Hall of Records Commission Records Management Division JESSUP, MD 20794-0275

DEPARTMENT OF GENERAL SERVICES 7275 WATERLOO RD., P.O. POX 275

DATE

Madical of Authorization Destruction Inclusive Date of Yelume (Recycle, shred, Dates of Records Seelan. Description of Records Bestruction (Cuble Foot) Imidall, atc.) Destroyed Include Title and/or Form Number Ha. Retention Item Schod. No. No. Traffic - Microfilm md Rule 1299 Destruction Certification

Destruction Approved by Hall of Records Commission

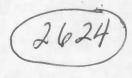
Date

State Archivist

Mark Mark

MAR 23 2001

#### 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

DATE

		. Author	ization	Inclusive	Yoluma (Cubia Feet)	Dote of	Method of Destruction
' Series Ho.	Description of Records Include Titls and/or Form Number	Retention Schad. No.	Item No.	Dates of Records Destroyed		Destruction	(Recycle, shred, landfill, etc.)
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Destruction Approved by Hall of Records Commission

JAN 0 2 2000

Date

State Archivist

Destruction Certification

Signature of Court Official

Date

Instructions for Preparation and Submission on Reverse Side

JAN 12 2001

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

JESSUP, NO 20794-0275



#### ROPOSAL AND CERTIFICATE OF RECORDS

DATE COUNTY

		. Author	lzotlon	Inclusive		Data of	Mailind of Destruction
' Serien Ho.	Description of Records Include Title and/or Form Number	Retention School, No.	liem No.	Doise of Records Destroyed	Volume (Cubia Feet)	Dete of Bestruction	(Rucycla, shrad, landfill, otc.)
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	(md Rille 1299).						
s solomontos eram s	** ** *** ** *** *** *** *** *** *** *			Annual and and the bound the comments of the c	Total Comment of the	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	E ou to the second seco

Destruction Approved by Hall of Records Commission TAN 0 2 2000 Date

State Archivist

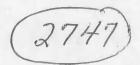
Destruction Certification Signature of Court Official

Instructions for Preparation and Submission on Reverse Side

**阿尔尔尔林** 

JAN 12 2001

DEPARTMENT OF GENERAL SERVICES · Hall of Records Commission Records Management Division - 7275 WATERLOO RD., P.O. BOX 275 JESSUP, 'MD 20794-0273



#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

* Seclas	Description of Records Include Title and/or Form Number	. Author	rization	Inclusive	Volume	Dote of	Method of Destruction
Ho.		Retention Schod. No.	Item No.	Daies of Records Destroyed	(Cubia Feet)	Destruction	(Recycle, shred, landfil, etc.)
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Destruction Approved by Hall of Records Commission

Date

Destruction Certification

Signature of Court Official

Instructions for Preparation and Submission on Reverse Side

AUG 23 2001

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

DESTRUCTION

	Description of Records Include Title and/or Form Number	. Author	[za][ort	Inclusive Dates of Records	Volume	Dete of Destruction	Muthod of Destruction (Recycle, shred
· Sorton Ho.		Retention Schod. No.	Item No.	Destroyed	(Cubia Feet)	рехипенен	londBile etc.)
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1					Destruction Cer	tification	

Destruction Approved by Hall of Records Commission

JAN 0 2 2000

Date

State Archivist

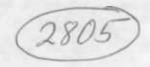
Signature of Court Official

Date

In Drendration and Submission on Reverse Side

JAN 26 2001

## DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. BOX 275 JESSUP, NO 20794-0275



#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

00A94

Destrict Court of Mal-Baltimore City 4-6-01

			. Author	izotion	Inclusive	w.t	Date of	Method of Destruction	
	Section Ho.	Description of Records Include Title and/or Form Number	Retention School No.	Item Na.	Doing of Records Destroyed	Valume (Cubic Foot)	Destruction	(Recycle, shred, landfill, etc.)	1
+		Traffic, Microfilmi + Destroy, (Md Rube 1299).			1989	15	6-20-05	Landfille	2
									1.

Destruction Approved by Hall of Records Commission

APR 2 4 2001 .

Date

Strand C. Paroport

Destruction Certification

Signature of Court Official

Supervision.

Instructions for Prengration and S

JUN 48 2001

Edward C. Jamping

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

(2594)

#### ROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

97489

District Country Md Bult City 9-14-00 COUNTY DATE

		. Author	Izetion	Inclusive	Valume	Data of	Method of Destruction
io.	Description of Records Include Title and/or Form Number	Retention Sched, No.	Item No.	Dates of Records Destrayed	(Cubic Feet)	Dete of Destruction	(Recycle, shred, landfill, etc.)
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, h	(ma maria)		1 100	1989	26	Duge	
					100	47	
			1- 2- 2-				
	, 200				Destruction Cert	ification	

Destruction Approved by Hall of Records Commission

MOV 3 8 2000

Date

State Archivist

Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side

JUN 22 2001

# 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 of Maryland	Baltimore City #1	8-21-01	
COURT	COUNTY	DATE	

	Descriptions of Records Include Title and/or Form Number	Author	ization		Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
Series No.		Retention Sched, No.	Item No.	Inclusive Dates of Records Destroyed			
	Criminal, Microfilm & Destroy MD Rule(1299)				ъ.		2 0/1
				1990	57	11-7-01	Landfille Candfille
					14	11-7-010	Carofille
	31 701			1991			
					61		1

Destruction Approved by Hall of Records Commission

SEP 1 3 2001

Date

State Archivist

Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side

Rev. 10/83 DGS-55Q-9

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**Destruction Certification** 



NOV 14 2001

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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

00A81

District Court of Maryland Baltimore City 6/28/01

COURT

COUNTY

DATE

Series	Description of Records include Title and/or Form Number	Authori	zotion	Inclusive			Method of
No.		Retention Schod, No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Dete of Destruction	Destruction (Recycle, shred, landfill, etc.)
	Criminal microfilm ❖ Destroyed (Md Ruled 1299)			1992	9	9-6-01	Lardfilled
	Property of the second						
	Angel .						

Destruction Approved by Hall of Records Commission

JUL 1 9 2001

Date

Rev. 10/83 DGS-550-9

Storad C. Paperfore A

Destruction Certification

Signature of Court Official

Title

9-19-01

Instructions for Preparation and Submission on Reverse Side

#### INSTRUCTIONS FOR PREPARATION

- I. 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 -

CNE LETTER-SIZE FILE DRAWER = 1.5 CU. FT. OF RECORDS

CNE LEGAL-SIZE FILE DRAWER = 2.0 CU. FT. OF RECORDS

CNE RECORDS CENTER BOX = 1.0 CU. FT. OF RECORDS



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



00 A 79

#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court Of

Maryland

Baltimore City

July 11, 2001

COUNTY

DATE

		Author	ixation	Inclusive		n	Mathod of Destruction
Socies No.	Description of Records Include Title and/or Form Number	Retartion Schod, No.	Item No.	Dates of Records Destroyed	(Cubia Feet)	Date of Destruction	(Recycle, shred, tondfill, etc.)
20 20	. Criminal, Microfilm and destroy (Md. Rule 1299)			1990 1993	4	9-6-01	Landfiller Landfiller
					13,0		
			AT				

Destruction Approved by Hall of Records Commission

JUL 1 9 2001.

Date

Stward C: Pegerper fi

Destruction Certification

Signature of Court Official

Title

9-19-01

Lateration and Submission on Reverse Side

SEP 24 2001

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Frank Jampak

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#### DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission · Records Management Division Treasury Building, Rm. 302 Annapolis, Maryland 21401



#### CERTIFICATE OF RECORDS DESTRUCTION

STrict Court of Md. Bufto. City

		Autho	rization	Inclusive Dates of Records	Valume	Date of	Method of Destruction
Series No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	item No.	Destroyed (Cubic Fe	(Cubic Feet)	Destruction	(Recycle, shred, lendfill, etc.)
	Civil-Strip Fuside material	975	FTEM I Sect. H	1995	141	1420/00	LANDfill
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					Destruction Car	Aifi - Ai -	

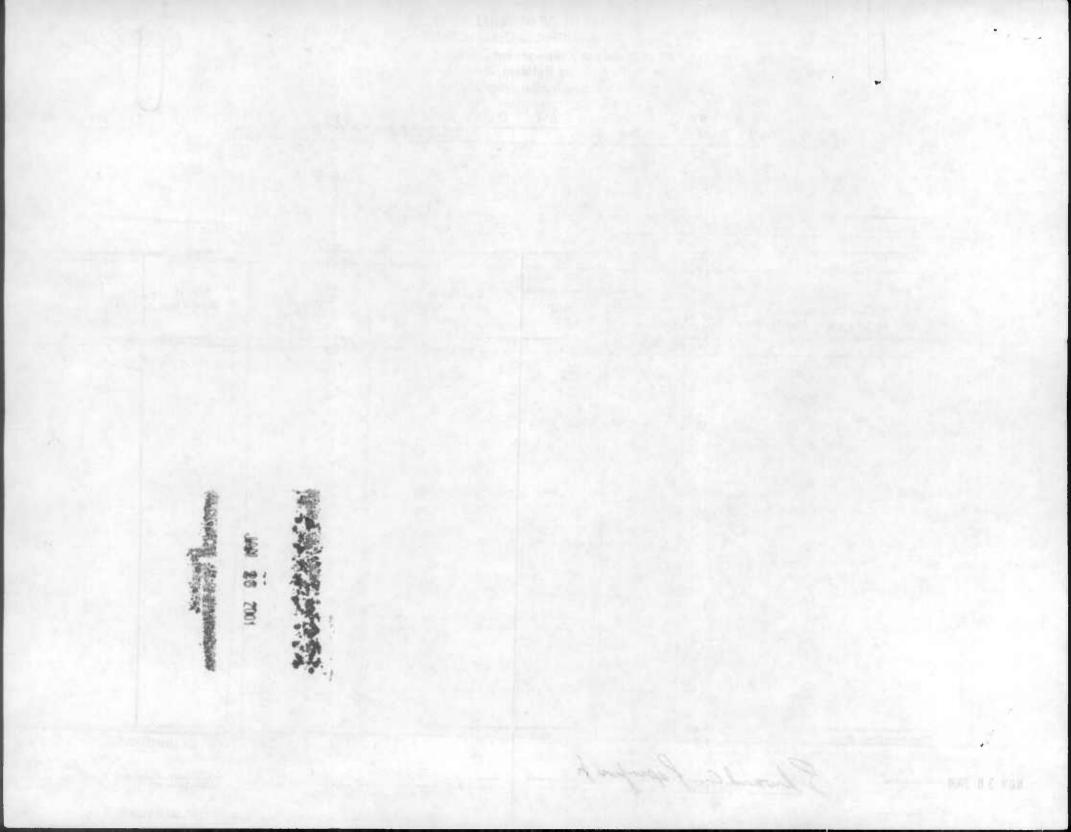
Destruction Approved by Hall of Records Commission

NOV 3 0 2000

Date

Signature of Court Official

instructions for Propagation and Submission on Reverse Side



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



#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Med. Balto. City

	Description of Records Include Title and/or Form Number	Autho	erizotion	Inclusive Detes of Records	Volume	Dote of	Method of Destruction
Series No.		Retention Sched. No.	Item No.	Destroyed Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, lendfill, etc.)
	Civil-Strip	975	Frem	1996	122	5/17/01	LANGFILL
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to N							
1					Destruction Cert	ification	

Destruction Approved by Hall of Records Commission

APR 2 4 2001

Date

Signature of Court Official

Instructions for Proparation and Submission on Reverse Side

JUN 18 2001

Edward Samp

DEPARTMENT OF GENERAL SERVICES Ball of Records Commission Records Management Division 7275 Waterloo Road, PO Box 275 Jessup, Maryland 20794-0275

## PROPOSAL AND CERTICATE OF RECORDS DESTRUCTION

Date: 3/28/01 Baltimore City
Deffre Shopen

Series No.	Description of Records Include Title and/or Form	Authorization	Inclusive Dates Of Records Destroyed	Date of Destruction	Volume (Cubic Feet)	Method of Destruction (Recyle, Shred, Landfill, etc.)
	Fiscal Records	0.75. Sec V	1996		.33	shred

Destruction Approved By Hall of Records Con. Stward C. Japerper /

Date

State Archivist

Destruction Certification

Bignature of Court Official Ti

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DEPARTMENT OF GENERAL SERVICES Ball of Records Commission Records Management Division 7275 Waterloo Road, PO Box 275 Jessup, Maryland 20794-0275

### PROPOSAL AND CERTICATE OF RECORDS DESTRUCTION

Date: 3/28/01 Baltimore City
Debbie Shorer

Series No.	Description of Records Include Title and/or Form	Authorization	Inclusive Dates Of Records Destroyed	Date of Destruction	Volume (Cubic feet)	Method of Destruction (Recyle, Shred, Landfill, etc.)
	Fiscal Records	0.75. Sec V	1996		.33	shred.
	1991 TE (VA)	,				

Destruction Approved By Hall of Records Con.

APR 0 5 2001 Shwarl C. Paperfuse h

State Archivist Date

Destruction Certification

Bignature of Court Official Title.

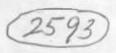
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MAY 41 72001

TOTAL STREET

#### 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 Court of Maryhand - Britto. City

Series No.	Description of Records Include Title and/or Form Number	Authorizotion		Inclusive			Method of
		Retention School No.	ltem No.	Dotes of Records Destroyed	(Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, lendfill, etc.)
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	Destruction Approved by Hall of Records (				Destruction Conti		

Destruction Approved by Hall of Records Commissio

NOV 3 0 2000

Date

Storad C. Paperfus p

Destruction Certification

Signature of Court Official

Title Chief 1/10/4

Instructions for Preparation and Submission on Reverse Side

# INSTRUCTIONS FOR PREPARATION

- -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.
- w State Archivist to be of archival value, arrangements will be made for transfer to the Hall of Records. 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
- 4. 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 signed and returned. State Archivist approves the destruction, both copies will be Upon receipt, indicate the date and method of
- 5. For your information:

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



. Jan 26 2001

Rov. 10/83

Dota

DGS - 550 - 9

DEPARTMENT OF GENERAL SERVICES Hall of Rocards Commission Records Monogement Division 7276 WATERLOO RD., P.O. BOX 278 JESSUP, MD 20784-0275



Instructions for Preparation and Submission on Reverse Side

#### PROPOSAL AND CERTIFICATE OF RECORD'S DESTRUCTION

		Authorization		Inclusive	Velyma	Date of	Marked of Destruction (Recycle, shied
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	243264-243500		1			; -	
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	262001-262500						
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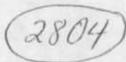
State Archivist

JUN 18 -1



JUN 18 2001

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P.O. BOX 275
JESSUP, MD 20784-0275



#### PROPOSAL AND CERTIFICATE OF RECORD'S DESTRUCTION

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	Description of Records Include Title and/or Form Humber	Authorization		Inclusive Dates of Records	Valume	Date of	Destruction
1+-1++ H+.		Retention School No.	ltem No.	Destrayed	(Cubic Feet)	Destruction	ImidEll, etc.)
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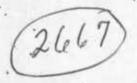
R.v. 10/83



JUN 18 2001



DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7278 WATERLOO FD., P.O. BOX 278
JESSUP, MD 20794-0275



(98A179)

#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of md Balt City 1-4-01

		. Authorization		Inclusive	Volume	Date of	Method of Destruction
Ho.	Description of Records Include Title and/or Form Number	Retention Schod, No.	Item No.	Dates of Records Destroyed	(Cubia Feet)	Destruction	(Recycle, shred, landfill, etc.)
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	be landjun						en en
					1974 Albert State Cont.	10 mm s com destruction and re-	

Destruction Approved by Hall of Records Commission

JAN 2 9 2001

Date

Storand C. Saperfus for

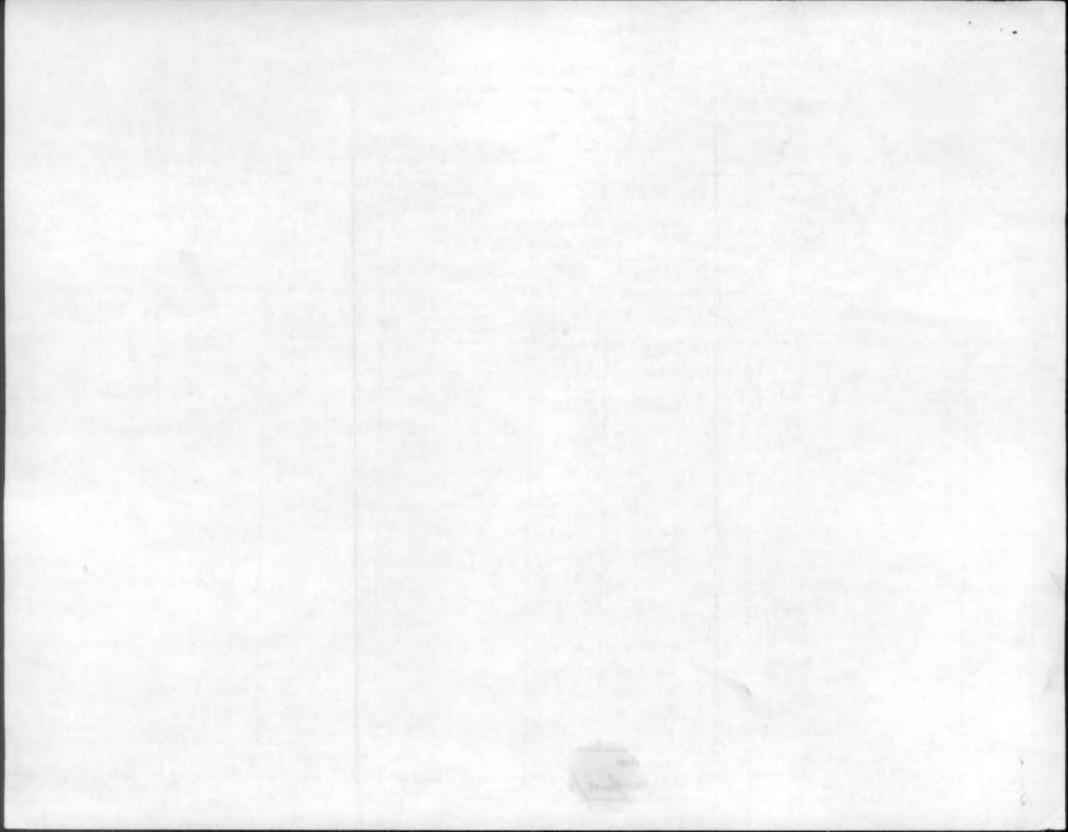
Destruction Certification

Signature of Court Official

Tille

28-01 Date

. F .. D ........ and Submission on Pavarea Sida



#### DEPARTMENT O. "ERAL SERVICES

Hall of Record ommission Records Management Division Treasury Building, Rm. 302 Annapolis, Maryland 21401

#### CERTIFICATE RECORDS DISPOSAL

Property Tax Assessment Appeals-Baltimore City

Reporting Agency

6 St. PaulStreet, Room #301-Baltimore, Maryland 21202

Division or Bureau

PREPARE IN DUPLICATE

Retain ane copy and farward original to above address

	Description of Records	Author For Di	izotion spasol	Inclusive			
No.	Include Title and/ar Form Number	Retention Sched. No.	ltem No.	Dotes of Records Disposed of	Volume (Cubic Feet)	Date of Disposol	Method of Disposol
1	Property Tax Appeals Folders	1186	ł	1997/1998	32 CU. Ft.	7/26/01	TRASHED
				RECEIVED			
				JUL 27 2001			
			N	RYLAND SUNTE APOHEVES			

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

JUL 31 2001

#### 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 Court of Md. - Bafto. City

	Description of Records Include Title and/or Form Number	Autho	rization	Inclusive			Method of Destruction
Series No.		Retention School No.	Item No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	(Recycle, shred, landfill, etc.)
	Civit-Strip Fusile MATERIAL	975.	FTEM; Sect 7	1110	142	5/30/01	Shredded
	Fusile MATERIAL		DE 92				
	ONLY						-
				*			

Destruction Approved by Hall of Records Commission

APR 2 4 2001

Date

Storad C. | Separfuse for State Archivist

from theme

Signature of Court Official

Davin Chief

5/3461 Date

Instructions for Preparation and Submission on Reverse Side

#### INSTRUCTIONS FOR PREPARATION

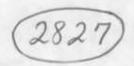
- 1. Prepare in duplicate. Leave columns <u>Date of Destruction</u>, <u>Method of Destruction</u>, and <u>Destruction Certification</u> blank until actual destruction has been completed by your office.
- Mail to the Records Management Division, Hall of Records Commission, Treasury Building, Room 302, Annapolis, Maryland 21401.
- 3. The Records Management Division will forward the <u>Proposal and Certificate of Records Destruction</u> forms to the <u>State Archivist</u> 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

JUN 18 2001

A STATE OF THE STA

DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division - 7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-0278



#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

00A227 00A226

District Court of MD Cambridge

6-20-01

COURT

COUNTY

DATE

		· · · · · · · · · · · · · · · · · · ·		
Item No.	Inclusive Deies of Records Destroyed	Volume (Cubia Feet)	Date of Destruction	Method of Destruction (Recyclin, street, Londally etc.)

		·	Xallou	Inclusive	Valume	Date of	Destruction	Г
Section Ho.	Description of Records Include Title and/or Form Number	Retention Schod, No.	Item No.	Dains of Records Destroyed	(Cubia Foot)	Destruction	(Recycle, stred, landally etc.)	
	Criminal, Microfilm and destroy (MD. Rule 1299)			1991 ·1990 ·	8 9 10	9-6-01	Landfille	
								1

Destruction Approved by Hall of Records Commission

Date

State Archivist

Destruction Certification

Signature of Court Official

Date

1 about and for Decommentary and Submission on Reverse Side

Manager Co.

SEP 24 2001



Showell Jampan

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



#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

00A228

District Court of Maryland Dorchester 6/26/01
COURT COUNTY DATE

	Description of Records Include Title and/or Form Humber	Author	Izotlos	Inclusive			Matted of Destruction
Sortes Ho.		Retention Sched, No.	Hem No.	Destroyed	Volume (Cubic Feet)	Destruction	(Recycle, shred, lordfill, atc.)
	Criminal, microfilm & destroy (Md. Rule 1299)			1992	8 ,	9-6-01	Lardfiller
7.3		1					

Destruction Approved by Hall of Records Commission

Date 1 9 2001

Stivand C: Paperpur for

Price & Buchsner Se

Signature of Court Officia!

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9-19-0) Date:

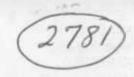
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DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission Records Management Division 7273 WATERLOO RD., P.O. Box 275 JESSUP, MD 20794-0273



## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD

Dorchester 02-01

February 26, 2001 DATE

COURT

COUNTY

Series	Description of Records Include Title and/or Form Number	Author	rization	Inclusive	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
No.		Retention Sched. No.	Item 1 No.	Dates of Records Destroyed			
-	Stripped Criminal (Inside Material Only)	975	IV	1995	20	10/20/200	* Hardfiel
							TH

Destruction Approved by Hall of Records Commission

**Destruction Certification** 

MAR 2 8 2001

Date

Stward C. Paperpus p State Archivist

Darley & Schwar Ja Courty Cle Signature of Court Official Title Date Date

Page 11 The State of the State

NOV 20 2001

#### DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission Records Management Division 7273 WATERLOO RD., P.O. Box 275 JESSUP, MD 20794-0273

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Dorchester 02-01

February 4, 2000

COURT

COUNTY

DATE

Attn: Connie Hurley

Series	Description of Records	Authorization		Inclusive		Date of	Method of Destruction (Recycle, shred,
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	landfili, etc.)
	Traffic - Alpha File Folders	975	Sec I₩I	1985 through 1986 1987 through 1988 1989 1990 through 1992 1991 through 1993 1994 1995	10 7 4 12 4 5 5		) Randfill

Destruction Approved by Hali of Records Commission

MAR 0 9 2800

State Archivist

Destruction Certification

Signature of Court Official

Title Title

Date

Date

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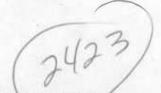
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#### DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission Records Management Division 7273 WATERLOO RD., P.O. Box 275 JESSUP, MD 20794-0273



### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Dorchester 02-01

February 9, 2000

COURT

COUNTY

DATE

Attn: Connie Hurley

Series	Description of Records	Autho	orization	Inclusive			Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	(Recycle, shred, landfill, etc.)
	Stripped Civil - Inside Material Only	975	Sec. II Item 1	1981 - 1996	12 Cubic Feet		Landfill
		lide (S Log					
		Sec.					

Destruction Approved by Hall of Records Commission

MAR 0 9 2000

State Archivist

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Signature of Court Official

**Destruction Certification** 

Courty Clerk 12

Date

Date

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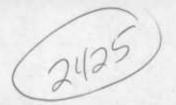
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#### DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission Records Management Division 7273 WATERLOO RD., P.O. Box 275 JESSUP, MD 20794-0273



#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District	Court o	f Maryland	Dorchester	02-01	February 4,	2000
	COURT		COUNTY		DA	ATE

Attn: Connie Hurley

Series	Description of Records include Title and/or Form Number	Autho	rization	Inclusive			Method of Destruction
No.		Retention Sched, No.	item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	(Recycle, shred, landfill, etc.)
	Landlord Tenant (Non-Money Judgments)	975	Sec VI	1986 through 1996	6 .		Randfill
• हर							

Destruction Approved by Hall of Records Commission

Destruction Certification

MAR 0 9 2000

Date

State Archivist

Signature of Court/Official

Title Clurk

Date

JAN 3 2001



MISS R RISAM

DEPARTMENT OF GENERAL SERVICES

Records Management Division 7273 WATERLOO RD., P.O. Box 275

## Hall of Records Commission JESSUP, MD 20794-0273

### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Dorchester 02-01 February 4, 2000

COURT

COUNTY

DATE

Attn: Connie Hurley

Series	Description of Records include Title and/or Form Number	Autho	rization	Inclusive Dates of Records Destroyed			Method of Destruction
No.		Retention Sched. No.	item No.		Volume (Cubic Feet)	Date of Destruction	(Recycle, shred, landfill, etc.)
	Natural Resources	975	Sec IV	1994 1995 1996	1 2 2 ;		> Handfill
3							

Destruction Approved by Hall of Records Commission

State Archivist

Signature of Court/Official

**Destruction Certification** 

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JAN 3 2001

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SELECTION.

#### **DEPARTMENT OF GENERAL SERVICES**

Hall of Records Commission Records Management Division 7273 WATERLOO RD., P.O. Box 275 JESSUP, MD 20794-0273

#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland
COURT

Dorchester 02-01

February 4, 2000

COUNTY

DATE

Attn: Connie Hurley

Series	Description of Records include Title and/or Form Number	Autho	orization	Inclusive		Date of Destruction	Method of Destruction (Recycle, shred, iandfili, etc.)
No.		Retention Sched. No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)		
	Municipal Infractions	975	Sec IV	1994 1995 1996	2 2 2 1		Sandjiel
, e							

Destruction Approved by Hall of Records Commission

**Destruction Certification** 

MAR 6 9 2000

Date

State Archivist

Signature of Court Official

County Clerk 12/4

Date

JAN 3 2001

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DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission. Records Management Division - 7275 WATERLOO RD., P.O. BOX 275

JESSUP, MD 20794-0278

Method of Authorization Inclusive Destruction Date of **Valuma** Dates of Records (Recycle, sheed, · Sector Description of Records Destruction (Cubia Foot) Destroyed Ho. Include Title and/or Form Number landfill, otc.) Retention 1tom Schod. No. No. Menofilms

Destruction Approved by Hall of Records Commission

· MOV 3 0 2000 ·

Date

Signature of Court Official

Title

Destruction Certification

Date

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JUN 22 2001

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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

DATE

Destruction Approved by Hall of Records Commission

State Archivist

FEB 2 2 1999

Date

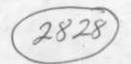
Sorian Ho.	Description of Records Include Title and/or Form Humber	Authorization		Inclusive		Date of	Method of Destruction
		Retention School, No.	Item No.	Dates of Records Destroyed	Valume (Cubic Feet)	Destruction	(Recycle, shred, londfill, erc.)
· 1 A	Special proceedings Somesties Violences strip in side	975	型。	1985-86	1	1-4-01	Landfille
a substantial section of the section	material only						
· · ·		32		*			
					Destruction Cert	,	

Instructions for Preparation and Submission on Reverse Side



JAN 8 2001

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7278 WATERLOO RD., P.O. BOX 278
JESSUP, MD 20794-0279



#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

99A204

District Court of MD Wicomico

6/20/01

DATE

· Serina Ho.	Description of Records Include Title and/or Form Number	. Authorization		Inclusive		Date of	Mathod of Destruction
		Retention Schod, No.	trem No.	Destroyed	Volume (Cubia Feet)	Destruction	(Recycle, shred, Imd811, etc.)
	Criminal Microfilm and destroy (MD, Rule 1299)			19.87	4	9-6-01	Landfilled
	a transcendental						
	1005 2EP 25EP						
	CONTRACTOR STATEMENT	Bitte		*			

Destruction Approved by Hall of Records Commission

JUL 1 9 2001-

Date

Strand C. Paperpus f.

Destruction Certification

Signature of Court Official

Title

9-6-01 Date

Instructions for Description and Submission on Reverse Side

NUMBERS

SEP 24 2001



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# DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. BOX 278

JESSUP, MD 20794-0275

#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

99A261

District Court of me Wicomins 10-7-89.

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* Sector		. Author	izatian	Inclusive	Yaluma	Dote of	Mothod of Destruction
Ho.	Description of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, londfill, etc.)
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Destruction Approved by Hall of Records Commission

DCT 1 9 1999

Date

Storal C. Parefred

Destruction Certification

Signature of Court Official

. Title

4-10-01 Date

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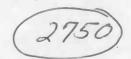
Instructions for Preparation and Submission on Reverse Side

APR 9 2001



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DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7278 WATERLOO RD., P.O. BOX 278
JESSUP, MD 20794-0278



#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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District Court of malificances 2-15-01

# 2-3

			. Author	izotion	Inclusive	Yoluma	Detent	Method of Destruction
	' Sorlan Ho.	Description of Records Include Title and/or Form Number	Retention School, No.	Item No.	Dates of Records Destroyed	(Cubia Feet)	Destruction	(Rocycla, shrad, Imdall, otc.)
		Civil, strip inside material only	975	I	1988	37	10-25-01	Lardfill.
	1	material only						
7								
4.0	•							
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		COT & YOR.						

Destruction Approved by Hall of Records Commission

MAR 1 2 2001

Date

Storal C. Josepha h.

Destruction Certification

Signature of Court Official

Title

Date:

Instructions for Preparation and Submission on Reverse Side

NOV 5 2001



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



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## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of md. Wicomiro 2-12-01

		. Authorization		Inclusive	Yoluna	Date of	Hadrad of Destruction
Ho.	Description of Records Include Title and/or Form Number	Retention School, No.	Item No.	Detes of Records Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, londsil, etc.)
	Traffic-Microfiles :	- A		1988	. 2	3-19-01	Land filled
	(md Rule 9299)						
2					come come from many		
18							

Destruction Approved by Hall of Records Commission

MAR 1.2 2007

Date

State Archivist

Destruction Certification

Signature of Court Official

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3-19-01 Date:

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MAR 23 2001

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#### DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division

- 7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-0278

#### PROPOSAL AND CERTIFICATE

COUNTY DATE

		. Author	rization	Inclusive		Dote of	Method of Destruction
' Sector Ho.	Description of Records Include Title and/or Form Number	Retention School, No.	Item No.	Dates of Records Destroyed	Volume (Cubia Feet)	Destruction	(Recycle, shred, landfill, etc.)
	Traffie Meenfelm A Destroy (md. Rule 1299)	a.		1987-88-	.2	3-19-01	Lardfille
and asserting times		and \$40 to \$ for earner a function					

Destruction Approved by Hall of Records Commission

FEB 1 3 2001 . -Date

State Archivist

Signature of Court Official



MAR 23 2001

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

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#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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District Court of mal Wicomica 1-24-01

,		. Author	Ization	Inclusive	Yelume	Date of	Method of Destruction
' Series No.	Description of Records Include Title and/or Form Number	Retention Schod, No.	Itom No.	Detes of Records Destroyed	(Cubic Foot)	Ďestruction	(Rocycle, shred, & landfill, otc.)
	Traffic Mirrofilm: + Destroy / (md Rule 1299)	a,		1990	3	3-19-01	Lardfellw
	4						
12 2 2	The matter of the second secon	am bin of the special					

Destruction Approved by Hall of Records Commission

FEB: 3 2001

Date

State Archivist

Destruction Certification

Signature of Court Official

Title

3-19-01 Date:

Instructions for Preparation and Submission on Reverse Side



MAR 23 2001

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

#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

391199

Destrict Court of Me Wicomico 10-24-00.

2-3

Section		. Author	rization	Inclusive		Dotonf	Method of Destruction
Ho.	Description of Records Include Title and/or Form Number	Retention Schod, No.	Îtem Na.	Dates of Records Destroyed	Yoluma (Cubic Foot)	Destruction	(Rucycla, shrad, londRII; etc.)
	Viemina Microfilm	a		1.993			lecoto
E 23	Md rule ((1299)	Yabe			6-20-01	Dul	
00 00000000000000000000000000000000000	*Samuelanan Sam or Sada Samuelanan sama a sama sama a sama sama a sama sama sama sama sama sama sama sama sama	Theo	e ar	e duplie files	ated c/p		
		for	you	jues	Pat.		
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Destruction Approved by Hall of Records Commission

HOV 3 0 2000

Date

Storade: Persone fi

Destruction Certification

Signature of Court Official

Title

Date

N. A. W.Z.

JUN 22 2001

#### WICOMICO COUNTY HELATH DEPARTMENT

Reporting Agency

DHMH

Division or Unit

#### Department of General Services

Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275

Prepare in duplicate

Retain one (1) copy and forward original to address at left.

#### CERTIFICATE RECORDS OF DISPOSAL

	Description of Records	Authoriz	ation	Inclusive Dates of	Volume	Date of	
No.	(Same Title as listed on Schedule)	Retention Schedule No	Item No	Records Destroyed	Cubic Feet	Disposal	Method of Dispose
	A/R PATIENT BILLS	834	E	7/1/94-5/31/96	5	9/5/01	Bury
	MONTH END CLOSING REPORTS	1	)	2/96-5/96			
	POSTED REPORT COLLECTIONS	(	1	6/95-5/96			
	PATIENT CARDS			F/Y 95			
	END OF THE MONTH CLOSING	REPORTS		F/Y 95 & 96			
	POSTED COLLECTIONS REPORT	. /	1/	6/94-5/95			
	CLINIC STATISTICS			F/Y 91 & 92			
	DAILY LOGS			F/Y 1995			, /
	DAILY LOGS			F/Y 1996			
	VOUCHER DISTRIBUTION SHEET RANK STATEMENTS	rs &		6/95 - 5/96			
	RECEIPT BOOKS			10/92-3/27/95			
	VOUCHER DISTRIBUTION SHEET	rs &		6/94-5/95			
	YEAR END BALANCE FORWARD			1995			
	VERIFICATION OF RECEIPTS	REPORTS		F/Y 1996			
	OLD PATIENT FILES			BEFORE 1992			
	TB PRESCRIPTION PROGRAM		/	1992			
	OLD MEDICARE EOB	\	1	1995-1996			

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

diministrator THIO Disposel of

DGS 550-2 (Rev. 1/93).

Howhs 1 France TIEBLE DIENY HALL & diagnaly

Wicomico (	County Health Dept
	Reporting Agency
DH	lmH
	Division or Unit

## Department of General Services

Records Management Division 7275 Waterloo Road-(Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 Prepare in duplicate

Retain one (1) copy and forward original to address at left.

## CERTIFICATE OF RECORDS DISPOSAL

	Description of Records	Authoriz	ation	Inclusive Dates of	Volume	Date of	
No.	(Same Title as listed on Schedule)	Retention Schedule No	Item No	Records Destroyed	Cubic Feet	Disposal	Land Ct//
D/	MANAGERS SIGNAGE	834	E			9/5/01	Bury
(	M. A Visuatur 8 90-6/94	1				)	1
3)	Enu Alth Receipt Bles		E			/	/
	1992-1915						
3)	Purchase Oider-7/496		F				
	3398-5200	+	F				
	5201-5500		F				
	5501-5906		F				/
	5901-6406		F				
<u>d</u>	7 496 Inneres		E				
5)	14 96 Inneres Item 08 33-1608 BM 990's		E			/	
6	Itan 0 2.50 - 0827		E				
7	Innice F418-F738		E				
	E Pethy Cash, Theming Forms						
	( Pethy Cash, Training Forms						
(8)	County & Targeted Budget Check Rejecter Adj: letters Payall Bum	u )	C.				
	7 Adj. letter						
	L Payall Bum	)				/	1
			1				

1	hereby	certify that	the records	listed	above	were	disposed	of	as	indicated.
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Esthe C. Duyer.

administrator.

9/5/01

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		PARL TREE
	14	Parella Calabath
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		The state of the s

[W	Reporting Agency  Division or Unit		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275			Prepare in duplicate  Retain one (1) copy and forward original to address at left.	
	CERTIFICAT	E 0	F	RECORD	S D	ISPO	SAL
No.	Description of Records (Same Title as listed on Schedule)	Authoriza Retention Schedule No	Item No	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Dispose
9	F1496	834	D			9/5/01	
10	Consultante ) Inecial Payrell Timesherte OSOS Bellin F/496 Hearte E801-E873	834	E			9/5/01	Bury

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

Signature

administration.

9/5/01

He bres APPET P Plajor Bury Some West May 9 July 2 المستدار الدادات JELLY 28 1 31 01 11 FIFTE Objection E 101-E173 SEP 6 2001 Estim C. rumps 9 50

William Court Weel St.

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



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#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of md Worcester 5-2-01
COURT + 2-4
COUNTY DATE

		. Author	lzotion	Inclusive	Valena	Date of	Medied of Destruction
' Series	Description of Records Include Title and/or Form Number	Retention Sched, No.	Item No.	Dotes of Records Destroyed	Volume (Cubia Feet)	Destruction	(Recycle, sheed, londfill, etc.)
	Traffic - meirofilm x	·		1983-92	. 15	6-20-01	Landfille
	Traffic - meirofilm x Destroy (md Rule 1299)						/

Destruction Approved by Hall of Records Commission

MAY 2 3 2001

Date

Storal C. Sperfer h.

Patricia & Buche

Signature of Court Official

Destruction Certification

Supply

Official Title

6-20-01 Date:

Instructions for Preparation and Submission on Reverse Side



JUN 29 2001

· Andrews Control of the Control of

#### 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 2-4 & 2-5

Worcester

D.C. Cert. 2-4 Misc. 1-01

Court

County

	Autho	rization	Inclusive	Volume	Date of	Method of Destruction
Description of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
Expungements thru 1997 (to be shredded or incinerated)	975	IV d.	1996 & 1997	18	4-5-01	Shredded
			4.			
				Total Control	ice .	
					Jan 194	
	-				THE COM	

Destruction Approved by Hall of Records Commission

MAR 2 9 2001

Date

State Archivist

**Destruction Certification** 

Signature of Court Official

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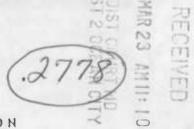
Date

Instructions for Preparation and Submission on Reverse Side

WENT TOWN

'APR 6 2001

#### DEPARTMENT OF GENERAL SERVICES Holl of Records Commission Records Monogement Division Treosury Building, Rm. 302 Annopolis, Moryland 21401.



#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court 2-4 & 2-5 Worcester County Court

D.C. Cert. 2-4 & 2-5 R-Dat Tapes 1-01

1-18-01

		Author	ization	Inclusive	Volume	Date of	Method of Destruction	
Series No.	Description of Records Include Title and/or Form Number	Retention Schod. No.	Item Na.	Dotes of Records Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, Iondfill, etc.)	
	R. Dat Tapes (other than those designated to be retained for Archivist) thru 1997			1995, 1996 & 1997	22'	4-2-01	Landfill	
				í				
						*		
			*					

Destruction Approved by Holl of Records Commission

MAR 2 9 2001

Dote

Stote Archivi

Destruction Certification

Title

Dote

Signature of Court Official

Instructions for Preparation and Submission on Reverse Side

APR 11 2001

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#### DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Monogement Division

Treasury Building, Rm. 302 Annapolis, Moryland 21401,

#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION



District 2-4 Court

Worcester County

D.C. Cert. 2-4 Civil 1-01

1-18-01

		Autho	rizotion	Inclusive	Volume	Date of	Method of Destruction
Series No.	Description of Records Inctude Title and/or Form Number	Retention School No.	Item No.	Dotes of Records Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, londfill, etc.)
	Landlord Tenant (rest. only) thru 1997	975	Sec. II		1		
	Civil Records (satisfied) thru 1997		" II		10		
	Civil Records over 12 yrs. old & not renewed (thru 1988)		" II		7		
	Civil Records in "A" boxes - thru 1997 (stripped mat. only)		" II		10		
	Mun. Infrac., Br. of Lease, Rent Escrow & THO - stripped mat. only & no money judgment - thru 1997 (also include Distress, FED, Contempt, Injunctions & Forfeitur of Contraband)		, VI		31.0	+-201	Land file

Destruction Approved by Holl of Records Commission

MAR 2 9 2001

Date

Destruction Certification

Signature of Court Official

Date

Instructions for Preparation and Submission on Reverse Side

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# 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 2-4 & 2-5

Worcester

D.C. Cert. 2-4 Criminal/Traffic

1-2001

1-18-01

	Description of Records Include Title and/or Form Number	Authorization		Inclusive	Volume	Date of	Method of Destruction	
Series No.		Retention Sched. No.	Item No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, londfill, etc.)	
	Criminal Records for 1995 (Stripped material only)	975	IV		93			
	Motor Vehicle related papers for 1995 & 1996		IA		20/2	42-01	Landfill	
				7 6	113			
		Fig. 14	Sperie		N. S. C.	19		
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Destruction Approved by Hall of Records Commission

MAR 2 9 2001

Date

Shoul Grand Grand Arthivister &

Destruction Certification

Signature of Court Official

Title

4-5-01 Date

Instructions for Preparation and Submission on Reverse Side

APR 11 2001

I Lowert C. Popular K

IN E S SANS

#### DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division

- 7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-0273



#### PROPOSAL AND CERTIFICATE OF

District Court of Md.

Caroline

July 11, 2001

COURT

COUNTY

. DATE

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		. Author	izotion	Inclustve		Date of	Method of Destruction
* Series Ha.	Description of Records Include Title and/or Form Number	Retention Schod, No.	Item No.	. Dates of Records Destroyed	Yoluma (Cubia Feet)	Destruction	(Rocycle, shred, londfill, etc.)
	Criminal Microfilm and destroy (Md Rule 1299)			1992	3	9-4-01	Lardfille
	1	*	. Language and all productions to the control of th	managas ann ga Burk has bas a mi <sup>n</sup> has i i managa a a a a a a a a a a a a a a a a a a	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	no other as you describe a month young man and	2 1 to 19 gla s grames resources from the fig. date 11 commensation of the fig. date 12 commensatio
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Destruction Approved by Hall of Records Commission

JUL- 1 9 2001

Date

State Archivist

Signature of Court Official

Instructions for Preparation and Submission on Reverse Side

SEP 10 2001

#### 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 of Maryland

COURT

1

Caroline

COUNTY

1/2/99

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

D.C.Cert.3-6-TR-2-99

Series Ho.	Description of Records Include Title and/or Form Number	Authorization		Izotlon	Inclusive		Date of	Method of Destruction
		,	Retention Sched. No.	ltem No.	Detex of Records Destroyed	Volume (Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	TRAFFIC  Motor Vehicle Dockets  (to be destroyed only after microfilming)		975 Sec IV	2 a&b	1993	2.	4-3-01	Landfille

Destruction Approved by Hall of Records Commission

NOV 3 0 1998

Date

State Archivist

Signature of Court Official

Instructions for Preparation and Submission on Reverse Side

Destruction Certification

Rev. 10/83 DGS-550-9

APR 6 2001



NOV 3:0 1990 Florande Japapent

Mail original to:

STATE RECORDS MANAGEMENT CENTER
7275 Waterloo Road (Rte. 175)
P.O. Box 275

Jessup, Maryland 20794-0275

#### CERTIFICATE OF RECORDS DISPOSAL

DEPARTMENT OF JUVENILE JUSTICE - CECIL COUNTY - AREA IV.

Reporting Agency
DIRECT CARE SERVICES DIVISION

170 E. MAIN ST., ELKTON, MD 21921

Division or Bureeu

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

	Description of Records Include Title end/or Form Number		rizetion ispeed	Inclusive	Valume	Dote of	Mothed of
No.		Retention School No.	ltem Me.	Dates of Records Disposed of	(Cubic Foot)	Dispessi	Disposel
	Case file folders (includes family data, psychological/psychiatric reports, school records, correspondence, police reports, Court reports, etc.)	1259	6, 7, 8, 9, 16	Files closed of youth whose year of birth was 1979	11.5	1/22/01	Shredded
					•		
	newl paydon Coordinator						
cc	Paul Bowden, Coordinator Dept. of Juvenile Services 105 W. Chesapeake Avenue Towson, MD 21204	,					

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

Martin E. Salmon

Supervisor

1/22/01

DGS 550-2

JAN 24 2001

#### DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. BOX 275

D.C.Cert.3- -TR-2-98



#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

JESSUP, MD 20794-0275

District Court of Maryland

Cecil.

1/5/97

DATE

COURT

COUNTY

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorizoiton		Inclusive			Method of Destruction
		Retention Sched. No.	Item No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	(Recycle, shred, landfill, etc.)
,	TRAFFIC  Motor Vehicle Dockets  (to be destroyed only after microfilming)	975 Sec IV	2 a&b	1992	6.00	1-10-01	Landfille
	1005 BS MAL			2			
	mentions are and						

Destruction Approved by Hall of Records Commission

Date

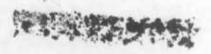
State Archivist

Signature of Court Official

Instructions for Preparation and Submission on Reverse Side

Destruction Certification

Rev. 10/83 DGS-550-9



JAN 26 2001

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
Records Management Division

7278 WATERLOO FD., P.O. BOX 278
JESSUP, MD 20794-0275

2742

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#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of md. Recil 2-12-01

		. Author	ization	Includes		Date of	Hatted of Destruction
Sortes Ho.	Description of Records Include Title and/or Form Humber	Retartion School, No.	Irem Ho.	Dates of Records Destroyed	(Cohla Foot)	Destruction	(Recycle, shreet, lendally are.)
	Traffic-Microfilm	* *		7992	. 6	3-19-01	Lardfilled
	(md-Rule 9299)						
				and the same of th			
	tm						

Destruction Approved by Hall of Records Commission

Date

I dward C. Eggerfine /

State Archivist

Patricial Buchary &
Signature of Court Official

Super

3-19-01 Date



MAR 23 2001

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission Records Management Division

7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-0275

D.C.Cert.3-2-TR-2-99

### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland COURT

Cecil

1/5/99

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Motor V	Description of Records Include Title end/or Form Humber  TRAFFIC  TRAFFIC	Retention Sched. No. 975 Sec IV	nem No.	Detes of Records Destroyed	Volume (Cubic Feet)	Destruction	Pestruction (Recycle, shred, land 811, etc.)
(to be	destroyed only		2 a&b	1993		1-12-01	Pardfille
					10.0	1 10-01	7
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100	ne zar						
	TOPE OF TAXABLE						* 2

Destruction Approved by Hall of Records Commission

NOV 3 0 1998

Date

Destruction Certification

Signature of Court Official

Date

Instructions for Preparation and Submission on Reverse Side

Rev. 10/83

DGS-550-9

PART SOL

JAN 26 2001

## DEPARTMENT OF GENERAL SERVICES Hall of Records Commission

Records Management Division
7275 WATERLOO RD., P.O. BOX 275

D.C.Cert.3-2-TR-2-99

JESSUP, MD 20794-0275

#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

(2097)

District Court of Maryland

Cecil

1/5/99

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series Description of Rec. Ho. Include Title and/or F.		Autho	rization	inclusive.	1		Method of Destruction
	Include Title and/or Form Number	Retention Schod, No.	item No.	Dates of Records Destroyed	Volume (Cubic Foot)	Date of Destruction	(Recycle, shred, landfill, etc.)
	TRAFFIC  Motor Vehicle Dockets  (to be destroyed only after microfilming)	975 Sec IV	2 a&b	. 1993	10.0	2-7-01	Landfille
				€,			

Destruction Approved by Hall of Records Commission

NOV 3 0 1998

Dote

State Archivist

Destruction Certification

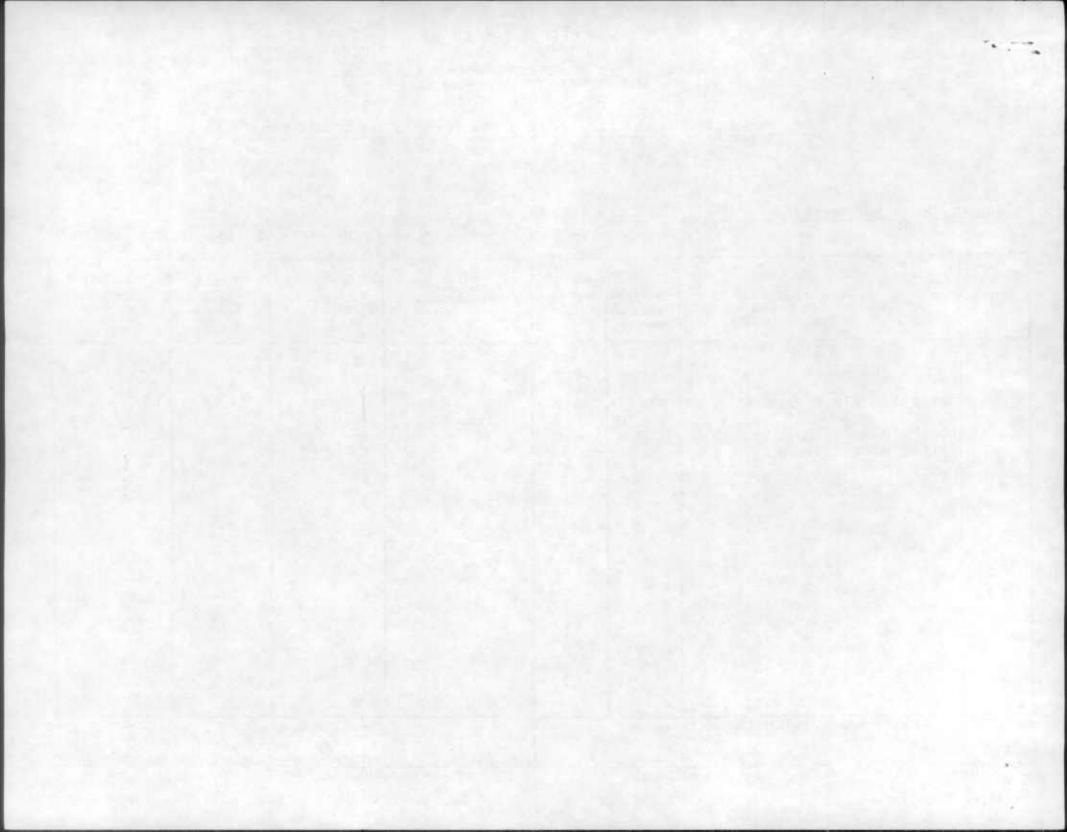
Signoture of Court Official

Title//

2-7-0R

Instructions for Preparotion and Submission on Reverse Side

Rev. 10/83 DGS-550-9



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

Cecil County Health Department

Reporting Agency

Environmental Health Services

Division or Bureou

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

		Author For Di	izetion	Inclusive			Method of Disposel
No.	Description of Records Inclus v Title and/or Form Number	Retention Schod. No.	item No.	Detes of Records Disposed of	Velume (Cubic Feet)	Dese of Disposol	
1	Water Supply Files	842	40	1993	.50	4/97	Recycled
2	Complaint Files	842	8	1992-1993	.50	4/97	Recycled
3	Water Supply Files (Private)	842	40	1995	.05	2/99	Recycled
4_	1/4 ly Reports on Activities	842	1	1989-1992	.30	2/99	Recycled
5	Air Quality Hearing Material	842	2	1993	.70	2/99	Recycled
6	Foster Care/Family Day Care (Disapprovals)	842	18	1988–1995	-5	1/4/01	Recycled
7	Water Supply Files	842	40	1994–1997	2.0	1/5/01	Recycled
8	Care Homes	842	18	1994-1997	3.0	2/1/01	Recycled
9	Misc. Project Files	842	3	1981-1997	3.0	2/1/01	Recycled
10	Quarterly Reports on Activities	842	1	1993-1999	1.0	2/01	Recycled
11	Complaint Files	842	8	1994–1997	1.0	3/19/01	Recycled

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

Challe E. Surgers Signature

DIRECTOR, ENVIR. HEALTH

3 19 01

MAY 29 2001

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission

Hall of Records Commission Records Monogement Division

7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-0275 D.C.Cert.-3-2-CR-1-01

2626

#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Cecil County

1/8/00

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title end/or Form Number	Authorizotton		nctustve			Method of Destruction
		Retention School No.	Item No.	Dates of Records Destroyed	Valume (Cubic Feet)	Date of Destruction	(Recycle, shred, landfill, etc.)
	CRIMINAL						
	Closed Criminal Cases (Stripped material only)	97.5	2 a&b	1997	40.00		LandFILL
	Closed Natural Resource (Stripped material only)	975	2 a&b	. 1997	2.50		11
	Closed Adult Civil Citations (Stripped material only)	975	2 a&b	1997	3.00 J65		g &
•	**************************************						
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Destruction Approved by Hall of Records Commission

JAN 0 2 2000

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Stward C. Paperfus p

Destruction Certification

Lea Sochnauer County CLERK Signoture of Court Official Title

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Instructions for Preparation and Submission on Reverse Side

Rev. 10/83 DGS-550-9

JUN 18 2001

DEPARTMENT OF GENERAL SERVICES Hall of Records Commission

Records Management Division 7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-0275

D.C.Cert.3-2-CV-1-01

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

CECIL COUNTY

1/8/00

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

	Author	rization	Inclusive		200	Mathod of Destruction
Include Title and/or Form Number	Retention Sched, No.	Item No.	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
CIVIL Civil Cases Closed (stripped material only)	975	11	1997	23.00	5/29/01	LANDFILL
Landlord/Tenant Cases	975	11	1997	2.50	11	"
Summary Ejectment Money Judgments	975	11	1988	1.50	11	"
Domestic Violence Cases (stripped material only)	975	111	1988	2.00	"	"
Emergency Evaluations (stripped material only)	975	111	1988	.50	11.	"
	#		, n	29,0		
	CIVIL  Civil Cases Closed (stripped material only)  Landlord/Tenant Cases  Summary Ejectment Money Judgments  Domestic Violence Cases (stripped material only)  Emergency Evaluations	CIVIL  Civil Cases Closed (stripped material only)  Landlord/Tenant Cases 975  Summary Ejectment Money Judgments  Domestic Violence Cases (stripped material only)  Emergency Evaluations 975	CIVIL  Civil Cases Closed (stripped material only)  Landlord/Tenant Cases 975 II  Summary Ejectment Money 975 II  Summary Ejectment Money 975 II  Domestic Violence Cases (stripped material only)  Emergency Evaluations 975 III	CIVIL  Civil Cases Closed (stripped material only)  Landlord/Tenant Cases 975 II 1997  Summary Ejectment Money Judgments  Domestic Violence Cases (stripped material only)  Emergency Evaluations 975 III 1988	Description of Records Include Title end/or Form Number Relation Sched. No.  CIVIL  Civil Cases Closed (stripped material only)  Landlord/Tenant Cases 975 II 1997 2.50  Summary Ejectment Money 975 II 1988 1.50  Domestic Violence Cases (stripped material only)  Emergency Evaluations 975 III 1988	CIVIL  Civil Cases Closed (stripped material only)  Landlord/Tenant Cases 975 II 1997 2.50 #  Summary Ejectment Money Judgments  Domestic Violence Cases (stripped material only)  Emergency Evaluations 975 III 1988 .50 #

Destruction Approved by Hall of Records Commission

JAN 0 2 2000

Date

State Archivist

Instructions for Preparation and Submission on Reverse Side

Destruction Certification

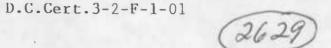
Rev. 10/83 DGS-550-9 JUN 18 2001

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DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission Records Monagement Division

7275 WATERLOO RD., P.O. BOX 275 JESSUP. MD 20794-0275



# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil County

COURT

COUNTY

1/8/00 DATE

# CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

r. Y		Author	Izotion	fnclustve	Volume	Date of	Method of Destruction	
No.	Series No.	Description of Records finclude Title and/or Form Number	Retention Sched. No.	liem No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	GENERAL ACCOUNTING RECORDS	975	v			5/29/01	Landfill	
	Certificates of Deposit			1997	13.00	3/2.7	, ,	
	Closed Transcript Records			1997	1.00			
1	Closed Deferred Payment Records			1997	1.50	2 <sup>6</sup>	•, •	
	Commissioner Daily Trans-			1997	1.25	6.3	, (	
•	mittals Court Fund Receipts and ledger cards			1997	2.00	0.6	//	
	Satisfied Bad CHecks			1997	.50		et .	
	Orders and Receiving Reports			1997	.50	4.		
	Statistical Reports			1997	1.00	45	0.6	
	Auditors Receipt Copies			1997	.50	ex-		
	Bank Statements	1.21		1997	1.00	- "	i	
	Refund Request Forms	V		1997	1.00	-1	"	
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Destruction Approved by Holl of Records Commission

JAN 0 2 2000

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State Archivist

Destruction Certification

Instructions for Preparation and Submission on Reverse Side

Rev. 10/83 DGS-550-9

JUN 18 2001

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DEPARIMENT OF GENERAL SERVICES
Hall af Records Commission
Records Management Division

7275 WATERLOO RD., P.O. BOX 275
JESSUP, MD 20794-0275

D.C.Cert.3-2-MISC.-1-01

2630)

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil County 1/8/00 COUNTY DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series	Description of Records	Autho	rizotlon	finctusi ve		Date of	Method of Destruction
No.	Include Title end/or Form Number	Retention School No.	ltem No.	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	(Recycle, shred, landfill, etc.)
	R-DAT RECORDING TAPES (to be degaussed)	975	IV	1997	12.00	5/29/01	LANDFILL
\$							

Destruction Approved by Hall of Records Cammission

JAN 0 2 2000 Date

Stote Archiv

1. Les Docknauer Signature of Court Official COUNTY CLERK 5/3

Instructions for Preparation and Submission on Reverse Side

Destruction Certification

Rev. 10/83 DGS-550-9

JUN 18 2001

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DEPARIMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P.O. BOX 275

D.C.CERT.3-2-TR-1-01

(2631)

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

JESSUP, MD 20794-0275

District Court of Maryland court

Cecil County

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

		Autho	rization	fnelusi vo	Volume :	Date of	Method of Destruction	
Series No.	Description of Records Include Title end/or Form Number	Retention Sched. No.	ftem No.	Dotes of Records Destroyed	(Cuble Feet)	Destruction	(Recycle, shred, landfill, etc.)	
	TRAFFIC					. , ,	Landfill	
1	Transmittals	975	IV2b	1997	2.00	5/29/01	LANDFILL	
7	Miscellaneous Correspondence	975	Iv2b	·1997	7.00	10	(1	
	Z Batch Envelopes	975	IV2b	1997	10.00	1.	11	
	Closed traffic folders	975	2 a&b	1997	14.00	, .	11	
	Closed Non-Mats citations	975	2 a&b	1997	.50	**		
	Closed Citizen arrests	975	2 a&b	1997	-0-	14		
	Closed Parking Citations	975 .	2 a&b	1997	1.00	,,	11	
				¢	16			
i					34			

Destruction Approved by Holl of Records Commission

JAN 0 2 2000

Storand C. Japany Store Archivist

M. Lea Dockna Signoture of Court Off COUNTY CLERK

5/30/01

Instructions for Preparation and Submission on Reverse Side

Destruction Certification

Rev. 10/83 DGS-550-9

JUN 18 2001

DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. BOX 275

D.C.Cert.3-2-CR-2-01

### PROPOSAL AND CERTIFICATE OF RECORDS

JESSUP, MD 20794-0275

Cecil County 1/8/00 District court of Maryland COURT COUNTY DATE

CUSTODIAN OF RECORDS

AT TIME OF DESTRUCTION

Series		Autho	rizotion	[nelusiva	r Volume	Date of	Method of Destruction	
No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Dotes of Records Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)	
	EXPUNGED CRIMINAL CASES ( to be shredded)	975 Sec.IV	2 a&b	1997	2.00	7-12-01	shedded	
; ;		•						

Destruction Approved by Holl of Records Commission

JAN 0 2 2000

Date

Destruction Certification

Signature of Court Official

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Dole

Instructions for Preparation and Submission on Reverse Side

Rev. 10/83 DGS-550-9

JUL 16 2001

# **KENT COUNTY**

**Reporting Agency** 

# **COMMISSIONERS**

**Division or Unit** 

Certificate
of
Records
Disposal

No.	Description of Records	Authoriza	ition	Inclusive	Volume	Date	Method	
	(Same Title as Listed on schedule)	Retention Schedule No.	Item No.	Dates of Records Destroyed	Cubie Feet	of Disposal	of Disposal	
1	Chronological Correspondence File	C821	39	1976-	1	7/31/98	Fiber Shredded	
2	Misc. Correspondence/Subject Files	C821	26		2	7/31/98	Fiber Shredded	
3	Misc. Budget & Ins. Files/W&S Proj.	C821	17	1990-	1	7/31/98	Fiber Shredded	
4	Revenue Sharing Funds Files	C821	18	1982-1983	1	7/31/98	Fiber Shredded	
5	Miscellaneous CETA Files	L44	17	1974-1979	3	7/31/98	Fiber Shredded	
6	Miscellaneous Pension Records	L44	16	1974-1981	1.5	7/31/98	Fiber Shredded	
7	Wage & Tax Statements	C821	32	1959-1975	1/2	7/31/98	Fiber Shredded	
8	Personnel Files (Terminated)	C821	40		1/2	7/31/98	Fiber Shredded	
9	Payroll Registers	C825	15	1990-	1/2	7/31/98	Fiber Shredded	
10	Payroll Labor Distribution	C825	18	1990-	1/2	7/31/98	Fiber Shredded	
11	Payroll Check Register	C825	15	1977-1980	1	8/25/98	Fiber Shredded	
12	Grant Programs/Studies	C821	12	1972-1979	1	8/25/98	Fiber Shredded	
13	Alcoholic Beverage Licenses	C821	16		1	8/25/98	Fiber Shredded	
14	Miscellaneous Correspondence	C821	26		2	8/25/98	Fiber Shredded	
15	Subject File	C823	1		1	8/25/98	Fiber Shredded	
16	Subject File	C821	3		1	8/25/98	Fiber Shredded	
17	Various Computer Printouts	C821	25		1	8/25/98	Fiber Shredded	
18	Employee Retirement	C821	30		1	8/25/98	Fiber Shredded	
19	Building Projects/Bonds	C821	42		1′	8/25/98	Fiber Shredded	
20	Canceled Checks	C823	6		1.	8/25/98	Fiber Shredded	

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

Signature

Title

6/20/01

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Hall of Records Commission
Records Monagement Division
7275 WATERLOO RD., P.O. BOX 275
JESSUP, MD 20794-0275

D.C.Cert.3-3-Misc. 1-96

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Md.

Kent

1-3-96

COURT

COUNTY

DATE

(1434)

		Author	Ization	fnctust vo	Valume	Date of	Method of Destruction	
Series He.	Description of Records Include Title and/or Form Number	Retention Schod, He.	ltem No.	Detex of Records Destroyed	(Cubic Foot)	Destruction	(Recycle, shred, landfill, etc.)	
	R-Dat Recording Tapes (To be Degaussed)	975	IV	1992	3.0	9-6-01	Landfiller	
	******							

Destruction Approved by Holl of Records Commission

OCT 3 1 1995

Pharante Soil Archivist

Destruction Certification

Signoture of Court Official

Title |

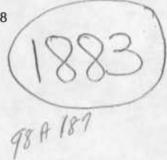
9-19-01 Dote



SEP 24 2001

### DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. BOX 275

D.C.Cert.3-3-TR-2-98



# JESSUP, MD 20794-0275 PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland COURT

Kent COUNTY 1/2/98 DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series	Description of Records	Autho	rizotion	Inclusive			Method of Destruction
'Ne.	Include Title end/or Form Number	Retention Sched. No.	ltem No.	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	(Recycle, shred, landfill, etc.)
	TRAFFIC  Motor Vehicle Dockets  (to be destroyed only after microfilming)	975 Sec IV	2 a&b	1992	2	2-7-01	Landfiller
غ				:			

Destruction Approved by Holl of Records Commission

DEC 1 2 1997

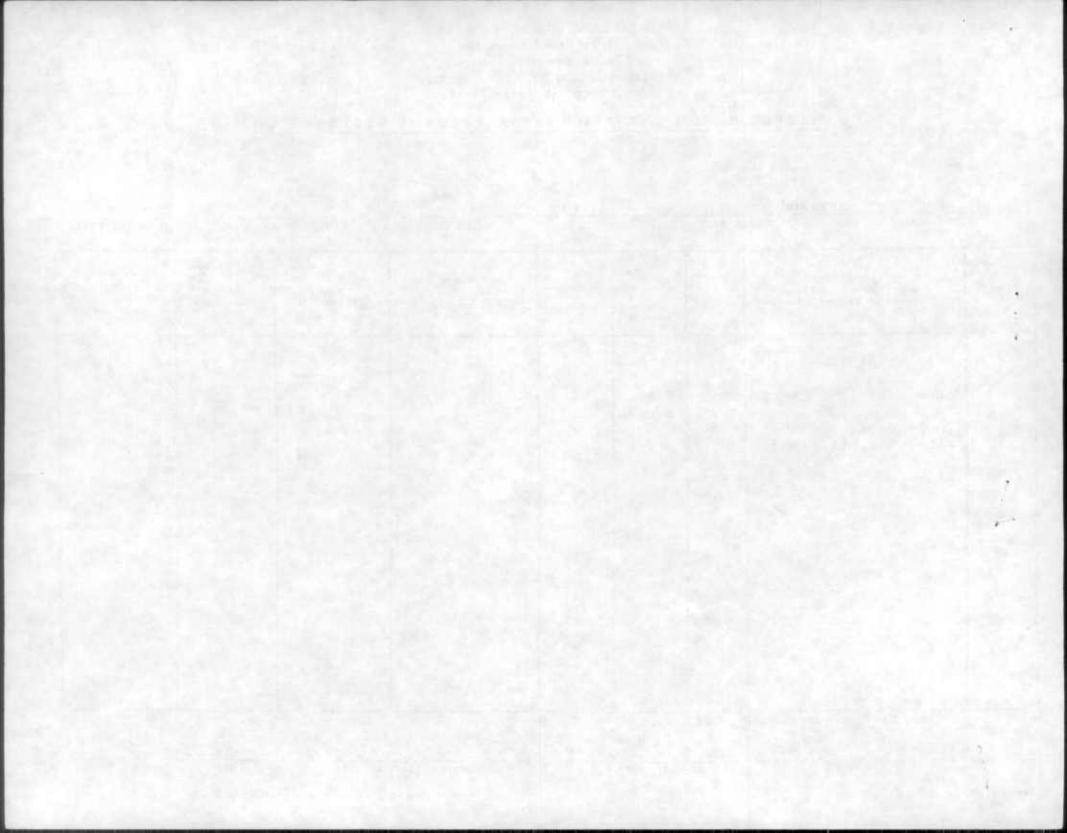
Date

State Archivist

Instructions for Preparation and Submission on Reverse Side

Destruction Certification

Rev. 10/83 DGS-550-9



### DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Recards Management Division

7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-0275

D.C.Cert.3-3-TR-2-99

### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland COURT

Kent COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Sorles	Description of Records	Autho	rizotion	Inclusive	ŧ		Method of Destruction	
No.	Include Title and/or Form Number	Retention School, No.	jtem No.	Dets of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	(Recycle, shred, landfill, etc.)	
	TRAFFIC  Motor Vehicle Dockets  (to be destroyed only after microfilming)	975 Sec IV	2 a&b	1993	2	2-7-01	Landfiller	
•								

Destruction Approved by Hall of Recards Commission

NOV 3 0 1998

Date

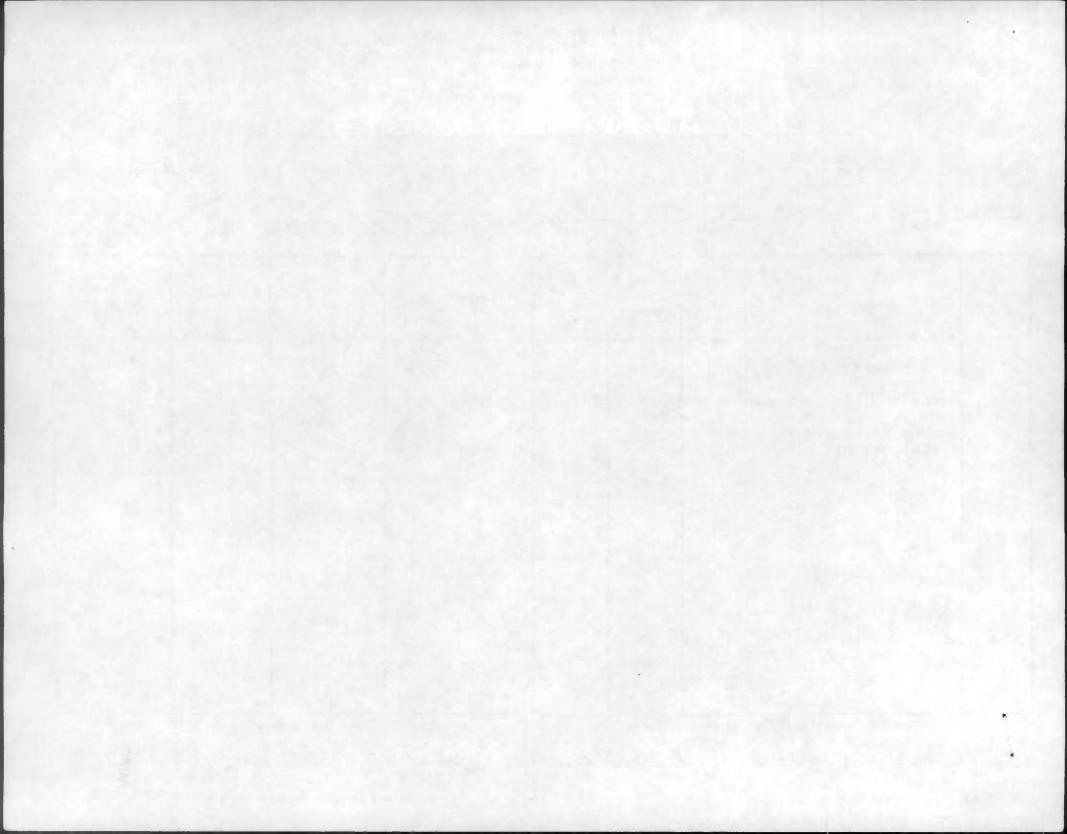
State Archivist

Signature of Court Official

Instructions for Preparation and Submission on Reverse Side

Destruction Certification

Rev. 10/83 DGS-550-9



Department of General Services Hall of Records Commission Records Management Division 7275 Waterloo Rd., P.O. Box 275 Jessup, MD 20794-0275

D.C.Cert.3-3 -F-1-00

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

### District Court of Maryland for Kent County January 1, 2000

### ROSE MARIE METCALF - COUNTY CLERK Custodian of Records at time of Destruction

<u>Scries</u> No.	Description of Records Include title and/or form number	Auth Retention Sched. No.	Item No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Mcthod of Destruction (Shred/landfill)
	ACCOUNTING RECORDS Certificates of Deposit Closed Transcript Records Closed Deferred Payment Records Commissioner Daily Transmittals Court Fund Receipts and Ledger constraints Satisfied Bad Checks Purchase Orders & Receiving Rep Statistical Report Auditors Receipt Copies Bank Statements Refund Request Forms Petty Cash Reimbursements	ards	V	1996	3 1 1.5 1.5 2 .5 1 1 .5 1	9/5/01	Lartfell

Destruction Approved by Hall of Records Commission

**Destruction Certification** 

Date

Signature of Court Off

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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

D.C.Cert.3-3 -CV-1-00

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Kent County January 1, 2000 ROSE MARIE METCALF - COUNTY CLERK Custodian of Records at time of Destruction

	Series No.	Description of Records Include title and/or form number	Author Retention Sched. No.	Item No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Method of Destruction (Shred/landfill)
٠								0 1:-0
		CIVIL CASES CLOSED (Stripped material only)	975	II	1996	10 /	9/5/01	Landfill
		LANDLORD/TENANT	975	II	1996	1	4	4a .**
		SUMMARY EJECTMENT (Money judgement)	975	II	1987	1	۲.	4
		DOMESTIC VIOLENCE (Stripped material only)	975	II	1987	1	4	v
		EMERGENCY EVALUATIONS (Stripped material only)	975	II	1987	1/40	le	r

Destruction Approved by Hall of Records Commission

**Destruction Certification** 

Date

State Archivist

Signature of Court Official

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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 D.C.Cert.3-3 -CR-1-00

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Kent County January 1, 2000

ROSE MARIE METCALF - COUNTY CLERK
Custodian of Records at time of Destruction

<u>Series</u> No.	Description of Records Include title and/or form number	Retention	Item No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Datc of Destruction	Method of Destruction (Shred/landfill)
	CRIMINAL CLOSED (Stripped material only)	975	2 a&b	1996	7	9/5/01	Lardfill
	NATURAL RESOURCE CLOSED (Stripped material only)	975	2 a&b	1996	1	4/5/01	Lardfill Stripped 3/57/00 Landfill
	CIVIL CITATIONS CLOSED (Stripped material only)	975	2 A&b	1996	1	9/5/01	Stripped 3/27/00 Landfill
					10,0		

Destruction Approved by Hall of Records Commission

DEC 3 1999

Date State Archivist

**Destruction Certification** 

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Title

Date



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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

D.C.Cert.3-3 -CR-2-00

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Kent County January 1, 2000

ROSE MARIE METCALF - COUNTY CLERK Custodian of Records at time of Destruction

Authorization Inclusive Date Method of Volume Date of Scries Description of Records Retention of Records Destruction Item Cu. Ft. Destruction Include title and/or form number No. Sched. No. No. Destroyed (Shred/landfill) 1 3/6/01 Shredled 1996 **EXPUNGED CRIMINAL** 975 2 CASES Sec IV a&b

\*To be shredded

Destruction Approved by Hall of Records Commission

Date

**Destruction Certification** 

Signature of Court Official

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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 D.C.Cert.3-3 -MISC-1-00

-MISC-1-00 2352

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Distr	ict Court of	Maryland for Kent County J	ROSE MARIE METCALF - COUNTY CLERK Custodian of Records at time of Destruction					
	Scries No.	Description of Records Include title and/or form number	Auth Retention Sched. No.	orization Item No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Method of Destruction (Shred/landfill)
•		R-DATE RECORDING TAPES	975	IV	1996	5 /	9/5/01	Landfill
						15.0		

Destruction Approved by Hall of Records Commission

**Destruction Certification** 

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Date State Archiv

Signature of Court Official

Godon Clerk Title

9/6/01 Date

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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

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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

### District Court of Maryland for Kent County January 1, 2000 ROSE MARIE METCALF - COUNTY CLERK Custodian of Records at time of Destruction

		Auth Retention Sched. No.	norization Item No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Method of Destruction (Shred/landfill)
TR	AFFIC						
TRANSMIT	TALS	975	IV2b	1996	1	9/5/01	Landfell
		975	IV2b	1996	3	**	
Z BATCH F	ENVELOPES	975	IV2b	1996	4	4.	4.
CLOSED T	RAFFIC FILES	975	2a&b	1996	3	4	6 0
CLOSED N	ONMATS CITATION	1 975	2a&b	1996	1	n	6 00-
CLOSED C	ITIZEN ARRESTS	975	2a&b	1996	1	u	· ·
CLOSED PA	ARKING CITATION	975	2a&b	1996	1,4,0	*	-
	TRANSMIT  MISCELLA CORRESPO  Z BATCH F  CLOSED TO  CLOSED CORRESPORT  CLOSED CORRESPORT	TRAFFIC  TRANSMITTALS  MISCELLANEOUS CORRESPONDENCE  Z BATCH ENVELOPES  CLOSED TRAFFIC FILES	Description of Records Include title and/or form number Sched. No.  TRAFFIC  TRANSMITTALS 975  MISCELLANEOUS 975  CORRESPONDENCE  Z BATCH ENVELOPES 975  CLOSED TRAFFIC FILES 975  CLOSED NONMATS CITATION 975  CLOSED CITIZEN ARRESTS 975	TRAFFIC  TRANSMITTALS  MISCELLANEOUS CORRESPONDENCE  Z BATCH ENVELOPES  CLOSED TRAFFIC FILES  CLOSED NONMATS CITATION 975  CLOSED CITIZEN ARRESTS  2 a&b  CLOSED CITIZEN ARRESTS  975  No.  No.  No.  No.  No.  No.  No.  No	Description of Records Include title and/or form number Sched. No.  TRAFFIC  TRANSMITTALS 975 IV2b 1996  MISCELLANEOUS 975 IV2b 1996  CORRESPONDENCE  Z BATCH ENVELOPES 975 IV2b 1996  CLOSED TRAFFIC FILES 975 2a&b 1996  CLOSED NONMATS CITATION 975 2a&b 1996  CLOSED CITIZEN ARRESTS 975 2a&b 1996	Description of Records   Retention   Sched. No.   Destroyed   Cu. Ft.	Description of Records   Retention   Item   Of Records   Destruction

Destruction Approved by Hall of Records Commission

**Destruction Certification** 

DEC 3

Date

State Archivist

Signature of Court Offica

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KENT COUNTY

Reporting Agency

**BUDGET AND ACCOUNTING** 

**Division or Unit** 

Certificate o f Records Disposal

No.	Description of Records	Authorization		Inclusive	Volume	Date	Method
	(Same Title as Listed on schedule)	Retention Schedule No.	Item No.	Dates of Records Destroyed	Cubic Feet	of Disposal	of Disposal
1	Correspondence - minutes by subject, legal a/p copies & notes	C825	1	1983-1984	2	3/99	Fiber Shredded
2	Governmental Financial Sys.	C825	3	1994-1996	3	3/99	Fiber Shredded
3	Misc. Budget Files	C825	4	1987-1994	4	3/99	Fiber Shredded
4	Gov't Financial Systems (computer printouts) - Check registers, expense reports, a/p reports, exp. guidelines, ledger reports	C825	5	1982-1993	5	3/99	Fiber Shredded
5	Telephone Bills (paid)	C825	6	1991-1994	1.5	3/99	Fiber Shredded
6	Paid Vouchers - Treasurer's Copy	C825	10	1968-1992	95	3/99	Fiber Shredded
7	Proposed Budget - Budget worksheets, forms and requests)	C825	11	1984-1996	16	3/99	Fiber Shredded
8	Budget Books - Budget Printouts	C825	24	1980-1983	6	3/99	Fiber Shredded
9	Misc. Accounting Records - Public School Rev/Exp., General Journal print out, General Fund Master list, Appropriations, Account Status History, Hospital Inpatient Reports	C825	25	1969-1988	15	3/99	Fiber Shredded
10	Accounting Files by Subject Matter - Financial reports/printouts)	C825	26	1989-1995	12	3/99	Kent County Recycling
11	Cash Receipts - Cash receipts, Revenue Journal Entries, Revenue Reports)	C825	28	1973-1993	10	3/99	Kent County Recycling
12	A/P Ck#32700-37287	C825	1-5	7/1/95- 6/30/96	5.55	3/1/01	Kent County Recycling
13	Governmental Financial Systems (Account Activity)	C825	11	7/1/95- 6/30/96	1.11	3/1/01	Kent County Recycling

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

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# KENT COUNTY

**Reporting Agency** 

# **BUDGET AND ACCOUNTING**

**Division or Unit** 

# Certificate of Records Disposal

No.	Description of Records	Authorizat	ion	Inclusive	Volume	Date	Method	
	(Same Title as Listed on sehedule)	Retention Schedule No.	Item No.	Dates of Records Destroyed	Cubie Feet	of Disposal	of Disposal	
14	Governmental Financial Systems- computer printouts (disbursement reports, cash trial balance, manual disbursement edit listing, revenue guideline, GL posting, Edit listing update	C825	6, 7,	7/1/95- 6/30/96	3.33	3/1/01	Kent County Recycling	
15	Cash Receipts (w/Sanitary District and County Roads)	C825	8	7/1/95- 6/30/96	1.11	3/1/01	Kent County Recycling	
16	Telephone Bills (paid)	C825	9	7/1/95- 6/30/96	1.11	3/1/01	Kent County Recycling	
17	Budget Backup	C825	12	7/1/95- 6/30/96	1.11	3/1/01	Kent County Recycling	
18	Journal Entries w/Edit Listings	C825	13,14	7/1/94- 6/30/96	2.22	3/1/01	Kent County Recycling	
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I hereby certify that the records listed above were disposed of as indicated.

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# **KENT COUNTY**

**Reporting Agency** 

# **COMMISSIONERS**

**Division or Unit** 

# Certificate of Records Disposal

No.	Description of Records	Authorizat	ion	Inclusive	Volume	Date of Disposal	Method
	(Same Title as Listed on schedule)	Retention Schedule No.	Item No.	Dates of Records Destroyed	Cubic Feet		of Disposal
21	Subject Files	C823	6		1	9/11/98	Fiber Shredded
22	Subject Files	C821	47		1	9/11/98	Fiber Shredded
23	Financial Experts	C821	28		1	9/11/98	Fiber Shredded
24	Employee Benefits File	C821	13		1 ,	9/11/98	Fiber Shredded
25	Governmental Financial Systems	C823	10	1991-1994	1 '	9/11/98	Fiber Shredded
26	Gov. Financial Systems Manual	C821	27	1986	1	9/11/98	Fiber Shredded
27	Correspondence	C825	27		1 =	9/11/98	Fiber Shredded
28	Miscellaneous CETA Files	L44	17		1/2	9/11/98	Fiber Shredded
29	Wage & Tax Statements	C821	32	1972-1974	1/2	9/11/98	Fiber Shredded
30	Personnel Files	C821	40	1985	1	9/11/98	Fiber Shredded
31	Correspondence Files	C821	41	1964-1968	2	9/11/98	Fiber Shredded
32	Miscellaneous Proj. Corr. Files	C821	29		1	9/11/98	Fiber Shredded
33	Chronological Correspondence File	C821	39	1975	1	9/11/98	Fiber Shredded
34	Governmental Financial System	C823	10	1994	1/2	9/11/98	Fiber Shredded
35	Old Check Books	L44	5	1971-1976	1/2	9/11/98	Fiber Shredded
36	Subject Files	C821	3		1	9/16/98	Fiber Shredded
37	Payroll Check Register	C825	22	1979-1985	1/4	10/2/98	Fiber Shredded
38	Liquor Licenses	C821	13		1/4	10/30/98	Fiber Shredded
39	Miscellaneous Accounting Records	C825	25		1/4	10/9/98	Fiber Shredded
40	Miscellaneous CETA Files	L44	17	1980-1981	1/2	10/9/98	Fiber Shredded

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

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# **KENT COUNTY**

**Reporting Agency** 

# COMMISSIONERS

**Division or Unit** 

Certificate
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Records
Disposal

No.	Description of Records	Authorizat	ion	Inclusive	Volume Cubic	Date	Method	
	(Same Title as Listed on schedule)	Retention Schedule No.	Item No.	Dates of Records Destroyed	Feet	Disposal	Disposal	
41	Payroll Register	C825	15	1978-1981	1/4	10/9/98	Fiber Shredded	
42	Payroll - Year End Reports	C825	23	1978-	1/4	10/9/98	Fiber Shredded	
43	Governmental Financial Systems	C825	3	1986-1987	1/4	10/9/98	Fiber Shredded	
44	Canceled Checks/Deposit Slips	L44	3	1975-1976	1/4	12/11/98	Fiber Shredded	
45	Cash/Disbursement Ledger Book	L/44	6	1956-1974	1/4	12/11/98	Fiber Shredded	
46	Building Projects/Bonds	C821	40	1975-1990	1/2	12/11/98	Fiber Shredded	
47	General Journal	L44	4	1948-1976	1/2	12/11/98	Fiber Shredded	
48	Employee Personnel Record	C821	35	1952-1970	1/2	12/11/98	Fiber Shredded	
49	Statement of Operations	C821	36	1961-1966	1/2,	12/11/98	Fiber Shredded	
50	Purchase Journals	L44	2	1957-1976	1/2:	12/11/98	Fiber Shredded	
51	Reading File	C821	4	1976-1977	1/2	12/11/98	Fiber Shredded	
52	Time sheets	C821	41	92-96	6	3/24/99	Fiber Shredded	
53	Workers Compensation Files	C821	42	80-93	1	3/24/99	Fiber Shredded	
54	Special Licenses	C821	13	7/82-5/83	1/2	3/24/99	Fiber Shredded	
55	Pension Plan	L44	16	74-81	1/2	3/26/99	Fiber Shredded	
56	Wage & Tax Statements	C821	30	78-81	1	3/26/99	Fiber Shredded	
57	Voucher Register	L44	11	67-69	1	3/26/99	Fiber Shredded	
58	Correspondence Files	C821	39	83	1	3/26/99	Fiber Shredded	
59	Reel to Reel Tapes	C821	16	-1983	1	3/26/99	Fiber Shredded	
60	Eren's Files	C825	4	73-81	1/2	3/26/99	Fiber Shredded	

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

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# **KENT COUNTY**

**Reporting Agency** 

# COMMISSIONERS

**Division or Unit** 

# Certificate of Records Disposal

No.	Description of Records	Authorizat	rion	Inclusive	Volume	Date	Method
	(Same Title as Listed on schedule)	Retention Schedule No.	Item No.	Dates of Records Destroyed	Cubic Feet	of Disposal	of Disposal
61	Alcohol Beverage Licenses	C821	13	1997	1/2	6/25/01	Fiber Shredded
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	N - V - 2 - 2						
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I hereby certify that the records listed above were disposed of as indicated

Signature

Title

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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

# District Court of Maryland for Kent County January 1, 2001

# ROSE MARIE METCALF - COUNTY CLERK Custodian of Records at time of Destruction

Series No.	Description of Records Include title and/or form number	Auth Retention Sched. No.	ltem No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Method of Destruction (Shred/landfill)
	ACCOUNTING RECORDS Certificates of Deposit	975	v	1997	3	9/5/01	Landfill
	Closed Transcript Records				1	44	•
	Closed Deferred Payment Records Commissioner Daily Transmittals				1.5 1.5		
	Court Fund Receipts and Ledger c	ards			2	8	
	Satisfied Bad Checks				.5		
	Purchase Orders & Receiving Rep Statistical Report	orts			1	2	•
	Auditors Receipt Copies				.5		***
	Bank Statements				1	' '	*
	Refund Request Forms Petty Cash Reimbursements				5/11	(	;
					141	•	

Destruction Approved by Hall of Records Commission

Destruction Certification

Date

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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

District Court of Maryland for Kent County January 1, 2001 **ROSE MARIE METCALF - COUNTY CLERK** Custodian of Records at time of Destruction

		Auth	orization	Inclusive Date	<u>Volume</u>	Date of	Method of
<u>Series</u> No.	Description of Records Include title and/or form number	Retention Sched. No.	Item No.	of Records Destroyed	Cu. Ft.	<u>Destruction</u>	<u>Destruction</u> (Shred/landfill)
	CIVIL CASES CLOSED (Stripped material only)	975	II	1997	10	9/5/01	Lansfill
	LANDLORD/TENANT	975	II	1997	1	le	U
	SUMMARY EJECTMENT (Money judgement)	975	II	1988	.5	le	4
	DOMESTIC VIOLENCE (Stripped material only)	975	III	1988	.5	le	4
	EMERGENCY EVALUATIONS (Stripped material only)	975	III	1988	5/25	"	u
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Destruction Approved by Hall of Records Commission

**Destruction Certification** 

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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

<b>District Court</b>	of Maryla	nd for Ken	t County	January 1, 2001

# ROSE MARIE METCALF - COUNTY CLERK Custodian of Records at time of Destruction

D.C.Cert.3-3 -CR-1-01

Series No.	Description of Records Include title and/or form number	Author Retention Sched. No.	Item No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Method of Destruction (Shred/landfill)
1	CRIMINAL CLOSED (Stripped material only)	975	2 a&b	1997	7	9/5/01	Lardfill
	NATURAL RESOURCE CLOSED (Stripped material only)	975	2 a&b	1997	1	p	Landfill
	CIVIL CITATIONS CLOSED (Stripped material only)	975	2 A&b	1997	19,0	66	Lardfill

Destruction Approved by Hall of Records Commission

**Destruction Certification** 

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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

District Court of Maryland for Kent County January 1, 2001

**ROSE MARIE METCALF - COURT CLERK** Custodian of Records at time of Destruction

<u>Series</u> No.	Description of Records Include title and/or form numb	Retention	Item No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Method of Destruction (Shred/landfill)
	EXPUNGED CRIMINAL CASES	975 Sec IV	2 a&b	1997	1	3/6/01	Shredded
	*To be shredded						

Destruction Approved by Hall of Records Commission

JAN 0 2 2000

Date

**Destruction Certification** 

Signature of Court Official

County Clerk 3/6/01

SEP 18 2001

Thomas C. Japan

Department of General Services Hall of Records Commission Records Management Division 7275 Waterloo Rd., P.O. Box 275 Jessup, MD 20794-0275

D.C.Cert.3-3 -MISC-1-01



# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Kent County January 1, 2001

ROSE MARIE METCALF - COUNTY CLERK

					Custodian of Records at time of Destruction						
Ä	<u>Series</u> No.	Description of Records Include title and/or form number	Retention	orization Item No.	Inclusive Date of Records Destroyed	<u>Volume</u> <u>Cu. Ft.</u>	Date of Destruction	Method of  Destruction (Shred/landfill)			
		R-DATE RECORDING TAPES	975	IV	1997	5/10	9/5/01	Lardfill			

Destruction Approved by Hall of Records Commission

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Destruction Certification

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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

District Court of Maryland for Kent County January 1, 2001 ROSE MARIE METCALF - COUNTY CLERK Custodian of Records at time of Destruction

#	<u>Series</u> No.	Description of Records Include title and/or form number	Autl Retention Sched. No.	norization Item No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Method of Destruction (Shred/landfill)
		TRAFFIC			2.44			
		TRANSMITTALS	975	IV2b	1997	I	9/5/01	Lansfill
		MISCELLANEOUS CORRESPONDENCE	975	IV2b	1997	3	6	6
		Z BATCH ENVELOPES	975	IV2b	1997	4	4	u
		CLOSED TRAFFIC FILES	975	2a&b	1997	3	c	U
		CLOSED NONMATS CITATION	975	2a&b	1997	1	4	4
		CLOSED CITIZEN ARRESTS	975	2a&b	1997	1	es	4
		CLOSED PARKING CITATION	975	2a&b	1997	1,4,0	u	*/

Destruction Approved by Hall of Records Commission

Destruction Certification

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State Archivist

9/6/01 Date

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Division or Unit

# Department of General Services

Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275

Prepare in duplicate

Retain one (1) copy and forward original to address at left.

#### DISPOSAL CERTIFICATE RECORDS

	Description of Records	Authoriz	ation	Inclusive Dates of	Volume	Date of	
No.	(Same Title as listed on Schedule)	Retention Schedule No	Item No.	Records Destroyed	Cubic Feet	Disposal	Method of Disposal
1	Millington Bank - Jail Construction Fund Checks	C823	6	CK#1046-1500	1	2/8/99	Recycled
2	MD National Bank - Jail Construction Fund Checks	C823	6	CK #117-601	1	2/8/99	Recycled
3	Peoples Bank - Jail Construction Fund Checks	C823	6	CK #297-1200	1	2/8/99	Recycled
4	Insolvency Reports	C823	2	#1-1990	11	2/8/99	Recycled
5	Assessment Change Reports	C823	2	9/83 - 6/90	1	2/8/99	Recycled
6	Jail Construction Fund - Check Registers & Checks	C823	6	8/85 - 1/87	1	2/8/99	Recycled
7	Revenue Sharing - Check Registers & Checks	C823	6	7/14/75- 3/87	1	2/8/99	Recycled
8	Chestertown Bank - "Stop Payment Forms"	C823	1	6/89 - 6/95	1	2/8/99	Recycled
9	Chestertown Bank - Real Estate Tax Account	C823	6	7/88 - 5/90	1	2/10/99	Recycled
10	Kent County Treasurer - R.E. Tax Bill Receipts	C823	9	7/1/74-9/8/95	13	2/8/99 - 3/15/99	Recycled
11	Tax Sale Account-Checking Tax Sale Account -	C823	6	6/26/87 <b>-</b> 5/15/90	2	2/12/99	Recycled
12	Bank Statements	C823	6	7/50 - 6/96	4	2/12/99	Recycled
13	State Reports - Increase & Decrease Forms	C823	2	7/81 - 3/90	1	2/26/99	Recycled
14		C823	2	6/65 - 2/96	1	2/26/99	Recycled
15	General Fund - Check Copies & Registers	C823	6	1/87 - 6/95	3	2/26/99	Recycled
16	Tax Sale - Notification Letters	C823	1	12/94 - 4/94	1	2/26/99	Recycled
17	Monthly State Reports	C823	2	12/64 - 5/87	2	3/1/99	Recycled
18		C823	2	1/66 - 7/90	2	3/1/99	Recycled
19	K.C. Dog Licenses - Books & License Copies	L44	9	7/1/80 - 6/30/98	3	3/1/99	Recycled

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

Fiscal Associate II

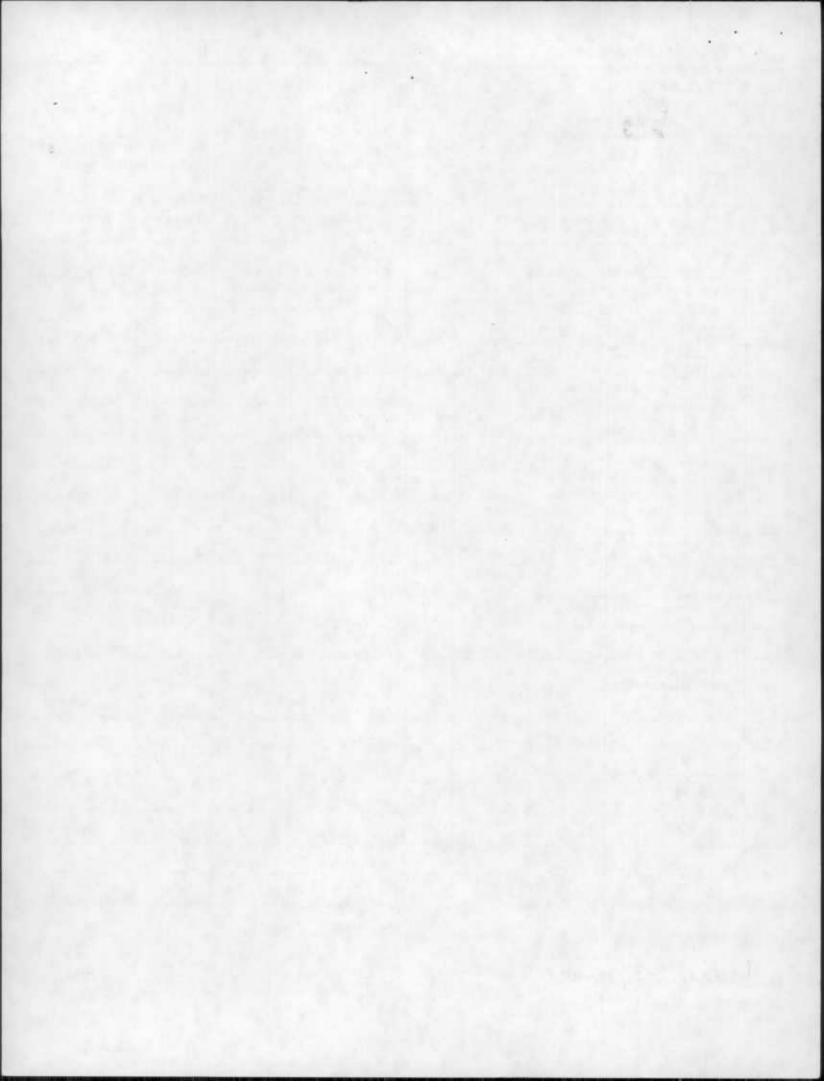
Title

4/28/99

Date

DGS 550-2 (Rev. 1/93).

Figure 9



ALCURUGS

Reporting Agency

Department of General Services

Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 Prepare in duplicate

Retain one (1) copy and forward original to address at left.

Division or Unit

# CERTIFICATE OF RECORDS DISPOSAL

	Description of Records	Authoriz	ation	Inclusive Dates of	Volume	Date of	
No.	(Same Title as listed on Schedule)	Retention Schedule No	Item No.	Records Destroyed	Cubic Feet	Disposal	Method of Disposa
20	Dog Fund Bank Account	C823	6	6/83 - 7/84	1	3/1/99	Recycled Recycled
21	General Fund - Bank Statements	C823	6	11/68 - 6/95	6	3/1/99	Recycled
22	End of Month - Disbursement Reports	C823	10	7/77 - 12/81	1	3/2/99	Recycled
23	County Receipts/White	C823	5	1/89 - 7/96	2	3/2/99	Recycled
24	Millington Bank - Bank Statements	C823	6	7/72 - 12/80	1	3/2/99	Recycled
25	Treasurer's Report of Bank Balances	C823	10	1980 - 12/90	1	3/2/99	Recycled
26	Financial Receipts Reports Edits & Posts	C823	10	8/96 - 2/97	1	3/2/99	Recycled
27	Mobile Home Park Tax Repor Circle Trailer Park	C823	1	1/68 - 9/94	1	3/3/99	Recycled
28	Mobile Home Park Tax Repor Lone Pine Trailer Park	C823	1	5/86 - 8/94	1	3/3/99	Recycled
29	Mobile Home Park Tax Repor Tucker's Trailer Park	C823	1	1/64 - 12/94	1	3/3/99	Recycled
30	Mobile Home Park Tax Report Edge of Town Trailer Park	C823	1	1/68 - 12/90	1	3/3/99	Recycled
31	Mobile Home Park Tax Report Port's Trailer Park	C823	1	6/78 - 6/80	1	3/3/99	Recycled
	Mobile Home Park Tax Report	Park	1	12/67 - 12/93	1	3/3/99	Recycled
33	Dept. of Asessments & Taxa Homeowner's Credits Report	tion- s C823	2	7/85 - 6/95	1	3/3/99	Recycled
34	Verification Reports of Homeowner's Credits	C823	2	5/77 - 7/94	1	3/4/99	Recycled
35	Personal Property Tax Repo	C823 orts	2	1976 - 1977	1	3/4/99	Recycled
36		ts C823	10	7/81 - 5/86 10/20/89 -	11	3/4/99	Recycled
37		s C823	7	10/20/89 - 12/31/96 7/31/85 -	1	3/4/99	Recycled
38	General Fund - Outstanding Check Registe	c823	10	12/31/99	1	3/4/99	Recycled

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

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Warda S Spirates

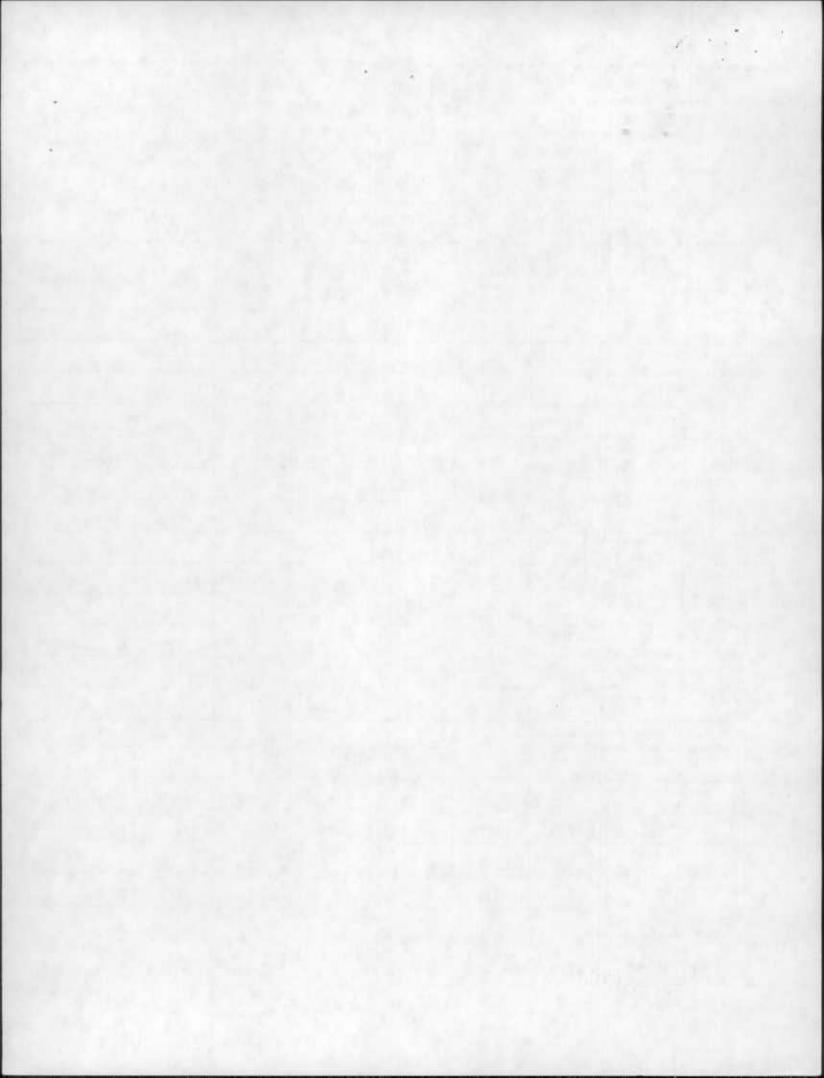
Fiscal Associate II

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Date

DGS 550-2 (Rev 1/93).



Reporting Agency

7275 Water P.0

Division or Unit

Department of General Services

Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 Prepare in duplicate \*

Retain one (1) copy and forward original to address at left.

# CERTIFICATE OF RECORDS DISPOSAL

	Description of Records	Authoriz	ation	Inclusive Dates of	Volume	Date of		
No.	(Same Title as listed on Schedule)	Retention Schedule No	llem No	Records Destroyed	Cubic Feet	Disposal	Method of Disposal	
39	DMV Bank Statements	C823	6	6/79 - 5/95	1	3/4/99	Recycled	
40	Financial - Cash Receipts Reports	C823	10	7/72 - 6/76	1	3/10/99	Recycled	
41	Purchase Order Requisition Reports	C823	1	6/70 - 6/77	1	3/10/99	Recycled	
42	State Roads Commission Let	C823 ters	2	5/68 - 5/75	1	3/10/99	Recycled	
43	Civil Action Court Dockets	C823	2	7/71 - 8/89	11	3/10/99	Recycled	
44	Montly Budget Copies	C823	1	7/70 - 7/71	1	3/10/99	Recycled	
45	Claim for Refund on Real Estate Taxes	C823	2	12/67 - 10/93	1	3/11/99	Recycled	
46	Ag Transfer Tax Correspondence	C823	2	7/86 - 1/95	1	3/11/99	Recycled	
47	Money Wire Transfer Correspondence	C823	2	8/25/92 -	1	3/11/99	Recycled	
48	Tax Credit Certificates Redeemed	L44	7	7/75 - 6/95	3	3/15/99	Recycled	
49	Letters of Tax Sale Redemptions	C823	1	1977 - 1987	1	3/15/99	Recycled	
50	Kent County School Bonds	C823	5	#451 <b>-</b> #500 10/1/56	1	3/15/99	Recycled	
51	Community Work Release Program Papers	C823	2	10/92 - 6/96	1	3/15/99	Recycled	
52	Peoples Bank - Deposit Slips	C823	6	2/82 - 6/87	1	3/15/99	Recycled	
53	Chesapeake Bank - Deposit Slips	C823	6	1977 - 12/95	11	3/15/99	Recycled	
54	MVA Bank Account - Deposit Slips	C823	6	1/94 - 6/96	1	3/15/99	Recycled	
55	General Fund Cash Reports	C823	10	2/60 - 9/72	1	3/15/99	Recycled	
56		L44	8	1971 - 5/86	2	3/16/99	Trash	
57	Real Estate Taxes - Journal Ledger Books	C823	9	7/74 - 4/93	2	3/16/99	Trach	

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

Wanda S Sprates

Fiscal Associate II

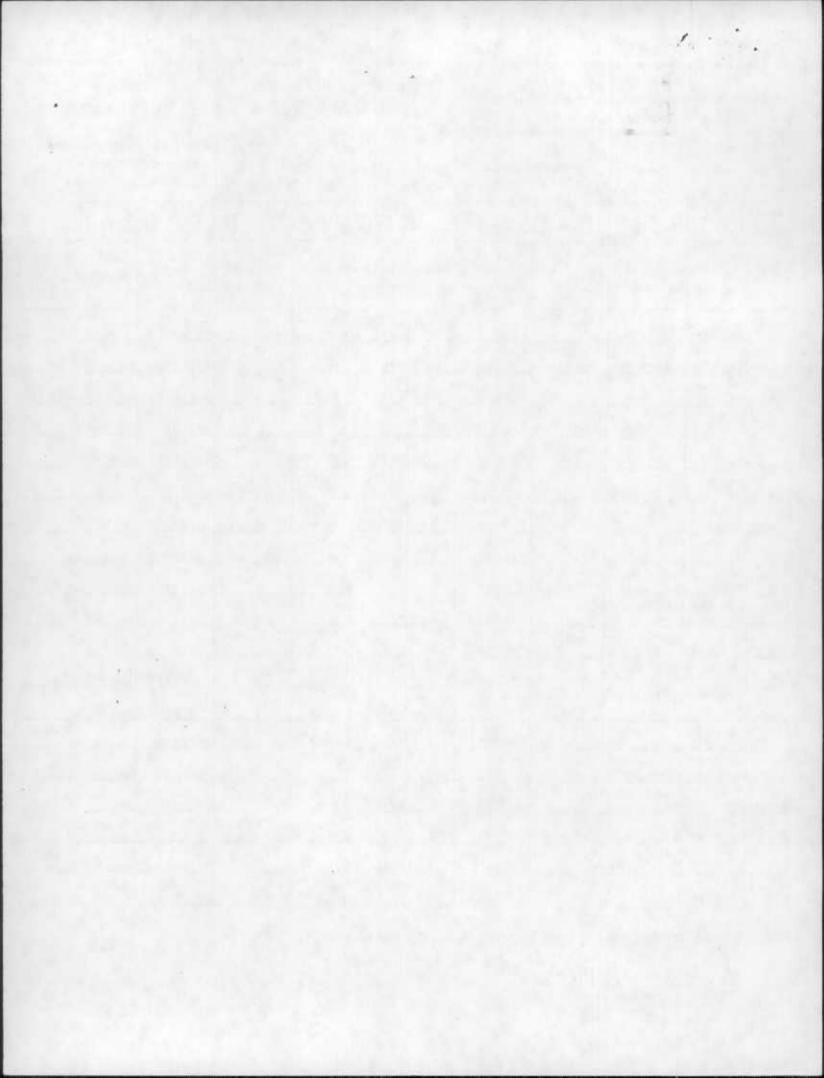
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Title

Date

DGS 550-2 (Rev. 1/93).

Figure 9



AllhuGS

Reporting Agency

Y CO , 2 1

Division or Unit

Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275

Department of General Services

Jessup, Maryland 20794-0275

Prepare in duplicate

Retain one (1) copy and forward original to address at left.

# CERTIFICATE OF RECORDS DISPOSAL

	Description of Records	Authoriz	ation	Inclusive Dates of	Volume	Date of		
No.	(Same Title as listed on Schedule)	Retention Schedule No	Item No.	Records Destroyed	Cubic Feet	Disposal	Method of Disposal	
58	Kent Co. Sanitary District Cash Receipts Reports	C823	10	8/96 - 2/97	1	3/16/99	Recycled	
59	Kent Co. Sanitary District Receipts & Back-ups	C823	10	6/7/92 - 10/31/95	1	3/16/99	Recycled Recycled	
60	Kent Co. Sanitary District Check Registers	C823	10	7/92 - 4/95	1	3/16/99	Recycled	
61	MVA Correspondence	C823	3	1967 - 1993	1	3/17/99	Recycled	
62	Bank Statements - Real Estate Tax Account	C823	6	7/82 - 6/96	2	3/17/99	Recycled	
63	Domestic Corporation Tax Statements	C823	.2	1969 - 1971	1	3/17/99	Recycled	
64		C823	2	6/68 - 6/78	1	3/17/99	Recycled	
65	Certifications for Domestic Corporations	C823	2	6/68 - 6/78	1	3/17/99	Recycled	
66	Payroll Print-outs	C823	7	11/20/81 - 9/12/95	6	3/18/99	Recycled	
67	Payroll Check Registers	C823	7	7/3/86 <b>-</b> 9/12/95	6	3/18/99	Recycled	
68	Chestertown Bank - Copies of Checks	C823	6	7/73 - 5/80	2	3/18/99	Recycled	
69	Peoples Bank - Copies of Checks	C823	6	6/73 - 11/80	1	3/18/99	Recycled	
70	Union Trust - Copies of Checks	C823	6	7/72 - 8/81	1	3/18/99	Recycled	
71	Maryland National Bank - Copies of Checks	C823	6	7/75 - 6/79	1	3/18/99	Recycled	
72	Chestertown Bank - Library Construction Fund Checks	C823	6	9/77 - 2/79	11	3/18/99	Recycled Recycled	
73	Real Estate Tax Reports - Edits & Posts	C823	8	1979/80 - 6/30/98	6	3/19/99	Recycled	
74	Real Estate Tax Payment Edit Listings	C823	8	7/97 - 12/98	1	3/19/99	Recycled	
75	Financial-Government Reports Edits/Posts	C823	10	1979/80 <b>-</b> 6:/30/98	6	3/19/99	Recycled	
7.6	Real Estate Tax End-of-Year Reports	C823	8	7/95 - 12/97	2	3/19/99/	Recycled	

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

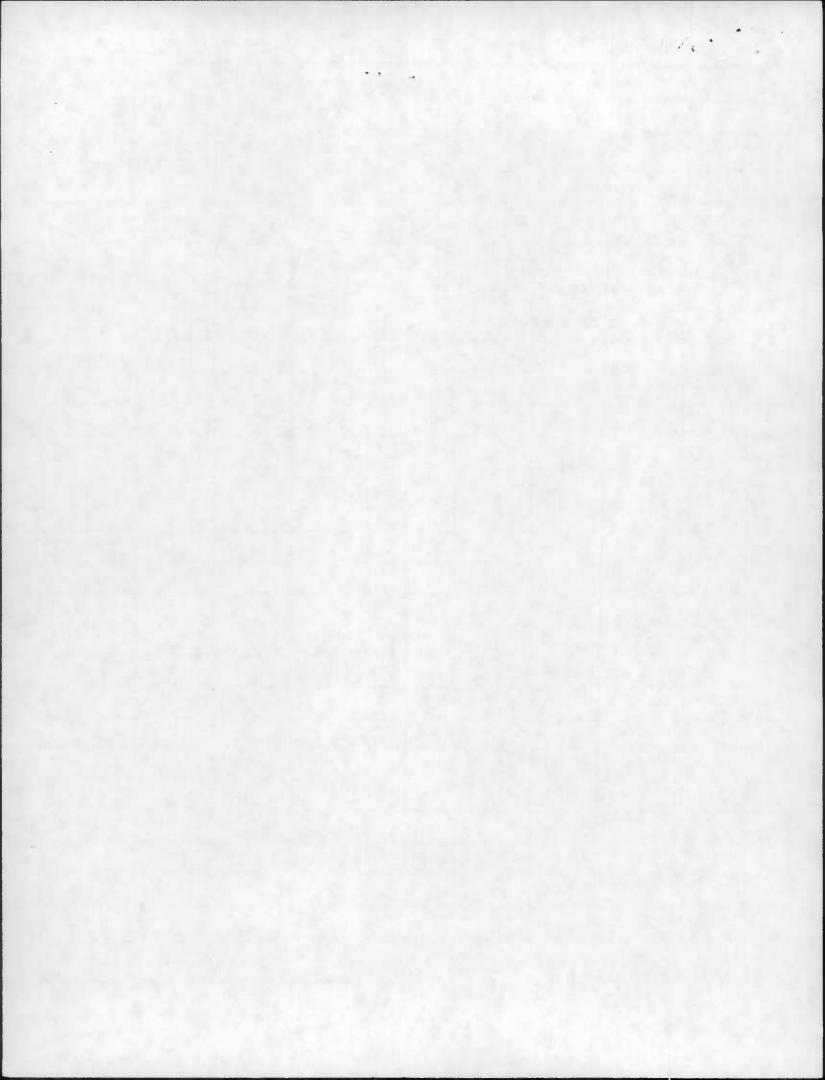
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Fiscal Associate II

4/28/99

Date

DGS 550-2 (Rev. 1/93).



# The County Commissioners of Kent County

RONALD H. FITHIAN
PRESIDENT
ROCK HALL, MD

LARRY B. BECK MEMBER CHESTERTOWN, MD

W. MICHAEL NEWNAM

MEMBER

CHESTERTOWN MD

Kent County Government Center 400 High Street Chestertown, Maryland 21620 Telephone 410-778-7435 Facsimile 410-778-7482 E-MAIL kentcounty@kentcounty.com

www.kentcounty.com

T. EDWARD ROBINSON COUNTY ADMINISTRATOR

JANICE F. FLETCHER
EXECUTIVE ASSISTANT

ERNEST S. COOKERLY
ATTORNEY TO
COMMISSIONERS

# Memo



To:

Department of General Services

From:

Cheryl Bish, Risk Management Coordinator

Date:

July 20, 2001

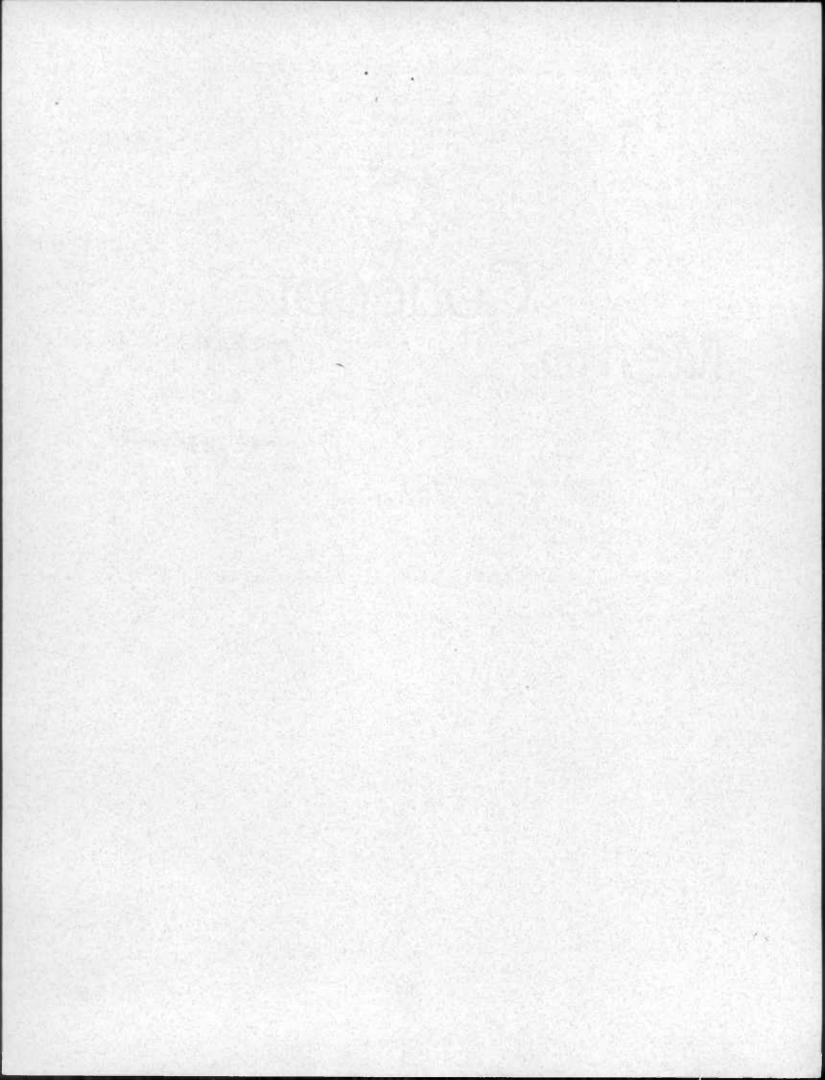
Subject:

Certificate of Records Disposal

Attached is the original Certificate of Records Disposal for the Kent County Government.

If you have any questions, please feel free to contact me.

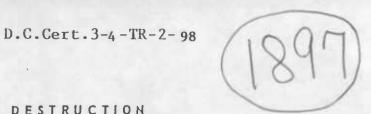




#### DEPARTMENT OF GENERAL SERVICES Hall of Records Commission

Records Monagement Division

7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-0275



# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne

1/2/98

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series			Authorizotion		Inclusive			Method of Destruction
No.	Description of Records Include Title and/or Form Number	,	Retention School No.	ltem No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	(Recycle, shred, fandfill, etc.)
,	TRAFFIC  Motor Vehicle Dockets  (to be destroyed only		975 Sec IV	2 a&b	1992	3	2-7-01	Lardfeller
	after microfilming)							

Destruction Approved by Hall of Records Commission

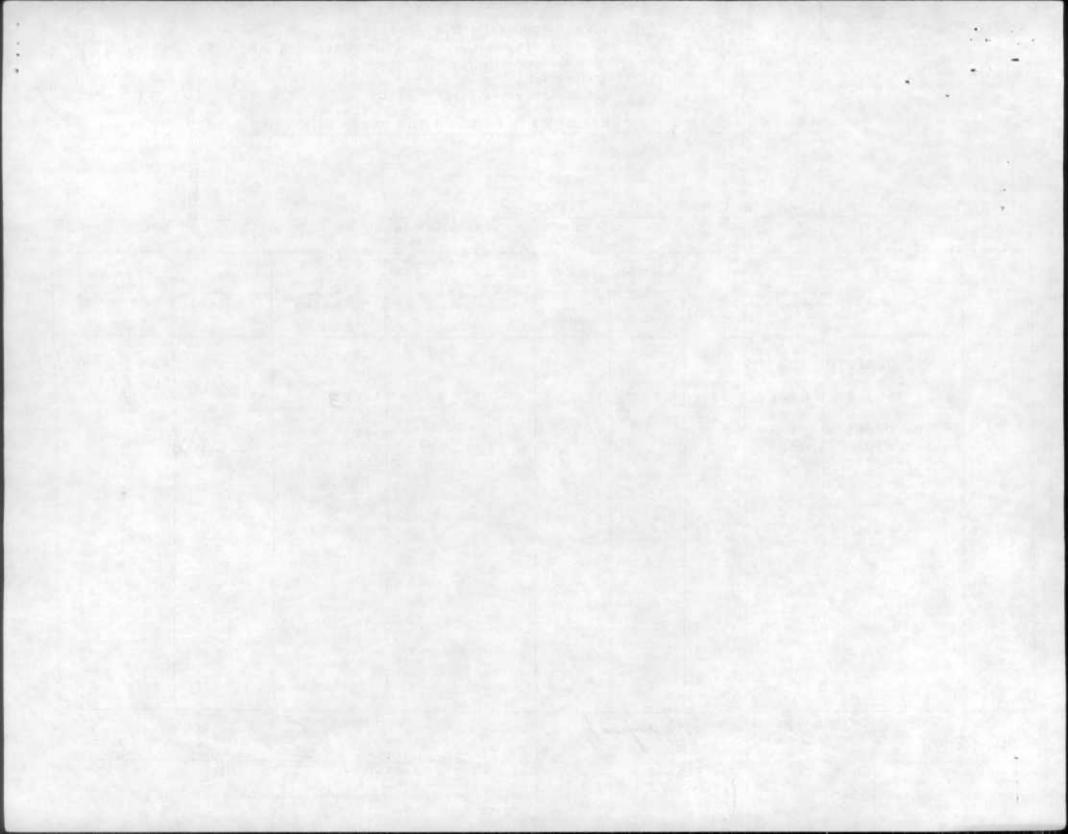
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State Archivist

Instructions for Preparation and Submission on Reverse Side

Rey. 10/83 DGS-550-9



UE LAK IMENT OF TEKAL SEKTICES Hall of Records Commission

Records Management Division 7275 WATERLOO RD., P.O. BOX 275

JESSUP, MD 20704-0275

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## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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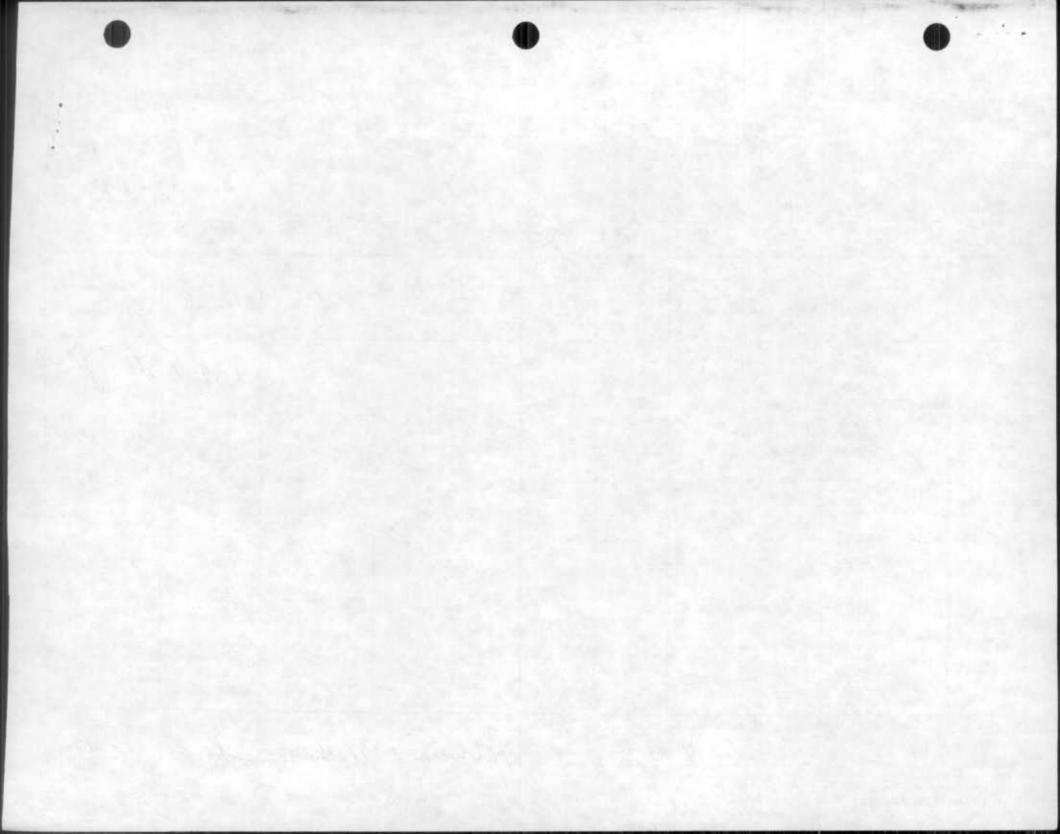
	ct Court of Maryland Queen Anno COUNTY COUNTY		DATE	CUSTODIAN	OF RECORDS A	TIME OF	DESTRUCTION
,		Autho	Jeotton	Includes	Volume	Date of	Harked el Destruction
rdes Ho.	Description of Records Include Title and/or Form Number  1	Ratention School Ho.	Item No.	Deten of Records Destroyed	(Cubic Foot)	Destruction	(Recycle, shred, landRil, etc.)
	TRAFF1C					3-19-01	Landfel
	Motor Vehicle Dockets	975 Sec IV	2 a&b	1992	3		0
	(to be destroyed only after microfilming)						
•					7/		
			1				-

H DEC 1 2 1997

Date

Savard C. Sperfer State Archivist

lev. 10/83 DGS-550-9 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

District Court of Maryland

Queen Anne's

1/2/99

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

D.C.Cert.3-4-TR-2-99

Description of Records Include Title and/or Form Humber	Authorization		Inclusive			Method of Destruction
	Retention Sched, No.	Irem No.	Dates of Records Destroyed,	(Cubic Feet)	Dete of Destruction	(Recycle, shred, landfil, etc.)
TRAFFIC	19.0				4-3-01	Landfiller
Motor Vehicle Dockets		2 a&b	1993	3	1001	- /
(to be destroyed only after microfilming)	Sec IV					
	1916					
						192
	Motor Vehicle Dockets (to be destroyed only	TRAFFIC  Motor Vehicle Dockets (to be destroyed only after microfilming)  Sehod, No.  975 Sec IV	TRAFFIC  Motor Vehicle Dockets (to be destroyed only after microfilming)  2 a&b Sec IV	TRAFFIC Motor Vehicle Dockets (to be destroyed only after microfilming)  Schod. No.  No.  1993  2 a&b 1993	TRAFFIC Motor Vehicle Dockets (to be destroyed only after microfilming)  Schod, No.  975 Sec IV  2 a&b 1993 3	TRAFFIC  Motor Vehicle Dockets (to be destroyed only after microfilming)  975 Sec IV  1993  3  4-3-0/6

NOV 3 0 1998

Date

State Archivist

Signature of Court Official

Date

Instructions for Preparation and Submission on Reverse Side

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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

District Court of Maryland for Queen Anne's County January 1, 2001

GLADYS S. FOSTER - COURT CLERK
Custodian of Records at time of Destruction

Serics No.	<u>Description of Records</u> Include title and/or form number	Retention	orization Item No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Method of  Destruction (Shred/landfill)
	EXPUNGED CRIMINAL CASES S	975 Sec IV	2 a&b	1997	1	2-8-01	Shedded

\*To be shredded

Destruction Approved by Hall of Records Commission

**Destruction Certification** 

JAN 0 2 2000

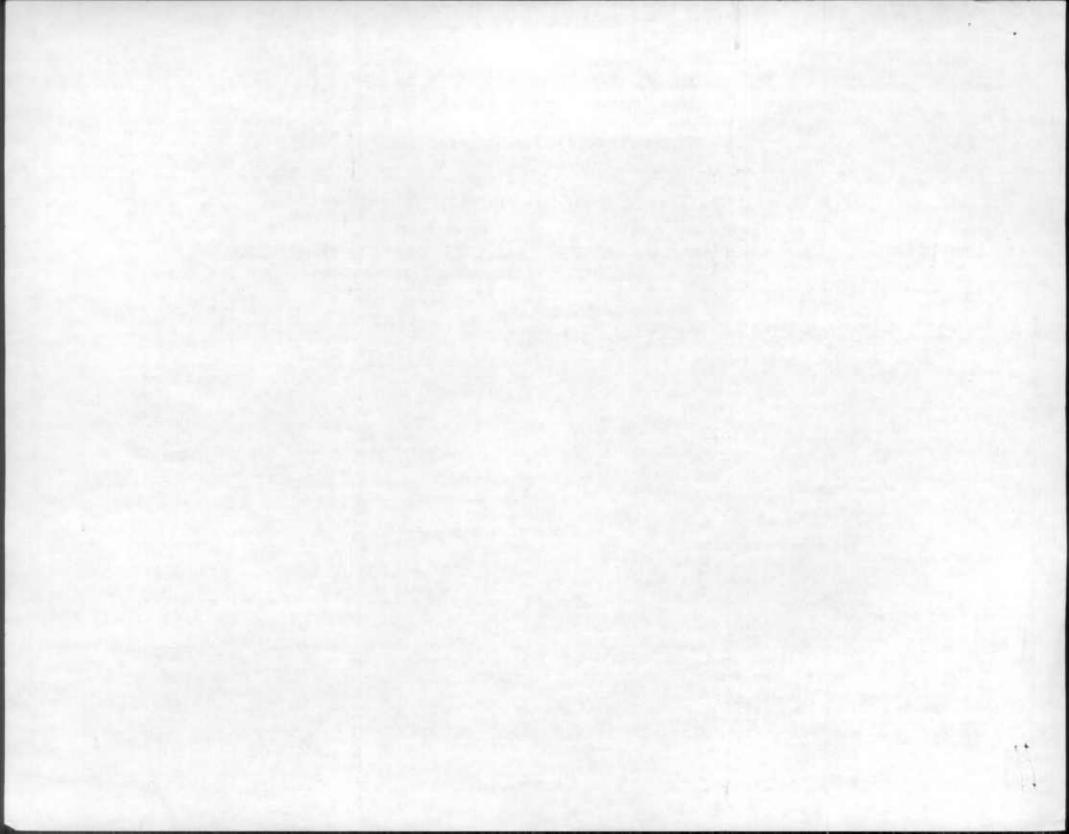
- Date

State Archivist

Signature of Court Official

Title

ate



D.C.Cert.3-4 -F-1-01

Department of General Scrvices 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 of Maryland for Queen Anne's County January 1, 2001

# GLADYS S. FOSTER - COUNTY CLERK Custodian of Records at time of Destruction

Serics No.	Description of Records Include title and/or form number	Auth Retention Sched. No.	Item No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Method of Destruction (Shred/landfill)
	ACCOUNTING RECORDS Certificates of Deposit Closed Transcript Records Closed Deferred Payment Records Commissioner Daily Transmittals Court Fund Receipts and Ledger of Satisfied Bad Checks Purchase Orders & Receiving Rep Statistical Report Auditors Receipt Copies Bank Statements Refund Request Forms Petty Cash Reimbursements	ards	V	1997	5 1 1.5 1.5 2 .5 1 1 .5 1	1/30/01 3/8/01 3/8/01 3/8/01 3/8/01 3/8/01 3/8/01 3/8/01 3/8/01 3/8/01	Landfill

Destruction Approved by Hall of Records Commission

JAN 0 2 2000

Date

Destruction Certification

Signature of Court Official

Gladys S. Foster

County Clerk

Title

Mark Anna

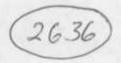
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### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

#### District Court of Maryland for Queen Anne's County January 1, 2001 **GLADYS S. FOSTER - COUNTY CLERK** Custodian of Records at time of Destruction

<u>Series</u> No.	Description of Records Include title and/or form number	Autho Retention Sched. No.	rization Item No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Method of Destruction (Shred/landfill)
	TRAFFIC		-016	N. P. FOR A.			
	TRANSMITTALS	975	IV2b	1997	1	1/30/01	landfill
	MISCELLANEOUS CORRESPONDENCE	975	IV2b	1997	3	1/30/01	Landfill
	Z BATCH ENVELOPES	975	IV2b	1997	6	1/30/01	Landfill
	CLOSED TRAFFIC FILES	975	2a&b	1997	8	1/30/01	Landfill
	CLOSED NONMATS CITATION	975	2a&b	1997	1	1/30/01	Landfill
	CLOSED CITIZEN ARRESTS	975	2a&b	1997	1	1/30/01	Landfill
	CLOSED PARKING CITATION	975	2a&b	1997	1010	1/30/01	Landfill

Destruction Approved by Hall of Records Commission

JAN 0 2 2000

Date

**Destruction Certification** 

Signature of Court Official

County Clerk

1/30/2001 Date

Title

Gladys S. Foster

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MAR 15 2001

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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

District Court of Maryland for Queen Anne's County January 1, 2001 **GLADYS FOSTER - COUNTY CLERK** Custodian of Records at time of Destruction

<u>Series</u> No.		Author Retention Sched. No.	<u>Item</u> No.	Inclusive Date of Records Destroyed	<u>Volume</u> <u>Cu. Ft.</u>	Date of Destruction	Method of Destruction (Shred/landfill)
	CIVIL CASES CLOSED (Stripped material only)	975	II	1997	14	1/30/01	Landfill
	LANDLORD/TENANT	975	II	1997	1	1/31/01	Landfill
	SUMMARY EJECTMENT (Money judgement)	975	II	1988	1	1/31/01	Landfill
	DOMESTIC VIOLENCE (Stripped material only)	975	III	1988	1	1/31/01	Landfill
	EMERGENCY EVALUATIONS (Stripped material only)	975	III	1988	0.81	1/31/01	Landfill

Destruction Approved by Hall of Records Commission

**Destruction Certification** 

JAN 0 2 2000

Date

State Archivist

Signature of Court Official

Gladys S. Foster

County Clerk

Title

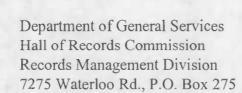
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Date

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Jessup, MD 20794-0275

District Court of Maryland for Queen Anne's County January 1, 2001	<b>GLADYS S. FOSTER - COUNTY CLERK</b>
	Custodian of Records at time of Destruction

		Authorization		Inclusive Date	Volume	Date of	Method of
Series No.	<u>Description of Records</u> Include title and/or form number	Retention Sched. No.	Item No.	of Records Destroyed	<u>Cu. Ft.</u>	Destruction	Destruction (Shred/landfill)
	R-DATE RECORDING TAPES	975	IV	1997	6	1/30/2001	Landfill

Destruction Approved by Hall of Records Commission

JAN 0 2 2000

Date

**Destruction Certification** 

Signature of Court Official Gladys S. Foster

County Clerk

Title

1/30/2001

Date

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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

District Court of Maryland for Queen Anne'	s County January 1, 2001
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#### GLADYS S. FOSTER - COUNTY CLERK Custodian of Records at time of Destruction

Series No.		Author Retention Sched. No.	Item No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Method of Destruction (Shred/landfill)
	CRIMINAL CLOSED (Stripped material only)	975	2 a&b	1997	12	1/30/01	Landfill
	NATURAL RESOURCE CLOSED (Stripped material only)	975	2 a&b	1997	2	1/30/01	Landfill
	CIVIL CITATIONS CLOSED (Stripped material only)	975	2 A&b	1997	15.0	1/30/01	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

JAN 0 2 2000

- Date

State Archivist

Signature of Court Official Gladys S. Foster

County Clerk

1/30/01

Title

Date

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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

D.C.Cert.3-5-TR-2- 98

### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Talbot District Court of Maryland

1/2/98

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

erles	Design to the second	Autho	rizotion	Inclusive			Method of Destruction
No.	Description of Records Include Title end/or Form Number I	Retention Schod. No.	Item No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	(Recycle, shred, landfill, etc.)
1:	TRAFFIC  Motor Vehicle Dockets  (to be destroyed only after microfilming)	975 Sec IV	2 a&b	1992	8	2-7-01	Landfill

DEC 1 2 1997

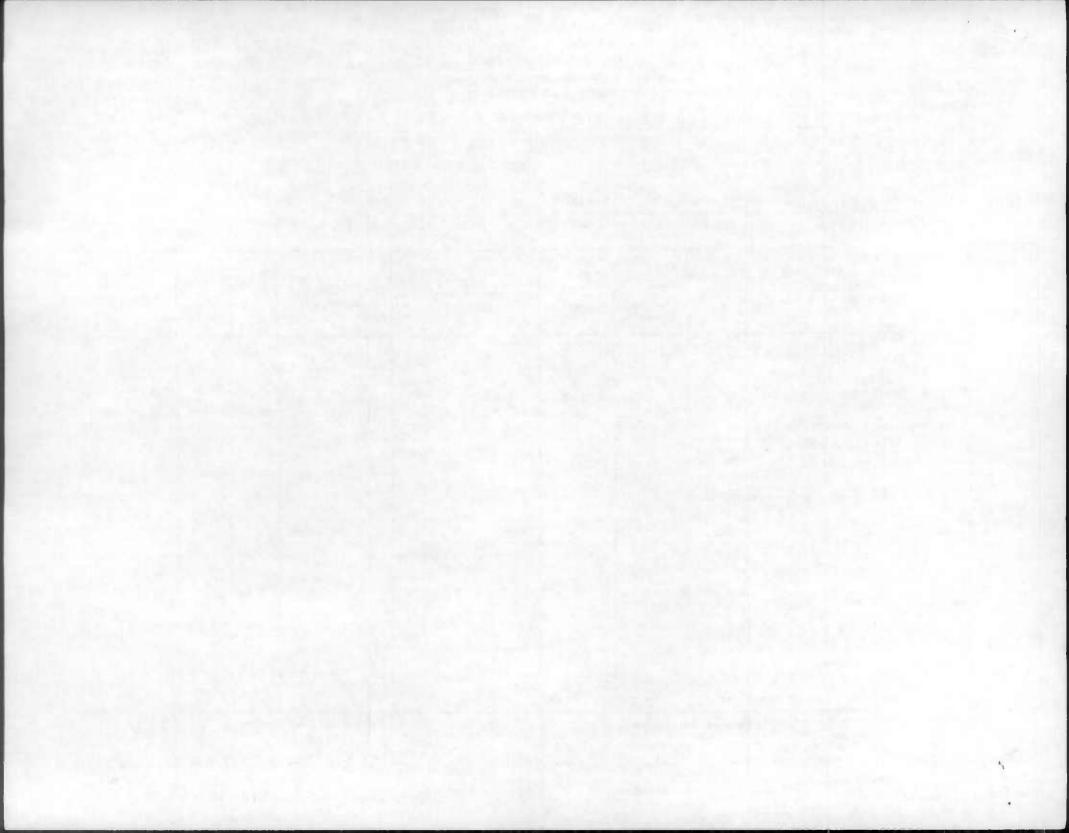
Date

State Archivist

Signature of Court Official

Instructions for Preparation and Submission on Reverse Side

Rev. 19/83 DGS-550-9



DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. BOX 275

D.C.Cert.3-5 -TR-2-99

### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

JESSUP, MD 20794-0275

District Court of Maryland Talbot County 1/2/99 COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series	Doublet 10 - 1	Autho	rizotion	Inclusive	1		Method of Destruction
No.	Description of Records Include Title end/or Form Number	Retention Sched. No.	Item No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	(Recycle, shred, landfill, etc.)
	TRAFFIC  Motor Vehicle Dockets  (to be destroyed only after microfilming)	975 Sec IV	2 a&b	1993	3	1-10-01	Landfille
							: 1 /
	1015 00 Hay						
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Destruction Approved by Hall of Records Commission

NOV 3 0 1998

Date

State Archivist

Destruction Certification

Signature of Court Official

Instructions for Preparation and Submission on Reverse Side

Rev. 10/83 DGS-550-9



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### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Talbot County January 1, 2000

LORETTA A. BAKER - COUNTY CLERK
Custodian of Records at time of Destruction

<u>Serics</u> No.	Description of Records Include title and/or form number	Author Retention Sched. No.	orization Item No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Method of Destruction (Shred/landfill)
	CRIMINAL CLOSED (Stripped material only)	975	2 a&b	1996		110/01	1/
	NATURAL RESOURCE CLOSED (Stripped material only)	975	2 a&b	1996	2 //	1,0/01	
	CIVIL CITATIONS CLOSED (Stripped material only)	975	2 A&b	1996	4 ///	0/01 Lir	Still
						0.13	

Destruction Approved by Hall of Records Commission

**Destruction Certification** 

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Date

State Archivist

Signature of Court Official

County Clark

Date Date

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Talbot County January 1, 2000

LORETTA A. BAKER - COUNTY CLERK Custodian of Records at time of Destruction

Serics No.	<u>Description of Records</u> Include title and/or form number	Auth Retention Sched. No.	orization <u>Item</u> No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Method of Destruction (Shred/landfill)
	CRIMINAL CLOSED (Stripped material only)	975	2 a&b	1996	15	1/10/01	and fill
	NATURAL RESOURCE CLOSED (Stripped material only)	975	2 a&b	1996	2		
	CIVIL CITATIONS CLOSED (Stripped material only)	975	2 A&b	1996	4		

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Destruction Certification

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State Archivist

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### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

<b>District Court of Mar</b>	yland for Talbot	County	January 1, 20	$00_{\underline{}}$ PAT

TRICIA BUCHANAN - RECORDS SUPERVISOR Custodian of Records at time of Destruction

<u>Series</u> No.	Description of Records Include title and/or form number	Retention	orization Item No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Method of Destruction (Shred/landfill)
	EXPUNGED CRIMINAL CASES S	975 Sec IV	2 a&b	1996	1		

\*To be shredded

Destruction Approved by Hall of Records Commission

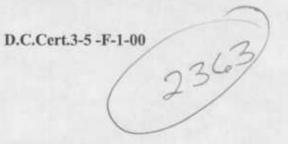
Destruction Certification

Date

State Archivist

Signature of Court Official

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### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Talbot County January 1, 2000

LORETTA A. BAKER - COUNTY CLERK
Custodian of Records at time of Destruction

<u>Series</u> No.	Description of Records Include title and/or form number	Auth Retention Sched. No.	Item No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Method of Destruction (Shred/landfill)
	ACCOUNTING RECORDS Certificates of Deposit Closed Transcript Records Closed Deferred Payment Records Commissioner Daily Transmittals Court Fund Receipts and Ledger of Satisfied Bad Checks Purchase Orders & Receiving Rep Statistical Report Auditors Receipt Copies Bank Statements Refund Request Forms Petty Cash Reimbursements	ards	V	1996	5 1 1.5 1.5 2 .5 1 1 .5	1/10/01	land fell

Destruction Approved by Hall of Records Commission

**Destruction Certification** 

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Date

State Archivist

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Date Date

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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

### District Court of Maryland for Talbot County January 1, 2000

#### LORETTA A. BAKER - COUNTY CLERK Custodian of Records at time of Destruction

Series No.	Description of Records Include title and/or form number	Auth Retention Sched. No.	orization Item No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Method of Destruction (Shred/landfill)
	ACCOUNTING RECORDS	975	v	1996		11-01-	landsfell
	Certificates of Deposit				5	1910/01	eane 7
	Closed Transcript Records				1	/ /	0)
	Closed Deferred Payment Records				1.5		
	Commissioner Daily Transmittals				1.5		
	Court Fund Receipts and Ledger c	ards			2		- /
	Satisfied Bad Checks	al-parent			.5		
	Purchase Orders & Receiving Rep	orts	14. 4.		1		
	Statistical Report				1		
	Auditors Receipt Copies				.5		
	Bank Statements				1		
	Refund Request Forms				1		-11
	Petty Cash Reimbursements	1			.5		(N/

Destruction Approved by Hall of Records Commission

**Destruction Certification** 

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Date

State Archivist

Signature of Court Official



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### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Talbot County January 1, 2000 LORETTA A. BAKER - COUNTY CLERK

Custodian of Records at time of Destruction

<u>Scries</u> No.	Description of Records Include title and/or form number	Auth Retention Sched. No.	orization Item No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Method of Destruction (Shred/landfill)
\$	TRAFFIC			pagagain de calle de la calle		/	
	TRANSMITTALS	975	IV2b	1996	1	1/10/01	land feel
	MISCELLANEOUS CORRESPONDENCE	975	IV2b	1996	1	•	land fiel
	Z BATCH ENVELOPES,	975	IV2b	1996	2	1/10/01	land fill
	CLOSED TRAFFIC FILES	975	2a&b	1996	6	1/10/0.	0 00
	CLOSED NONMATS CITATION	975	2a&b	1996	1	1/10/01 land	1 fill
	CLOSED CITIZEN ARRESTS	975	2a&b	1996	1	1/10/01 200	
	CLOSED PARKING CITATION	975	2a&b	1996	1	1/10/01 les	du du

Destruction Approved by Hall of Records Commission

**Destruction Certification** 

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Date

State Archivist

Signature of Court Official

County Clark
Title

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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Talbot County January 1, 2000 LORETTA A. BAKER - COUNTY CLERK

Custodian of Records at time of Destruction

<u>Series</u> No.	Description of Records Include title and/or form number	Autho Retention Sched. No.	rization <u>Item</u> No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Method of Destruction (Shred/landfill)
	TRAFFIC					11	0 1.1.71
	TRANSMITTALS	975	IV2b	1996	1	1/10/01	land fell
	MISCELLANEOUS CORRESPONDENCE	975	IV2b	1996	1		
	Z BATCH ENVELOPES	975	IV2b	1996	2		
	CLOSED TRAFFIC FILES	975	2a&b	1996	6		
	CLOSED NONMATS CITATION	975	2a&b	1996	1		
	CLOSED CITIZEN ARRESTS	975	2a&b	1996	1	~	
	CLOSED PARKING CITATION	975	2a&b	1996	1		V

Destruction Approved by Hall of Records Commission

Destruction Certification

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Date

State Archivist

Signature of Court Official

Courty Clark

Date Date

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### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

rict Court of	Maryland for Talbot County	LORETTA A. BAKER - COUNTY CLERK Custodian of Records at time of Destruction					
Series No.	<u>Description of Records</u> Include title and/or form number	Auth Retention Sched. No.	Item No.	Inclusive Date of Records Destroyed	Volume Cu, Ft.	Date of Destruction	Method of Destruction (Shred/landfill)
	R-DATE RECORDING TAPES	975	IV	1996	6	1/10/01	· Candfill
							1

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Date

State Archivist

Signature of Court Official

Signature of Court Official

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Title

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## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Talbot County January 1, 2000

LORETTA A. BAKER - COUNTY CLERK
Custodian of Records at time of Destruction

					Custoumin of Acc	cords at time of Destruction		
Series No.	Description of Records Include title and/or form number	Author Retention Sched. No.	orization <u>Item</u> No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Method of Destruction (Shred/landfill	
	R-DATE RECORDING TAPES	975	IV	1996	6	1/10/01	Land fill	

Destruction Approved by Hall of Records Commission

Destruction Certification

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State Archivist

Signature of Court Official

County Clerk

Date Date

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### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

<u>District Court of Maryland for Talbot County January 1, 2000</u>
<u>LORETTA A. BAKER - COUNTY CLERK</u>
Custodian of Records at time of Destruction

<u>Series</u> No.		Author Retention Sched, No.	Item No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Method of Destruction (Shred/landfill)
	CIVIL CASES CLOSED (Stripped material only)	975	II	1996	15	1/10/01	lars fill
	LANDLORD/TENANT	975	II	1996	2		
	SUMMARY EJECTMENT (Money judgement)	975	II	1987	1		
	DOMESTIC VIOLENCE (Stripped material only)	975	II	1987	1		
•	EMERGENCY EVALUATIONS (Stripped material only)	975	II	1987	1		Caralfiel

Destruction Approved by Hall of Records Commission

Destruction Certification

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Date

State Archivist

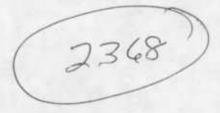
Signature of Court Official

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### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Talbot County January 1, 2000 LORETTA A. BAKER - COUNTY CLERK

Custodian of Records at time of Destruction

Series No.	Description of Records Include title and/or form number	Author Retention Sched. No.	rization Item No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Method of Destruction (Shred/landfill)
	CIVIL CASES CLOSED (Stripped material only)	975	II	1996	15	1/10/01	londfell
	LANDLORD/TENANT	975	II	1996	2		
	SUMMARY EJECTMENT (Money judgement)	975	II	1987	1		
	DOMESTIC VIOLENCE (Stripped material only)	975	II	1987	1		
	EMERGENCY EVALUATIONS (Stripped material only)	975	П	1987	1	1)	1

Destruction Approved by Hall of Records Commission

Destruction Certification

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Date

State Archivist

Signature of Court Official

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Department of General Services Hall of Records Commission Records Management Division

D.C.Cert.3-5-CR-2-01



7275 Waterloo Rd., P.O. Box 275 Jessup, MD 20794-0275

### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Talbot Cou	unty January 1, 2001
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LORETTA A. BAKER - COURT CLERK Custodian of Records at time of Destruction

<u>Series</u> No.	Description of Records Include title and/or form number	Retention	orization Item No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Method of Destruction (Shred/landfill)
	EXPUNGED CRIMINAL	975	2	1997	1	11-19-01	Shreshded
		Sec IV	a&b				

\*To be shredded

Destruction Approved by Hall of Records Commission

**Destruction Ccrtification** 

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Date

Signature of Court Official

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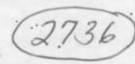
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DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P.O. BOX 278
JESSUP, MD 20794-0275



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#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Ml. Cabreit 2-7-01

	Description of Records Include Title and/or Form Number	. Author	ization	Inclusive	Yolume	Date of	Method of Destruction
Section Ha.		Retention Schod. No.	ltom Na.	Dates of Records Destroyed	(Cubia Foot)	Destruction	(Recycle, shred, lendfill, etc.)
	Traffic - Microfitios :			1993	3	4-3-01	Landfeller
	(md Rule 4299)					. ,	
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Destruction Approved by Hall of Records Commission

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State Archivist

Destruction Certification

Signature of Court Official

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Date

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

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

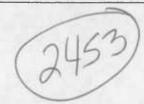
Calvert

March 8, 2000

COURT

COUNTY

DATE



Series		Authori	zotion	// Inclusive			Method of Destruction
No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Dote of Destruction	(Recycle, shred, iandfil, etc.)
	SPECIAL PROCEEDINGS						
	Domestic Violence & Emergency Petition Cases (12 years from the expiration of the final order)	975		1/77 - 12/77 1/78 - 12/78 1/79 - 12/79 1/80 - 12/80 1/81 - 12/81 1/82 - 12/82 1/83 - 12/83 1/84 - 12/84 1/85 - 12/85 1/86 - 12/86 1/87 - 12/87	1.0 to cover all year	May 30, 2001	Recycle
į	Municipal Infractions, Breach of Lease, Rent Escrow & Tenant Holding Over			1/77 - 12/77 1/78 - 12/78 1/79 - 12/79 1/80 - 12/80 1/81 - 12/81 1/82 - 12/82 1/83 - 12/83 1/84 - 12/84	2.0 to cover all years	May 30, 2001	Recycle

Destruction Approved by Hall of Records Commission

MAR 2 7 2000

Date

Stote Archivist

Destruction Certification 2.1

Signature of Court Official

Title

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APR 27 2001

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

### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

March 8, 2000

COURT

COUNTY

DATE



Series No.	Description of Records include Title and/or Form Number	Authorization		Inclusive			Method of
		Retention Sched. No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Dote of Destruction	Destruction (Recycle, shred, landfill, etc.)
	(CONTINUATION) MUNICIPAL INFRACTIONS, BREACH OF LEASE, RENT ESCROW & TENANT HOLDING OVER	975		1/85 - 12/85 1/86 - 12/86 1/87 - 12/87 1/88 - 12/88 1/89 - 12/89 1/90 - 12/90 1/91 - 12/91 1/92 - 12/92 1/93 - 12/93 1/94 - 12/94 1/95 - 12/95 1/96 - 12/96	see prior page	May 30, 200	Recycle

MAR 2 7 2000 Destruction Approved by Hall of Records Commission

MAR 2 7 2000

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Stwarl State Archivist for

Destruction Certification

Signature of Court Official Title

\_4-23-01 Date

Instructions for Preparation and Submission on Reverse Side

Rev. 10/83 DGS-550-9

APR 27 2001

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 of Maryland #4-1

Calvert

March 8, 2000

COURT

COUNTY

DATE

		Auth	orization	Inclusive	-		Method of Destruction
Series Ho.	Description of Records Include Title and/or Form Number	Retention Sched, No.	Item No.	Dates of Records Destroyed	(Cubic Febr)	Date of Destruction	(Recycle, shred, landfill, etc.)
	CRIMINAL RECORDS						
	Criminal insides of folders to be stripped. Folders to be retained permanently.	975	Sec. IV 2a & b	1996	28.0	11-01-00	Recycle
	Criminal file folders and pertinent papers of expunged cases	t 975	Sec. IV	1996	4.0	06-28-00	Shredded 6/28/00
			70	14.7			
			3.6	ii dig	v v	REP.	
					in.		pape"

Destruction Approved by Hall of Records Commission

MAR 2 7 2000

Date

State Archivist

Signature of Court Official

County Clerk I Title

March 14, 2001 Date

Instructions for Preparation and Submission on Reverse Side

Destruction Certification

Rev. 10/83 DGS-550-9

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#### DEPARTMENT OF GENERAL SERVICES

Holl of Records Commission Recards Management Division

7275 WATERLOO RD., P.O. BOX 275

JESSUP, MD 20794-0275

#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

March 8, 2000

COURT

COUNTY

DATE

Series		Auth	orizotion	Inclusive		Date of	Method of Destruction
No.	Description of Records include Title and/or Form Number	Retention Sched. No.	Item No.	Dotes of Records Destroyed	Volume (Cubic Febt)	Destruction	(Recycle, shred, landfill, etc.)
	CIVIL RECORDS						14
	Inside of civil folders not involving a judgment for sum certain. Folders to be retained permanently.	975	SEC II Item 2	1996	5.0	02-23-01	Landfill
	Landlord/tenant records not involving a judgment for sum certain.	975	SEC VI	1996	2.0	03-01-01	Landfill
	Inside of closed civil cases containing judgments for sum certain that have expired since	975	SEC II	1988	7.0	02-23-01	Landfill
	twelve years have passed.		9-3-1		14,0		
				40.00			
					6		,

Destruction Approved by Hall of Recards Commission

MAR 2 7 2000

Date

Destruction Certification

County Clerk I Signature of Caurt Official

Title

March 14, 2001

Date

Instructions for Preparation and Submission on Reverse Side

Rev. 10/83 DGS-550-9

MAR 23 2001

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



# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

FOR CHARLES COUNTY #4-2 200 CHARLES ST POB 3070 1.4 PLATA MD 20646

3-26-2001

COURT

COUNTY

DATE

Series	Description of Records	Author	ization	Inclusive			Method of Destruction
No.	Include Title and/or Form Number	Retention Schod, No.	ltem No.	Dotos of Records Dostroyed	Volume (Cubic Feet)	Dote of Destruction	: Recycle, shred, landfill, etc.)
	1988 Landlord Tenant-Summary Ejectments money judgments retained for 12 years	975		1988	1-вох	5-18-01	CANAT: 11
		4324					
			(m/n)				

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Rev. 10/83 DGS-550-9

Signature of Court Official

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Instructions for Preparation and Sub. on on

Destruction Certification

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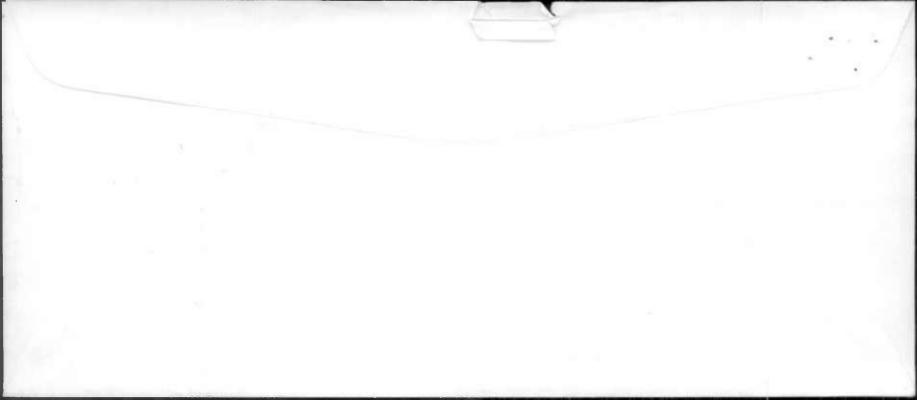
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# Seventh Indicial Circuit of Maryland

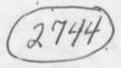
ROBERT C. NALLEY, JUDGE P.O. BOX 3060 LA PLATA, MARYLAND 20646



Maryland State Archives 350 Rowe Boulevard Annapolis, Maryland 21401



DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Monagement Division
7278 WATERLOO RD., P.O. BOX 278
JESSUP, MD 20794-0278



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#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of md. Charles 2-14.0/-

		. Author	Ization	Inclusive	Yoluma	Date of	Method of Destruction	
Ha.	Description of Records Include Title and/or Form Humber	Retention Sched, No.	Item No.	Dains of Records Destroyed	(Cubia Feet)	Destruction	(Recycle, shred, lendfill, ste.)	
	Traffic - Microfetos :	·		1993	6	3-19-01	Landfiller	
	(md Rule 1299)						#	
			******	- to the second	An	7.	- 12-12-12-12-12-12-12-12-12-12-12-12-12-1	
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1973		1			1			

Destruction Approved by Hall of Records Commission

- FFAR 1 2 - 2001 "-

1 Date

State Archive

Atricus Buchana Sur Signature of Court Official

Supervisor

3-19-01 Date:

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MAR 23 2801

#### CHARLES COUNTY SHERIFF'S OFFICE Department of General Services Reporting Agency Prepare in duplicate Records Management Division RECORDS MANAGEMENT SECTION 7275 Waterloo Road (Rte. 175) Relain one (1) copy and forward original to address at left. P.O. Box 275 Division or Unit Jessup, Maryland 20794-0275 CERTIFICATE OF RECORDS DISPOSAL Authorization Description of Records No. Inclusive Dates of Volume (Same Title as listed on Schedule) Date of Relention Item Records Destroyed Method of Disposal Cubio Feet Schedule No. Disposal No. 1 CORRESPONDENCE RECORDS C-919 1-C 1991-1995 4.5 1-30-01 SHRED/INCIN. 2 CONTRACT RECORDS C-919 1-B 1994 .5 1-30-01 SHRED/INCIN. 3 VALIDATION RECORDS C-919 2-C 1990-1991 2 1-30-01 SHRED/INCIN. 4 INCIDENT REPORTS C-919 7-A 1975-1991 116 1-30-01 SHRED/INCIN. 5 ACCIDENT REPORTS (MAARS) C-919 7-B 1986-1991 10 1-30-01 SHRED/INCIN. 6 TRAFFIC CITATION COPY C - 9197-F 1971-1991 3 1-30-01 SHRED/INCIN. 7 TRAFFIC WARNINGS C-919 7G 1993-1994 4 1-30-01 SHRED/INCIN.

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

Signature

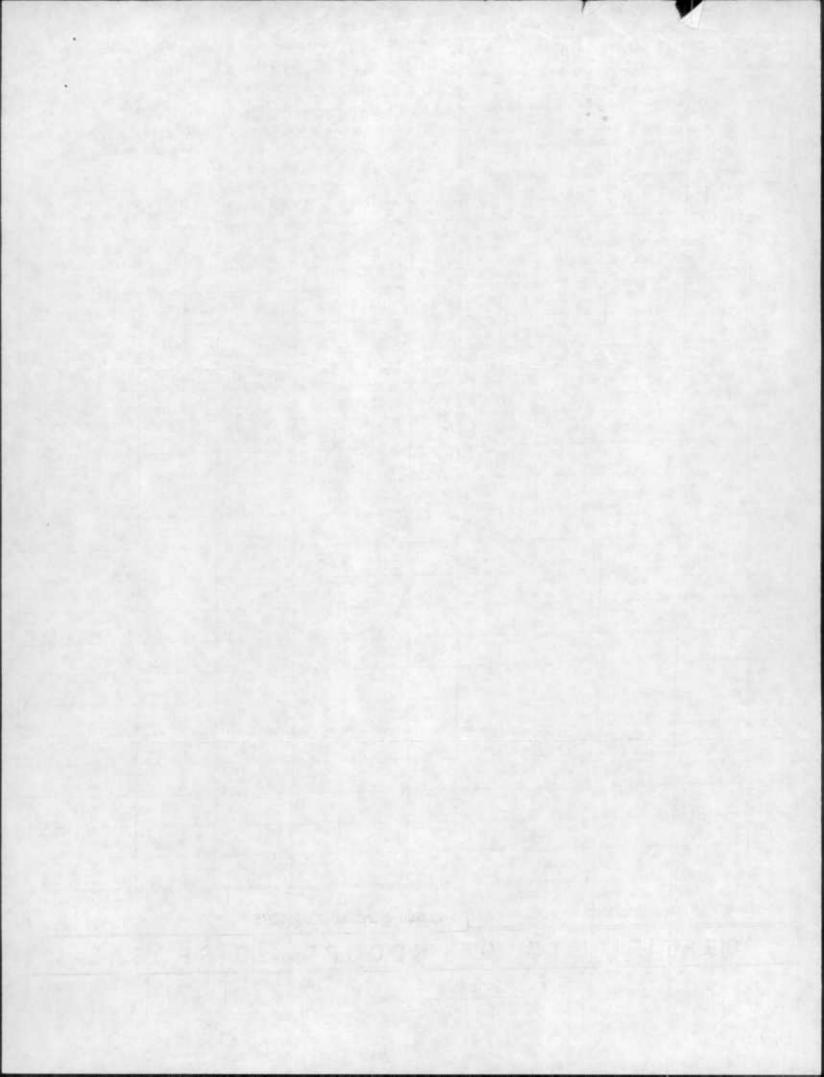
CUSTODIAN OF RECORDS

1-30-01

Title

Date

DGS 550 2 (Rev 1/93).



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

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CHARLES COUNTY #4-2 200 CHARLES ST POB 3070 LA PLATA MD 20646

3-26-2001

COURT

COUNTY

DATE

Series	Description of Records	Author	itation	Inclusive			Method of
No.	Include Title and/or Form Number	Retention School, No.	ft∙m Na.	Dates of Records Destrayed	Volume (Cubic Foot)	Dote of Destruction	Destruction : Recycle, shred, landfill, etc.)
,	1997 Landlord Tenant-Summary Ejectments Non-Money Judgment Dismisses & Satisfied	975		1997	3-Boxes 3.0	5-18-01	LAND F:11
					200		
							N. W.Y

Destruction Approved by Itali of Records Commission

APR 2 4 2001

Dote

Rev. 10/83

Signature of Caurt Official

Instructions for Preparation and Sub.

Destruction Certification

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JUN 18 2001

#### Reporting Agency

Charles County Dept. of Social Services

Division or Unit

**Adult Services** 

# Department of General Services

Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 Prepare in duplicate

Retain one (1) copy and forward original to address at left.

# CERTIFICATE OF RECORDS DISPOSAL

	Description of Records	Authoriza	tion	Inclusive Dates of	Volume	Date of	3 6 1 1
No.	(Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Records Destroyed	Cubic Feet	Disposal	Method of Disposal
1	Aaron, Doris - Barnes, Phillip	7A4	48	1994-1998	1.	7/11/01	Shredded
2	Barnes, Robert - Bowie, Hilda	7A4	48	1994-1998	1	7/11/01	Shredded
3	Bowie, Margaret-Buck, Claudia	7A4	48	1994-1998	/	7/11/01	Shredded
4	Buckler, Charles-Carroll, Charlie	7A4	48	1994-1998	1	7/11/01	Shredded
5	Cooley, Keith- Derrico, Josephine	7A4	48	1994-1998	/	7/11/01	Shredded
6	DeVinney, Joseph-Farrell, Joseph	7A4	48	1994-1998	1	7/11/01	Shredded
7	Fenwick, James-Marshall, 7A4 Lucille		48	1994-1998	/	7/11/01	Shredded
8	Martin, Viola-Moore, Betty	7A4	48	1994-1998	1	7/11/01	Shredded
9	Moreland, Mary - Noel, Timothy	7A4	48	1994-1998	1	7/11/01	Shredded
10	Noll, Susan-Plater, Dorothy	7A4	48	1994-1998	1	7/11/01	Shredded
11	Plater, Doval-Rhinehart, Bessie	7A4	48	1994-1998	1	7/11/01	Shredded
12	Riccardi, Ethel-Sluss, Melissa	7A4	48	1994-1998	1	7/11/01	Shredded
13	Schaffer, Virginia-Simms, Daniel	7A4	48	1994-1998	-	7/11/01	Shredded
14	Smallwood, Brenda-Stonestreet, Mabel	7A4	48	1994-1998	1	7/11/01	Shredded
15	Smith, Thomas-Todd, Mary	7A4	48	1994-1998	/	7/11/01	Shredded
16	Tolson, Dorothy-Vest, Dorothy	7A4	48	1994-1998	1	7/11/01	Shredded
17	Viering, Dorothy-Washington, Rosetta	7A4	48	1994-1998	1.	7/11/01	Shredded
18	Washington, Shirley-Wills, John	7A4	48	1994-1998	/	7/11/01	Shredded
19	Wilson, Margaret- Zimmerman, May	7A4	48	1994-1998	/	7/11/01	Shredded
20	Bannister, Sarah-Wells, Robert	7A4	48	1986-1987	1	7/11/01	Shredded
21	Andrews, Willie-Zurla, Roberto	7A4	48	1986-1987	/	7/11/01	Shredded
					21		
			,				

Thereby certify that the records listed above were disposed of as indicated

Closed Files

Title

Date

DGS 550-2 (Rev 1/99)

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A CANADA A

JUL 13 2001

# Reporting Agency

Charles County Dept. of Social Services

Division or Unit Family Investment Department of General Services
Records Management Division
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

Prepare in duplicate

Retain one (1) copy and forward original to address at left.

# CERTIFICATE OF RECORDS DISPOSAL

	Description of Records	Authoriza	ation	Inclusive Dates of	Volume	Date of	Mother
No.	(Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Records Destroyed	Cubic Feet	Disposal	Method of Disposal
1	Duckett, Laticia A Johnson, Joyce	7A4	45,46, 47	1993	1	7/11/01	Shredded
2	Barrett, Deborah AWashington, William	7A4	45,46, 47	1994	1	7/11/01	Shredded
3	Butler, Mary H Wright, Karen E.	7A4	45,46, 47	1995	1	7/11/01	Shredded
4	Afkhami-Javid, Atefeh-Woods, Barbara A.	7A4	45,46, 47	1996	1	7/11/01	Shredded
5	Amare, Alemnesh-Woodland, Veronica	7A4	45,46, 47	1997	1	7/11/01	Shredded
6	Adams, Mary CYoung, Charlotte	7A4	45,46, 47	1998	1.	7/11/01	Shredded
				/	6		
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Laterata				
-		CORDS DISPL		

Thereby certify that the records listed above were dispose	ed of as indicated	
Susan J. Dance	Closed Files	7-11-01
Signature	Title Mgv.	Date
DGS 550-2 (Rev 1/99)	0	

Description as in become the words latted above were deposed of as indicated.

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A STATE OF S

JUL 13 2001



#### Reporting Agency

Charles County Dept. of Social Services

Division or Unit

Family and Adult Services

# Department of General Services

Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275

Jessup, Maryland 20794-0275

Prepare in duplicate

Retain one (1) copy and forward original to address at left.

## CERTIFICATE OF RECORDS DISPOSAL

	Description of Records			Inclusive Dates of	Volume	Date of	Madb - J
No.	(Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Records Destroyed	Cubic Feet	Disposal	Method o Disposal
1	Ford, Mary-Goldring, Catherine	7A4	48	1994-1998	1.	7/11/01	Shredded
2	Gutrick, Patrick-Henderson, Gary	7A4	48	1994-1998	/	7/11/01	Shredded
3	Hendley, Francis-Hussan, Ara	7A4	48	1994-1998	1	7/11/01	Shredded
4	Hummel, Ethel-Johnson, Rosier	7A4	48	1994-1998	r	7/11/01	Shredded
5	Johnson, Shirley-Keys, William	7A4	48	1994-1998	1	7/11/01	Shredded
6	Kilmon, Norris CLong, Tonya	7A4	48	1994-1998	1	7/11/01	Shredded
7	Garner, Lorene-Harrison, Kimberly Y.	7A4	48	1994-1998	1	7/11/01	Shredded
8	Adams, Cynthia-Buterbaugh, Susan	7A4	48	1994-1998	/_	7/11/01	Shredded
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Parkers .	->1						

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	Substantial for dated

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			mhasailteanna silaiki	

Susan J. Dance

Signature

DGS 550-2 (Rev 1/99)

Closed Title File Mgr. 7-11-01 Date

THE STUDIES AND

JUL 13 2001

No Maria

Charles County Treasurer's Office

Reporting Agency

Services
Records Management Division
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

Department of General

Prepare in duplicate

Retain one (1) copy and forward original to address at left.

Division or Unit

# CERTIFICATE OF RECORDS DISPOSAL

.	Description of Records	Authorization		Inclusive Dates of	Volume	Date of	Method of Disposal	
	(Same Title as listed on Schedule)	Retention	Item	Records Destroyed	Cubic Feet	Disposal		
		Schedule No.	No.					
		0.555				0.410.07		
-	MVA Activity Reports	C-826	16	6-2-97 to 4-13-98	i	04/05/01	Recycling Bin	
	MVA Activity Reports	C-826	16	10-1-96 to 5-30-97	-	04/05/01	Recycling Bin	
	MVA Activity Reports	C-826	16	4-14-98 to 12-28-98		04/05/01	Recycling Bin	
4	MVA Activity Reports	C-826	16	12-29-98 to 6-28-99		04/05/01	Recycling Bin	
-								
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I hereby certify that the records listed above were disposed of as indicated.

Signature

Charles County Treasurer
Title

04/05/01

Date



# Reporting Agency 0 Division or Unit Fiscal

Department of General Services
Records Management Division
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

Retain one (1) copy and forward original to address at left.

Prepare in duplicate

# CERTIFICATE OF RECORDS DISPOSAL

	Description of Records	Authorization		Inclusive Dates of	Volume	Date of	
No.	(Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Records Destroyed	Cubic Feet	Disposal	Method of Disposal
91 boxes	Direct Vouchers	7A4		1996-1998	1	7/11/01	Shredding
	Travel Vouchers	7A4	1996-1999		1.	7/11/01	Shredding
	SMART Vouchers	7A4		1996-1998	1	7/11/01	Shredding
	Tax Escrow Report	7A4		1996-1997	-	7/11/01	Shredding
	Child Support Receipt Books	7A4		1996-1999		7/11/01	Shredding
	Child Support Adjustments	7A4 -		1996-1999	1	7/11/01	Shredding
	Child Support Batch Editing	7A4		1998-1999	/	7/11/01	Shredding
	Child Support Returned Checks	7A4		1997-1999	/	7/11/01	Shredding
	Child Support Daily Reports	7A4		1996-1999	1	7/11/01	Shredding
	Child Support Daily Escrow	7A4		1996-1999	/	7/11/01	Shredding
	Child Support Application	7A4		1997-1999	/	7/11/01	Shredding
	Child Support Daily Work Log	7A4		1996-1998	/	7/11/01	Shredding
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Er Tillen Miller Lu					
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		JUL	13 2001		

DGS 550-2 (Rev 1/99) Signature J. Darce

Closed Files.

Date 7-11-01

NAME OF A

THE RESERVE

JUL 13 2001

Charles County Government Reporting Agency

Fiscal Services/ Accounting Division or Unit

Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275

Prepare in duplicate

Retain one (1) copy and forward original to address at left.

# CERTIFICATE OF RECORDS DISPOSAL

).	Description of Records	Authoriza	tion	Inclusive Dates of	Volume	Date of	Method of Disposa
	(Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Records Destroyed	Cubic Feet	Disposal	
	Accounts Payable Vendor Files	C-834	9	FY 98 #1-291	1	07/12/01	Landfill
	Accounts Payable Vendor Files	C-834	9	FY 98 #293-644	11	07/12/01	Landfill
	Accounts Payable Vendor Files	C-834	9	FY 98 #650-969	1 /	07/12/01	Landfill
	Accounts Payable Vendor Files	C-834	9	FY 98 #970-1244	1/	07/12/01	Landfill
	Accounts Payable Vendor Files	C-834	9	FY 98 #1245-1553	11	07/12/01	Landfill
	Accounts Payable Vendor Files	C-834	9	FY 98 #1554-1964	1/	07/12/01	Landfill
	Accounts Payable Vendor Files	C-834	9	FY 98 #1965-2634	1	07/12/01	Landfill
	Accounts Payable Vendor Files	C-834	9	FY 98 #2640-3297	1 1	07/12/01	Landfill
	Accounts Payable Vendor Files	C-834	9	FY 98 #3300-3769	1/	07/12/01	Landfill
	Accounts Payable Vendor Files	C-834	9	FY 98 #1272	11	07/12/01	Landfill
	Accounts Payable Vendor Files	C-834	9	FY 98 #3770-4316	1/	07/12/01	Landfill
	Accounts Payable Vendor Files	C-834	9	FY 98 Temp Vendors	1/	07/12/01	Landfill
	Accounts Payable Vendor Files	C-834	9	FY 98 1325, 1329,	1/	07/12/01	Landfill
	Accounts Payable Vendor Files	C-834	9	FY 98 863, 1003,	1 -	07/12/01	Landfill
	Accounts Payable Vendor Files	C-834	9	FY 98 2644, 2872,	1/	07/12/01	Landfill
	Accounts Payable Vendor Files	C-834	9	FY 98 14, 33, 53,	1,	07/12/01	Landfill
	Accounts Payable Vendor Files	C-834	9	FY 98 229, 1322	, ,	07/12/01	Landfill
	Accounts Payable Vendor Files	C-834	9	FY 98 214, 222,	1/	07/12/01	Landfill
	General Ledger Account Reconciliations	C-834	11	FY97 & 98 Health Insurance	1/	07/12/01	Landfill
	General Ledger Account Reconciliations	C-834	11	FY98 Misc. Bank Recs, NSF	!	07/12/01	Landfill
	General Ledger Account Reconciliations	C-834	11	FY97 Misc. G/I recons	1/	07/12/01	Landfill
	General Ledger Account Reconciliations	C-834	11	FY97/98 Misc. G/I recons	1	07/12/01	Landfill
	General Ledger Account Reconciliations	C-834	11	Misc. FY95-97 Rcons (3 box	es) 3	07/12/01	Landfill
	General Ledger Account Reconciliations	C-834	11	Jury Slips, WPGC Daily	11	07/12/01	Landfill
	Journal Entries	C-834	8	FY98 A/P & Fixed Asset Pos		07/12/01	Landfill
	Journal Entries	C-834	8	FY98 Rev. Acctg and Tax Jo		07/12/01	Landfill
	Journal Entries	C-834	8	FY98 A/P 7/97-3/2/98	1 /	07/12/01	Landfill
	Journal Entries	C-834	8	W/S Billing Journals 10/95-6	/96 / -	07/12/01	Landfill
	Accounts Payable Reports	C-834	18	FY96 A/P Reports	1,	07/12/01	Landfill
	Journal Entries	C-834	8	FY96-97 Rev. Acctg, other J	ournals /	07/12/01	Landfill
	Journal Entries	C-834	8	FY96 A/R Billings, W/S 7/95-		07/12/01	Landfill
	Journal Entries	C-834	8	FY98 W/S 12/97-6/30/98	1/	07/12/01	Landfill
	Journal Entries	C-834	8	FY97 W/S Reports	1/	07/12/01	Landfill
	Journal Entries	C-834	8	FY96-97 A/P Reports (2boxe	es) 2	07/12/01	Landfill
	Register Tapes from Golf Cour	C-834	14	FY99 WPGC Register Tapes		07/12/01	Landfill
	General Ledger Account Reconciliations	C-834	11	Misc. Grant Files FY93-97/(3		07/12/01	Landfill
	Landfill Tickets and Reports	C-834	17	5/16/95-6/30/98	1	07/12/01	Landfill
	Bank Stmts, Canceled Checks	C-834	10	2/95-3/96	1.	07/12/01	Landfill
	Bank Stmts, Canceled Checks	C-834	10	7/91-4/93	1	07/12/01	Landfill
		301			1		
				1	14		
				4	1		

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

Signature

Durchan, Fiscal Semin

7/13/01 Date

# St. Mary's County Health Department Reporting Agency

Medical?Vital Records Unit
Division or Unit

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

PREPARE IN DUPLICATE Retain one copy and forward original to address at left.

# CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records	Authoriza For Dispos						
	(Same Title as Listed on Schedule)	Retention Sched. No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal	
	General Files	0774	2	1971-1981	1	1/2000	Incineration	
1	Abramowicz - Shrey OT Discharges	1518	6,18	1979-1988	8	1/2000	H	
2	High Blood Pressure Program	1518	6,18	1973-1988	8	1/2000	11	
3	Heart Clinic Records	1518	6,18	1968-1975	8	1/2000	81	
	Pregnancy Testing Consent	1518	6,18	1979-1988	8	1/2000	11	
	Alcohol - Disposition	1518	6,18	1980	8	1/2000	11	
	Contents - Misc Forms	1518	6,18	1804-1842	8.	1/2000	11	
	Contents - Dental School Records	1518	6,18	1973-1988	8	1/2000	n	
	Armstrong - Williams Inactive DDA Records	1518	6,18	1979-1988	9,5	1/2000	11	

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

Signature

Health Records Technician Supervisor

Title

7/11/2001

Date

DGS 550-2 (Rev. 10/92)



JUL 12 2001

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

0403-CV-1-01

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

04-03 District Court for St. Mary's County, Leonardtown, MD

1/10/2001

Do ann Bissett

COUNTY

DATE

orios	Description of Records Include Title and/or Form Number	Autho	rizotion	Inclusive	Volume (Cubic Feet)		Method of
No.		Retention Sched. No.	Item No.	Dates of Records Destroyed		Date of Destruction	Destruction (Recycle, shred, landfill, etc.)
	CIVIL RECORDS  Inside of civil folders not involving a judgement for sum certain. Folders to be retained permanently.	975	Sec II	1997	15.0		Shred
	Landlord/tenant records not involving a judgement for sum certain.	975	Sec VI	1997	7.0	8/9/01	Stired
	Insides of closed civil cases containing judgements for sum certain that have expired since twelve years have passed.	975	Sec II	1988	10.0	8/9/01	Shred

Destruction Approved by Hall of Records Commission

FEB 1 3 2001

Date

State Archivist

Instructions for Preparation and Submission on Reverse Side

Destruction Certification

Rev. 10/83 DGS-550-9

5/9/21 Sheed AUG 23 2001 

#### DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. BOX 275

JESSUP, MD 20794-0275

0403-MISC-1-2001

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

04-03 District Court for St. Mary's County, Leonardtown, MD 1-10-2001

COURT

COUNTY

DATE

Series	Description of Records Include Title and/or Form Number	Authorization		Inclusive		Date of	Method of Destruction
No.		Retention Sched, No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	(Recycle, shred, landfill, etc.)
	ACCOUNTING RECORDS  Bank books, statements and deposit receipts, cancelled checks and stubs. To be retained for three years and all audit requirements have been met.	975	Sec V	7/96 - 6/97	2.0	3/9/01	landful
PURCHA	PURCHASING Purchase orders and requisitions for supplies. To be retained for three years and all audit require ments have been met.	975	Sec V	7/96 - 12/97	3.0	3/9/01	laudjúl
	ACCOUNTING RECORDS Certificates of deposit. To be retained for three years and all audit requirements have been met.	975	Sec V	7/96 - 6/97	5.0	3/9/01	laudfiel

Destruction Approved by Hall of Records Commission

FEB 1 3 2001

Date

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Instructions for Preparation and Submission on Reverse Side

Destruction Cartification

Rev. 10/83 DGS-550-9

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AUG 23 2001

#### DEPARTMENT OF GENERAL SERVICES Holl of Records Commission Records Monogement Division 7275 WATERLOO RD., P.O. BOX 275

JESSUP, MD 20794-0275

0403-MISC-2-2001

# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

04-03 District Court for St. Mary's County, Leonardtown, Maryland 1/10/2001

COURT

COUNTY

DATE

Series	Description of Records Include Title and/or Form Number	Autho	rizotion	Inclusive Dates of Records Destroyed			Method of Destruction
No.		Retention Sched. No.	Item No.		Volume (Cubic Feet)	Dote of Destruction	(Recycle, shred, landfill, etc.)
	ELECTRONIC RECORDINGS					3/2/4	Da elie
	Retained for three years and then destroyed	975	Sec II-2	1997	2.0	7/26/01	landfue

Destruction Approved by Holl of Records Commission

FEB 1 3 200

Date

State Archivist

Rev. 10/83 DGS-550-9 Destruction Certification

gnature of Court Official

Instructions for Preparation and Submission on Reverse Side

AUG 23 2001

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

0403-CR-1-01

(2704)

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

04-03 District Court for St. Mary's County, Leonardtown, MD

1/10/2001

COURT

COUNTY

DATE

Series	.  Description of Records Include Title and/or Form Number	Autho	rizotion	Inclusive Dotes of Records Destroyed			Method of Destruction
No.		Retention Sched. No.	Item No.		Volume (Cubic Feet)	Date of Destruction	(Recycle, shred, landfill, etc.)
	CRIMINAL RECORDS					7/17/01	10
	Insides of criminal folders to be stripped. Folders to be retained permanently.	975	Sec IV 2a & b	1997	40.0	1/1/10/	Shred
	Criminal file folders and pertinent papers of expunged cases	975	Sec IV	1997	2.5	3/9/01	lanofill
	A STATE OF STREET				2010		
4							

Destruction Approved by Holl of Records Commission

FEB 1 3 2001

Date

Storal C. Paperfus h
Stote Archivist

Signoture of Court Official

Coauty Cluk
Official Title

8/17/01 Dote

Instructions for Preparation and Submission on Reverse Side

Rev. 10/83 DGS-550-9

MISSING A

AUG 23 2001

#### DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission Records Management Division

Treasur Buildian Row 205 Anneedis Maryland 2140k

P.O. Box 275 Jessup, MD 20794-0275

#### CERTIFICATE OF RECORDS DISPOSAL

Register of Wills for St. Mary's County, MD
Reporting Agency

Division or Bureou

#### PREPARE IN DUPLICATE

Retain one copy and farward original to above address

	Description of Records	Author For Di	izotion sposol	Inclusive				
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dotes of Records Disposed of	Volume (Cubic Feet)	Dote of Disposal	Method of Disposol	
1	Miscellaneous Paid Bills	662	II-6	7/1/97-6/30/98	1/24th cu. ft.	7/18/2001	Landfill and/or	
	Pitney Bowes/Fax Machine Bills Michie Company Bills Mita/Photo Copy Bills County Centrex Telephone Bills	662 662 662 662	II-3 II-6 II-3 II-6	7/1/97-6/30/98 7/1/97-6/30/98 5/1/97-6/30/98 7/1/97-6/30/98	1/48th cu. ft. 1/48th cu. ft. 1/8th cu. ft. 1/12th cu. ft.	7/18/2001 7/18/2001	"	
	Billheads/Paid #2674-#2903 The Paul Company Invoices MCI Toll Free Telephone Bills	662 662 662	II-6 II-6 II-6	7/1/97-6/30/98 7/1/97-6/30/98 1/1/98-6/30/98	1/12th cu. ft. 1/24th cu. ft. 1/12th cu. ft.	7/18/2001 7/18/2001	11	
2	Cancelled Checks, Bank Statements, and Deposit Tickets	662	II-6	7/1/97-6/30/98	1/4th cu. ft.	7/18/2001	Landfill and/or burning	
3	Check Stubs #4762-#4965	662	II-6	7/1/97-6/30/98	1/24th cu. ft.	7/18/2001	Landfill and/or burning	
4	Checking Deposit Books	662	II-6	11/7/96-12/18/98	1/24th cu. ft.	7/18/2001	Landfill and/or burning	
5	Computer Receipts #2762-#4642	662	II-6	7/1/97-6/30/98	1 1/4th cu. ft	7/18/2001	Landfill and/or burning	
6	MLGIP Statements (Maryland Local Government Investment Pool)	662	II-6	7/1/97-6/30/98	1/8th cu. ft.	7/18/2001	Landfill and/or burning	

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

Larma I Danes

Register of Wills for St. Mary's County 7/27/2001

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#### DEPARTMENT OF GENERAL SERVICES

Hall of Recards Cammission Records Management Division

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Jessup, MD 20794-0275

# CERTIFICATE OF RECORDS DISPOSAL

Register of Wills for St. Mary's County, MD
Reporting Agency

Division or Bureou

#### PREPARE IN DUPLICATE

Retain one copy and forward original to above address

			izotion sposol	Inclusive				
No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	ltem No.	Dates of Records Disposed of	Volume (Cubic Feet)	Dote of Dispasal	Method of Disposal	
7	Orphans' Court Check Request Vouchers	662	II-6	7/1/97-6/30/98	1/48th cu. ft.	7/18/2001	Landfill and/or burning	
8	Daily and Yearly Time Reports	662	II-6	1/1/97-12/31/97	1/2 cu. ft.	7/18/2001	Landfill and/or burning	
9	State of Maryland Contracts and Purchase Orders & Supplies	662	II-6	7/1/97-6/30/98	1/8th cu. ft.	7/18/2001	Landfill and/or burning	
10	Automation & Technical Support Invoices	662	II-3	10/25/95-6/30/98	1/12th cu. ft.	7/18/2001	Landfill and/or burning	
11	Computer Maintenance Contracts	662	II-3	1/1/95-6/30/98	1/24th cu. ft.	7/18/2001	Landfill and/or burning	
12	Materials & Supplies Physical Inventory w/Report of Materials and Supplies	662	II-4	7/1/97-6/30/98	1/48th cu. ft.	7/18/2001	Landfill and/or burning	
13	Report of Fixed Assets	662	II-4	7/1/97-6/30/98	1/48th cu. ft.	7/18/2001	Landfill and/or burning	

I hereby certify that the above listed recards were dispased of as indicated.

Robina & Danciero

Register of Wills for St. Mary's County 7/27/2001

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JUL 31 2001 

#### DEPARTMENT OF GENERAL SERVICES

Holl of Records Commission Records Management Division

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P.O. Box 275 Jessup, MD 20794-0275

## CERTIFICATE OF RECORDS DISPOSAL

Register of Wills for St. Mary's County, MD

Reporting Agency

Division or Bureou

#### PREPARE IN DUPLICATE

Retain one copy and forward original to above address

	Description of Records		izotion sposol	Inclusive			
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dotes of Records Disposed of	Volume (Cubic Feet)	Date of Disposol	Method of Disposol
14	Monthly, and Annual Reports to Comptroller of the Treasury	662	II-2	7/1/97-6/30/98	1/2 cu. ft.	7/18/2001	Landfill and/or burning
15	Monthly Ledger Printouts	662	II-2	7/1/97-6/30/98	1/2 cu. ft.	7/18/2001	Landfill and/or burning
16	Inventories to Comptroller	662	II-2	7/1/97-6/30/98	1/8th cu. ft.	7/18/2001	Landfill and/or burning
17	Payroll and Check Registers	662	II <b>-</b> 5	7/1/97-6/30/98	1/6th cu. ft.	7/18/2001	Landfill and/or burning
18	Payroll Exception Time Reports	662	II <b>-</b> 5	7/1/97-6/30/98	1/12th cu. ft.	7/18/2001	Landfill and/or burning
19	General Correspondence	662	I-2	7/1/97-6/30/98	1/6th cu. ft.	7/18/2001	Landfill and/or burning
20	Certification of Legal Heir Forms (Vehicles)	662	I-2	7/1/97-6/30/98	1/8th cu. ft.	7/18/2001	Landfill and/or burning
21	Certification of Legal Heir Forms (Boats)	662	I-2	7/1/97-6/30/98	1/16th cu. ft.	7/18/2001	Landfill and/or burning

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

Laura I. Damen

Register of Wills for St. Mary's County

7/27/2001

Title

Dote

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JUL 31 2001

#### DEPARTMENT OF GENERAL SERVICES

Holl of Records Commission

Records Management Division

KDEXIX NOVE P.O. Box 275

#### CERTIFICATE OF RECORDS DISPOSAL

Register of Wills for St. Mary's County, MD
Reporting Agency

Division or Bureou

#### PREPARE IN DUPLICATE

Retain one copy and forward original to above address

	Description of Records		izotion sposol	Inclusive Dotes of Records				
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dotes of Records Disposed of	Volume (Cubic Feet)	Dote of Disposol	Method of Disposol	
22	Miscellaneous Health Insurance Information, Correspondence, etc	662	I-2	1997–1998	1/4th cu. ft.	7/18/2001	Landfill and/or burning	
23	Miscellaneous Retirement Information, Correspondence, etc.	662	I <b>-</b> 2	1997–1998	1/12th cu. ft.	7/18/2001	Landfill and/or burning	

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

Tarma I Damen

Register of Wills for St. Mary's County 7/27/2001

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JUL 31 2001

. ST. MARY'S COUNTY
DEPARTMENT OF SOCIAL SERVICES
23110 LEONARD HALL DR.
P.O BOX 509
LEONARDTOWN, MARYLAND 20650



Dept. of Deneral Services

State Records Management Center

7275 Waterloo Road

P.O. Boy 275

Jessup, MD 20794-0275

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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

St. Mary's County Dept. of Social Services

Procurement / Office Services

PREPARE IN DUPLICATE

Retain ane copy and forward original to above address

No.	Description of Records	Autho For D	Drizotlon Disposol	Inclusive				
	Include Title and/or Form Number	Retention Item Sched, No. No.		Doles of Records Disposed of		(Cuble Feet)	Dole of Disposal	Method of Disposof
	Purchase Orders & Reguisitions	1023-6	25+26	up to	10/1/98	Va Ret. boy	11/12/01	Shred
	Invoices	1023-6	31	up to	10/1/98	Va Ret. box	11/12/01	Shred
					-	1.0		12.3
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			4 4 106					
		V. 100						
						K TO THE REAL PROPERTY.		

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

Jole M. Potto Signolure

Agency Procurement Specialist 0/1/01

DGS 550-2



OCT 12 2001

