-01-99

12 tapes

Shard
Notes;
Erwin and
recycle tapes.

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14

Civil Tapes of
Corinda Manuel
from January 7,
1992 thru December 30,
1992

11-01-99

12 tapes

Speed
Notes;
Eraser &
recycle tapes.

Handwritten notes:
12-10-11
[Faint illegible handwriting]

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DEC 9 1999
MARYLAND STATE ARCHIVES

CIRCUIT COURT FOR CARROLL COUNTY
OFFICE OF COURT ADMINISTRATOR
COURT HOUSE - COURT STREET
WESTMINSTER, MARYLAND 21157



Dr. Edward C. Papenfuse

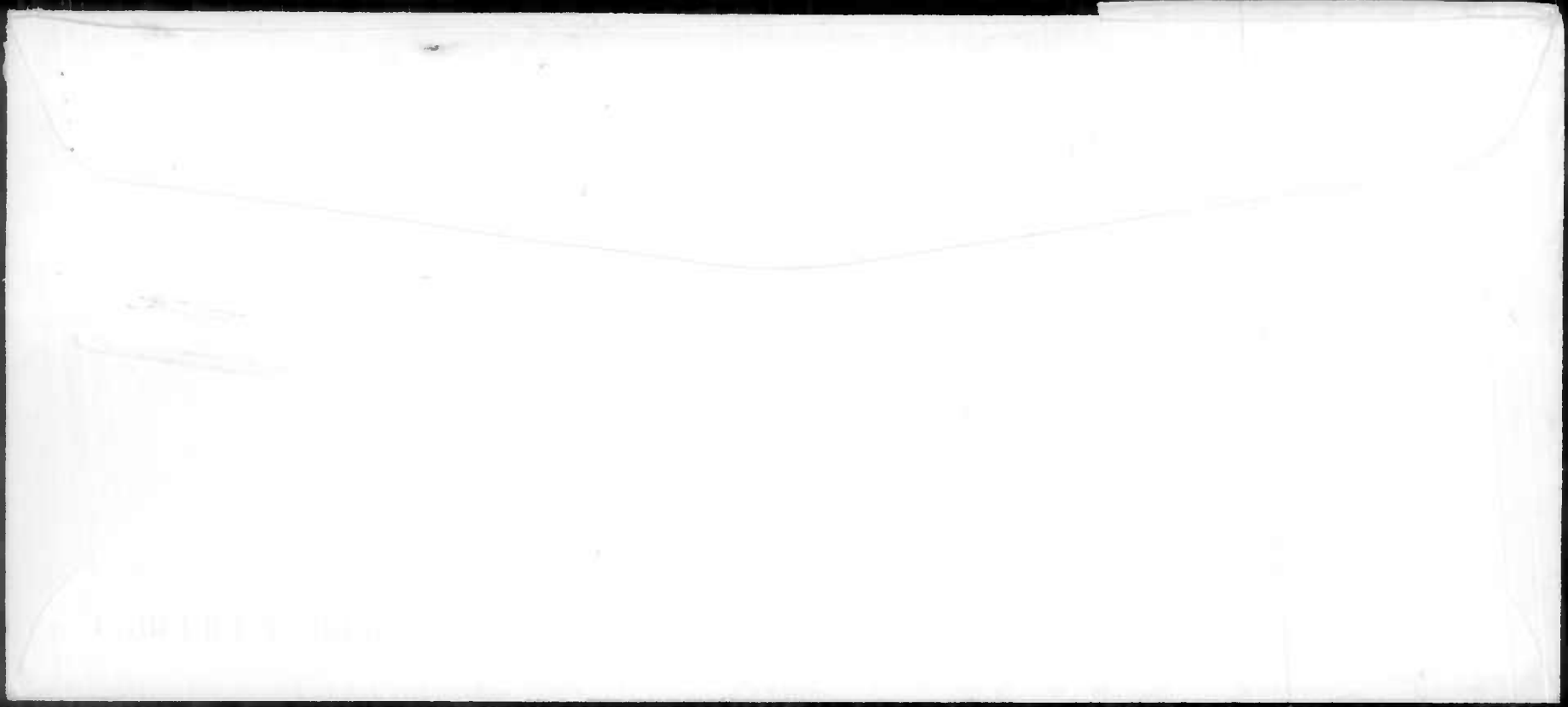
State Archivist and Commissioner of Land Patents

350 Rowe Boulevard

Annapolis, Maryland 21401

21401-1683 17





Hall of Records Commission
 350 Rowe Boulevard
 Annapolis, Maryland 21401

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Carroll County Circuit Court, Court Reporters' Notes & Tapes, August 31, 1998

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.					
	Court Reporters' Notes and Tapes to be destroyed per Rule 1224 - as modified by Administrative Orders dated 12/10/87 and 01/10/90			July 01, 1985 thru June 30, 1986	575 tapes	11-01-99	Shred Tapes; Erase & Recycle Tapes	
				Civil Tapes of Peg Stoner from July 1, 1992 thru June 30, 1993	167 tapes	11-01-99		
					Civil Tapes of Bonnie Hull from January 8, 1992 thru December 30, 1992	83 tapes		11-01-99
					Civil Tapes of Janet Zumbrun from July 2, 1992	56 tapes		11-01-99

Destruction Approved by Hall of Records Commission

SEP 24 1998

Edward C. [Signature]

thru June 24, 1998 Destruction Certification

Bobbie K. Erb
 [Signature]
 [Title]

Administrative
 [Signature]
 Title

11-30-99
 Date

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Hall of Records Commission
 350 Rowe Boulevard
 Annapolis, Maryland 21401

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Carroll County Circuit Court, Court Reporters' Notes & Tapes, August 31, 1998

Court _____ County _____

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Foot)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)	
		Retention Sched. No.	Item No.					
	Court Reporters' Notes and Tapes to be destroyed per Rule 1224 - as modified by Administrative Orders dated 12/10/87 and 01/10/90			July 01, 1985 thru June 30, 1986	575 tapes	11-01-99	Shred Notes & Erase & recycle tapes	
				Civil Tapes of Peg Stoner from July 1, 1992 thru June 30, 1993	167 tapes	11-01-99		
					Civil Tapes of Bonnie Hull from January 8, 1992 thru December 30, 1992	83 tapes		11-01-99
					Civil Tapes of Janet Zumbrun from July 2, 1992	56 tapes		11-01-99

Destruction Approved by Hall of Records Commission

SEP 24 1998

Edward C. [Signature]

thru June 24, 1998 Destruction Certification

Bobbie K. Erb
 Clerk of Court Official

Christina [Signature]
 Title

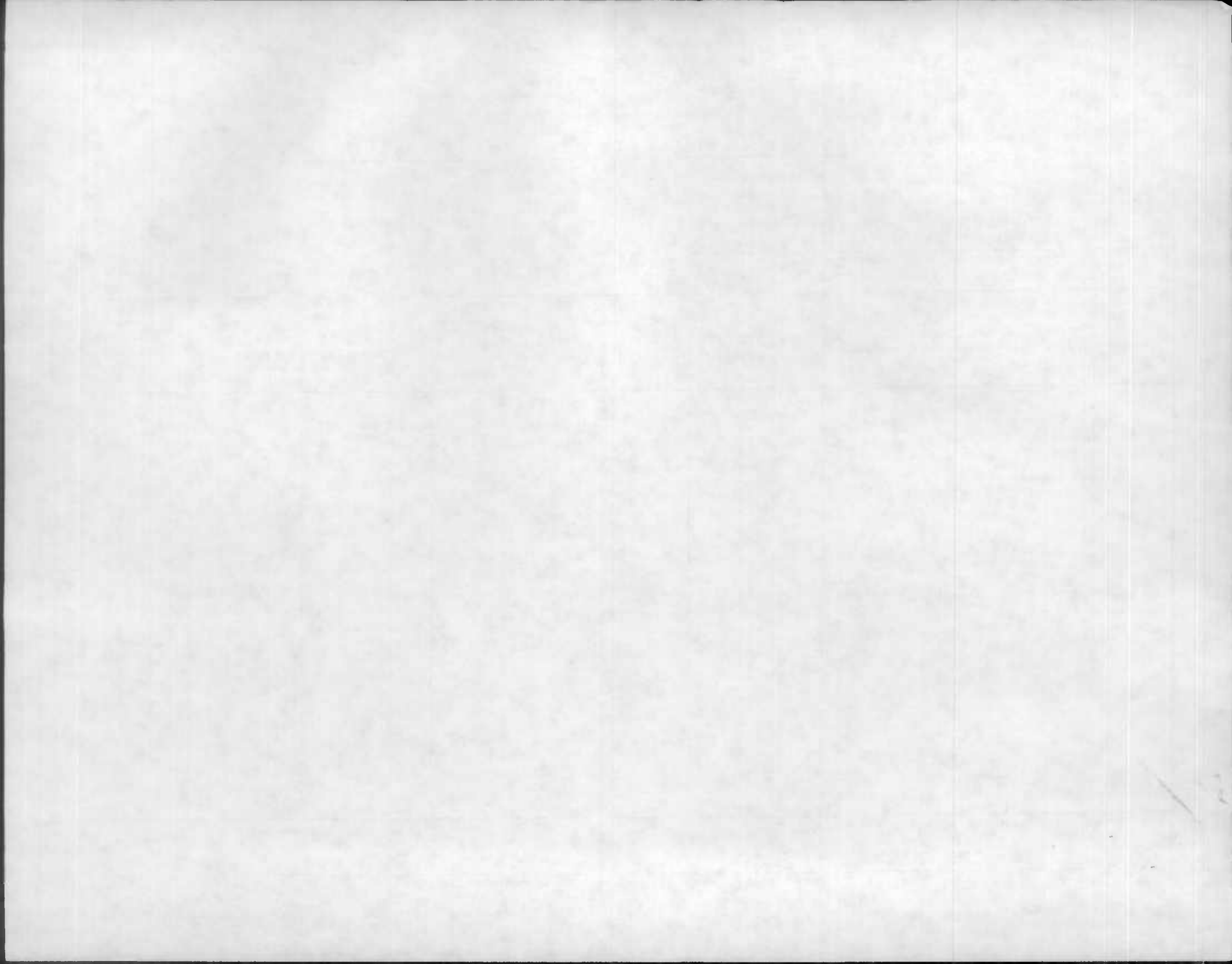
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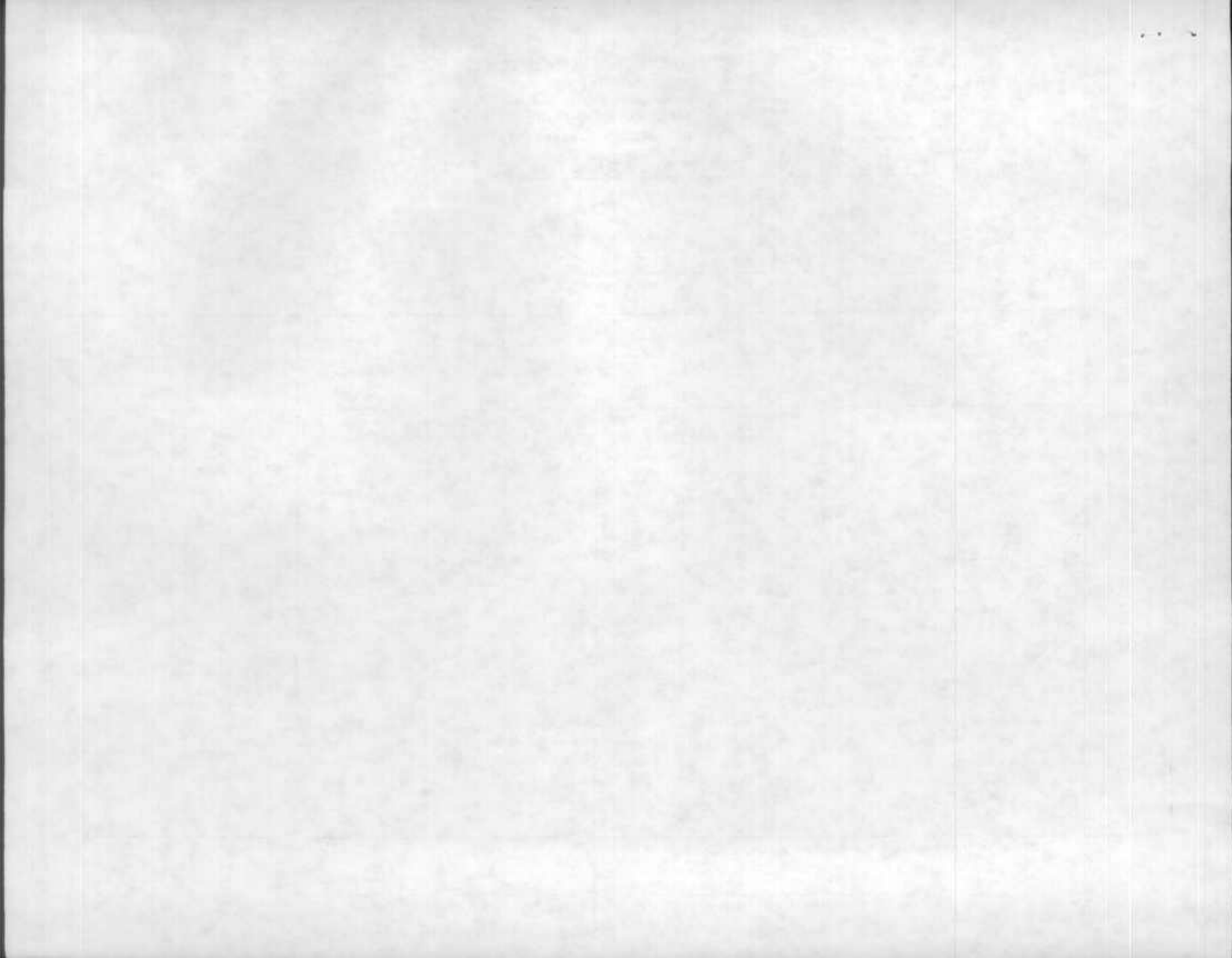
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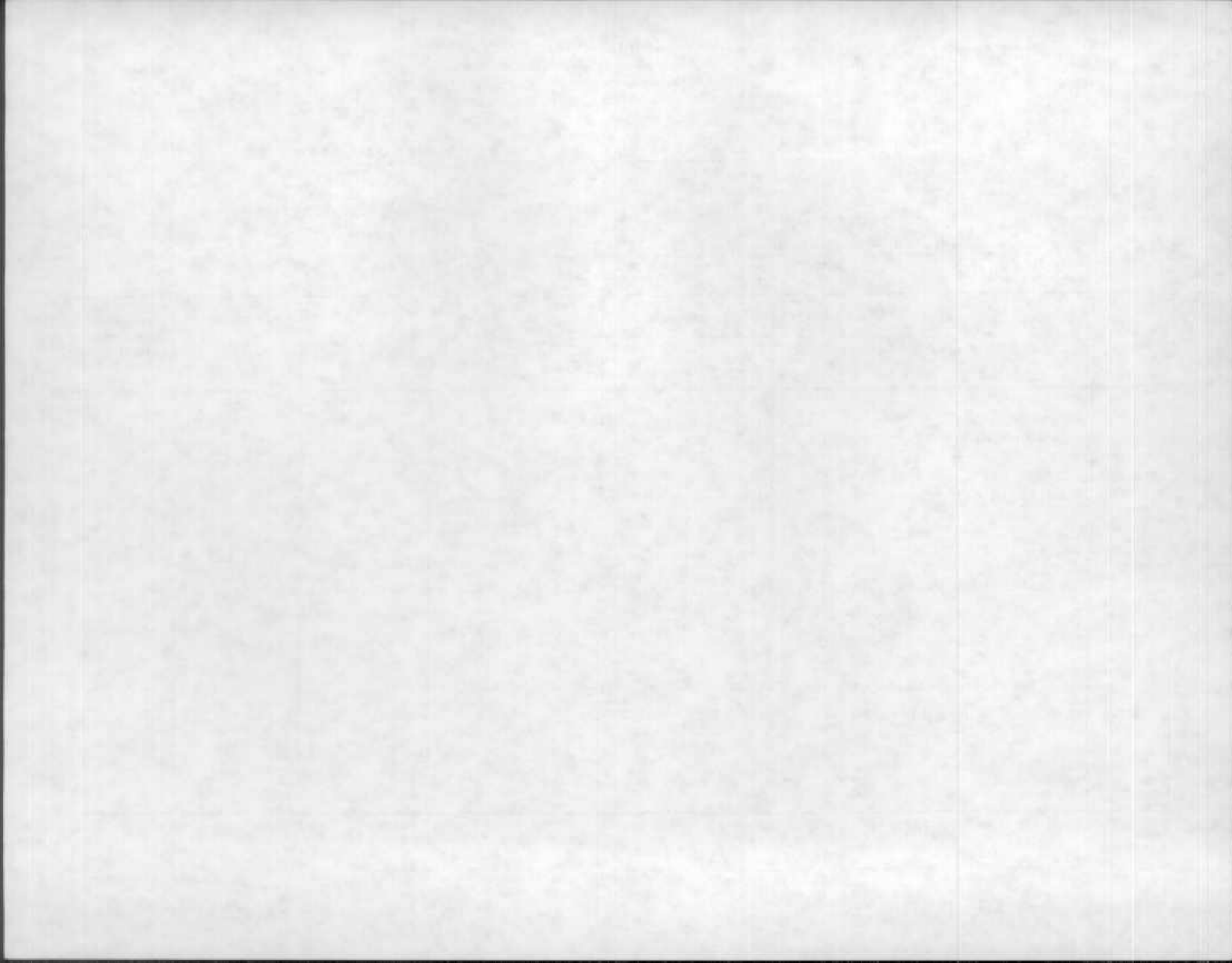
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DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 7275 WATERLOO RD., P.O. BOX 275
 JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

1046

Clerk of the Circuit Court for Frederick County 4-23-93
 COURT COUNTY DATE

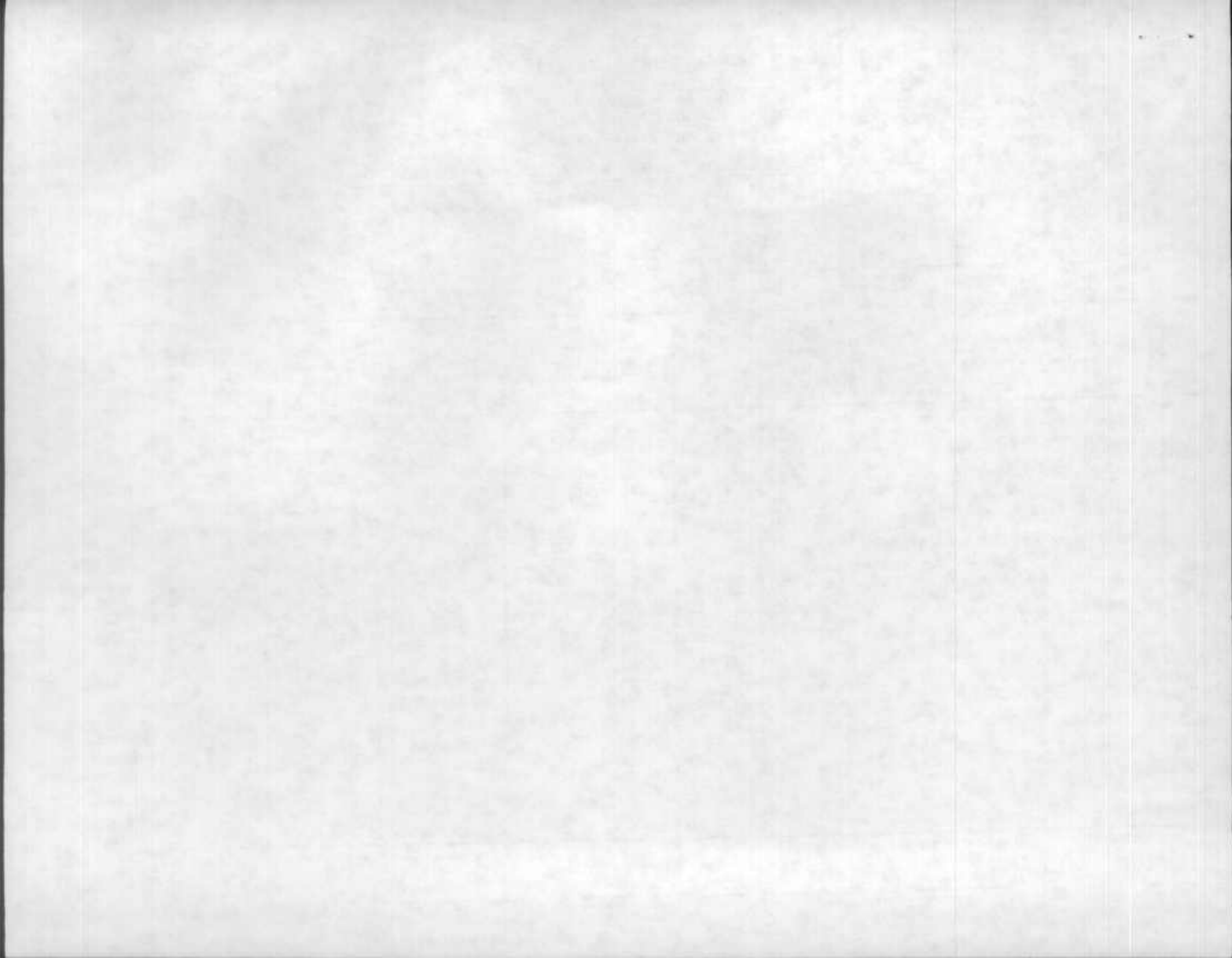
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)	
		Retention Sched. No.	Item No.					
12	Liquor Certificates	655 VIII	11	1989, 1990	.5			
13	Beer, Wine, Liquor Licenses		"	11				1989, 1990
14	Pinball Licenses		"	11				1989, 1990
15	Amusement Licenses		"	11				1989, 1990, 1988
16	Sealed marriage certificates	"	6	1950 - 1975	.2			
17	Sheriff returns, FiFa Judicials	655 VII		1946 - 1975	2.5			
18	Jury Records	C&J Code	8-212a	1989	2			

Destruction Approved by Hall of Records Commission

Destruction Certification

Date _____ State Archivist _____

Signature of Court Official _____ Title _____ Date _____



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

929

CIRCUIT COURT FOR ALLEGANY COUNTY

Court

County

CONTACT PERSON: MARGARET A. CARTER

PHONE NO. 301-777-5922

FAX NO. 301-777-2055

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.				
	JUVENILE RECORDS			1957 - 1975	30		

Destruction Approved by Hall of Records Commission

Destruction Certification

Date

State Archivist

Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side

JUN 25 '92 14:06

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