

[REDACTED]

MAR 23 2001

[REDACTED]

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

2624

00 A 103

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of md Balt city 12-13-00
 COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Traffic microfilm + Destroy (md rule 1299)			1986	12	1-8-01	Landfilled

Destruction Approved by Hall of Records Commission

JAN 02 2000

Date

Edward C. Saperstein
 State Archivist

Destruction Certification

Patricia Buchanan Soper
 Signature of Court Official Title

1-8-01
 Date

Instructions for Preparation and Submission on Reverse Side

[Faint, illegible handwritten text]

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JAN 12 2001

[Faint, illegible handwritten text]

[Faint, illegible handwritten text]

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

2623

00A102

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Md. Balt City 12-6-00
 COURT COUNTY DATE

Serial No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Traffic microfilm + Destroy (Md Rule 1299)			1987	10	1-8-01	Landfill

Destruction Approved by Hall of Records Commission

JAN 02 2009

Edward C. Papas
 State Archivist

Date

Destruction Certification

Patricia Buchanan Supr
 Signature of Court Official Title
 1-8-01
 Date

JAN 12 2001

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

2747

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

01A22

District Court of Md. Baltimore 2-15-01
 COURT COUNTY DATE

#8
 Fowson

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil, strip material only, inside	975	H	1988	261	8-17-01	Landfilled

Destruction Approved by Hall of Records Commission

Destruction Certification

MAR 17 2001

Date

Edward C. Peterson
 State Archivist

Patricia S. Buchanan Supd.
 Signature of Court Official Title

8-17-01
 Date

[REDACTED]

AUG 23 2001

[REDACTED]

2601

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

OO A1

District Court of Md. Baltimore city 11-28-00
COURT COUNTY DATE

Serial No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	traffics microfilm Destroy (Md Rule 1299)			1988	17	1-10-01	Landfill

Destruction Approved by Hall of Records Commission

JAN 02 2000
Date

Edward C. [Signature]
State Archivist

Destruction Certification

Patricia S. Buchanan [Signature]
Signature of Court Official

1-19-01
Date

for Preparation 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 278
 JESSUP, MD 20794-0278

2805

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

00A94

District Court of md - Baltimore City 4-6-01
 COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Traffic, microfilm + Destroy (md Rule 1299)			1989	15	6-20-01	Landfilled

Destruction Approved by Hall of Records Commission

APR 24 2001

Date

Edward C. Saperstein
 State Archivist

Destruction Certification

Patricia Buchanan Supervisor
 Signature of Court Official Title

JUN 28 2001

Charles [unclear]

JUN 28 2001

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

2594

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

97A88
 97A89

#1

District Court of md Balt City 9-14-00

COURT

COUNTY

DATE

Item No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal microfiche & destroy (md Rule 1299)			1990 1988 1989	13 67- 26		
					106		Duplicate

Destruction Approved by Hall of Records Commission

Edward C. [Signature]
 State Archivist

Destruction Certification

Signature of Court Official Title Date

NOV 30 2000

Date

Instructions for Preparation and Submission on Reverse Side

JUN 22 2001

NOV 14 2001

2932

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

00A81

District Court of Maryland Baltimore City 6/28/01

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal microfilm Destroyed (Md Ruled 1299)			1992	9	9-6-01	Landfilled

Destruction Approved by Hall of Records Commission

JUL 19 2001
Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Patricia S. Buchanan Supri
Signature of Court Official Title

9-19-01
Date

INSTRUCTIONS FOR PREPARATION

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

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

SEP 24 2001

DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 7275 WATERLOO RD., P.O. BOX 278
 JESSUP, MD 20794-0278

2935

00A 79
 00A05

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Baltimore City July 11, 2001
 COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal, Microfilm and destroy (Md. Rule 1299)			1990 1993	4 9 130	9-6-01 9-6-01	Landfill Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

JUL 19 2001

Edward C. Szymanski
 State Archivist

Patricia S. Buchanan Supd.
 Signature of Court Official Title

9-19-01
 Date

SEP 24 2001

Charles [unclear]

SEP 24 2001

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

2592

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Md. Baltimore City
 Court County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil - Strip Inside material only	975	Item # Sect. II	1995	141	12/20/00	Landfill

Destruction Approved by Hall of Records Commission

NOV 30 2000
 Date

Edward C. Papenfuss Jr.
 State Archivist

Destruction Certification

Howard J. Marrose Division Chief 12/20/00
 Signature of Court Official Title Date

1002 08 0001

JUN 28 2001

1002 08 0001

Charles J. [unclear]

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

2801

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Md. Balto. City
 Court County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil-Strip inside material only	975	FFM # sect II	1996	122	5/17/01	Landfill

Destruction Approved by Hall of Records Commission

APR 24 2001
 Date

Edward C. Papenfuss
 State Archivist

Destruction Certification

Howard J. Martin Division Chief 5/17/01
 Signature of Court Official Title Date

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

2794

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Date: 3/28/01 Baltimore city
Debbie Shore

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	a.75. Sec V	1996		33	shred

Destruction Approved By Hall of Records Com.

Destruction Certification

APR 05 2001
 Date

Edward C. Pappas
 State Archivist

D. Shore accounting supervisor
 Signature of Court Official Title

5/14/01
 Date

~~XXXXXXXXXX~~

MAY 17 2001

~~XXXXXXXXXX~~

Richard O. [unclear]

2794

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

MAR-28-01 13:26 FROM:

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Date: 3/28/01 Baltimore City

Debbie Shore

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	a.75. Sec V	1996		33	shred

TO: 4102601659

Destruction Approved By Hall of Records Com.

APR 05 2001
Date

Edward C. Peperjuch
State Archivist

Destruction Certification

O. Shore, Accounting Supervisor
Signature of Court Official Title.

5/19/01
Date

PAGE: 01

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

2593

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland - Balt. City
 Court County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil - Strip Inside Material Only	975	Item # Sect #	1997	152	1/10/01	Landfill

Destruction Approved by Hall of Records Commission

NOV 30 2000
Date

Edward C. Saperstein
State Archivist

Destruction Certification

Howard J. Moore Division Chief 1/10/01
Signature of Court Official Title Date

INSTRUCTIONS FOR PREPARATION

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

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

JAN 26 2001

PAGE: 03
 TO: 41022601669
 301-770-1496
 APR-04-01 10:04 FROM: BCE

DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 7276 WATERLOO RD., P.O. BOX 278
 JESSUP, MD 20794-0278

2803

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

I

District Court of Maryland 1400 E. North Ave 4401 JH

COURT

COUNTY

DATE

CUSTODY OF RECORDS AT TIME OF DESTRUCTION

Serial No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	DAT TAPES						
	240501-240999	975	IV	1997		5-3-01	Landfilled
	241000-241853						
	243264-243500		II				
	251001-251936						
	262001-262500						
	263708-263893						

Destruction Approved by Hall of Records Commission

APR 24 2001

Date

Edward C. [Signature]
 State Archivist

Destruction Certification

Jathie Pearson Supervisor I 5/3/01
 Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side



JUN 18 21



JUN 18 2001



2804

II

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland 1400 E. North Ave 4-4-01
 COURT COUNTY DATE

CUSTODY OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, land-fill, etc.)
		Retention Sched. No.	Item No.				
	DAT TAPES 266501-266999	975	IV	1997	1	5-3-01	Landfill
	267000-267999		II		1		
	268000				1		
	272501-272895				1		
	274216-274500						

Destruction Approved by Hall of Records Commission

Edward C. Papenfuss
 State Archivist

APR 24 2001
 Date

Destruction Certification

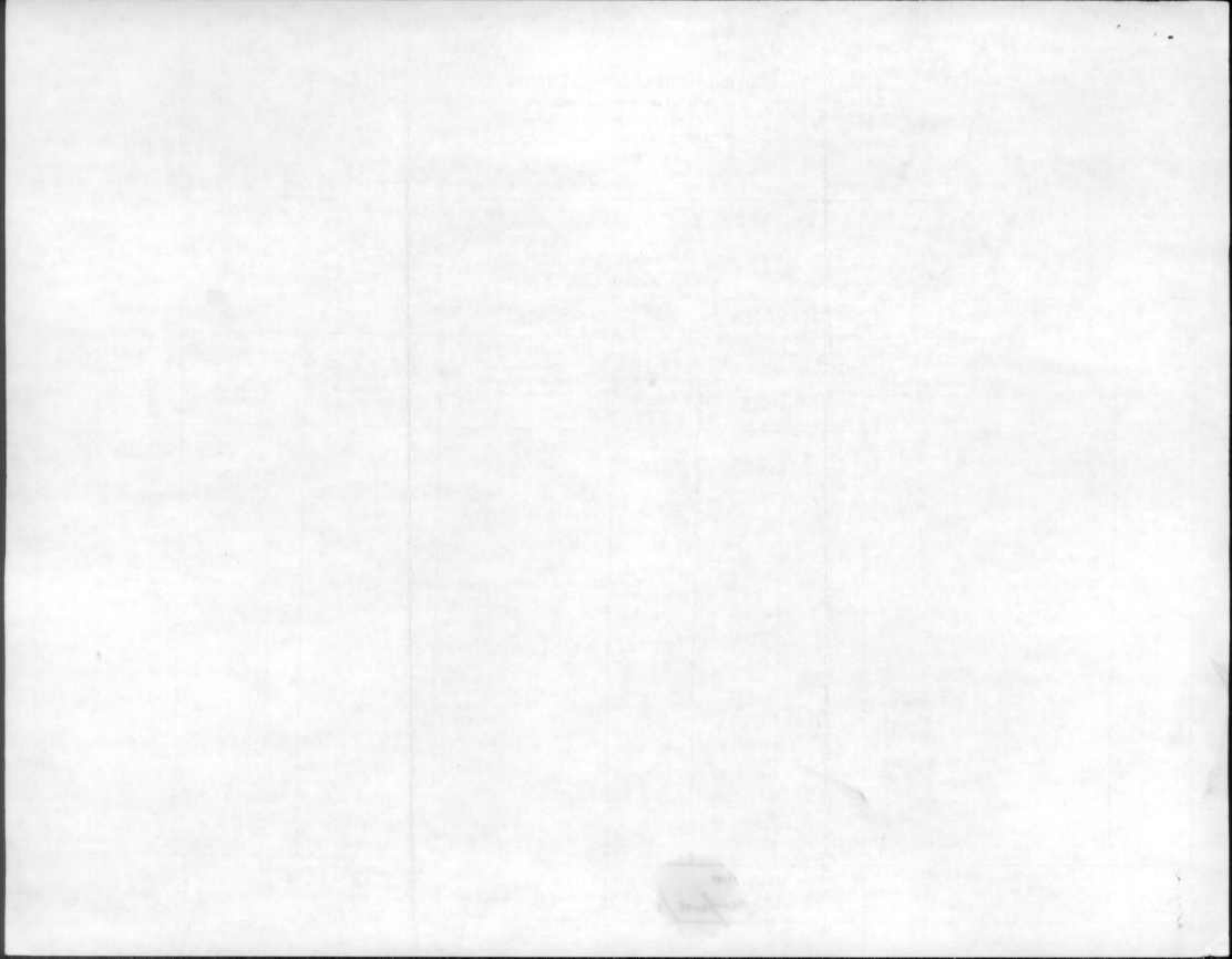
Gentry Pearson Signature of Court Official
Supervisor I Title
5/3/01 Date

Instructions for Preparation and Submission on Reverse Side



JUN 18 2001





DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

Property Tax Assessment Appeals-Baltimore City

Reporting Agency

6 St. Paul Street, Room #301-Baltimore, Maryland 21202

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Property Tax Appeals Folders	1186	1	1997/1998	32 CU. Ft.	7/26/01	TRASHED

RECEIVED
 JUL 27 2001
 MARYLAND STATE ARCHIVES

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

Dunadette James
 Signature

Club to the Board
 Title

7/26/01
 Date

UNITED STATES
DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

MEMORANDUM

TO :

DATE: 7/27/01
BY: [illegible]
SUBJECT: [illegible]

[illegible stamp]

JUL 31 2001

[illegible stamp]

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

2802

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Md. - Balto. City

Court

County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civilt - Strip Inside Material ONLY	975	FTEMT SECT II	1998	142	5/30/01	Shredded

Destruction Approved by Hall of Records Commission

APR 24 2001

Date

Edward C. Papenfuss

State Archivist

Destruction Certification

Howard P. Moore
Signature of Court Official

Division Chief
Title

5/30/01
Date

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

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

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

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

2827

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

00A227
 00A226

District Court of MD Cambridge 6-20-01
 COURT COUNTY DATE

Section No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal, Microfilm and destroy (MD. Rule 1299)			1991 1990	8 9 170	9-6-01 9-6-01	Landfill Landfill

Destruction Approved by Hall of Records Commission

315L 19 2001
 Date

Edward C. [Signature]
 State Archivist

Destruction Certification

Patricia S. Buchanan [Signature]
 Signature of Court Official

9-19-01
 Date



SEP 24 2001



Charles J. [unclear]

1005 R 4 3001

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

2931

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

00A228

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

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal, microfilm & destroy (Md. Rule 1299)			1992	8	9-6-01	Landfilled

Destruction Approved by Hall of Records Commission

Destruction Certification

11/19 2001

Date

Edward C. Pasopis
 State Archivist

Patricia S. Buchanan Supd
 Signature of Court Official

9-19-01
 Date

SEP 24 2001

Charles J. [unclear]

101 1 1 2001

DEPARTMENT OF GENERAL SERVICES

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

2781

RECEIVED
 DIST CT MD
 #2-1 CAMBRIDGE

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD Dorchester 02-01 February 26, 2001
 COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Stripped Criminal (Inside Material Only)	975	IV	1995	20	10/26/2001	Landfill

RECEIVED
 DIST CT MD
 #2-1 CAMBRIDGE
 01/10/01 AM 10:11

Destruction Approved by Hall of Records Commission

Destruction Certification

MAR 28 2001

Date

Edward C. Saperstein
 State Archivist

Darlene Johnson County Clerk
 Signature of Court Official Title

10/26/2001
 Date

[REDACTED]

JAN 3 2001

[REDACTED]

Charles [unclear]

JAN 3 2001

1916-3121

DEPARTMENT OF GENERAL SERVICES

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

2423

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Dorchester 02-01 February 9, 2000

COURT COUNTY DATE

Attn: Connie Hurley

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

Destruction Approved by Hall of Records Commission

Destruction Certification

MAR 09 2000

Date

Edward C. Spangenberg

State Archivist

Dorlene D. Johnson County Clerk 12/4/2000
Signature of Court Official Title Date

[REDACTED]

JAN 3 2001

[REDACTED]

Charles [unclear]

DEC 2 1999

DEPARTMENT OF GENERAL SERVICES

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

2426

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Dorchester 02-01 February 4, 2000
 COURT COUNTY DATE

Attn: Connie Hurley

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

Destruction Approved by Hall of Records Commission

Destruction Certification

MAR 09 2000

Date

Edward C. Papenfuss

State Archivist

Darlene C. Johnson

Signature of Court Official

County Clerk

Title

12/4/2000

Date

[REDACTED]

JAN 3 2001

[REDACTED]

Shirley [unclear]

MADE IN U.S.A.

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

2427

District Court of Maryland Dorchester 02-01 February 4, 2000
 COURT COUNTY DATE

Attn: Connie Hurley

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

Destruction Approved by Hall of Records Commission

Destruction Certification

MAR 09 2000

Date

Edward C. Papenfuss
 State Archivist

Darlene C. Johnson County Clerk 12/4/2000
 Signature of Court Official Title Date

[REDACTED]

JAN 3 2001

[REDACTED]

Charles [unclear]

JAN 3 2001

JUN 22 2001

[REDACTED]

JAN 8 2001

[REDACTED]

[REDACTED]

SEP 24 2001

[REDACTED]

Charles [unclear]

100-2-1-001

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

99A261

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of md Wicomico 10-7-99

#2-3

99A257

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Landlord-Tenant	Sec 2	1	1987	9	4-10-01	Landfilled

Destruction Approved by Hall of Records Commission

OCT 19 1999

Date

Edward C. [Signature]
 State Archivist

Destruction Certification

Patricia S. Buchanan Supv
 Signature of Court Official Title

4-10-01
 Date

Instructions for Preparation and Submission on Reverse Side

[Redacted]

[Redacted]

APR 9 2001

[Redacted]

Handwritten signature

Oct 1 1999

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

2750

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

01A31

District Court of Md. Wicomico 2-15-01
 COURT COUNTY DATE

2-3

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil, strip inside material only	995	II	1988	37	10-25-01	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

MAR 12 2001
 Date

Edward C. Popper
 State Archivist

Patricia Buchanan Supervisor
 Signature of Court Official Title

10-25-01
 Date

10/27/01

[REDACTED]

NOV 5 2001

[REDACTED]

Charles [unclear]

118

[Redacted]

MAR 23 2001

[Redacted]

Charles [unclear] [unclear]

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

2708

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Md. Wicomico 1-19-01
 COURT COUNTY DATE

99A193
 2-3

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Traffic microfiche to be destroyed (Md. Rule 1299)			1987-88- -1989-	2	3-19-01	Landfill

Destruction Approved by Hall of Records Commission

FEB 13 2001

Date

Edward C. Lopez
 State Archivist

Destruction Certification

Patricia S. Buchanan
 Signature of Court Official

Title

3-19-01
 Date

28

MAR 28 2001

Charles [unclear]

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

2709

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

99A196

#2-3

District Court of md Wicomico 1-24-01

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Traffic Microfilm + Destroy (md rule 1299)			1990	3	3-19-01	Landfill

Destruction Approved by Hall of Records Commission

Edward C. Kasper

State Archivist

Destruction Certification

Patricia S. Buchanan Supr

Signature of Court Official

Title

3-19-01

Date

FEB 13 2001

Date

100



MAR 23 2001



[Faint, illegible handwriting]

2595

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

99A199

District Court of Md. Wicomico 10-24-00

2-3

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal Microfilm & Destroy Md rule 11299			1993	11		
<p>Gabe: 6-20-01</p> <p>These are duplicated c/p's for your files</p> <p>Pat</p> <p>Duplicate</p>							

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 30 2000
Date

Edward C. Spangenberg
State Archivist

Signature of Court Official

Title

Date

WICOMICO COUNTY HEALTH 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 OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No	Item No				
	A/R PATIENT BILLS	834	E	7/1/94-5/31/96		9/5/01	Landfill Bury
	MONTH END CLOSING REPORTS	}	}	2/96-5/96		}	}
	POSTED REPORT COLLECTIONS			6/95-5/96			
	PATIENT CARDS			F/Y 95			
	END OF THE MONTH CLOSING REPORTS			F/Y 95 & 96			
	POSTED COLLECTIONS REPORT			6/94-5/95			
	CLINIC STATISTICS			F/Y 91 & 92			
	DAILY LOGS			F/Y 1995			
	DAILY LOGS			F/Y 1996			
	VOUCHER DISTRIBUTION SHEETS & BANK STATEMENTS			6/95 - 5/96			
	RECEIPT BOOKS			10/92-3/27/95			
	VOUCHER DISTRIBUTION SHEETS & BANK STATEMENTS			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	1995-1996					

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

17

Esther C. Dwyer, Admin
Signature

Administrator
Title

8/30/01
Date

Disposed of

9/5/01

Smith

CERTIFICATE OF RECORDS DISPOSAL

Serial
1000

1

[Faint, illegible handwritten notes]

[Faint, illegible handwritten notes]

10/10/12

[Faint signature]

[Faint signature]

10/10/12

[Faint signature]

Wicomico County Health Dept

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 OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No	Item No				
(1)	Listing of Request Books Items 1192-6/95 M.A. Voucher 8/90-6/94 Subscription 7/91-94	834	E			9/5/01	Landfill Bury
(2)	Env. Hlth Receipt Bks 1992-1995	}	E			}	}
(3)	Purchase Order-7/496		F				
	3398-5200		F				
	5201-5500		F				
	5501-5900		F				
	5901-6406		F				
(4)	7/496 Invoices		E				
(5)	Item 0833-1608 ^{B.M.} 990's		E				
(6)	Item 0250-0827	E					
(7)	Invoices F418-F738 ✓ F741-873 { Petty Cash, Training Forms	E					
(8)	County Targeted Budgets { Check Register Adj. letters { Payroll Bkms	C					

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

Esther C. Deuzen
Signature

Administrator
Title

9/5/01
Date

PHYSICS

PHYSICS 7C - ELECTRICITY AND MAGNETISM

Problem Set 1

1.1

1

1.1

1.1.1. A particle of mass m and charge q moves in a uniform electric field E and a uniform magnetic field B directed out of the page. The particle starts from rest at the origin. Find its position as a function of time.

1

2

1.1.2. A particle of mass m and charge q moves in a uniform electric field E and a uniform magnetic field B directed out of the page. The particle starts from rest at the origin. Find its position as a function of time.

2

3

1.1.3. A particle of mass m and charge q moves in a uniform electric field E and a uniform magnetic field B directed out of the page. The particle starts from rest at the origin. Find its position as a function of time.

3

4

1.1.4. A particle of mass m and charge q moves in a uniform electric field E and a uniform magnetic field B directed out of the page. The particle starts from rest at the origin. Find its position as a function of time.

4

5

1.1.5. A particle of mass m and charge q moves in a uniform electric field E and a uniform magnetic field B directed out of the page. The particle starts from rest at the origin. Find its position as a function of time.

5

6

1.1.6. A particle of mass m and charge q moves in a uniform electric field E and a uniform magnetic field B directed out of the page. The particle starts from rest at the origin. Find its position as a function of time.

6

7

1.1.7. A particle of mass m and charge q moves in a uniform electric field E and a uniform magnetic field B directed out of the page. The particle starts from rest at the origin. Find its position as a function of time.

7

8

1.1.8. A particle of mass m and charge q moves in a uniform electric field E and a uniform magnetic field B directed out of the page. The particle starts from rest at the origin. Find its position as a function of time.

8

9

1.1.9. A particle of mass m and charge q moves in a uniform electric field E and a uniform magnetic field B directed out of the page. The particle starts from rest at the origin. Find its position as a function of time.

9

10

1.1.10. A particle of mass m and charge q moves in a uniform electric field E and a uniform magnetic field B directed out of the page. The particle starts from rest at the origin. Find its position as a function of time.

10

11

1.1.11. A particle of mass m and charge q moves in a uniform electric field E and a uniform magnetic field B directed out of the page. The particle starts from rest at the origin. Find its position as a function of time.

11

12

1.1.12. A particle of mass m and charge q moves in a uniform electric field E and a uniform magnetic field B directed out of the page. The particle starts from rest at the origin. Find its position as a function of time.

12

13

1.1.13. A particle of mass m and charge q moves in a uniform electric field E and a uniform magnetic field B directed out of the page. The particle starts from rest at the origin. Find its position as a function of time.

13

14

1.1.14. A particle of mass m and charge q moves in a uniform electric field E and a uniform magnetic field B directed out of the page. The particle starts from rest at the origin. Find its position as a function of time.

14

15

1.1.15. A particle of mass m and charge q moves in a uniform electric field E and a uniform magnetic field B directed out of the page. The particle starts from rest at the origin. Find its position as a function of time.

15

1.1.16

1.1.16. A particle of mass m and charge q moves in a uniform electric field E and a uniform magnetic field B directed out of the page. The particle starts from rest at the origin. Find its position as a function of time.

1.1.16. A particle of mass m and charge q moves in a uniform electric field E and a uniform magnetic field B directed out of the page. The particle starts from rest at the origin. Find its position as a function of time.

Administrative Committee

1994

1994
10/10/94

10	10/10/94	10/10/94
11	11/11/94	11/11/94
12	12/12/94	12/12/94



SEP 6 2001



10/10/94

Administrative

1994

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

2811

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

00A143

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

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Traffic - microfilm Destroy (md Rule 1299)			1983-92	15	6-20-01	Landfill

Destruction Approved by Hall of Records Commission

MAY 23 2001

Date

Edward C. Lopez
 State Archivist

Destruction Certification

Patricia S. Buchanan
 Signature of Court Official

Title

6-20-01

Date

JUN 29 2001

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

2777

RECEIVED
 DISTRICT COURT NO. 2
 DISTRICT COURT CITY
 01 MAR 23 AM 11:09

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 2-4 & 2-5

Worcester

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

1-18-01

Court

County

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

Destruction Approved by Hall of Records Commission

Edward C. Lopez

MAR 29 2001

Date

State Archivist

Destruction Certification

Patricia Buchanan Supd

Signature of Court Official

Title

4-5-01

Date

Instructions for Preparation and Submission on Reverse Side

[REDACTED]

APR 6 2001

[REDACTED]

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

2778

DIST. COURT NO.
 ST 2000 CITY
 MAR 23 AM 11:10

RECEIVED

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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

1-18-01

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

Destruction Approved by Hall of Records Commission

MAR 29 2001

Date

Edward C. Spencer
 State Archivist

Destruction Certification

Pat Berdan

Signature of Court Official

County Clerk

Title

4-5-01

Date

Instructions for Preparation and Submission on Reverse Side

OFFICE OF THE
DIRECTOR OF THE
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20250

STATE OF NEW YORK

No.	Name	County	Town	Description



APR 11 2001



Handwritten signature

APR 11 2001

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

2779
 RECEIVED
 MAR 23 AM 11:10
 DISTRICT COURT
 COUNTY OF MARYLAND
 ANNE ARUNDEL COUNTY

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 2-4
 Court

Worcester
 County

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

1-18-01

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	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 & Forfeiture of Contraband)		" VI		3 31.0		
						4-20-01	Landfill

Destruction Approved by Hall of Records Commission

MAR 29 2001

Date

Edward C. Saperstein
 State Archivist

Destruction Certification

Pat Berdan

Signature of Court Official

County Clerk

Title

4-5-01

Date

Instructions for Preparation and Submission on Reverse Side

100-100000

SEARCHED
SERIALIZED
INDEXED
FILED

APR 11 2001

100-100000



APR 11 2001



Handwritten signature

100-100000

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

2780

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 2-4 & 2-5 Worcester
 Court County

D.C. Cert. 2-4 Criminal/Traffic 1-2001 1-18-01

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal Records for 1995 (Stripped material only)	975	IV		93		
	Motor Vehicle related papers for 1995 & 1996		IV		20 <hr/> 113	4-2-01	landfill

Destruction Approved by Hall of Records Commission

MAR 29 2001

Date

Edward C. [Signature]
 State Archivist

Destruction Certification

Pat Berdan

Signature of Court Official

County Clerk

Title

4-5-01

Date

Instructions for Preparation and Submission on Reverse Side

[REDACTED]

APR 11 2001

[REDACTED]

Charles J. [unclear]

U.S. S. SAN

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

2934

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Md. Caroline July 11, 2001
 COURT COUNTY DATE

96A89

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Criminal Microfilm and destroy (Md Rule 1299)			1992	3	9-4-01	Landfill

Destruction Approved by Hall of Records Commission

JUL 19 2001

Date

Edward C. Papermaster

State Archivist

Destruction Certification

Patricia S. Buchanan Supv

Signature of Court Official

Title

9-4-01

Date

SEP 10 2001

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

2125

79A128

District Court of Maryland Caroline 1/2/99
 COURT COUNTY DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC Motor Vehicle Dockets (to be destroyed only after microfilming)	975 Sec IV	2 a&b	1993	2	4-30-01	Landfilled

Destruction Approved by Hall of Records Commission

NOV 30 1998

Date

Edward C. Papenfuss

State Archivist

Destruction Certification

Patricia Buchanan
 Signature of Court Official Title

4-30-01
 Date

[Redacted]

APR 6 2001

[Redacted]

Shirley Pappert

APR 20 1988

Mail original to:

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

DEPARTMENT OF JUVENILE JUSTICE - CECIL COUNTY - AREA IV.

Reporting Agency
DIRECT CARE SERVICES DIVISION
170 E. MAIN ST., ELKTON, MD 21921
Division or Bureau

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

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	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
cc: Paul Bowden, Coordinator Dept. of Juvenile Services 105 W. Chesapeake Avenue Towson, MD 21204							

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

Martin E. Salmon
Martin E. Salmon
Signature

Supervisor
Title

1/22/01
Date

DGB 550-2

[REDACTED]

JAN 24 2001

[REDACTED]

1875

98A118

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil 1/5/97
 COURT COUNTY DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

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

Destruction Approved by Hall of Records Commission

DEC 12 1997

Date

Edward C. Kasper

State Archivist

Destruction Certification

Patricia S. Buchanan

Signature of Court Official

Title

1-19-01

Date

JAN 26 2001

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

2742

98A118

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Md. Cecil 2-12-01

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, incinerate, etc.)
		Retention Sched. No.	Item No.				
	Traffic - Microfilm & Destroy (MD Rule 9299)			1992	6	3-19-01	Hand filed


Destruction Approved by Hall of Records Commission

Edward C. [Signature]
 State Archivist


Destruction Certification

Patricia S. [Signature] Supv
 Signature of Court Official Title Date
 3-19-01

MAR 12 2001
 Date



MAR 23 2001



312

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

2097
 99A022

District Court of Maryland Cecil 1/5/99
 COURT COUNTY DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC Motor Vehicle Dockets (to be destroyed only after microfilming)	975 Sec IV	2 a&b	1993	10.0	1-10-01	Landfilled

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 30 1998
Date

Edward C. Spangenberg
State Archivist

Patricia S. Buchanan
Signature of Court Official

1-19-01
Date

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 No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC Motor Vehicle Dockets (to be destroyed only after microfilming)	975 Sec IV	2 a&b	1993	10.0	2-7-01	Landfilled

Destruction Approved by Hall of Records Commission

NOV 30 1998

Date

Edward C. Longmire
 State Archivist

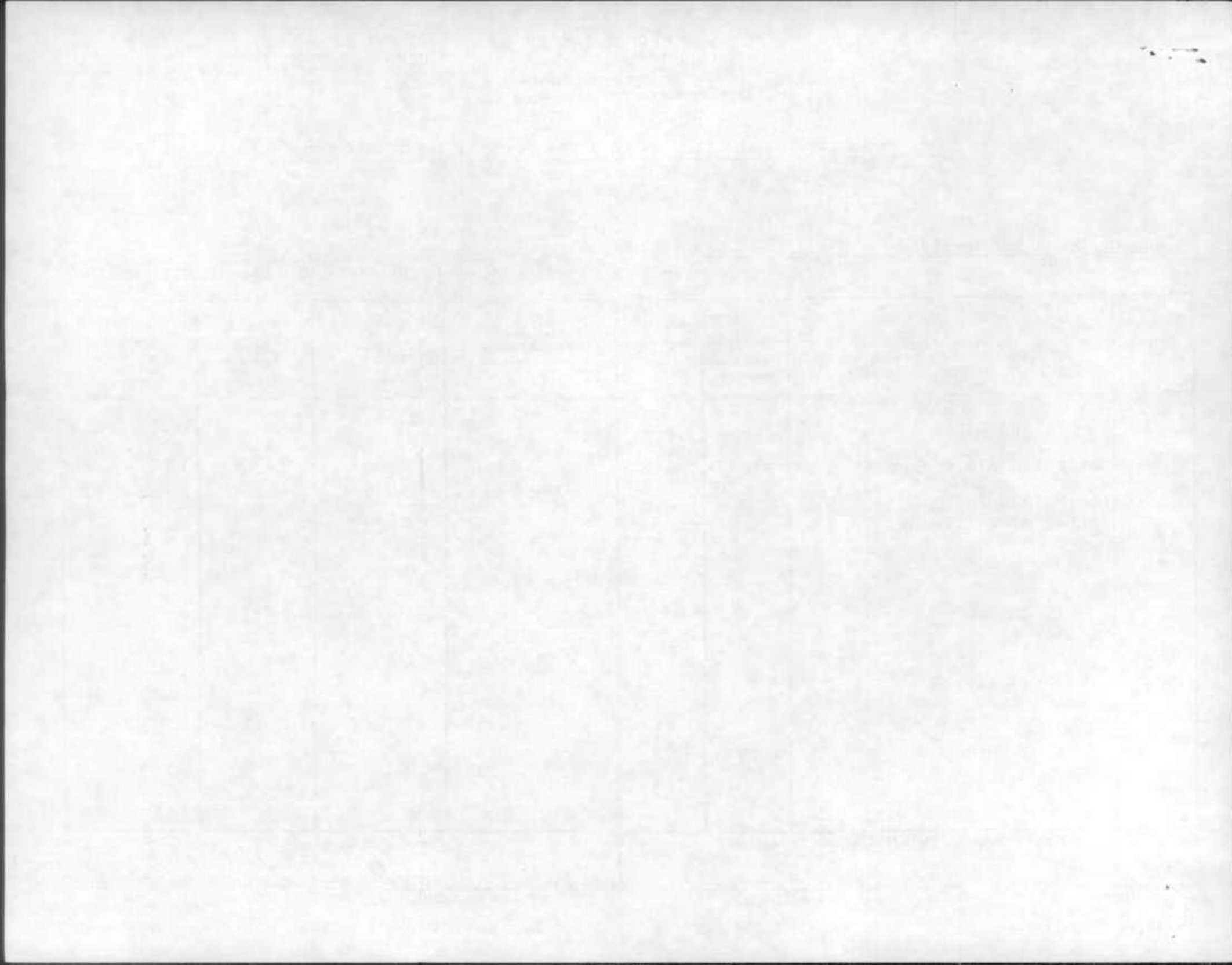
Destruction Certification

Patricia S. Buchanan
 Signature of Court Official

Title

2-7-01

Date



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 Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	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.

Charles E. Smyer
 Signature

DIRECTOR, ENVIR. HEALTH
 Title

3/19/01
 Date

[REDACTED]

MAY 29 2001

[REDACTED]

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 and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						
	Closed Criminal Cases (Stripped material only)	975	2 a&b	1997	40.00		LANDFILL
	Closed Natural Resource (Stripped material only)	975	2 a&b	1997	2.50		"
	Closed Adult Civil Citations (Stripped material only)	975	2 a&b	1997	3.00 455		"

Destruction Approved by Hall of Records Commission

JAN 02 2000

Date

Edward C. Papenfuss
 State Archivist

Destruction Certification

A. Lea Bohman COUNTY CLERK
 Signature of Court Official Title

5-30-01
 Date

JUN 18 2001

2628

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 and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only)	975	II	1997	23.00	5/29/01	LANDFILL
	Landlord/Tenant Cases	975	II	1997	2.50	"	"
	Summary Ejectment Money Judgments	975	II	1988	1.50	"	"
	Domestic Violence Cases (stripped material only)	975	III	1988	2.00	"	"
	Emergency Evaluations (stripped material only)	975	III	1988	.50	"	"
					29.5		

Destruction Approved by Hall of Records Commission

JAN 02 2000

Date

Edward C. Pappas
 State Archivist

Destruction Certification

A. Lee Bachman COUNTY CLERK 5/30/01
 Signature of Court Official Title Date

JUN 18 2001

2629

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 and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	GENERAL ACCOUNTING RECORDS	975	v				
	Certificates of Deposit			1997	13.00	5/29/01	Landfill
	Closed Transcript Records			1997	1.00	"	"
	Closed Deferred Payment Records			1997	1.50	"	"
	Commissioner Daily Transmittals			1997	1.25	"	"
	Court Fund Receipts and ledger cards			1997	2.00	"	"
	Satisfied Bad Checks			1997	.50	"	"
	Orders and Receiving Reports			1997	.50	"	"
	Statistical Reports			1997	1.00	"	"
	Auditors Receipt Copies			1997	.50	"	"
	Bank Statements			1997	1.00	"	"
	Refund Request Forms			1997	1.00	"	"
					23.25		

Destruction Approved by Hall of Records Commission

JAN 02 2000

Date

Edward C. Saperstein
 State Archivist

Destruction Certification

A. Lea Bochnauer COUNTY CLERK 5/30/01
 Signature of Court Official Title Date



JUN 18 2001



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2630

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 and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	R-DAT RECORDING TAPES (to be degaussed)	975	IV	1997	12.00	5/29/01	LANDFILL

Destruction Approved by Hall of Records Commission

JAN 02 2000
Date

Edward C. Kasper
State Archivist

Destruction Certification

A. Lee Goehner COUNTY CLERK 5/30/01
Signature of Court Official Title Date

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[Redacted area]

JUN 18 2001

[Redacted area]

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2631

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 and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	Transmittals	975	IV2b	1997	2.00	5/29/01	LANDFILL
	Miscellaneous Correspondence	975	Iv2b	1997	7.00	"	"
	Z Batch Envelopes	975	IV2b	1997	10.00	"	"
	Closed traffic folders	975	2 a&b	1997	14.00	"	"
	Closed Non-Mats citations	975	2 a&b	1997	.50	"	"
	Closed Citizen arrests	975	2 a&b	1997	-0-	"	"
	Closed Parking Citations	975	2 a&b	1997	1.00	"	"
					34.5		

Destruction Approved by Hall of Records Commission

Destruction Certification

JAN 02 2000

Date

Edward C. Papenfuss Jr.
 State Archivist

A. Lea Bachmayer COUNTY CLERK 5/30/01
 Signature of Court Official Title Date

JUN 18 2001

2627

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 and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES (to be shredded)	975 Sec.IV	2 a&b	1997	2.00	7-12-01	shredded

Destruction Approved by Hall of Records Commission

JAN 02 2000

Date

Edward C. Saperstein
 State Archivist

Destruction Certification

Patricia S. Buchanan Sup 7-12-01
 Signature of Court Official Title Date

JUL 16 2001

KENT COUNTY

Reporting Agency

COMMISSIONERS

Division or Unit

Certificate of Records Disposal

No.	Description of Records (Same Title as Listed on schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
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	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.

Cheryl Bish

Signature

Rick Mgmt. Cond

Title

220

6/20/01

Date

Report of
the
Commissioners
of the
Land Office

REPORT OF
 THE
 COMMISSIONERS
 OF THE
 LAND OFFICE

No.	Description of Land	Acres	Value	Date of Sale	Name of Buyer	Remarks
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
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21
22
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30

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...

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

1434

District Court of Md. Kent 1-3-96
 COURT COUNTY DATE

Serial No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	R-Dat Recording Tapes (To be Degaussed)	975	IV	1992	3.0	9-6-01	Landfill

OCT 31 1995
 Destruction Approved by Hall of Records Commission

 State Archivist

Destruction Certification

 Signature of Court Official

 Title

 9-19-01
 Date

SEP 24 2001

1883

98A 187

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Kent 1/2/98
 COURT COUNTY DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC Motor Vehicle Dockets (to be destroyed only after microfilming)	975 Sec IV	2 a&b	1992	2	2-7-01	Landfilled

Destruction Approved by Hall of Records Commission

DEC 12 1997

Date

Edward C. Kasper

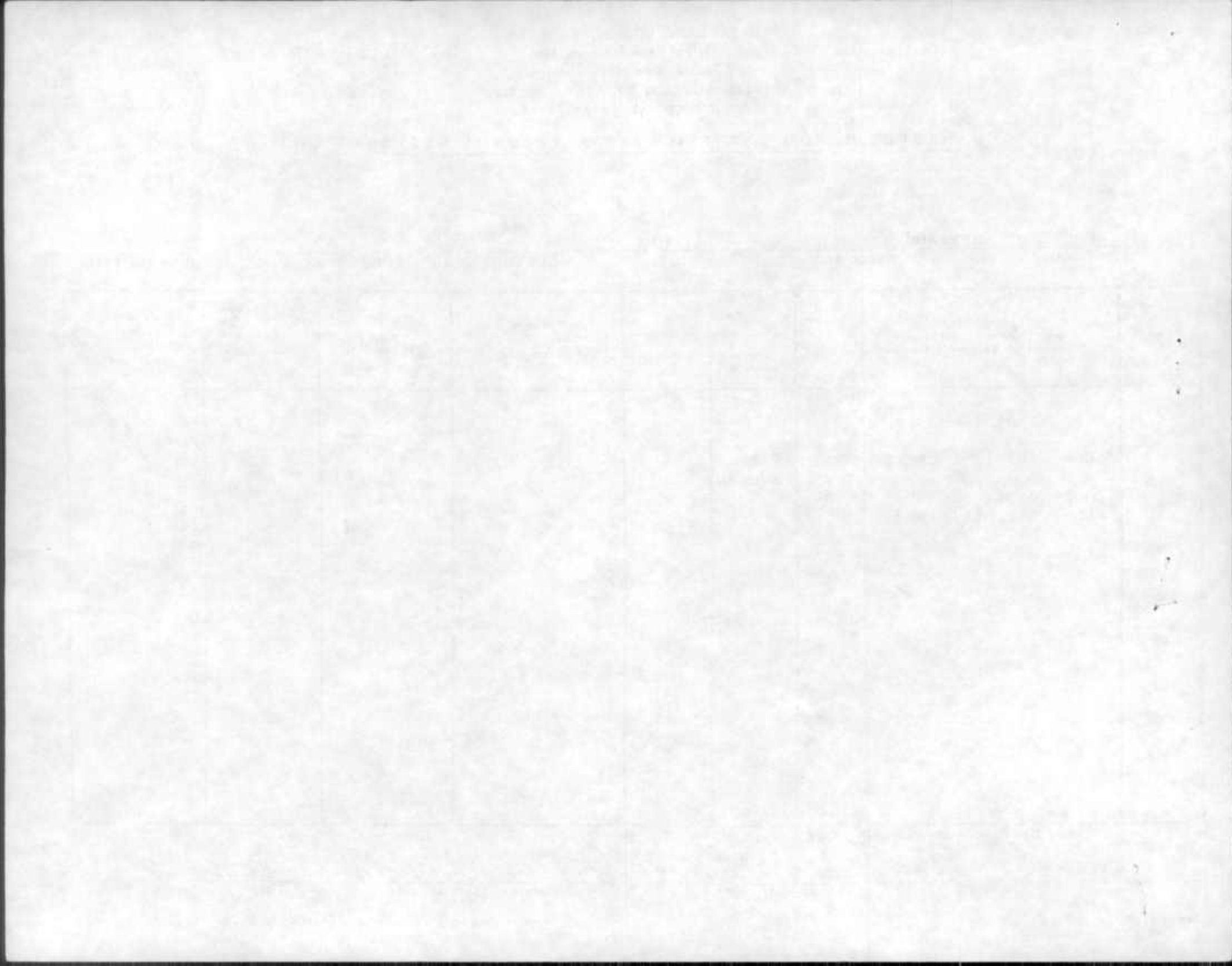
State Archivist

Destruction Certification

Patricia S. Buchanan
 Signature of Court Official Title

2-7-01

Date



99A53

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

2104

District Court of Maryland Kent
 COURT COUNTY DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC Motor Vehicle Dockets (to be destroyed only after microfilming)	975 Sec IV	2 a&b	1993	2	2-7-01	Landfilled

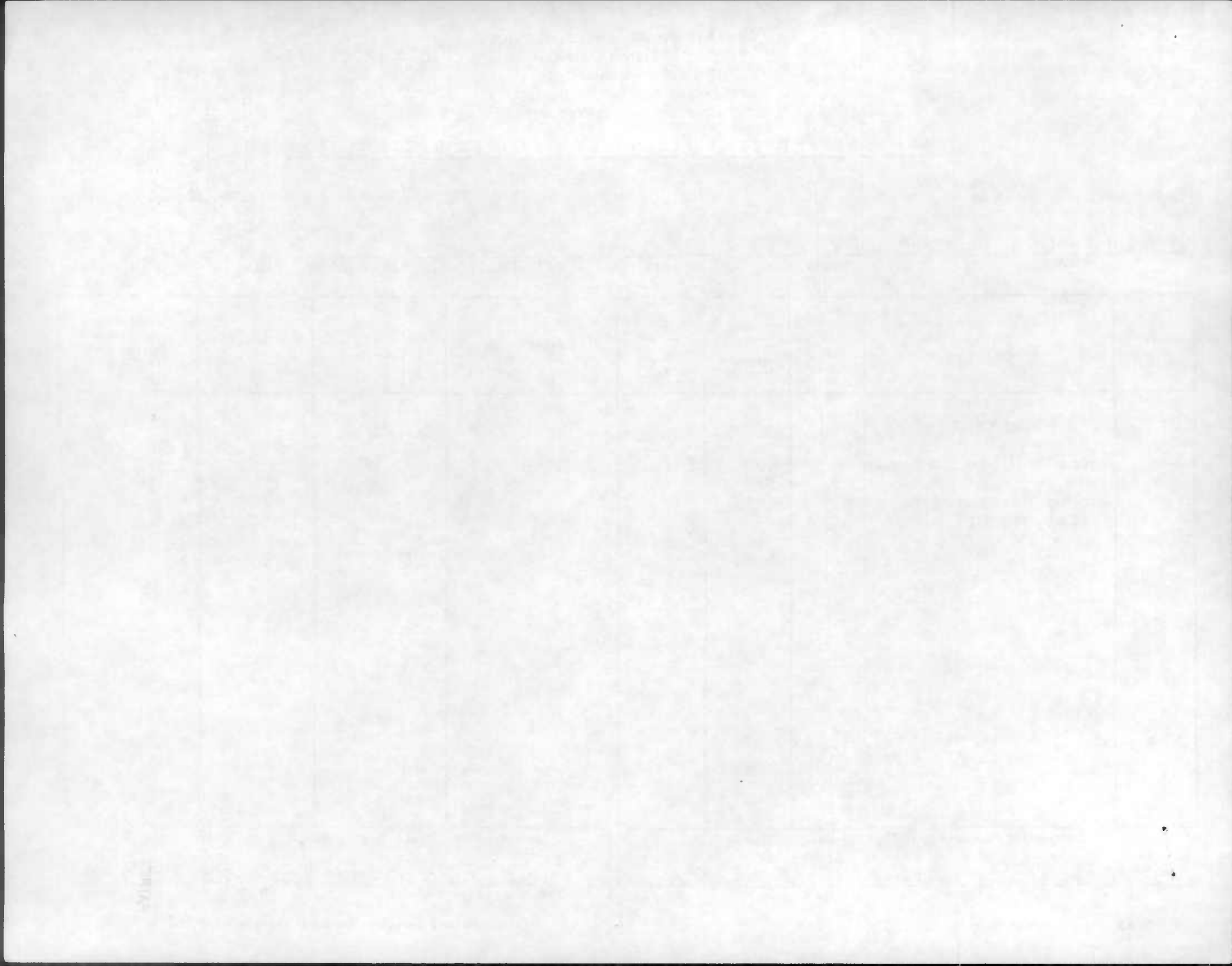
Destruction Approved by Hall of Records Commission

NOV 30 1998
Date

Edward C. Papenfort
State Archivist

Destruction Certification

Patricia A. Buchanan *Supd* 2-7-01
Signature of Court Official Title Date



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

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

2349

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 No.</u>	<u>Description of Records</u> Include title and/or form number	<u>Retention Sched. No.</u>	<u>Authorization Item No.</u>	<u>Inclusive Date of Records Destroyed</u>	<u>Volume Cu. Ft.</u>	<u>Date of Destruction</u>	<u>Method of Destruction</u> (Shred/landfill)
	ACCOUNTING RECORDS	975	v	1996			
	Certificates of Deposit				3	9/5/01	Landfill
	Closed Transcript Records				1		
	Closed Deferred Payment Records				1.5	"	
	Commissioner Daily Transmittals				1.5		
	Court Fund Receipts and Ledger cards				2	:	
	Satisfied Bad Checks				.5	:	
	Purchase Orders & Receiving Reports				1	:	
	Statistical Report				1	:	
	Auditors Receipt Copies				.5	:	
	Bank Statements				1	:	
	Refund Request Forms				1	:	
	Petty Cash Reimbursements				.5	:	
					14.5		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 3 1999
 Date

Edward C. Seper
 State Archivist

Grace Schuff
 Signature of Court Official

Adam Clark
 Title

9/4/01
 Date



SEP 18 2001



Handwritten signature or name, possibly "Thomas J. ..."

DEC 3 1999

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

2353

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 No.</u>	<u>Description of Records</u> Include title and/or form number	<u>Retention Sched. No.</u>	<u>Authorization Item No.</u>	<u>Inclusive Date of Records Destroyed</u>	<u>Volume Cu. Ft.</u>	<u>Date of Destruction</u>	<u>Method of Destruction</u> (Shred/landfill)
	CIVIL CASES CLOSED (Stripped material only)	975	II	1996	10 /	9/5/01	Landfill
	LANDLORD/TENANT	975	II	1996	1	"	"
	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 / 14.0	"	"

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 3 1999

Date

Edward C. Papenfuss

State Archivist

Grace D. Scheff
 Signature of Court Official

Adm. Clerk
 Title

9/6/01
 Date

SEP 18 2001

SEP 18 2001

SEP 18 2001

Charles P. ...

DEC 3 1999

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

2347

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

90

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 3 1999

Edward C. Saperstein

Grace Schuff

Adm. Clerk

9/6/01

Date

State Archivist

Signature of Court Official

Title

Date



SEP 18 2001



DEC 2 1999

Charles [unclear]

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

2348

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

1
1.0 3/6/01 Shredded

*To be shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 3 1999

Date

Edward C. Papenfuss Jr

State Archivist

Rochelle Metcalf County Clerk

Signature of Court Official

Title

3/6/01

Date

[Redacted]

SEP 18 2001

[Redacted]

Shane C. [unclear]

DEC 2 1999

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

2352

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

IV 1996

5
5.0

9/5/01

Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 3 1999
Date

Edward C. Papenfuss
State Archivist

Grace Beckhoff
Signature of Court Official

Adam Clark
Title

9/6/01
Date

SEP 18 2001

DEC 3 1999

84.5

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 -TR-1-00

2350

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 No.</u>	<u>Description of Records</u> Include title and/or form number	<u>Retention Sched. No.</u>	<u>Authorization Item No.</u>	<u>Inclusive Date of Records Destroyed</u>	<u>Volume Cu. Ft.</u>	<u>Date of Destruction</u>	<u>Method of Destruction</u> (Shred/landfill)
TRAFFIC							
	TRANSMITTALS	975	IV2b	1996	1	9/5/01	Landfill
	MISCELLANEOUS CORRESPONDENCE	975	IV2b	1996	3	"	"
	Z BATCH ENVELOPES	975	IV2b	1996	4	"	"
	CLOSED TRAFFIC FILES	975	2a&b	1996	3	"	"
	CLOSED NONMATS CITATION	975	2a&b	1996	1	"	"
	CLOSED CITIZEN ARRESTS	975	2a&b	1996	1	"	"
	CLOSED PARKING CITATION	975	2a&b	1996	1	"	"

14.0

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 3 1999
Date Edward C. Papenfort
State Archivist

Green Schuff Adm. Clerk 9/6/01
Signature of Court Official Title Date

~~XXXXXXXXXX~~

SEP 18 2001

~~XXXXXXXXXX~~

Charles J. [unclear]

DEC 7 1999

KENT COUNTY

Reporting Agency

BUDGET AND ACCOUNTING

Division or Unit

Certificate of Records Disposal

No.	Description of Records (Same Title as Listed on schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
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.

Cheryl Bish
Signature

Risk Management Comd.
Title

6/20/01
Date

KENT COUNTY

Reporting Agency

BUDGET AND ACCOUNTING

Division or Unit

Certificate of Records Disposal

No.	Description of Records (Same Title as Listed on schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
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, 10	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
					888		

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

Angel Bish
Signature

Risk Management Coord.
Title

6/20/01
Date

CERTIFICATE

RECORDS

DISPOSAL

RECORDS

SECTION

REPORT

DATE

Serial No.	Date	Description	Quantity	Value	Remarks
1	1950-01-01
2	1950-01-01
3	1950-01-01
4	1950-01-01
5	1950-01-01
6	1950-01-01
7	1950-01-01
8	1950-01-01
9	1950-01-01
10	1950-01-01
11	1950-01-01
12	1950-01-01
13	1950-01-01
14	1950-01-01
15	1950-01-01
16	1950-01-01
17	1950-01-01
18	1950-01-01
19	1950-01-01
20	1950-01-01
21	1950-01-01
22	1950-01-01
23	1950-01-01
24	1950-01-01
25	1950-01-01
26	1950-01-01
27	1950-01-01
28	1950-01-01
29	1950-01-01
30	1950-01-01





KENT COUNTY

Reporting Agency

COMMISSIONERS

Division or Unit

Certificate of Records Disposal

No.	Description of Records (Same Title as Listed on schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
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.

Cheryl Bish
Signature

Kit Dept Coordinator
Title

6/20/01
Date

Inventory of Books Disposal

(Date)
 Printing Agency
 COMPANY
 District

Sl. No.	Particulars	Quantity	Value	Remarks	Date	By
1						
2						
3						
4						
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48						
49						
50						

Total

KENT COUNTY

Reporting Agency

COMMISSIONERS

Division or Unit

Certificate of Records Disposal

Table with 7 main columns: No., Description of Records, Authorization (Retention Schedule No., Item No.), Inclusive Dates of Records Destroyed, Volume Cubic Feet, Date of Disposal, Method of Disposal. Rows 41-60 list various records like Payroll Register, Governmental Financial Systems, etc.

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

Handwritten signature: Cheryl Bost. Label: Signature

Handwritten title: Fish Mgmt. Coord. Label: Title

Handwritten date: 6/20/01. Label: Date

GENERAL

RECORDS

RECORDS

COMMISSION

Division of Land

Serial	Date	Volume	Page	Description		Remarks
				Original	Copy	
1	1911	1	1			
2	1912	2	2			
3	1913	3	3			
4	1914	4	4			
5	1915	5	5			
6	1916	6	6			
7	1917	7	7			
8	1918	8	8			
9	1919	9	9			
10	1920	10	10			
11	1921	11	11			
12	1922	12	12			
13	1923	13	13			
14	1924	14	14			
15	1925	15	15			
16	1926	16	16			
17	1927	17	17			
18	1928	18	18			
19	1929	19	19			
20	1930	20	20			
21	1931	21	21			
22	1932	22	22			
23	1933	23	23			
24	1934	24	24			
25	1935	25	25			
26	1936	26	26			
27	1937	27	27			
28	1938	28	28			
29	1939	29	29			
30	1940	30	30			
31	1941	31	31			
32	1942	32	32			
33	1943	33	33			
34	1944	34	34			
35	1945	35	35			
36	1946	36	36			
37	1947	37	37			
38	1948	38	38			
39	1949	39	39			
40	1950	40	40			

[Signature]

[Signature]

[Signature]

2647

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-1-01

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

<u>Series</u> No.	<u>Description of Records</u> Include title and/or form number	<u>Authorization</u>		<u>Inclusive Date</u> of Records Destroyed	<u>Volume</u> Cu. Ft.	<u>Date of</u> <u>Destruction</u>	<u>Method of</u> <u>Destruction</u> (Shred/landfill)
		<u>Retention</u> Sched. No.	<u>Item</u> No.				
	ACCOUNTING RECORDS	975	v	1997	3	9/5/01	Landfill
	Certificates of Deposit				1		"
	Closed Transcript Records				1.5	"	"
	Closed Deferred Payment Records				1.5	"	"
	Commissioner Daily Transmittals				2	"	"
	Court Fund Receipts and Ledger cards				.5	"	"
	Satisfied Bad Checks				1	"	"
	Purchase Orders & Receiving Reports				1	"	"
	Statistical Report				.5	"	"
	Auditors Receipt Copies				1	"	"
	Bank Statements				1	"	"
	Refund Request Forms				.5	"	"
	Petty Cash Reinbursements					"	"

14.5

Destruction Approved by Hall of Records Commission

Destruction Certification

JAN 02 2000

Date

Edward C. Papenfuss Jr

State Archivist

Grace D. Schuff
Signature of Court Official

Admin. Clerk
Title

9/6/01
Date

100

100

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~~XXXXXXXXXXXXXXXXXXXX~~

SEP 18 2001

~~XXXXXXXXXXXXXXXXXXXX~~

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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-1-01

2649

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 No.</u>	<u>Description of Records</u> Include title and/or form number	<u>Retention Sched. No.</u>	<u>Authorization Item No.</u>	<u>Inclusive Date of Records Destroyed</u>	<u>Volume Cu. Ft.</u>	<u>Date of Destruction</u>	<u>Method of Destruction</u> (Shred/landfill)
	CIVIL CASES CLOSED (Stripped material only)	975	II	1997	10	9/5/01	Landfill
	LANDLORD/TENANT	975	II	1997	1	"	"
	SUMMARY EJECTMENT (Money judgement)	975	II	1988	.5	"	"
	DOMESTIC VIOLENCE (Stripped material only)	975	III	1988	.5	"	"
	EMERGENCY EVALUATIONS (Stripped material only)	975	III	1988	⁵ 12.5	"	"

Destruction Approved by Hall of Records Commission

Destruction Certification

JAN 02 2000

Date

Edward C. Papenfuss Jr.
 State Archivist

Grace D. Schuff
 Signature of Court Official

Adm. Clerk
 Title

9/6/01
 Date

SEP 18 2001

2645

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-1-01

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

<u>Series No.</u>	<u>Description of Records</u> Include title and/or form number	<u>Authorization</u> <u>Retention</u> Sched. No.	<u>Item</u> No.	<u>Inclusive Date</u> <u>of Records</u> Destroyed	<u>Volume</u> <u>Cu. Ft.</u>	<u>Date of</u> <u>Destruction</u>	<u>Method of</u> <u>Destruction</u> (Shred/landfill)
	✓ CRIMINAL CLOSED (Stripped material only)	975	2 a&b	1997	7	9/5/01	Landfill
	NATURAL RESOURCE CLOSED (Stripped material only)	975	2 a&b	1997	1	"	Landfill
	CIVIL CITATIONS CLOSED (Stripped material only)	975	2 A&b	1997	1 9.0	"	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

JAN 02 2000
Date

Edward C. Saperstein Jr.
State Archivist

Grace D. Schuff
Signature of Court Official

Adm. Clerk
Title

9/6/01
Date

PAID
NOV 10 1901

RECEIVED

NOV 10 1901

11/10/01

11/10/01

11/10/01

[REDACTED]

SEP 18 2001

[REDACTED]

11/10/01

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-2-01

2646

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 No.</u>	<u>Description of Records</u> Include title and/or form number	<u>Retention</u> Sched. No.	<u>Authorization</u> <u>Item</u> No.	<u>Inclusive Date</u> <u>of Records</u> Destroyed	<u>Volume</u> <u>Cu. Ft.</u>	<u>Date of</u> <u>Destruction</u>	<u>Method of</u> <u>Destruction</u> (Shred/landfill)
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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

Destruction Certification

JAN 02 2000

Date

Edward C. Saperstein

State Archivist

Rose Marie Metcalf
Signature of Court Official

Title

3/6/01
Date

SEP 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.3-3 -MISC-1-01

2650

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 No.</u>	<u>Description of Records</u> Include title and/or form number	<u>Retention Sched. No.</u>	<u>Authorization Item No.</u>	<u>Inclusive Date of Records Destroyed</u>	<u>Volume Cu. Ft.</u>	<u>Date of Destruction</u>	<u>Method of Destruction</u> (Shred/landfill)
	R-DATE RECORDING TAPES	975	IV	1997	5 5.0	9/5/01	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

JAN 02 2000

Date

Edward C. Saperstein Jr.
State Archivist

Grace W. Schuff
Signature of Court Official

Ann. Clerk
Title

9/6/01
Date

SEP 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.3-3 -TR-1-01

2648

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 No.</u>	<u>Description of Records</u> Include title and/or form number	<u>Retention Sched. No.</u>	<u>Authorization Item No.</u>	<u>Inclusive Date of Records Destroyed</u>	<u>Volume Cu. Ft.</u>	<u>Date of Destruction</u>	<u>Method of Destruction</u> (Shred/landfill)
TRAFFIC							
	TRANSMITTALS	975	IV2b	1997	1	9/5/01	Landfill
	MISCELLANEOUS CORRESPONDENCE	975	IV2b	1997	3	"	"
	Z BATCH ENVELOPES	975	IV2b	1997	4	"	"
	CLOSED TRAFFIC FILES	975	2a&b	1997	3	"	"
	CLOSED NONMATS CITATION	975	2a&b	1997	1	"	"
	CLOSED CITIZEN ARRESTS	975	2a&b	1997	1	"	"
	CLOSED PARKING CITATION	975	2a&b	1997	1	"	"

14.0

Destruction Approved by Hall of Records Commission

Destruction Certification

JAN 02 2000

Date

Edward C. Saperstein Jr.

State Archivist

Greene Schuff
 Signature of Court Official

Adm. Clerk

Title

9/6/01

Date

SEP 18 2001

REC'D

Kent County Reporting Agency Kent County 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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
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	1	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 - 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	Book of Additions Reports	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	State Reports - Additions Domestic & Foreign Corp.	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

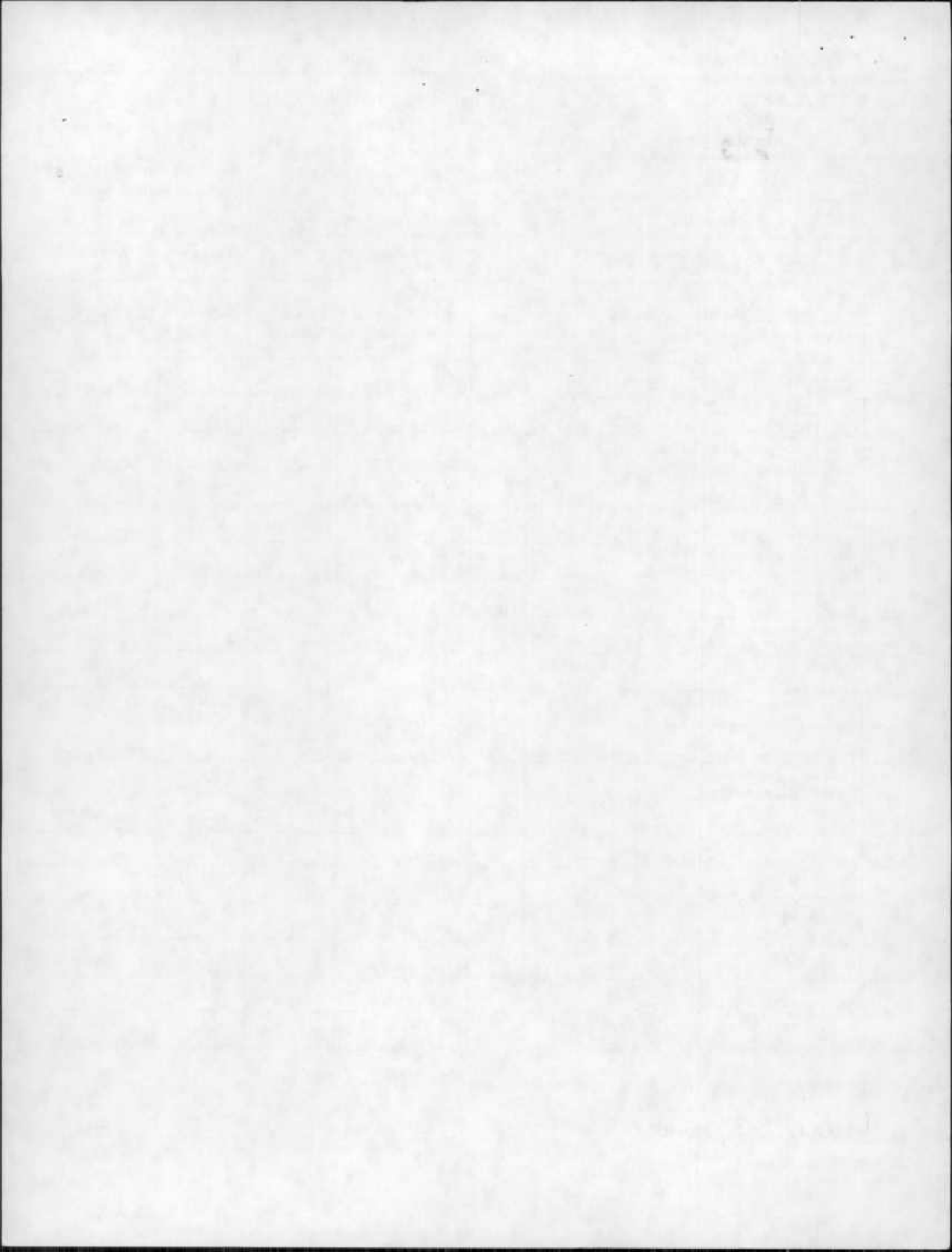
I hereby certify that the records listed above were disposed of as indicated.

411.0

Wanda S Sprouts
Signature

Fiscal Associate II
Title

4/28/99
Date



ALBUQUERQUE

Kent County	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.
Reporting Agency		
KCC, etc		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
20	Dog Fund Bank Account	C823	6	6/83 - 7/84	1	3/1/99	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 Report- Circle Trailer Park	C823	1	1/68 - 9/94	1	3/3/99	Recycled
28	Mobile Home Park Tax Report- Lone Pine Trailer Park	C823	1	5/86 - 8/94	1	3/3/99	Recycled
29	Mobile Home Park Tax Report- 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- Pott's Trailer Park	C823	1	6/78 - 6/80	1	3/3/99	Recycled
32	Mobile Home Park Tax Report- Worton Mobile Home Trailer Park	C823	1	12/67 - 12/93	1	3/3/99	Recycled
33	Dept. of Assessments & Taxation- Homeowner's Credits Reports	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 Reports	C823	2	1976 - 1977	1	3/4/99	Recycled
36	End of Month - Bank Reports & Cash Receipts	C823	10	7/81 - 5/86	1	3/4/99	Recycled
37	Payroll - Outstanding Check Registers	C823	7	10/20/89 - 12/31/96	1	3/4/99	Recycled
38	General Fund - Outstanding Check Registers	C823	10	7/31/85 - 12/31/99	1	3/4/99	Recycled

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

Wanda S Sprates

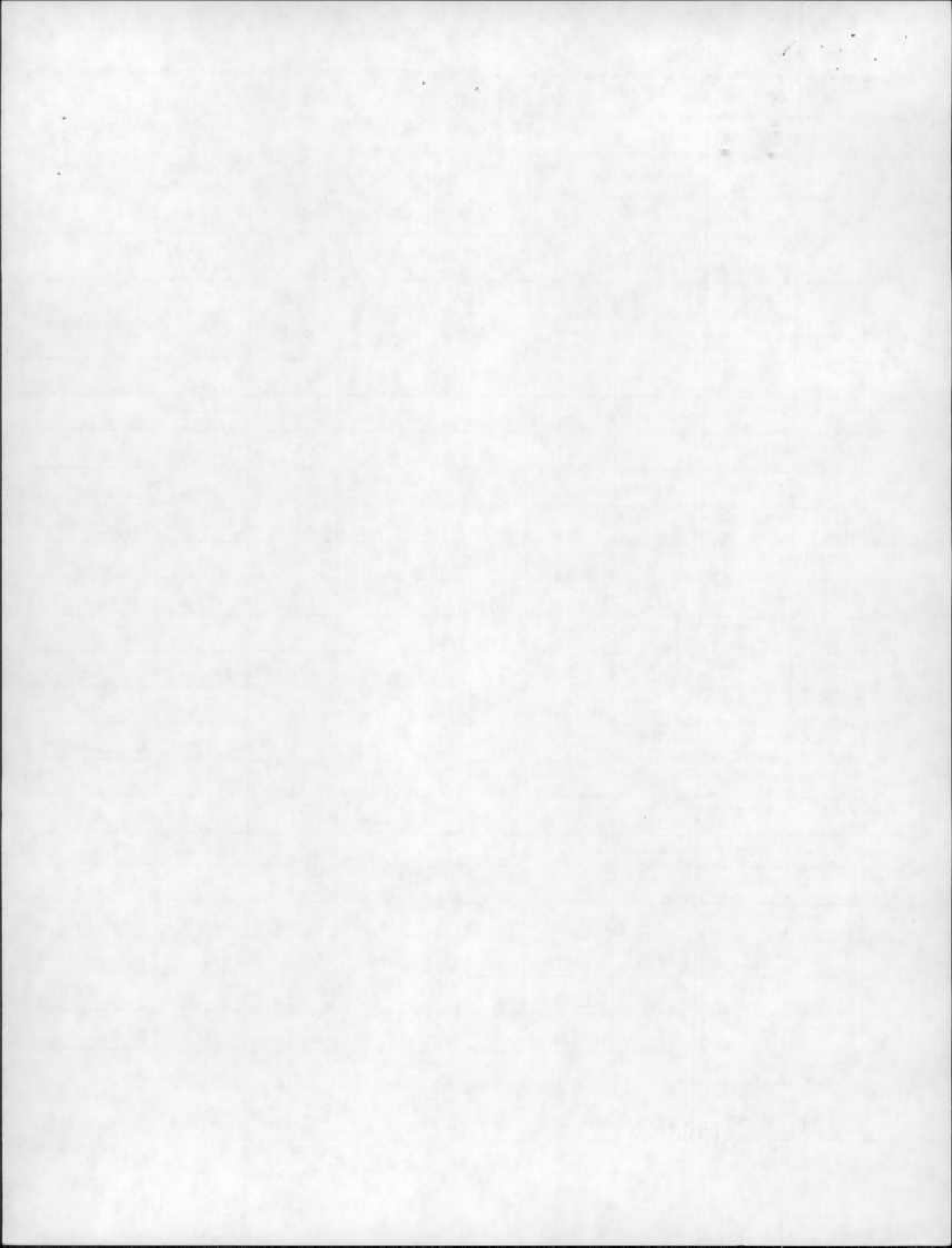
Signature

Fiscal Associate II

Title

4/28/99

Date



RECORDS

Kent County Reporting Agency Kent County 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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No	Item No				
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 Letters	C823	2	5/68 - 5/75	1	3/10/99	Recycled
43	Civil Action Court Dockets	C823	2	7/71 - 8/89	1	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 - 11/92	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 - #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	1	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	Cash Receipt - Journal Ledger Books	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	Trash

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

230

Wanda Sprates

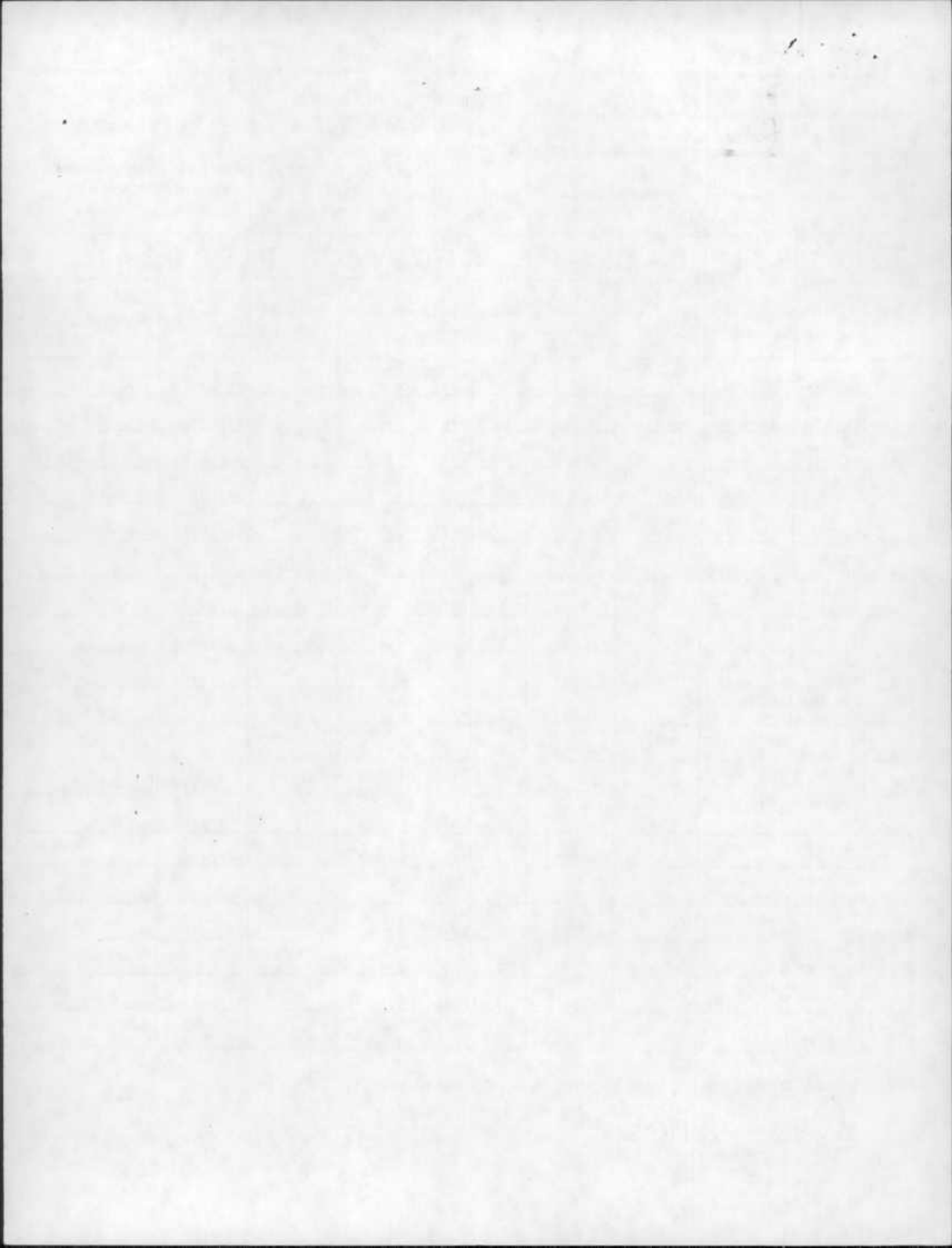
Signature

Fiscal Associate II

Title

4/28/99

Date



RECORDS

Kent County	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.
Reporting Agency		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
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
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	Certifications for New Construction	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 - 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	1	3/18/99	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 - 6/30/98	6	3/19/99	Recycled
76	Real Estate Tax End-of-Year Reports	C823	8	7/95 - 12/97	2	3/19/99	Recycled

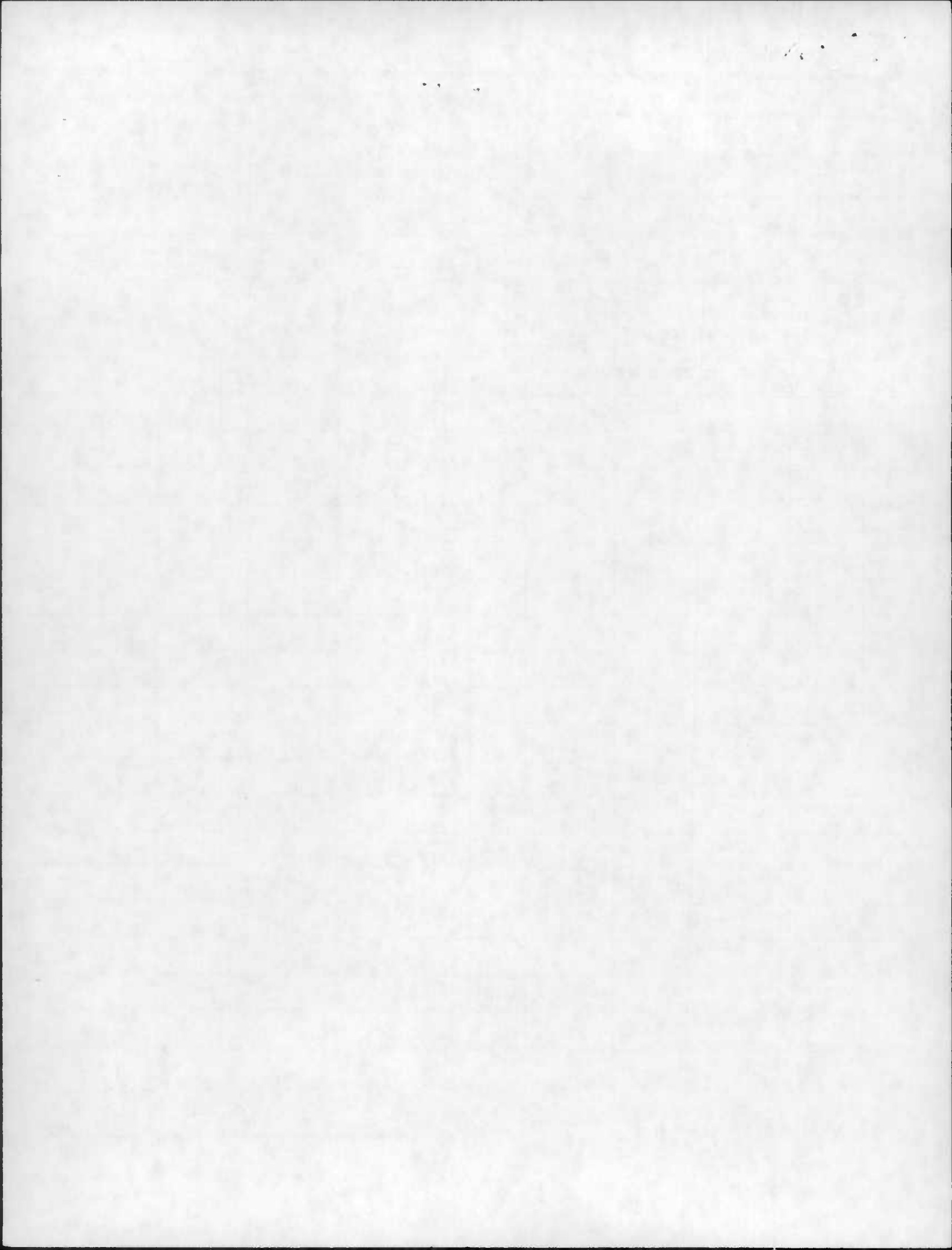
I hereby certify that the records listed above were disposed of as indicated.

42.0
Total
131.0

Wanda S Spawts
Signature

Fiscal Associate II
Title

4/28/99
Date



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

JUL 23 2001

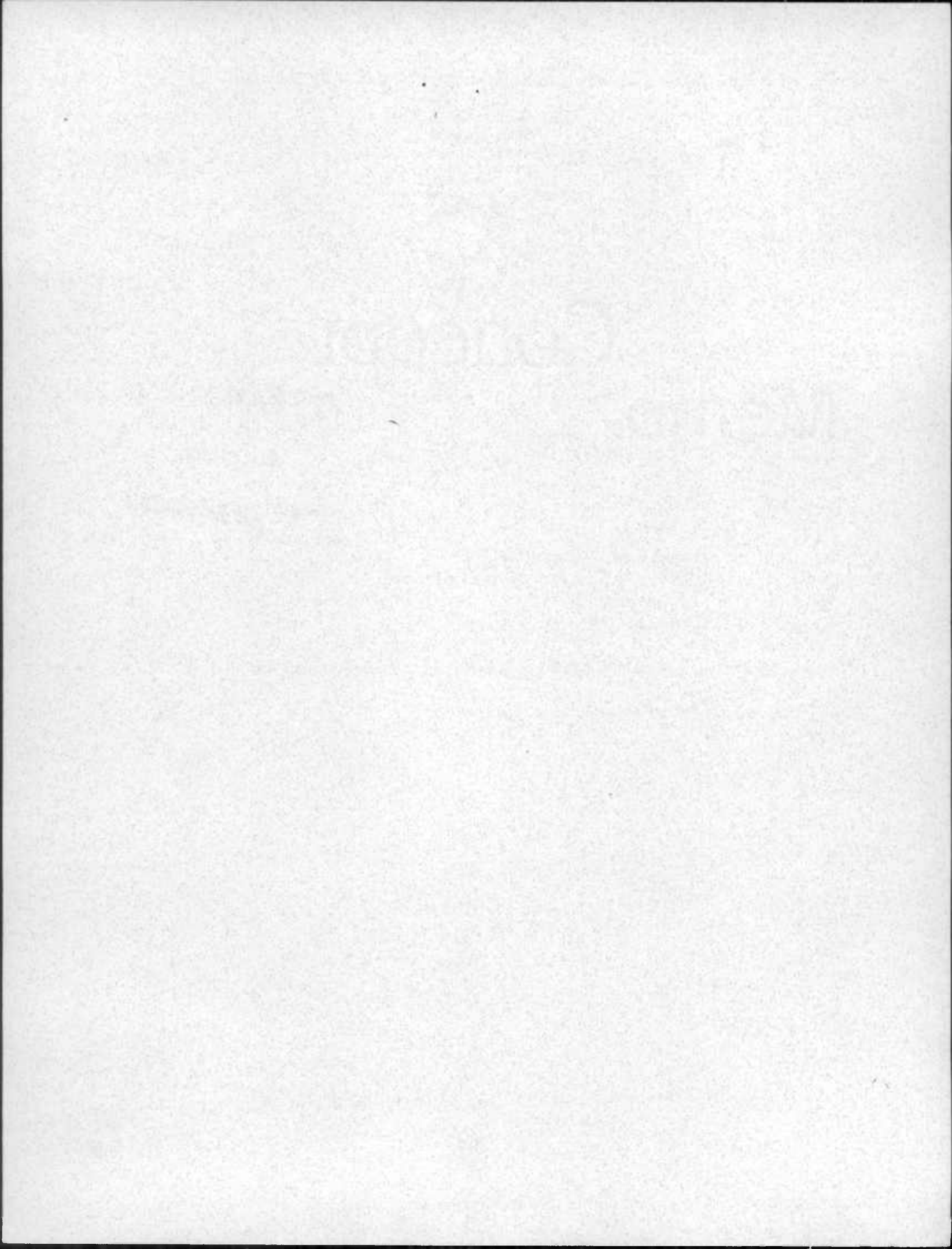
To: Department of General Services
From: Cheryl Bish, Risk Management Coordinator
Date: July 20, 2001
Subject: Certificate of Records Disposal

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

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



Recycled Paper



1897

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne
 COURT COUNTY

1/2/98

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

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

Destruction Approved by Hall of Records Commission

DEC 12 1997

Date

Edward C. Popper

State Archivist

Destruction Certification

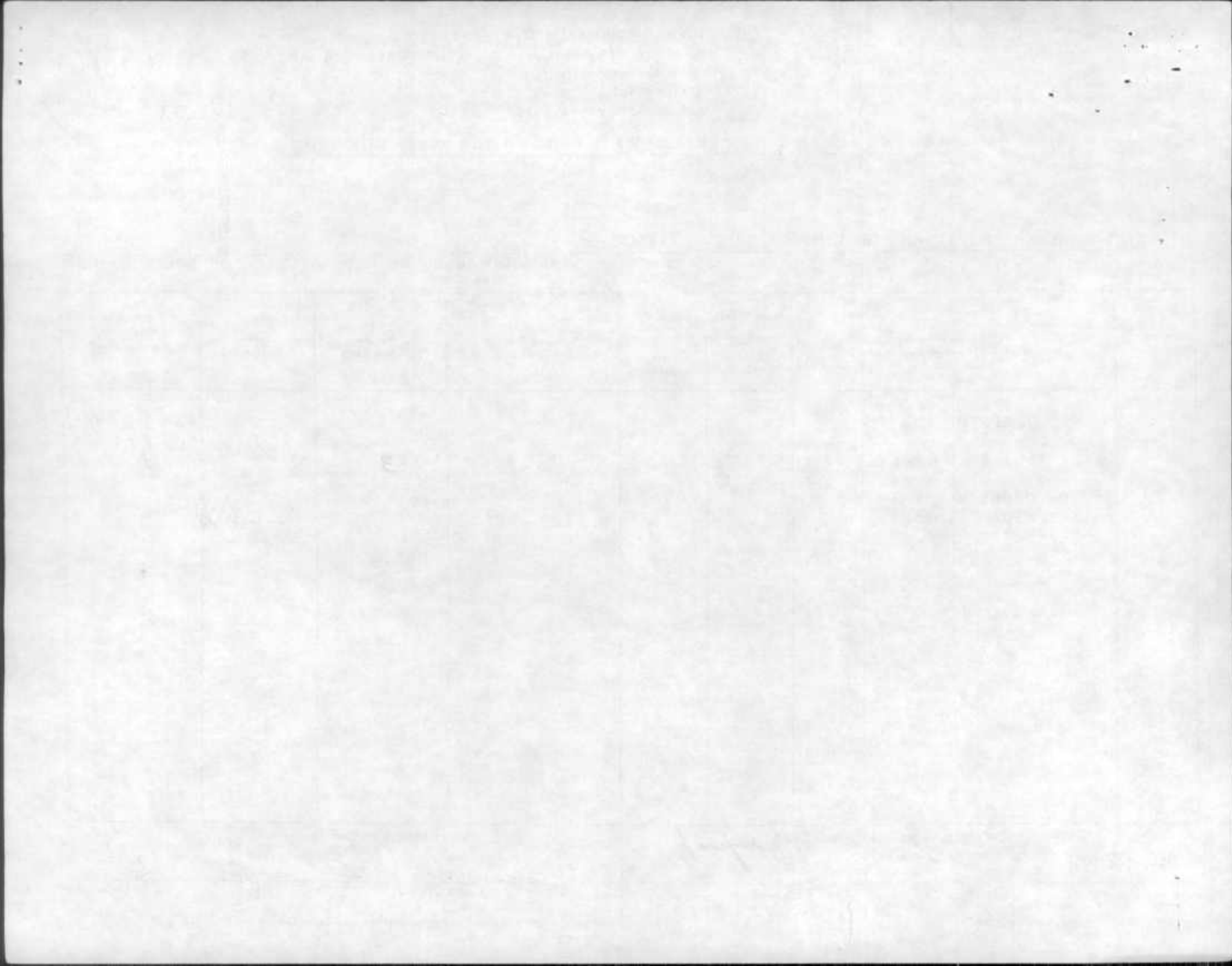
Patricia J. Buchanan

Signature of Court Official

Title

2-7-01

Date



1897

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

98 A 186

P. 05/06

9:11

Sep 11 '98

DISTRICT COURT 03 02 Fax: 410-996-0708

District Court of Maryland Queen Anne
 COURT COUNTY DATE 1/2/98

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC Motor Vehicle Dockets (to be destroyed only after microfilming)	975 Sec IV	2 a&b	1992	3	3-19-01	Landfill

Destruction Approved by Hall of Records Commission

DEC 12 1997

Date

Edward C. Saperstein
 State Archivist

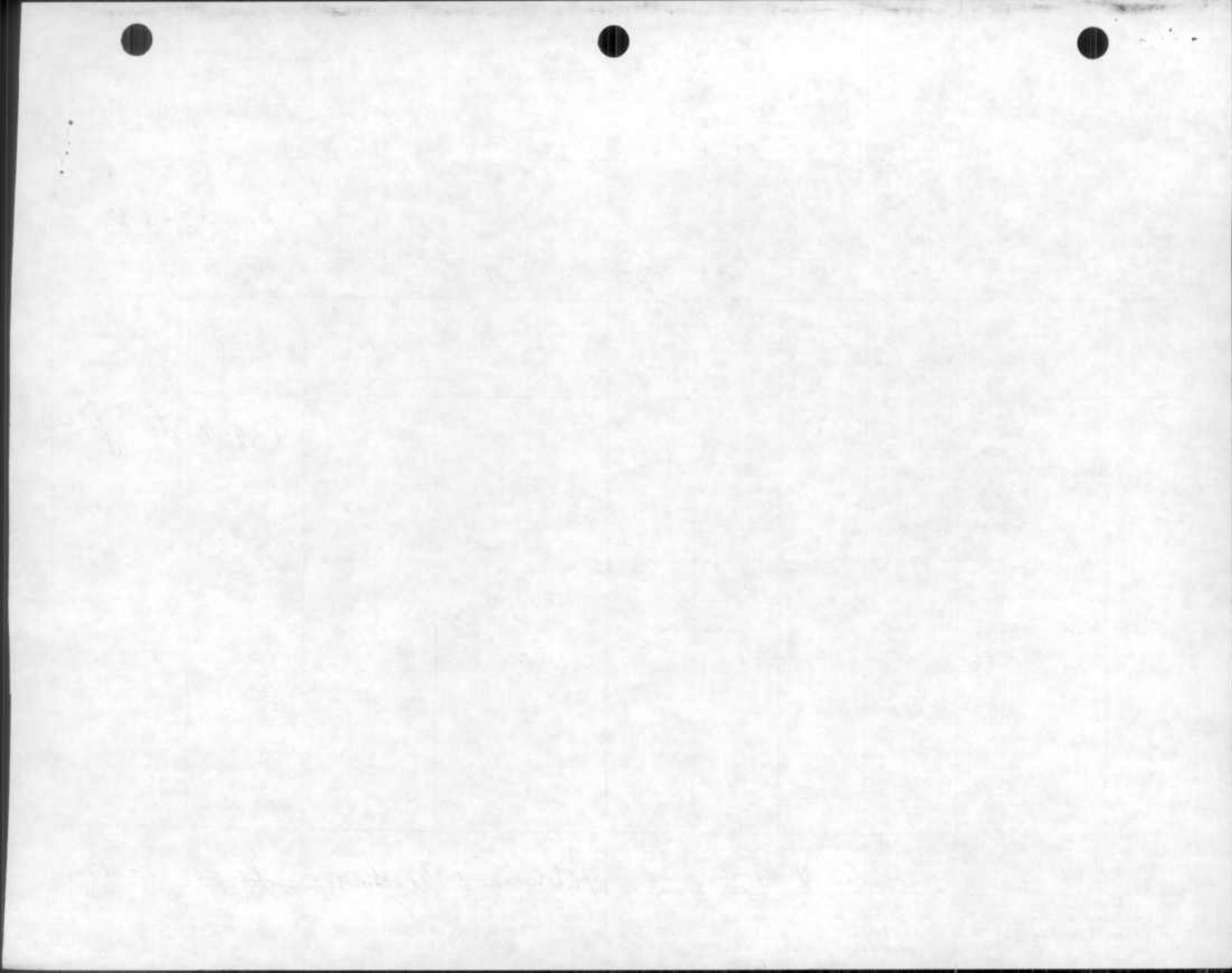
Destruction Certification

Patricia S. Buchanan
 Signature of Court Official

Title

3-19-01

Date



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

211 98A226

District Court of Maryland Queen Anne's 1/2/99
 COURT COUNTY DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC Motor Vehicle Dockets (to be destroyed only after microfilming)	975 Sec IV	2 a&b	1993	3	4-30-98	Landfilled

Destruction Approved by Hall of Records Commission

NOV 30 1998

Date

Edward C. Spangenberg
 State Archivist

Destruction Certification

Patricia A. Buchanan *Supr* *4-30-98*
 Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side

APR 6 2001

2634

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.3-4 -CR-2-01

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

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

*To be shredded

Destruction Approved by Hall of Records Commission

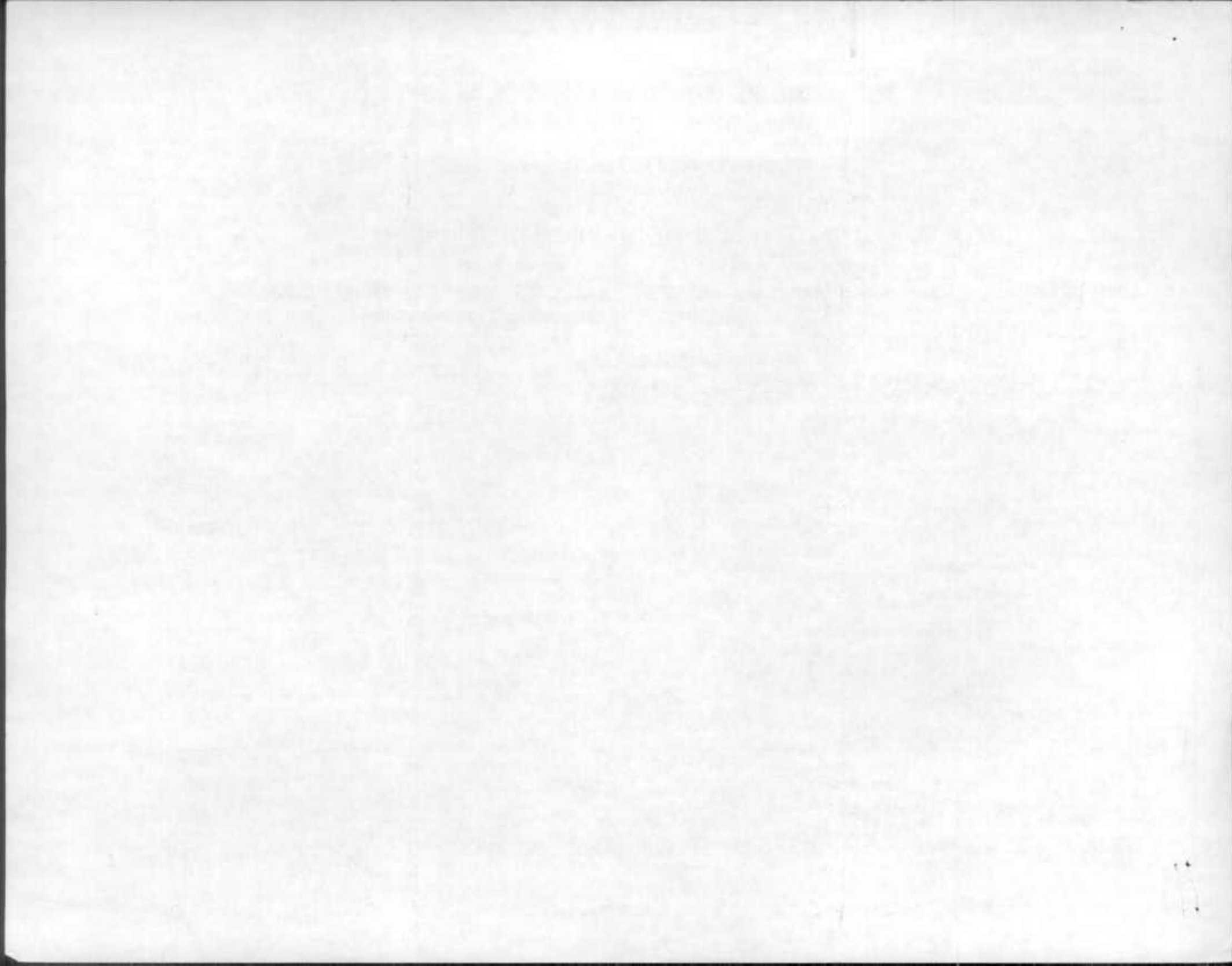
Destruction Certification

JAN 02 2000
Date

Edward C. Ferguson
State Archivist

Patricia S. Buchanan
Signature of Court Official

Supv Title
2-8-01 Date



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.3-4 -F-1-01

2635

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 No.</u>	<u>Description of Records</u> Include title and/or form number	<u>Retention Sched. No.</u>	<u>Authorization Item No.</u>	<u>Inclusive Date of Records Destroyed</u>	<u>Volume Cu. Ft.</u>	<u>Date of Destruction</u>	<u>Method of Destruction</u> (Shrcd/landfill)
	ACCOUNTING RECORDS	975	v	1997			
	Certificates of Deposit				5	1/30/01	Landfill
	Closed Transcript Records				1	3/8/01	Landfill
	Closed Deferred Payment Records				1.5	3/8/01	Landfill
	Commissioner Daily Transmittals				1.5	3/8/01	Landfill
	Court Fund Receipts and Ledger cards				2		
	Satisfied Bad Checks				.5	3/8/01	Landfill
	Purchase Orders & Receiving Reports				1	3/8/01	Landfill
	Statistical Report				1	3/8/01	Landfill
	Auditors Receipt Copies				.5	3/1/01	Landfill
	Bank Statements				1	3/8/01	Landfill
	Refund Request Forms				1	3/8/01	
	Petty Cash Reimbursements				.5	3/8/01	Landfill
					14.5		

Destruction Approved by Hall of Records Commission

Destruction Certification

JAN 02 2000

Date

Edward C. Saperstein
 State Archivist

Gladys S. Foster
 Signature of Court Official

Gladys S. Foster

County Clerk
 Title

3/8/01
 Date

MAR 15 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.3-4 -TR-1-01

2636

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.	<u>Description of Records</u> Include title and/or form number	<u>Authorization</u>		<u>Inclusive Date</u> of Records Destroyed	<u>Volume</u> Cu. Ft.	<u>Date of</u> Destruction	<u>Method of</u> Destruction (Shred/landfill)
		<u>Retention</u> Sched. No.	<u>Item</u> No.				
TRAFFIC							
	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	1	1/30/01	Landfill

210

Destruction Approved by Hall of Records Commission

Destruction Certification

JAN 02 2000
Date

Edward C. Papenfuss Jr.
State Archivist

Gladys S. Foster
Signature of Court Official

County Clerk
Title

1/30/2001
Date

Gladys S. Foster



MAR 15 2001

Charles [unclear]

MAR 15 2001

1
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.3-4 -CV-1-01

2637

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 No.</u>	<u>Description of Records</u> Include title and/or form number	<u>Retention Sched. No.</u>	<u>Authorization Item No.</u>	<u>Inclusive Date of Records Destroyed</u>	<u>Volume Cu. Ft.</u>	<u>Date of Destruction</u>	<u>Method of Destruction</u> (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	1	1/31/01	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

JAN 02 2000

Date

Edward C. Saperstein

State Archivist

Gladys Foster

Signature of Court Official
Gladys S. Foster

County Clerk

Title

1/30/01

Date

MAR 15 2001

2638

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.3-4 -MISC-1-01

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

Destruction Approved by Hall of Records Commission

Destruction Certification

JAN 02 2000

Date

Edward C. Saperstein

State Archivist

Gladys S. Foster

Signature of Court Official
Gladys S. Foster

County Clerk

Title

1/30/2001

Date



MAR 15 2001



Charles [unclear]

MAR 15 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.3-4 -CR-1-01

2633

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 No.</u>	<u>Description of Records</u> Include title and/or form number	<u>Authorization</u>		<u>Inclusive Date of Records</u> Destroyed	<u>Volume</u> Cu. Ft.	<u>Date of Destruction</u>	<u>Method of Destruction</u> (Shred/landfill)
		<u>Retention</u> Sched. No.	<u>Item</u> No.				
	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	1 15.0	1/30/01	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

JAN 02 2000

Date

Edward C. Seper
 State Archivist

Gladys S. Foster
 Signature of Court Official
 Gladys S. Foster

County Clerk
 Title

1/30/01
 Date



Faint, illegible text centered at the top of the page.

Faint, illegible text spanning the middle of the page, possibly a header or title.



MAR 19 2001



Handwritten signature or name, possibly 'Thomas P. ...'

U.S. MAIL

*Microfilmed
landfilled*
 1904
 97A132

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Talbot COUNTY 1/2/98
 COURT COUNTY DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC Motor Vehicle Dockets (to be destroyed only after microfilming)	975 Sec IV	2 a&b	1992	8	2-7-01	Landfilled

Destruction Approved by Hall of Records Commission

DEC 12 1997

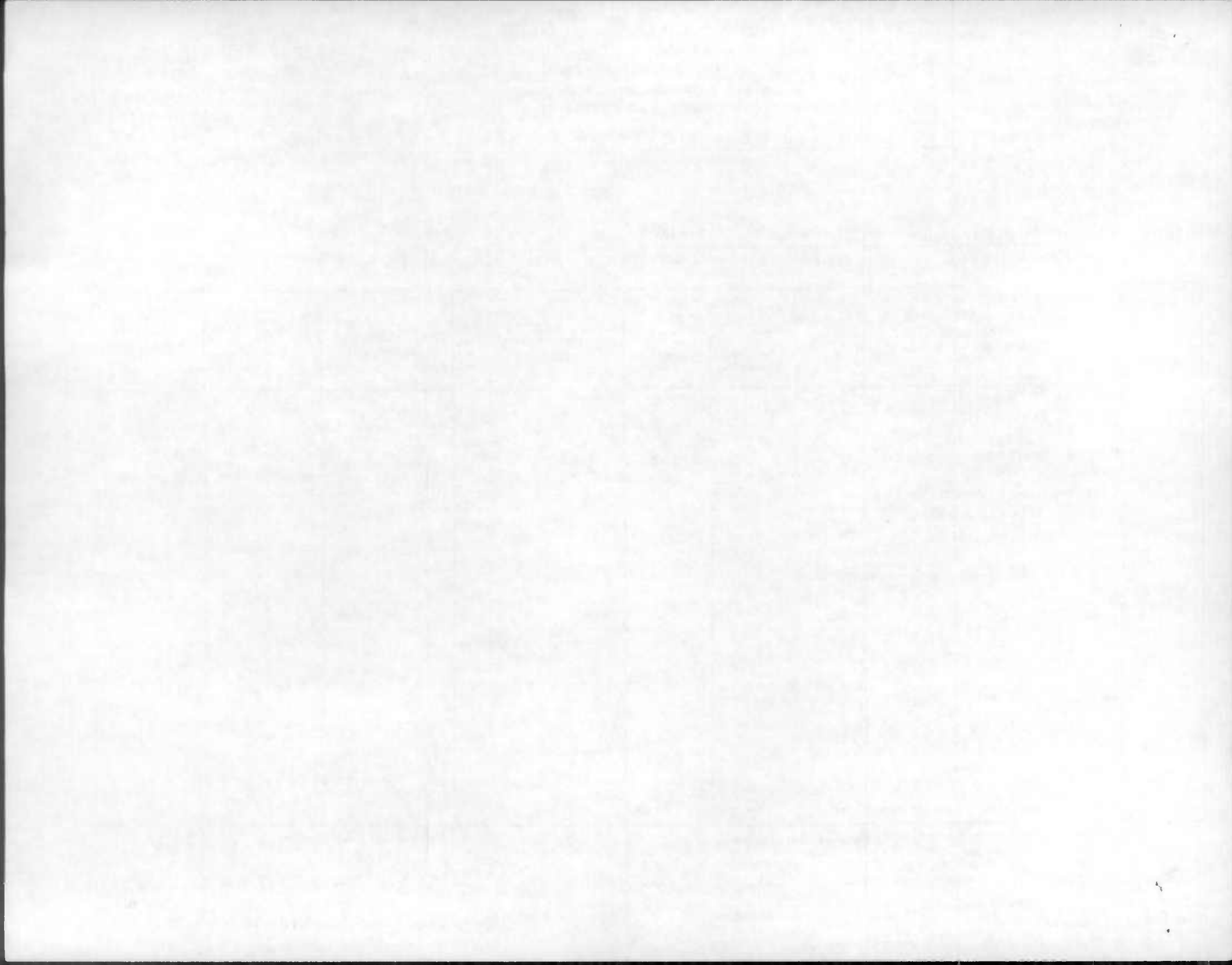
Date

Edward C. [Signature]

State Archivist

Destruction Certification

Patricia S. Buchanan Supr 2-7-01
 Signature of Court Official Title Date



97A133
 o.k.
 L.

2114

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC Motor Vehicle Dockets (to be destroyed only after microfilming)	975 Sec IV	2 a&b	1993	3	1-10-01	Landfilled

Destruction Approved by Hall of Records Commission

NOV 30 1998
 Date

Edward C. Papermaster
 State Archivist

Destruction Certification

Patricia L. Buchanan
 Signature of Court Official Title

1-19-01
 Date

JAN 26 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.3-5 -CR-1-00

2361

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

21.0

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 3 1999
Date

Edward C. Saperstein Jr.
State Archivist

Loretta Baker
Signature of Court Official

County Clerk
Title

1/11/01
Date

DEC 2 1909

Charles F. Johnson

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 -CR-1-00

2361

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

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 3 1999

Date

Edward C. Pappas

State Archivist

Loretta Baker
Signature of Court Official

County Clerk
Title

1/11/01
Date

JAN 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.3-5 -CR-2-00

2362

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Talbot County January 1, 2000

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

<u>Series No.</u>	<u>Description of Records</u> Include title and/or form number	<u>Retention</u> Sched. No.	<u>Authorization</u> <u>Item</u> No.	<u>Inclusive Date</u> <u>of Records</u> Destroyed	<u>Volume</u> <u>Cu. Ft.</u>	<u>Date of</u> <u>Destruction</u>	<u>Method of</u> <u>Destruction</u> (Shred/landfill)
-------------------	---	--------------------------------	--	---	---------------------------------	--------------------------------------	--

	EXPUNGED CRIMINAL CASES	975 Sec IV	2 a&b	1996	1		
--	----------------------------	---------------	----------	------	---	--	--

*To be shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 3 1999
Date

Edward C. Papenfuss Jr.
State Archivist

Louisa Loken
Signature of Court Official

County Clerk
Title

1/21/2001
Date

1000

1000

Charles F. Johnson

Oct 3 1930

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 -F-1-00

2363

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 No.</u>	<u>Description of Records</u> Include title and/or form number	<u>Authorization</u>		<u>Inclusive Date of Records Destroyed</u>	<u>Volume Cu. Ft.</u>	<u>Date of Destruction</u>	<u>Method of Destruction</u> (Shred/landfill)
		<u>Retention Sched. No.</u>	<u>Item No.</u>				
	ACCOUNTING RECORDS	975	v	1996	5	1/10/01	Land fill
	Certificates of Deposit				1	1/10/01	
	Closed Transcript Records				1.5	1/10/01	
	Closed Deferred Payment Records				1.5	1/10/01	
	Commissioner Daily Transmittals				2	1/10/01	
	Court Fund Receipts and Ledger cards				.5	1/10/01	
	Satisfied Bad Checks				1	1/10/01	
	Purchase Orders & Receiving Reports				1	1/10/01	
	Statistical Report				.5	1/10/01	
	Auditors Receipt Copies				1	1/10/01	
	Bank Statements				1	1/10/01	
	Refund Request Forms				.5	1/14/01	
	Petty Cash Reimbursements						

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 3 1999
Date

Edward C. Papenfuss Jr.
State Archivist

Loretta Baker
Signature of Court Official

County Clerk
Title

1/10/01
Date

DEC 2 1999

Charles C. Foy

1000 ...

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 -F-1-00

2363

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 No.</u>	<u>Description of Records</u> Include title and/or form number	<u>Authorization Retention</u> Sched. No.	<u>Item No.</u>	<u>Inclusive Date of Records</u> Destroyed	<u>Volume</u> Cu. Ft.	<u>Date of Destruction</u>	<u>Method of Destruction</u> (Shred/landfill)
	ACCOUNTING RECORDS	975	v	1996		11/10/01	landfill
	Certificates of Deposit				5		↓
	Closed Transcript Records				1		
	Closed Deferred Payment Records				1.5		
	Commissioner Daily Transmittals				1.5		
	Court Fund Receipts and Ledger cards				2		
	Satisfied Bad Checks				.5		
	Purchase Orders & Receiving Reports				1		
	Statistical Report				1		
	Auditors Receipt Copies				.5		
	Bank Statements				1		
	Refund Request Forms				1		
	Petty Cash Reimbursements				.5		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 3 1999
Date

Edward C. Papenfort
State Archivist

Loretta Baker
Signature of Court Official

County Clerk
Title

1/11/01
Date

[REDACTED]

JAN 18 2001

[REDACTED]

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-1-00

2365

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

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 3 1999
 Date

Edward C. Papenfuss
 State Archivist

Loretta A. Baker
 Signature of Court Official

County Clerk
 Title

1/11/01
 Date

DEC 2 1894

Franklin D. Roosevelt

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-1-00

2365

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 No.</u>	<u>Description of Records</u> Include title and/or form number	<u>Authorization</u>		<u>Inclusive Date of Records Destroyed</u>	<u>Volume Cu. Ft.</u>	<u>Date of Destruction</u>	<u>Method of Destruction</u> (Shred/landfill)
		<u>Retention Sched. No.</u>	<u>Item No.</u>				
TRAFFIC							
	TRANSMITTALS	975	IV2b	1996	1	1/10/01	land fill
	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		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 3 1999
 Date Edward C. Papenfuss
 State Archivist

Loretta A. Baker
 Signature of Court Official County Clerk
 Title 1/11/01
 Date

[REDACTED]

JAN 18 2001

[REDACTED]

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 -MISC-1-00

2367

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 No.</u>	<u>Description of Records</u> Include title and/or form number	<u>Retention</u> Sched. No.	<u>Authorization</u> Item No.	<u>Inclusive Date</u> of Records Destroyed	<u>Volume</u> Cu. Ft.	<u>Date of</u> <u>Destruction</u>	<u>Method of</u> <u>Destruction</u> (Shred/landfill)
	R-DATE RECORDING TAPES	975	IV	1996	6	1/10/01	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 3 1999

Date

Edward C. Saperstein

State Archivist

Loretta A. Baker
Signature of Court Official

County Clerk
Title

1/11/01
Date

DEC 3 1999

Phonetic Alphabet

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 -MISC-1-00

2367

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

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 3 1999
Date

Edward C. Papenfuss
State Archivist

Loretta A. Baker
Signature of Court Official

County Clerk
Title

1/11/01
Date

JAN 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.3-5 -CV-1-00

2368

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 No.</u>	<u>Description of Records</u> Include title and/or form number	<u>Authorization</u>		<u>Inclusive Date of Records Destroyed</u>	<u>Volume Cu. Ft.</u>	<u>Date of Destruction</u>	<u>Method of Destruction</u> (Shred/landfill)
		<u>Retention Sched. No.</u>	<u>Item No.</u>				
	CIVIL CASES CLOSED (Stripped material only)	975	II	1996	15	1/10/01	land fill
	LANDLORD/TENANT	975	II	1996	2		land fill
	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		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 3 1999
 Date Edward C. Saperstein
 State Archivist

Loretta Baker
 Signature of Court Official County Clerk
 Title 1/11/01
 Date

DEC 2 1999

Thomas C. Pappas

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 -CV-1-00

2368

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 No.</u>	<u>Description of Records</u> Include title and/or form number	<u>Authorization</u>		<u>Inclusive Date of Records Destroyed</u>	<u>Volume Cu. Ft.</u>	<u>Date of Destruction</u>	<u>Method of Destruction</u> (Shred/landfill)
		<u>Retention Sched. No.</u>	<u>Item No.</u>				
	CIVIL CASES CLOSED (Stripped material only)	975	II	1996	15	1/10/01	landfill
	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		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 3 1999
Date

Edward C. Papenfuss
State Archivist

Loretta Baker
Signature of Court Official

County Clerk
Title

1/11/01
Date

[REDACTED]

JAN 18 2001

[REDACTED]

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-CR-2-01

2643

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Talbot County January 1, 2001

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

<u>Series No.</u>	<u>Description of Records</u> Include title and/or form number	<u>Authorization</u> <u>Retention</u> Sched. No.	<u>Item</u> No.	<u>Inclusive Date</u> <u>of Records</u> Destroyed	<u>Volume</u> <u>Cu. Ft.</u>	<u>Date of</u> <u>Destruction</u>	<u>Method of</u> <u>Destruction</u> (Shred/landfill)
-------------------	---	--	--------------------	---	---------------------------------	--------------------------------------	--

EXPUNGED CRIMINAL
CASES

975
Sec IV

2
a&b

1997

1

11-19-01 Shredded

*To be shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

JAN 02 2000

Date

Edward C. Popovich
State Archivist

Patricia S. Buchanan
Signature of Court Official

Title

11-19-01
Date

[REDACTED]

NOV 21 2001

[REDACTED]

Thomas J. Pappas

NOV 21 2001

DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 7275 WATERLOO RD., P.O. BOX 278
 JESSUP, MD 20794-0278

2736

99A10

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4:1

District Court of Md. Calvert 2-7-01

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Traffic - Microfilm to Destroy (MD Rule 4299)			1993	3	4-3-01	Landfilled

Destruction Approved by Hall of Records Commission

MAR 12 2002

Date

[Signature]
 State Archivist

Destruction Certification

[Signature] *[Signature]* *[Signature]*
 Signature of Court Official Title Date

[REDACTED]

APR 6 2001

[REDACTED]

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

2453

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 Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	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 years	May 30, 2001	Recycle
	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

Destruction Certification 3.0

MAR 27 2000

Edward C. Papenfuss
State Archivist

Carolyn A. Kitchen
Signature of Court Official

County Clerk I
Title

4-23-01
Date

APR 27 2001

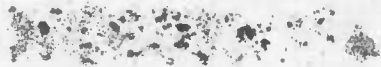
Charles F. ...

MAY 2 2001

APR 27 2001

MAR 5 11 58 AM
MAR 27 2001

Phonetic Alphabet



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 RECORDS DESTRUCTION

2449

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 Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL RECORDS						
	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 twelve years have passed.	975	SEC II	1988	7.0 14.0	02-23-01	Landfill

Destruction Approved by Hall of Records Commission

MAR 27 2000
Date

Edward C. Papenfort
State Archivist

Destruction Certification

Carolyn A. Ketchum
Signature of Court Official

County Clerk I
Title

March 14, 2001
Date

MAR 23 2001

Charles [unclear]

965 U.S. BANK

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

2796

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
 FOR CHARLES COUNTY #4-2
 200 CHARLES ST POB 3Q70
 LA PLATA MD 20646

3-26-2001

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction : Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	1988 Landlord Tenant-Summary Ejectments money judgments retained for 12 years	975		1988	1-Box 1.0	5-18-01	LANDFILL

Destruction Approved by Hall of Records Commission

APR 24 2001

Date

Edward C. Papenfuss
 State Archivist

Destruction Certification

Robert A. Davis County Clerk
 Signature of Court Official

5-18-01
 Date



JUN 18 2001



Seventh Judicial Circuit of Maryland

ROBERT C. NALLEY, JUDGE

P.O. BOX 3060

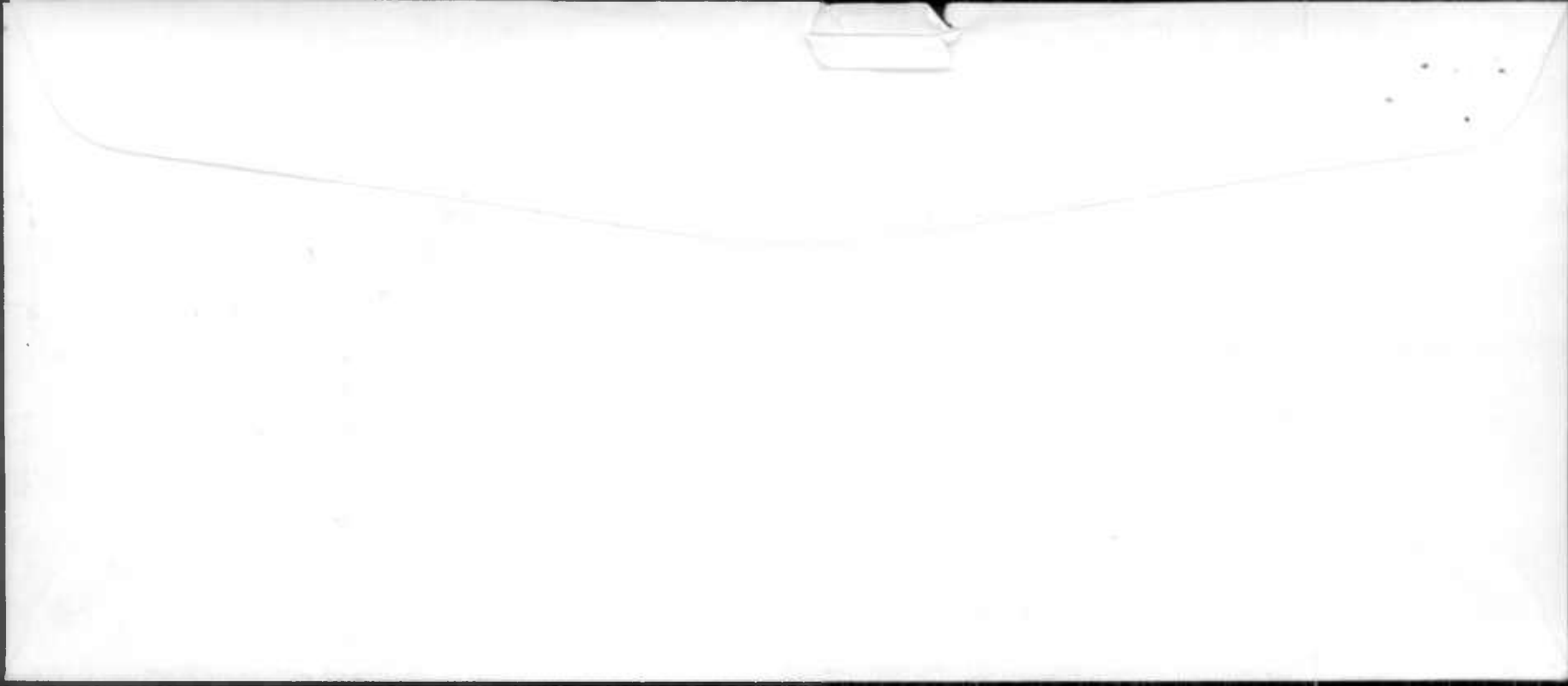
LA PLATA, MARYLAND 20646



Maryland State Archives
350 Rowe Boulevard
Annapolis, Maryland 21401

21401+1626 17





DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 7275 WATERLOO RD., P.O. BOX 278
 JESSUP, MD 20794-0278

2744

98A6

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Md. Charles 2-14-01

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Traffic - microfiche (to Destroy) (MD Rule 1299)			1993	6	3-19-01	Landfilled

Destruction Approved by Hall of Records Commission

Destruction Certification

MAR 12 2001

Date

Edward C. Sampson
 State Archivist

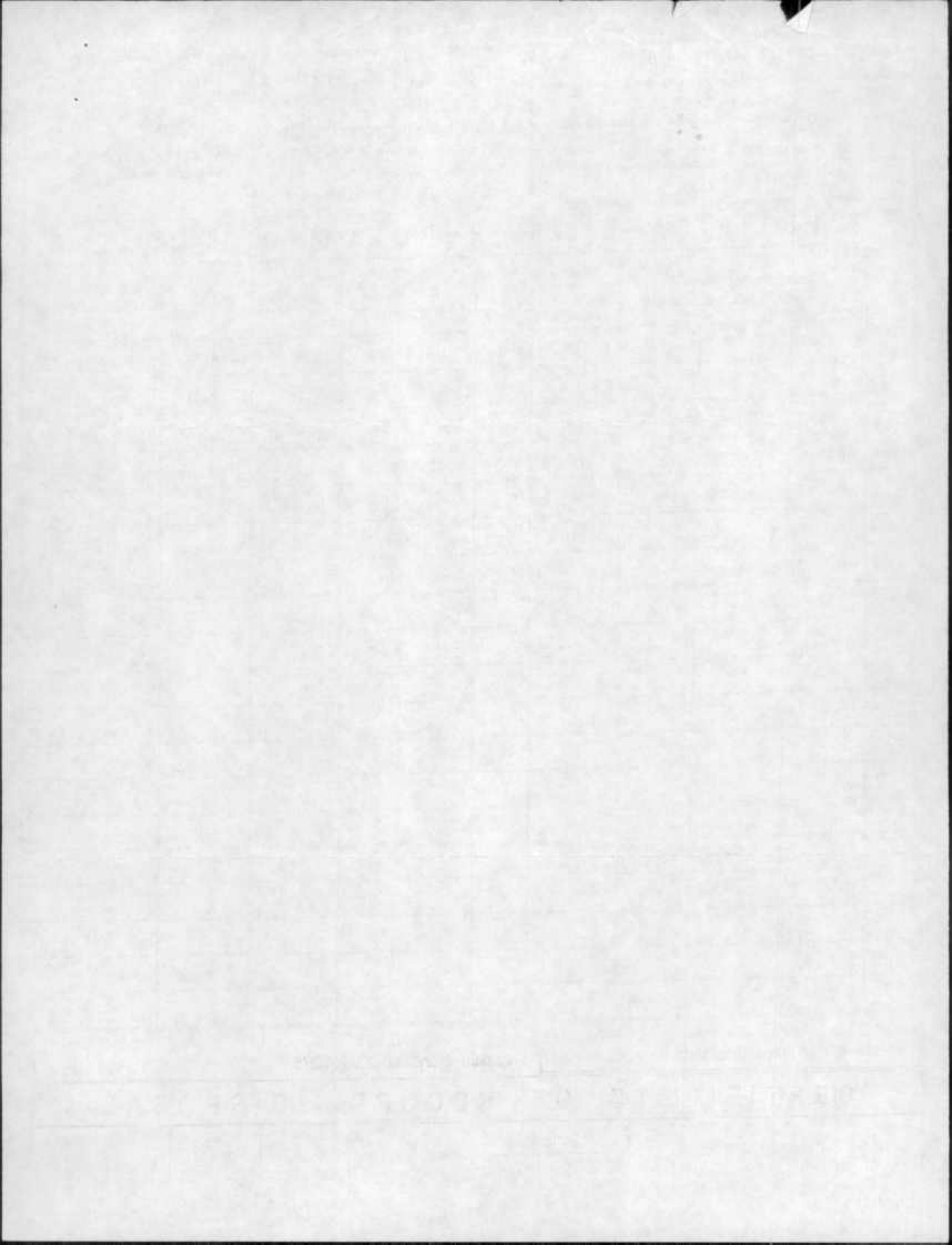
Patricia S. Buchanan
 Supervisor
 Signature of Court Official

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

2797

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 No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	1997 Landlord Tenant-Summary Ejectments Non-Money Judgment Dismisses & Satisfied	975		1997	3-Boxes 3.0	5-18-01	LANDFILL

Destruction Approved by Hall of Records Commission

APR 24 2001
Date

Edward C. Papenfuss
State Archivist

Destruction Certification

Rebecca A. Quinn County Clerk
Signature of Court Official

5-18-01
Date



JUN 18 2001



CERTIFICATE OF RECORDS DISPOSAL

Department of Economic Services
 Bureau of Management Services
 1500 Pennsylvania Avenue, N.W.
 Washington, D.C. 20004
 Form M-10 (Rev. 10-1-77)

Serial Number	Title of Record	Disposition	Date of Disposal	Authority	Retention Period	Disposition	Date of Disposal	Authority
1
2
3
4
5
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26
27
28
29
30

Approved: _____
 Special Agent in Charge

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

Susan S. Hane

Signature

Closed Files

Title

Mgr.

7-11-01

Date

1000

1000

1000

1000 (1000)

XXXXXXXXXXXX

JUL 13 2001

XXXXXXXXXXXX

Department of Economic Services
 Economic Development Division
 1775 West 10th Street, Suite 100
 Anchorage, Alaska 99501-3000
 Telephone: (907) 263-1000
 Fax: (907) 263-1001

CERTIFICATE OF RECORDS DISPOSAL

Serial Number	Record Title	Retention Period	Disposition	Disposition Date	Disposition Location
1
2
3
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48
49
50

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

Susan J. Hancu

Signature

Closed Files
Title Mgr.

7-11-01
Date

There being that the records listed above were disposed of as indicated

and

the

minutes

of the Board of Directors

~~CONFIDENTIAL~~

JUL 13 2001

~~CONFIDENTIAL~~

CERTIFICATE OF RECORDS DISPOSAL

Serial Number	Title of Record	Disposition	Retention Period	Disposition Date	Disposition Method	Disposition Location	Disposition Authority	Disposition Status	Disposition Remarks	Disposition Date	
										Actual	Target
1
2
3
4
5
6
7
8
9
10

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

Susan J. Blane
Signature

Closed
Title
File Mgr.

7-11-01
Date



JUL 13 2001



APR 6 2001

Department of Internal Security
 1000 West Washington Blvd
 1st Floor
 Washington, DC 20004

DECLASSIFICATION OF RECORDS DISPOSAL

Record ID	Disposition	Authority	Effective Date	Comments
100-100000-1000	Declassify	50 USC 1702	01/01/00	
100-100000-1001	Declassify	50 USC 1702	01/01/00	
100-100000-1002	Declassify	50 USC 1702	01/01/00	
100-100000-1003	Declassify	50 USC 1702	01/01/00	
100-100000-1004	Declassify	50 USC 1702	01/01/00	
100-100000-1005	Declassify	50 USC 1702	01/01/00	
100-100000-1006	Declassify	50 USC 1702	01/01/00	
100-100000-1007	Declassify	50 USC 1702	01/01/00	
100-100000-1008	Declassify	50 USC 1702	01/01/00	
100-100000-1009	Declassify	50 USC 1702	01/01/00	
100-100000-1010	Declassify	50 USC 1702	01/01/00	

JUL 13 2001

It is hereby certified that the records listed above were disposed of as indicated.

Signature

Susan J. Haru

Title

*Closed Files.
Mgt.*

Date

7-11-01

[REDACTED]

JUL 13 2001

[REDACTED]

[REDACTED]

JUL 16 2001

[REDACTED]

10/11

and most of all

in the

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.

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

No.	Description of Records (Same Title as Listed on Schedule)	Authorization For Disposal		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
	General Files	0774	2	1971-1981	1	1/2000	Incineration
1	Abramowicz - Shrey OT Discharges	1518	6,18	1979-1988	8	1/2000	"
2	High Blood Pressure Program	1518	6,18	1973-1988	8	1/2000	"
3	Heart Clinic Records	1518	6,18	1968-1975	8	1/2000	"
4	Pregnancy Testing Consent	1518	6,18	1979-1988	8	1/2000	"
5	Alcohol - Disposition	1518	6,18	1980	8	1/2000	"
6	Contents - Misc Forms	1518	6,18	1804-1842	8	1/2000	"
7	Contents - Dental School Records	1518	6,18	1973-1988	8	1/2000	"
8	Armstrong - Williams Inactive DDA Records	1518	6,18	1979-1988	8 65	1/2000	"

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

Donald L. Bowles
Signature

Health Records Technician Supervisor
Title

7/11/2001
Date

XXXXXXXXXXXX

JUL 12 2001

XXXXXXXXXXXX

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

0403-CV-1-01

2707

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

COURT

COUNTY

DATE

Jo Ann Bissett

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	<u>CIVIL RECORDS</u>						
	Inside of civil folders not involving a judgement for sum certain. Folders to be retained permanently.	975	Sec II	1997	15.0	8/9/01	Shred
	Landlord/tenant records not involving a judgement for sum certain.	975	Sec VI	1997	7.0	8/9/01	Shred
	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
					32.0		

Destruction Approved by Hall of Records Commission

Destruction Certification

FEB 13 2001

Date

Edward C. Papenfuss
 State Archivist

Jo Ann Bissett
 Signature of Court Official

County Clerk
 Title Date

Instructions for Preparation and Submission on Reverse Side

Faint, illegible handwritten text, possibly bleed-through from the reverse side of the page.



AUG 23 2001



Faint, illegible handwritten text at the bottom of the page, possibly bleed-through from the reverse side.

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

2706

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	<u>ACCOUNTING RECORDS</u> 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	landfill
	<u>PURCHASING</u> Purchase orders and requisitions for supplies. To be retained for three years and all audit requirements have been met.	975	Sec V	7/96 - 12/97	3.0	3/9/01	landfill
	<u>ACCOUNTING RECORDS</u> 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	landfill
					10.0		

Destruction Approved by Hall of Records Commission

FEB 13 2001

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

John Smith
Signature of Court Official

County Clerk
Title

8/17/01
Date

3/1/01

3/1/01

3/1/01



AUG 23 2001



3/1/01

3/1/01

3/1/01

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

0403-MISC-2-2001

2705

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	<u>ELECTRONIC RECORDINGS</u> Retained for three years and then destroyed	975	Sec II-2	1997	2.0	1/26/01	landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

FEB 13 2001
Date

Edward C. Papenfuss
State Archivist

John Smith
Signature of Court Official

County Clerk
Title

1/17/01
Date

Faded handwritten text, possibly a name or address.



AUG 23 2001



Faded handwritten text at the bottom of the page, including what appears to be a name and a date.

2704

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	<u>CRIMINAL RECORDS</u>						
	Insides of criminal folders to be stripped. Folders to be retained permanently.	975	Sec IV 2a & b	1997	40.0	7/17/01	Shred
	Criminal file folders and pertinent papers of expunged cases	975	Sec IV	1997	2.5	3/9/01	landfill
					42.5		

Destruction Approved by Hall of Records Commission

Destruction Certification

FEB 13 2001
Date

Edward C. Lopez
State Archivist

John Smith
Signature of Court Official

County Clerk
Title

8/17/01
Date

11/17/01

11/17/01

11/17/01

[REDACTED]

AUG 23 2001

[REDACTED]

11/17/01

County Clerk

John Smith

Thomas J. [unclear]

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission

Records Management Division

Treasury Building, Rm. 305

Annapolis, Maryland 21401

P.O. Box 275

Jessup, MD 20794-0275

CERTIFICATE OF RECORDS DISPOSALRegister of Wills for St. Mary's County, MD

Reporting Agency

PREPARE IN DUPLICATE

Retain one copy and forward
original to above address

Division or Bureau

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Miscellaneous Paid Bills	662	II-6	7/1/97-6/30/98	1/24th cu. ft.	7/18/2001	Landfill and/or burning
	Pitney Bowes/Fax Machine Bills	662	II-3	7/1/97-6/30/98	1/48th cu. ft.	7/18/2001	"
	Michie Company Bills	662	II-6	7/1/97-6/30/98	1/48th cu. ft.	7/18/2001	"
	Mita/Photo Copy Bills	662	II-3	5/1/97-6/30/98	1/8th cu. ft.	7/18/2001	"
	County Centrex Telephone Bills	662	II-6	7/1/97-6/30/98	1/12th cu. ft.	7/18/2001	"
	Billheads/Paid #2674-#2903	662	II-6	7/1/97-6/30/98	1/12th cu. ft.	7/18/2001	"
	The Paul Company Invoices	662	II-6	7/1/97-6/30/98	1/24th cu. ft.	7/18/2001	"
	MCI Toll Free Telephone Bills	662	II-6	1/1/98-6/30/98	1/12th cu. ft.	7/18/2001	"
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.

Norma L. Dawson
Signature

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

Title

Date

JUL 31 2001

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission

Records Management Division

~~Treasury Building, Room 205~~~~Annapolis, Maryland 21401~~

P.O. Box 275

Jessup, MD 20794-0275

C E R T I F I C A T E O F R E C O R D S D I S P O S A LRegister of Wills for St. Mary's County, MD

Reporting Agency

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Division or Bureau

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		Retention Sched. No.	Item No.				
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 records were disposed of as indicated.

Kathleen S. Dawson
Signature

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

Title

Date

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission

Records Management Division

~~Treasury Building, Rm 805~~~~Annapolis, Maryland 21401~~

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 Bureau

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		Retention Sched. No.	Item No.				
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-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-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.


Signature

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

Title

Date

STATE OF CALIFORNIA
DEPARTMENT OF REVENUE
OFFICE OF THE ASSISTANT ATTORNEY GENERAL
REVENUE DIVISION
SAN FRANCISCO, CALIFORNIA

JUL 31 2001

JUL 31 2001

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



*Dept. of General Services
State Records Management Center
7275 Waterloo Road
P.O. Box 275
Jessup, MD 20794-0275*

20794+0275 03





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
Reporting Agency

Procurement / Office Services
Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

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		Retention Sched. No.	Item No.				
	Purchase Orders & Requisitions	1023-6	25+26	up to 10/1/98	1/2 Ret. box	11/12/01	Shred
	Invoices	1023-6	31	up to 10/1/98	1/2 Ret. box 1.0	11/12/01	Shred

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

Julie M. Potter
Signature

Agency Procurement Specialist 11/1/01
Title Date

████████████████████

OCT 12 2001

████████████████████