3064

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland — COURT
Baltimore City — COUNTY
March 15, 2002 — DATE January 18, 2002
Accession 00A69
District #1

Series No.	Descriptions 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 Rule1299)	975		1994	36	5-3-02	Landfilled

Destruction Approved by Hall of Records Commission

APR 09 2002
Date

Edward C. Papenfuse
State Archivist

Destruction certification

Patricia S Burhaver Supv
Signature of Court Official — Title

5-3-02
Date

Rev. 10/83 DGS-55Q-9

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. (DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPLICATE.)

2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P. O. BOX275, 7275 WATERLOO RD. (RT. 175), JESSUP, MD 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. ARRAGEMENTS WILL BE MADE FOR TRANSER 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 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
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ONE RECORDS CENTER BOX = 1.0 CU. FT. OF RECORDS

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1/16/02

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

Accession #00A77

District Court of Maryland — COURT
Baltimore City — COUNTY
December 3, 2001 — DATE

Series No.	Descriptions 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.				
	Microfilm and Destroy (Maryland Rule 1299)			1995	12	1-2-01	Landfill

Destruction Approved by Hall of Records Commission

DEC 14 2001
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Patricia S Buchanan — Supervisor — 1-2-01
Signature of Court Official — Title — Date

Rev. 10/83 DGS-55Q-9

Instructions for Preparation and Submission on Reverse Side

JAN 16

2992

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland	Baltimore City	December 12, 2001	Accession# 00A22
COURT	COUNTY	DATE	

Series No.	Descriptions 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 Maryland Rule 1299			1995	99	2-11-02	Landfilled

Destruction Approved by Hall of Records Commission

JAN 08 2002
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Patricia S Buckner Supv 2-11-02
Signature of Court Official Title Date

INSTRUCTIONS FOR PREPARATION

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland — Baltimore City — January 2, 2002 — Accession 00A22
District 1

COURT — COUNTY — DATE

Series No.	Descriptions 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 to be microfilmed and destroyed (MD Rule 1299) Duplicate			1995	99		

Destruction Approved by Hall of Records Commission

JAN 30 2002 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Signature of Court Official — Title — Date

Rev. 10/83 DGS-55Q-9

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

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9DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P. O. Box 275
JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland	Baltimore City	May 3, 2002	Accession 00A34 District #1
COURT	COUNTY	DATE	

Series No.	Descriptions 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.				
	Microfilm and destroy criminal (Md Rule 1299)	975		1995	82	7-19-02	Landfilled

Destruction Approved by Hall of Records CommissiItem on

MAY 2 3 2002
Date

Edward C. Papenfuse
State Archivist

Destruction certification

Patricia S. Buchanan Supervisor
Signature of Court Official Title

7-19-02
Date

Rev. 10/83 DGS-55Q-9

Instructions for Preparation and Submission on Reverse Side

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

2319

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Dist Court of Md
5800 Wabash Ave
Balte. Md 21215

Date: 11-5-99

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.)
	Cash register Receipts audited-	975. Sec IV	Prior to april 1996 94-96		3	Land fill

Destruction Approved By Hall of Records Com.

DEC 3 1999 Edward C. Papenfuse
Date State Archivist

Destruction Certification

Stephen A. Scullar CLERK 3-29-00
Signature of Court Official Title Date
Phyllis Taylor-Smith Supervisor 3-29-00

3117

9DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P. O. Box 275
JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland — Baltimore City — May 24, 2002 — District #1 — Accession #00A236

COURT — COUNTY — DATE

Series No.	Descriptions 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 16-505)	975 Sec V		1996	14	6-20-02	landfilled

Destruction Approved by Hall of Records Commission

JUN 10 2002
Date

Edward C. Papenfuse
State Archivist

Destruction certification

Patricia S Buchanan Supv
Signature of Court Official — Title

6-20-02
Date

Rev. 10/83 GS-55Q-9

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

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JUN 27 2002

3114

9DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P. O. Box 275
JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland — COURT
Baltimore City — COUNTY
May 24, 2002 — DATE
District #1
Accession #00A35

Series No.	Descriptions 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 16-505)	975 Sec V		1996	29	11-8-02	landfill

Destruction Approved by Hall of Records Commission

JUN 10 2002
Date

Edward C. Papenfuse
State Archivist

Destruction certification

Patricia S Buckner Supt
Signature of Court Official — Title

11-8-02
Date

Rev. 10/83 GS-55Q-9

Instructions for Preparation and Submission on Reverse Side

3006

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland — Baltimore City — January 15, 2002 — Accession District 1

COURT — COUNTY — DATE

Series No.	Descriptions 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 ready to destroy 62441-thru-252500	975 Sect.IV	II	1998	31	2-26-02	Landfill

Destruction Approved by Hall of Records Commission

JAN 30 2002
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Patty Pearson
Signature of Court Official

Records Supervisor
Title

2/26/02
Date

Rev. 10/83 DGS-55Q-9

Instructions for Preparation and Submission on Reverse Side

3180

9DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P. O. Box 275
JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland — COURT
Baltimore City — COUNTY
October 22, 2002 — DATE
Accession #99A221
District #01

Series No.	Descriptions 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.				
	Rent cases destroy	975 Sec V	Sec IV Item 1	1998	107	11-27-02	Landfilled

Destruction Approved by Hall of Records Commission

NOV 12 2002
Date

Edward C. Papenfuse
State Archivist

Destruction certification

Patricia S Buchanan Supv
Signature of Court Official — Title

11-28-02
Date

Rev. 10/83 GS-55Q-9

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

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9DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P. O. Box 275
JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland — Dorchester — May 24, 2002 — Accession 01A93
District # 2-1

COURT — COUNTY — DATE

Series No.	Descriptions 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 16-505)	975 Sec V		1992	1	6-20-02	Landfill

Destruction Approved by Hall of Records Commission

JUN 10 2002
Date

Edward C. Papenfuse
State Archivist

Destruction certification

Patricia S. Buchanan Supt 6-20-02
Signature of Court Official — Title — Date

Rev. 10/83 GS-55Q-9

Instructions for Preparation and Submission on Reverse Side

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3079

9DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P. O. Box 275
JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland	Cambridge	April 26, 2002	Accession #00A229 District #2-1
COURT	COUNTY	DATE	

Series No.	Descriptions 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.				
	Microfilm and destroy criminal (Md Rule 1299)	975		1993	9	6-20-02	landfill

Destruction Approved by Hall of Records Commission

MAY 23 2002
Date

Edward C. Papenfuse
State Archivist

Destruction certification

Patricia S. Buchanan Supv
Signature of Court Official Title

6-21-02
Date

Rev. 10/83 DGS-55Q-9

Instructions for Preparation and Submission on Reverse Side

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3003

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland	Wicomico	January 3, 2002	Accession 99A65 District 2-3
COURT	COUNTY	DATE	

Series No.	Descriptions 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 inside material only Landlord Tenant	975 Sect. VI	1	1974-75-76	2	2-11-02	Landfilled

Destruction Approved by Hall of Records Commission

JAN 30 2002
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Patricia S Buchanan Supt
Signature of Court Official Title

2-14-02
Date

Rev. 10/83 DGS-55Q-9

Instructions for Preparation and Submission on Reverse Side

3068

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland	Wicomico	March 27, 2002	Accession 01A03 District #2-3
COURT	COUNTY	DATE January 18, 2002	

Series No.	Descriptions 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.				
	Strip inside material only Landlord Tenant	975	Sec 2 II	1988	9	5-3-02	Landfilled

Destruction Approved by Hall of Records CommissiItem on

APR 0 9 2002
Date

Edward C. Papenfuse
State Archivist

Destruction certification

Patricia S Buchanan
Signature of Court Official

Supv
Title

5-3-02
Date

Rev. 10/83 DGS-55Q-9

Instructions for Preparation and Submission on Reverse Side

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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. ARRAGEMENTS WILL BE MADE FOR TRANSER 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 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

Wicomico County Hlth Dept	Department of General Services	Prepare in duplicate
Reporting Agency	Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Retain one (1) copy and forward original to address at left.
108 E. Main Street Salisbury Md. 21801		
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				
	Detail Cost	2112	2	1970		10/24/02	Land Fill
	Detailed Financial Stmt			1970-1974			
	Detailed Financial Stmt			1974-1975			
	Consultant Fees			1975-1976			
	Detail Cost			1976, 77, 78			
	Case Formula Bdgt			1977, 78, 79			
	Grant General Journal			1978, 1979			
	Grants Budgets			1977			
	Detail Cost Ledger			1979, 80, 81			
	Case Formula & Grant Bdgts			1980			
	Payroll Run			1981			
	Case Formula Ledger			1981			
	Home Health Cost Ledger			1982, 1983			
	H.H-Med, M.A. Priv Ins, BX			1982			
	Grant Books			1982			
	Payroll Runs			1982			
	Case Formula Ledger			1982			
	Grants Ledger			1982			
	Detail Cost Ledger			1982			

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

Esther C. Dunger	Administrator	10/25/02
Signature	Title	Date

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

Wicomico County Hlth Dept	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		
108 E. Main Street Salisbury Md. 21801		
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				
	Payroll Run	2112	2	1983		10/24/02	Land Fill
	Detail Cost Ledger			1983			
	Grants Ledger			1983			
	Case Formula Ledger			1983			
	Home Health Statistics			1984			
	H.H.-Med, MA, Private, BX			1984			
	Detail Cost Ledger			1984			
	Grant Budget Books			1984			
	Payroll Run			1984			
	Special Payment P/R			1984			
	Fritz & Springhill Inv			1984			
	Grants General Ledger			1984			
	Case Formula G/L			1984			
	Grants Ledger			1985			
	Case Formula Ledger			1985			
	Detail Cost Ledger			1985			
	Special Payment P/R			1985			
	Inv. Deprec. Schedule			1985			
	Fleet Cars			1985			

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

Esther C. Dunger — Signature

Administrator — Title

10/25/02 — Date

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

Wicomico County Hlth Dept	Department of General Services	Prepare in duplicate
Reporting Agency	Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Retain one (1) copy and forward original to address at left.
108 E. Main Street Salisbury, Md. 21801		
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				
	Springhill Inv.	2112	2	1985		10/24/02	Land Fill
	Fed. Cost Recovery Report			1985			
	CHSIS Reimb.			1985			
	Payroll Run			1985			
	Home Hlth - Med. M.A						
	Private Ins, BX			1986			
	Payroll Ledger			1986			
	Grants Ledger			1986			
	Special Payment P/R			1986			
	Deprec - Fritz + Springhill			1986			
	Home Hlth Cash Ledger			1986			
	Case Formula Ledger			1986			
	Case Formula Detail			1986			
	Home Hlth Posting Ledger			1985, 1986			
	H.H. Cash Ledger			1987			
	Detail Cost Ledger			1987			
	Grants Detail C/L			1987			
	Home Hlth Posting Ledger			1987			
	Grants Ledger			1987			

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

Esther C. Dunger	Administrator	10/25/02
Signature	Title	Date

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

Wicomico County Hlth Dept	Department of General Services	Prepare in duplicate
Reporting Agency	Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Retain one (1) copy and forward original to address at left.
108 E. Main Street Salisbury Md. 21801		
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				
	Case Formula Ledger	2112	2	1987		10/24/02	Land Fill
	Payroll Run			1987			
	Home Hlth. Med, M.A.						
	Priv. Ins, BX			1987			
	Project Summary			1987			
	Grant Bdgt Bks			1988			
	Cost Summary			1988			
	Grants Ledger			1988			
	Salary Report			1988			
	Case Formula Detail			1988			
	Summary Report - Detail Cost			1988			
	Grants Detail Cost			1989			
	Case Formula Detail Cost			1989			
	Grants Ledger			1989			
	Case Formula Detail C/L			1990			
	Grants Detail C/L			1990			
	Grants Detail C/L			1991			
	Grants Detail Cost			1992			
	Grant Prog - Ledger & Detail			1993			
	Case Formula, Targeted Detail			1993			

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

Esther C. Dunger — Signature

Administrator — Title

10/25/02 — Date

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

Wicomico County Health Department

108 East Main Street
Salisbury, Maryland 21801

410-749-1244
FAX: 410-543-6975
TDD: 410-543-6952
JUDITH A. SENSENBRENNER M.D., M.P.H.
HEALTH OFFICER

October 25, 2002

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

OCT 28 2002

To Whom It May Concern:

Enclosed please find four (4) pages of "Certificate of Records Disposal" for the Wicomico County Health Department. We followed the revised Records Retention and Disposal Schedule-General Schedule/Administrative Records, #2112 dated 2/15/02 signed by Jonathan Seeman, Deputy Secretary for Operations.

This revised Schedule only requires us to retain Audits permanently, whereas the previous Schedule required us to "retain permanently" Books of Final Entry-General Ledgers. As of this revised Schedule we have disposed of Books of Final Entry-General Ledgers.

If you have any questions regarding the Disposal of these Records please call me at 410-543-6931.

Sincerely,

Esther C. Dwyer, Administrator
Wicomico County Health Dept.

3081

9DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P. O. Box 275
JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland	Worchester	April 26, 2002	Accession 00A144 District #2-4
COURT	COUNTY	DATE	

Series No.	Descriptions 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.				
	Microfilm and destroy criminal (Md Rule 1299)	975		1993	4	6-20-09	Landfilled

Destruction Approved by Hall of Records Commission

MAY 23 2002
Date

Edward C. Papenfuse
State Archivist

Destruction certification

Patricia S Buchanan Supt
Signature of Court Official
Title

6-20-02
Date

Rev. 10/83 DGS-55Q-9

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.
   (DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPLICATE.)

2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P. O. BOX275, 7275 WATERLOO RD. (RT. 175), JESSUP, MD 20794.
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JUN 27 2002

3023

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland — COURT
Worcester — COUNTY
February 28, 2002 — DATE January 18, 2002
Accession 00A141
District 2-4

Series No.	Descriptions 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 Rule1299)	975		1994	25	4-1-02	Landfill

Destruction Approved by Hall of Records Commission

MAR 25 2002
Date

Edward C. Papenfuse
State Archivist

Destruction certification

Patricia S. Buchanan
Signature of Court Official

Supervisor
Title

4-3-02
Date

Rev. 10/83 DGS-55Q-9

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3023

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland — COURT
Worcester — COUNTY
February 28, 2002 — DATE January 18, 2002
Accession 00A141
District 2-4

Series No.	Descriptions 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 Rule1299)	975		1994	25	4-1-02	Landfill

Destruction Approved by Hall of Records Commission

MAR 25 2002
Date

Edward C. Papenfuse
State Archivist

Destruction certification

Patricia S Buchanan
Signature of Court Official

Supervisor
Title

4-3-02
Date

Rev. 10/83 DGS-55Q-9

Instructions for Preparation and Submission on Reverse Side

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3121

9DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P. O. Box 275
JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland — Caoline — May 24, 2002 — Accession #00A267
District #3-6

COURT — COUNTY — DATE

Series No.	Descriptions 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 16-505)	975 Sec V		1996	3	6-20-02	landfilled

Destruction Approved by Hall of Records Commission

JUN 10 2002
Date

Edward C. Papenfuse
State Archivist

Destruction certification

Patricia S Buchanan Supa
Signature of Court Official — Title

6-20-02
Date

Rev. 10/83 GS-55Q-9

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

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

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 1980	12	1/4/02	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 /ab — Martin E. Salmon — Supervisor — 1/4/02

Signature — Title — Date

DGS 550-2

CECIL COUNTY HEALTH DEPT.	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		
ALCOHOL & DRUG CENTER		
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.				
	Alcohol & Drug A-Z	1518		Jan-Dec. 1995	15 cf	2002	BURY

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

Signature	Title	Date
Linda Henson	Director Administrative Services	1/22/02

DGS 550-2 (Rev 1/93).

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

D.C. Cert. 3-2-CR-2-02

3077

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland	Cecil	January 2, 2002	N. Lea Gochnauer, County Clerk
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	1998	2	4-19-02	shredded

Destruction Approved by Hall of Records Commission

NOV 26 2001
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Patricia S Buchanan Supv
Signature of Court Official

Title

4-19-02
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. 3-2-CR-1-02

2949

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland	Cecil	January 2, 2002	N. Lea Gochnauer, County Clerk
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						
	CRIMINAL CLOSED (Stripped material only)	975	2 a&b	1998	40	4/30/02	LANDFILL
	NATURAL RESOURCE CLOSED (Stripped material only)	975	2 a&b	1998	2.5	"	"
	CIVIL CITATIONS CLOSED (Stripped material only)	975	2 a&b	1998	3	"	"
						45.5	

Destruction Approved by Hall of Records Commission

NOV 26 2001 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

N. Lea Gochnauer — Signature of Court Official

COUNTY CLERK — Title

4-30-02 — 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. 3-2-TR-1-02

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

COURT	COUNTY	DATE	CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION
District Court of Maryland	Cecil	January 2, 2002	N. Lea Gochnauer, County Clerk

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	1998	2	4/30/02	LANDFILL
	MISCELLANEOUS CORRESPONDENCE	975	IV2b	1998	7	"	"
	Z BATCH ENVELOPES	975	IV2b	1998	10	"	"
	CLOSED TRAFFIC FILES	975	2a&b	1998	14	"	"
	CLOSED NONMATS CITATIONS	975	2a&b	1998	.5	"	"
	CLOSED CITIZEN ARRESTS	975	2a&b	1998	0	"	"
	CLOSED PARKING CITATION	975	2a&b	1998	1	"	"
						34.50	

Destruction Approved by Hall of Records Commission

NOV 26 2001 — Edward C. Papenfuse

Date — State Archivist

Destruction Certification

N. Lea Gochnauer — County Clerk — 4-30-02

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. 3-2-MISC-1-02

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

COURT	COUNTY	DATE	CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION
District Court of Maryland	Cecil	January 2, 2002	N. Lea Gochnauer, County Clerk

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	975	IV	1998	12	4/30/02	LANDFILL

Destruction Approved by Hall of Records Commission

NOV 26 2001 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

N. Lea Gochnauer — Signature of Court Official

COUNTY CLERK — Title

4-30-02 — 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. 3-2-F-1-02

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

COURT	COUNTY	DATE	CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION
District Court of Maryland	Cecil	January 2, 2002	N. Lea Gochnauer, County Clerk

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	975	v	1998			
	Certificates of Deposit				13	4/30/02	LAND FILL
	Closed Transcript Records				1	"	"
	Closed Deferred Payment Records				1.5	"	"
	Commissioner Daily Transmittals				1.25	"	"
	Court Fund Receipts and Ledger Cards				2	"	"
	Satisfied Bad Checks				.5	"	"
	Purchase Orders & Receiving Reports				.5	"	"
	Statistical Report				1	"	"
	Auditors Receipt Copies				.5	"	"
	Bank Statements				1	"	"
	Refund Request Forms				1	"	"
	Petty Cash Reimbursements				.25	"	"

23.50

Destruction Approved by Hall of Records Commission

NOV 26 2001 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

N. Lea Gochnauer — Signature of Court Official

COUNTY CLERK — Title

4-30-02 — 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. 3-2-CV-1-02

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

COURT	COUNTY	DATE	CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION
District Court of Maryland	Cecil	January 2, 2002	N. Lea Gochnauer, County Clerk

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	1998	23	4/30/02	LANDFILL
	Landlord/Tenant Cases	975	II	1998	2.5	"	"
	Summary Ejectment Money Judgments	975	II	1989	1.5	"	"
	Domestic Violence Cases (stripped material only)	975	III	1989	2	"	"
	Emergency Evaluations (stripped material only)	975	III	1989	.5	"	"
					29.50		

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 26 2001 — Date

Edward C. Papenfuse — State Archivist

N. Lea Gochnauer — Signature of Court Official

County Clerk — Title

4-30-02 — 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. 3-2-CR-2-02

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland	Cecil	January 2, 2002	N. Lea Gochnauer, County Clerk
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	1998	2	4-19-02	Shredded

Destruction Approved by Hall of Records Commission

NOV 26 2001
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Patricia S Buchanan Supr
Signature of Court Official

Title

4-19-02
Date

3126

9DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P. O. Box 275
JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland — Kent — May 24, 2002 — Accession #00A260
District #3-3

COURT — COUNTY — DATE

Series No.	Descriptions 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 16-505)	975 Sec V		1996	3	6-2002	landfilled

Destruction Approved by Hall of Records Commission

JUN 10 2002 — Date

Edward C. Papenfuse — State Archivist

Destruction certification

Patricia S Buchanan Supv — Signature of Court Official — Title

6-20-02 — Date

Rev. 10/83 GS-55Q-9

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.
   (DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPLICATE.)

2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P. O. BOX275, 7275 WATERLOO RD. (RT. 175), JESSUP, MD 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 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

3127

9DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P. O. Box 275
JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland — Queens Anns — May 24, 2002 — Accession #00A55
District #3-4

COURT — COUNTY — DATE

Series No.	Descriptions 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 16-505)	975 Sec V		1996	5	6-20-02	landfill

Destruction Approved by Hall of Records Commission

JUN 10 2002
Date

Edward C. Papenfuse
State Archivist

Destruction certification

Patricia S Buchanan Supt
Signature of Court Official — Title

6-20-02
Date

Rev. 10/83 GS-55Q-9

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. (DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPLICATE.)

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

JUN 27 2002

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-1-02

2966

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

COURT	COUNTY	DATE	CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION
District Court of Maryland	Queen Anne's	January 1, 2002	Gladys Foster, County Clerk

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						
	CRIMINAL CLOSED (Stripped material only)	975	2 a&b	1998	12	3/29/02	Shred
	NATURAL RESOURCE CLOSED (Stripped material only)	975	2 a&b	1998	2	3/39/02	Shred
	CIVIL CITATIONS CLOSED (Stripped material only)	975	2 a&b	1998	1	3/29/02	Shred

Destruction Approved by Hall of Records Commission

DEC 14 2001 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Gladys S. Foster — Signature of Court Official

Gladys S.Foster

County Clerk — Title

8/9/02 — 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-CR-2-02

2967

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

COURT	COUNTY	DATE	CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION
District Court of Maryland	Queen Anne's	January 1, 2002	Gladys Foster, County Clerk

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	1998	1	8/9/02	Shred

Destruction Approved by Hall of Records Commission

DEC 14 2001
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

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

County Clerk
Title

8/9/02
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-1-02~~ 2968

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

COURT	COUNTY	DATE	CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION
District Court of Maryland	Queen Anne's	January 1, 2002	Gladys Foster, County Clerk

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	975	v	1998			
	Certificates of Deposit				5	8/9/02	shred
	Closed Transcript Records				1	8/9/02	shred
	Closed Deferred Payment Records				1.5	8/9/02	shred
	Commissioner Daily Transmittals				1.5	8/9/02	shred
	Court Fund Receipts and Ledger Cards				2	8/9/02	shred
	Satisfied Bad Checks				.5	8/9/02	shred
	Purchase Orders & Receiving Reports				1	8/9/02	shred
	Statistical Report				1	8/9/02	shred
	Auditors Receipt Copies				.5	8/9/02	shred
	Bank Statements				1	8/9/02	shred
	Refund Request Forms				1	8/9/02	shred
	Petty Cash Reimbursements				.5	8/9/02	shred

Destruction Approved by Hall of Records Commission

DEC 14 2001 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Gladys S. Foster — Signature of Court Official

Gladys S.Foster

County Clerk — Title

8/9/02 — 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-TR-1-02

2969

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland	Queen Anne's	January 1, 2002	Gladys Foster, County Clerk
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	1998	1	3/29/02	Landfill
	MISCELLANEOUS CORRESPONDENCE	975	IV2b	1998	3	3/29/02	Landfill
	Z BATCH ENVELOPES	975	IV2b	1998	6	3/29/02	Landfill
	CLOSED TRAFFIC FILES	975	2a&b	1998	8	3/29/02	Landfill
	CLOSED NONMATS CITATIONS	975	2a&b	1998	1	3/29/02	Landfill
	CLOSED CITIZEN ARRESTS	975	2a&b	1998	1	3/29/02	Landfill
	CLOSED PARKING CITATION	975	2a&b	1998	1	3/29/02	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 14 2001	Edward C. Papenfuse	Gladys Foster	County Clerk	8/9/02
Date	State Archivist	Signature of Court Official Gladys S. Foster	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. 3-4-MISC-1-02

2970

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

COURT	COUNTY	DATE	CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION
District Court of Maryland	Queen Anne's	January 2, 2002	Gladys Foster, County Clerk

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	975	IV	1998	6	3/29/02	Landfill

Destruction Approved by Hall of Records Commission

DEC 14 2001 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Gladys S. Foster — Signature of Court Official

County Clerk — Title

8/9/02 — Date

Gladys S.Foster

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-1-02

2965

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

COURT	COUNTY	DATE	CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION
District Court of Maryland	Queen Anne's	January 1, 2002	Gladys Foster, County Clerk

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	1998	14	2/28/02	Shred
	Landlord/Tenant Cases	975	II	1998	1	2/28/02	Shred
	Summary Ejectment Money Judgments	975	II	1989	1		
	Domestic Violence Cases (stripped material only)	975	III	1989	1	8/9/02	Shred
	Emergency Evaluations (stripped material only)	975	III	1989	1	8/9/02	Shred

Destruction Approved by Hall of Records Commission

DEC 14 2001 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Gladys S. Foster — Signature of Court Official

Gladys S.Foster

County Clerk — Title

8/9/02 — Date

3001

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland — Talbot — January 2, 2002 — Accession 99A151 District 3-5

COURT — COUNTY — DATE

Series No.	Descriptions 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 to be microfilmed and destroyed (MD Rule 1299)			1995	6	2-11-02	Landfilled

Destruction Approved by Hall of Records Commission

JAN 30 2002 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Patricia S. Buchanan Supt — Signature of Court Official — Title

2-14-02 — Date

Rev. 10/83 DGS-55Q-9

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.
   (DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPLICATE.)

2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P. O. BOX275, 7275 WATERLOO RD. (RT. 175), JESSUP, MD 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. ARRAGEMENTS WILL BE MADE FOR TRANSER 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 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

2639

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-1-01

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Talbot County January 1, 2001

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

Series No.	Description of Records Include title and/or form number	Authorization Retention Sched. No.	Authorization Item No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Method of Destruction (Shred/landfill)
	R-DATE RECORDING TAPES	975	IV	1997	6	9/27/02	Land fill

Destruction Approved by Hall of Records Commission

JAN 0 2 2000 — Date

Edward C. Papenfuse Jr. — State Archivist

Destruction Certification

Loretta Baker — Signature of Court Official

County Clerk — Title

9/27/02 — Date

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.3-5 -CV-1-01

2640

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Talbot County January 1, 2001 **LORETTA BAKER - COUNTY CLERK**
Custodian of Records at time of Destruction

Series No.	Description of Records Include title and/or form number	Retention Sched. No.	Authorization Item No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Method of Destruction (Shred/landfill)
	CIVIL CASES CLOSED (Stripped material only)	975	II	1997	15	9/27/02	Landfill
	LANDLORD/TENANT	975	II	1997	2		
	SUMMARY EJECTMENT (Money judgement)	975	II	1988	1		
	DOMESTIC VIOLENCE (Stripped material only)	975	III	1988	1		
	EMERGENCY EVALUATIONS (Stripped material only)	975	III	1988	1		

Destruction Approved by Hall of Records Commission

JAN 0 2 2000
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Loretta Baker
Signature of Court Official

County Clerk
Title

9/27/02
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.3-5 -TR-1-01

2641

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Talbot County January 1, 2001 **LORETTA A. BAKER - COUNTY CLERK**
Custodian of Records at time of Destruction

Series No.	Description of Records Include title and/or form number	Retention Sched. No.	Authorization Item No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Method of Destruction (Shred/landfill)
	TRAFFIC						
	TRANSMITTALS	975	IV2b	1997	1	9/27/02	Landfill
	MISCELLANEOUS CORRESPONDENCE	975	IV2b	1997	1		
	Z BATCH ENVELOPES	975	IV2b	1997	6		
	CLOSED TRAFFIC FILES	975	2a&b	1997	6		
	CLOSED NONMATS CITATION	975	2a&b	1997	1		
	CLOSED CITIZEN ARRESTS	975	2a&b	1997	1		
	CLOSED PARKING CITATION	975	2a&b	1997	1		

Destruction Approved by Hall of Records Commission

JAN 0 2 2000
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Loretta Baker
Signature of Court Official

County Clerk
Title

9/27/02
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.3-5-F-1-01

2642

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Talbot County January 1, 2001

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

Series No.	Description of Records Include title and/or form number	Authorization Retention Sched. No.	Authorization Item No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Method of Destruction (Shred/landfill)
	ACCOUNTING RECORDS	975	v	1997			
	Certificates of Deposit				5	9/27/02	land fill
	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

JAN 0 2 2000
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Loretta Baker
Signature of Court Official

County Clerk
Title

9/30/02
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. 3-5-CV-1-02

2959

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland	Talbot	January 1, 2002	Loretta Baker, County Clerk
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	1998	15	9/27/02	landfill
	Landlord/Tenant Cases	975	II	1998	2		
	Summary Ejectment Money Judgments	975	II	1989	1		
	Domestic Violence Cases (stripped material only)	975	III	1989	1		
	Emergency Evaluations (stripped material only)	975	III	1989	1		

Destruction Approved by Hall of Records Commission

DEC 14 2001 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Loretta Baker — Signature of Court Official

County Clerk — Title

9/30/02 — 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. 3-5-CR-1-02

2960

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

COURT	COUNTY	DATE	CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION
District Court of Maryland	Talbot	January 1, 2002	Loretta Baker, County Clerk

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						
	CRIMINAL CLOSED (Stripped material only)	975	2 a&b	1998	15	9/27/02	landfill
	NATURAL RESOURCE CLOSED (Stripped material only)	975	2 a&b	1998	2		
	CIVIL CITATIONS CLOSED (Stripped material only)	975	2 a&b	1998	4		

Destruction Approved by Hall of Records Commission

DEC 14 2001
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Loretta Baker
Signature of Court Official

County Clerk
Title

9/30/02
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. 3-5-F-1-02

2962

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland	Talbot	January 1, 2002	Loretta Baker, County Clerk
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.				
	ACCOUNTING RECORDS	975	v	1998			
	Certificates of Deposit				5	9/27/02	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		

Destruction Approved by Hall of Records Commission

DEC 14 2001 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Loretta Baker — Signature of Court Official

County Clerk — Title

9/20/02 — 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. 3-5-TR-1-02

2963

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland	Talbot	January 1, 2002	Loretta Baker, County Clerk
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					9/27/02	landfill
	TRANSMITTALS	975	IV2b	1998	1		
	MISCELLANEOUS CORRESPONDENCE	975	IV2b	1998	1		
	Z BATCH ENVELOPES	975	IV2b	1998	6		
	CLOSED TRAFFIC FILES	975	2a&b	1998	6		
	CLOSED NONMATS CITATIONS	975	2a&b	1998	1		
	CLOSED CITIZEN ARRESTS	975	2a&b	1998	1		
	CLOSED PARKING CITATION	975	2a&b	1998	1		

Destruction Approved by Hall of Records Commission

DEC 14 2001 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Loretta Baker — Signature of Court Official

County Clerk — Title

9/30/02 — 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. 3-5-MISC-1-02

2964

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland	Talbot	January 2, 2002	Loretta Baker, County Clerk
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	975	IV	1998	6	9/27/02	Landfill

Destruction Approved by Hall of Records Commission

DEC 14 2001 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Loretta Baker — Signature of Court Official

County Clerk — Title

9/30/02 — Date

2952

1/16/02

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland — COURT
Charles County — COUNTY
November 26, 2001 — DATE
District #4-2
00A114

Series No.	Descriptions 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.				
	Microfilm and destroy Criminal MD Rule 1299			1995	12	1-8-02	Landfilled

Destruction Approved by Hall of Records Commission

JAN 0 3 2002
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Patricia S Buchanan Supv.
Signature of Court Official — Title

1-8-02
Date

Rev. 10/83 DGS-55Q-9

Instructions for Preparation and Submission on Reverse Side

CHARLES COUNTY SHERIFF'S OFFICE	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		
RECORDS MANAGEMENT SECTION		
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	INCIDENT REPORTS	C-919	7-A	1995	1.0	07-20-01	SHREDDED
2	INCIDENT REPORTS	C-919	7-A	1995	1.0	07-21-01	SHREDDED
3	INCIDENT REPORTS	C-919	7-A	1995	.5	07-22-01	SHREDDED
4	INCIDENT REPORTS	C-919	7-A	1995	.5	07-28-01	SHREDDED
5	INCIDENT REPORTS	C-919	7-A	1995	.5	07-29-01	SHREDDED
6	INCIDENT REPORTS	C-919	7-A	1995	.5	08-31-01	SHREDDED
7	INCIDENT REPORTS	C-919	7-A	1995-1996	.25	10-04-01	SHREDDED
8	INCIDENT REPORTS	C-919	7-A	1996	.25	10-15-01	SHREDDED

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

Lt. J.A. Whitaft	Custodian of Records	1-24-02
Signature	Title	Date

DGS 550 2 (Rev 1/93).

Figure 9

Reporting Agency

REGISTER OF WILLS CHARLES 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	SECTION II General Acct Rcds/Misc Acct Rcds			1972/76/77/78 79/80/- 98	1	3-11-02	PAPER RECYLING
2	SECTION II Payroll Acct Rcds/Misce Acct Rcds			1985 - 1992	1	3-11-02	" "
3	SECTION II General Acct Rcds			1983 - 1994	1	3-11-02	" "
4	SECTION II General Acct Rcds			1975-92	1	3-11-02	" "
5	SECTION II Payroll Acct Rcds/Misc Acct Rcds			1986-1991	1	3-11-02	" "
6	SECTION I Personnel Files			1974 - 1990	1	3-11-02	" "
7	SECTION II Payroll Acct Rcds			1981 - 1985	1	3-11-02	" "
8	SECTION II Misc Acct Rcds			1990 - 1994	1	3-11-02	" "
9	SECTION II Payroll Acct Rcds			1981 - 1985	1	3-11-02	" "
10	SECTION II Misc Acct Rcds			1980 - 1994	1	3-11-02	" "
11	SECTION II Misc Acct Rcds			1977 - 1984	1	3-11-02	" "
12	SECTION II Misc Acct Rcds			1981 -1986	1	3-11-02	" "
13	SECTION II Misc Acct Rcds			1986- 1991	1	3-11-02	" "
14 - 33	SECTION II Misc Acct Rcds (Receipt Books			1980 - 1996	20	3-11-02	" "
	SEE ATTACHED LIST				33		

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

Claudia S Kent — Signature

Deputy Clerk — Title

3-15-02 — Date

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

SUSIE C. BOWLES, REGISTER OF WILLS
ORPHANS' COURT FOR CHARLES COUNTY
P.O. Box 3080 Courthouse
La Plata, Maryland 20646

LA PLATA MD MAY 17 '02
0.34
PB METER 8464857
U.S. POSTAGE

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

RECEIPT BOOKS

			Cubic Feet
29701	30300	05/09/80 – 12/12/80	1
30301	30900	12/12/80 - 07/02/81	
30901	31500	07/02/81 – 01/25/82	
31501	32100	01/25/82 – 07/26/82	
32101	32650	07/26/82 – 02/14/83	
32651	34000	01/05/83 – 03/23/84	
34001	35050	03/23/84 – 01/03/85	
35051	36400	01/03/85 – 11/22/85	
36401	37900	11/22/85 – 11/17/86	
37901	38550	11/28/86 – 04/20/87	
38551	39700	04/20/87 – 12/10/87	
39701	40900	12/10/87 – 10/25/88	
40901	42100	10/04/88 – 04/25/89	
42101	43350	04/04/89 – 02/12/90	
43351	44600	01/08/90 – 10/24/90	
44601	45900	09/27/90 – 08/29/91	
45901	46800	08/07/91 – 02/20/92	
46801	47900	01/28/92 – 02/14/92	
47901	49000	06/08/92 – 05/11/93	
49001	50050	04/26/93 – 03/24/94	
50051	51250	12/23/93 – 01/03/94	
51251	52420	08/21/94 – 06/16/95	
52451	53650	05/22/95 – 02/23/96	1
53651	53700	NEW BOOK – NEVER USED	

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

3020

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Accounting Records Bank books, statements and deposit receipts, cancelled checks and stubs. To be retained for three years and all audit requirements have been met.	975	Sec V Item 1a	1993-1996	1	8/22/02	shredded

Destruction Approved by Hall of Records Commission

APR 0 9 2002
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Cindy Spicer County Clerk 8/22/02
Signature of Court Official Title Date

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

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

(3021)

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	R1, R2, DCA 31's Retained for 3 years and audit was complete	975		Jan. 1993-Dec 1993 Jan. 1994-Dec. 1994 Jan. 1995-Dec. 1995 Jan. 1996-Dec. 1996	1	8/22/02	shredded
	Local copy of Monthly Statistical Reports-retained for 3 years and audit was complete			Jan 1993-Dec. 1993 Jan. 1994-Dec. 1994 Jan 1995-Dec. 1995 Jan. 1996-Dec. 1996	1	8/22/02	shredded

Destruction Approved by Hall of Records Commission

APR 09 2002
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Cindy Spicer County Clerk 8/22/02
Signature of Court Official Title Date

Rev. 10/93 DGS-550-9

Instructions for Preparation and Sub[illegible]n on [illegible]rse Side

1	Department of General Services	Prepare in duplicate
Charles County Government Reporting Agency	Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Retain one (1) copy and forward original to address at left.
Fiscal Services/ 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.				
1-4	Treasurer's Reports	C-834	15	July '92 - June '93		06/07/02	Landfill
5-10	Treasurer's Reports	C-834	15	July '93 - June '94		06/07/02	Landfill
11-16	Treasurer's Reports	C-834	15	July '94 - June '95		06/07/02	Landfill
17-25	Treasurer's Reports	C-834	15	July '95 - June '96		06/07/02	Landfill
26-34	Treasurer's Reports	C-834	15	July '96 - June '97		06/07/02	Landfill
35-44	Treasurer's Reports	C-834	15	July '97 - June '98		06/07/02	Landfill
	44 total banker boxes						

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

Signature	Title	Date
	Sr. Accountant	06/14/02

1	Department of General Services	Prepare in duplicate
Charles County Government Reporting Agency	Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Retain one (1) copy and forward original to address at left.
Fiscal Services/ 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.				
1-4	Treasurer's Reports	C-834	15	July '92 - June '93		06/07/02	Landfill
5-10	Treasurer's Reports	C-834	15	July '93 - June '94		06/07/02	Landfill
11-16	Treasurer's Reports	C-834	15	July '94 - June '95		06/07/02	Landfill
17-25	Treasurer's Reports	C-834	15	July '95 - June '96		06/07/02	Landfill
26-34	Treasurer's Reports	C-834	15	July '96 - June '97		06/07/02	Landfill
35-44	Treasurer's Reports	C-834	15	July '97 - June '98		06/07/02	Landfill
	44 total banker boxes						

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

Signature	Title	Date
	Sr. Accountant	06/14/02

1	Department of General Services	Prepare in duplicate
Charles County Government Reporting Agency	Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Retain one (1) copy and forward original to address at left.
Fiscal Services/ 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.				
1-4	Journal Entries	C-834 for all	8	JE's 91 & prior		07/29/2002	Landfill
5	Journal Entries		8	FY92 JE's, etc.		07/29/2002	Landfill
6	Journal Entries		8	FY93 & prior		07/29/2002	Landfill
7	Journal Entries		8	FY93		07/29/2002	Landfill
8	Journal Entries		8	FY94 JE's July-Dec.		07/29/2002	Landfill
9	Journal Entries		8	FY94 JE's Dec.-March		07/29/2002	Landfill
10	Journal Entries		8	FY94 JE's Apr-June		07/29/2002	Landfill
11	Journal Entries		8	Journals 5/18/94-4/29/95		07/29/2002	Landfill
12	Journal Entries		8	Journals 5/1/95-11/21/95		07/29/2002	Landfill
							Landfill
13	A/P Vendor Files		9	From A7150 to M589600 Fat Folders F		07/29/2002	Landfill
							Landfill
14	Bank Statements, Cancelled Checks, ...		10	Gen. Fund Bank stmts 87-92		07/29/2002	Landfill
15	Bank Statements, Cancelled Checks, ...		10	A/P checks 4/96-6/96		07/29/2002	Landfill
16	Bank Statements, Cancelled Checks, ...		10	A/P checks 7/96-8/96		07/29/2002	Landfill
17	Bank Statements, Cancelled Checks, ...		10	A/P checks 9/96-10/96		07/29/2002	Landfill
18	Bank Statements, Cancelled Checks, ...		10	A/P checks 11/96-12/96		07/29/2002	Landfill
19	Bank Statements, Cancelled Checks, ...		10	A/P checks 1/97- 3/97		07/29/2002	Landfill
20	Bank Statements, Cancelled Checks, ...		10	A/P checks 3/97-5/97		07/29/2002	Landfill
21	Bank Statements, Cancelled Checks, ...		10	A/P checks 6/97-7/97		07/29/2002	Landfill
22	Bank Statements, Cancelled Checks, ...		10	A/P checks 8/97-9/97		07/29/2002	Landfill
23	Bank Statements, Cancelled Checks, ...		10	A/P checks 10/97-11/97		07/29/2002	Landfill
24	Bank Statements, Cancelled Checks, ...		10	A/P checks 12/97-1/98		07/29/2002	Landfill
25	Bank Statements, Cancelled Checks, ...		10	A/P checks 2/98-3/98		07/29/2002	Landfill
26	Bank Statements, Cancelled Checks, ...		10	A/P checks 4/98-5/98		07/29/2002	Landfill
27	Bank Statements, Cancelled Checks, ...		10	A/P checks 6/98-7/98		07/29/2002	Landfill
28	Bank Statements, Cancelled Checks, ...		10	A/P checks 8/98-9/98		07/29/2002	Landfill
29	Bank Statements, Cancelled Checks, ...		10	A/P checks 10/98-11/98		07/29/2002	Landfill
30	Bank Statements, Cancelled Checks, ...		10	A/P checks 12/98-1/99		07/29/2002	Landfill
31	Bank Statements, Cancelled Checks, ...		10	A/P checks 2/99-3/99		07/29/2002	Landfill
32	Bank Statements, Cancelled Checks, ...		10	A/P checks 4/99-5/99		07/29/2002	Landfill
33	Bank Statements, Cancelled Checks, ...		10	A/P checks 02/01 (now on CD-rom)		07/29/2002	Landfill
34	Bank Statements, Cancelled Checks, ...		10	A/P checks		07/29/2002	Landfill
35	Bank Statements, Cancelled Checks, ...		10	A/P checks		07/29/2002	Landfill
							Landfill
36	General Ledger Account Reconciliations		11	FY 94 misc. recons, sub -ledgers		07/29/2002	Landfill
37	General Ledger Account Reconciliations		11	Old seized currency closed files		07/29/2002	Landfill
38	General Ledger Account Reconciliations		11	Closed CDS folders # 7-305, escrows		07/29/2002	Landfill
39	General Ledger Account Reconciliations		11	Road Fund expense folders		07/29/2002	Landfill
							Landfill
40	Forms 1099 and Related Reports		12	1099 printouts, rpts, prior yrs, 1988-89		07/29/2002	Landfill

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

Signature

Sr. Accountant
Title

9/10/02
Date

Charles County Gov't
Attn: Bill
P.O. Box 2150
La Plata, MD 20646

LA PLATA
SEP 10 '02
MD

PB METER 7037185

0.37

U.S. POSTAGE

Dept. of General Services
Records Mgmt Division
7275 Waterloo Rd (Rte 175)
P.O. Box 275
Jessup, MD 20794-0275

20794+0275 03

2

Charles County Government Reporting Agency Fiscal Services/ Accounting Division or Unit	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.

CERTIFICATE OF RECORDS DISPOSAL

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.				
41	Treasurer's Reports		15	FY 99 July		07/29/2002	Landfill
42	Treasurer's Reports		15	FY 99 Aug-Sept.		07/29/2002	Landfill
43	Treasurer's Reports		15	FY 99 Sept.		07/29/2002	Landfill
44	Treasurer's Reports		15	FY 99 Sept.- Oct.		07/29/2002	Landfill
45	Treasurer's Reports		15	FY 99 Oct. - Nov.		07/29/2002	Landfill
46	Treasurer's Reports		15	FY 99 Dec. - Jan.		07/29/2002	Landfill
47	Treasurer's Reports		15	FY 99 Jan. - Feb.		07/29/2002	Landfill
48	Treasurer's Reports		15	FY 99 Feb. - March		07/29/2002	Landfill
49	Treasurer's Reports		15	FY 99 April - May		07/29/2002	Landfill
50	Treasurer's Reports		15	FY 99 May - June		07/29/2002	Landfill
51	General Ledger & Yr End Reports		22	FY95 - W/S billing, old bond files		07/29/2002	Landfill
52	General Ledger & Yr End Reports		22	Deleted P.O.'s, BA's, Jury slips		07/29/2002	Landfill
53	General Ledger & Yr End Reports		22	Sec. 8 1988-June 91		07/29/2002	Landfill
54	General Ledger & Yr End Reports		22	Sec. 8 Bond $ Escrows-closed		07/29/2002	Landfill
55	General Ledger & Yr End Reports		22	1968 Scrics "B" Bond Coupons		07/29/2002	Landfill
56	General Ledger & Yr End Reports		22	Gen. Fund Recon-FY 94, etc.		07/29/2002	Landfill
57	General Ledger & Yr End Reports		22	Landfill Recycling memo binder		07/29/2002	Landfill
58	General Ledger & Yr End Reports		22	Bank Stmts, ROW, G/L accts		07/29/2002	Landfill
59	General Ledger & Yr End Reports		22	90-92 P.O. copies, handcut/void cks		07/29/2002	Landfill

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

Signature	Title	Date
[signature]	Sr. Accountant	9/10/02

Office of the Sheriff

Charles County, Maryland

Frederick E. Davis
Sheriff

Headquarters
6915 Crain Hwy. - P.O. Box 189
La Plata, Maryland 20646-0189
301-609-6400

November 20, 2002

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

NOV 22 2002

RE: Certificates of Records Disposal

Dear Mr. Lopez,

Enclosed are copies of the Certificates of Records Disposal, one from the Charles County Sheriff's Office and one from the Charles County Sheriff's Office Detention Center. The items listed were destroyed on 10/31/02 via shredding. The Retention Schedule number C-981 was used for this disposal.

If you have any questions regarding this notice or the attached Certificates of Records Disposal, please contact me at 301-609-6411.

Sincerely;

Lieutenant Michael S. Klotz
Commander, Records Management
Custodian of Records

Charles County Sheriffs Office	Department of General Services	Prepare in duplicate
Reporting Agency	Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Retain one (1) copy and forward original to address at left.
Charles County Detention Center		
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 Records	C-981	1C	1990-1996	40	10/31/02	Shredded
2	Court Records	C-981	9a	1996-2000	84	10/31/02	Shredded
3	Disciplinary Actions	C-981	9b	1996-2000	40	10/31/02	Shredded
4	Cash & Property Record	C-981	9c	1996-2000	28	10/31/02	Shredded
5	Program participation	C-981	9d	1996-2000	12	10/31/02	Shredded
6	Intake, Inmates request	C-981	9e	1996-2000	28	10/31/02	Shredded
7	Medical Records	C-981	9f	1996-2000	40	10/31/02	Shredded
8	Miscellaneous	C-981	9g	1996-2000	12	10/31/02	Shredded
					284		

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

Signature

Custodian Of Records/Corrections — Title

11/07/02 — Date

DGS 550 2 (Rev 1/93).

Figure 9

CHARLES COUNTY SHERIFF'S OFFICE Reporting Agency	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
RECORDS MANAGEMENT SECTION 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	UCR REPORTS	C-981	1e	1975-1996	5	10/31/02	SHREDDED
2	VALIDATION RECORDS	C-981	2c	1996-2001	5	10/31/02	SHREDDED
3	MISCELLANEOUS REQUESTS	C-981	1i	1996-1997	4	10/31/02	SHREDDED
4	FORCED VEHICLE ENTRY WAIVER OF LIABILITY	C-981	1g	1996-1999	2	10/31/02	SHREDDED
5	TRANSMITTAL FORMS	C-981	1j	1996-1999	3	10/31/02	SHREDDED
6	TELETYPE RECORDS	C-981	2b	1989-1998	.5	10/31/02	SHREDDED
7	TRAFFIC WARNINGS	C-981	7i	1995-1998	6	10/31/02	SHREDDED
8	REQUESTS FOR CHRI	C-981	1h	2000-2001	1	10/31/02	SHREDDED
					26.5		

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

LT. Michael L. Kloss 170
Signature

CUSTODIAN OF RECORDS/CCSO RECORDS MANAGEMENT
Title

11/07/02
Date

DGS 550 2 (Rev 1/93).

Figure 9

St. Mary's County Health Department	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.
Reporting Agency		
Medical/Vital Records Unit		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

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.				
5-LP	IVC 1 - Ridge & Valley Lee	1518	2	1975-1977	4	1/2002	Incineration
6-LP	IVC 2 - St. Mary's College & Nursing Home	1518	2	1975-1977	4	1/2002	Incineration
7-LP	Measles, Rubella-Rubeola & Polio Campaign Schools A-O	1518	2	1975 - 1977	4	1/2002	Incineration
8-LP	Measles, Rubella-Rubeola & Polio Campaign SCHOOLS P-Z	1518	2	1975 -1977	4	1/2002	Incineration

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

Donna L. Bowler
Signature

Health Records Technician Supervisor
Title

1/16/2002
Date

DGS 550-2 (Rev. 10/92)

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

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.				
	Purchase Orders + Requisitions	1023-6	25+26	up to 10/99	1 Ret. box	11/7/02	Shred
	Invoices	1023-6	31	up to 10/99	2 Ret. box	11/7/02	Shred
	Equipment Inventory Reports and Disposal order	1023-6	24	1993 to 1998	1/2 Ret. box	11/7/02	Shred

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

Jill M Potts
Signature

Agency Procurement Specialist
Title

11/7/02
Date

240-895-7117

DGS 550-2

3087

9DEPARTMENT 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

COURT	COUNTY	DATE	
District Court of Maryland	Prince Georges	May 3, 2002	Accession 00A269 District #5

Series No.	Descriptions 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.				
	Microfilm and destroy criminal (Md Rule 1299)	975		1995	66	7-19-02	Landfill

Destruction Approved by Hall of Records CommissiItem on

MAY 2 3 2002
Date

Edward C. Papenfuse
State Archivist

Destruction certification

Patricia J Buchanan Supt
Signature of Court Official
Title

7-19-02
Date

Rev. 10/83 DGS-55Q-9

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. (DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPLICATE.)

2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P. O. BOX275, 7275 WATERLOO RD. (RT. 175), JESSUP, MD 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. ARRAGEMENTS WILL BE MADE FOR TRANSER 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 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

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

3133

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

05-01-05-21-02 Hyatt

5th District Court — Court
Prince George's — County

Series No.	Description of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Civil Non-Est/Certified Mail			1998	88.0	7/31/02+ 8/1/02	LANDFILL
	Criminal/Traffic Batch Mail			1998	17.0		
	Commissioner Transmittals			1998	10.0		
	L & T Default and Dismissals			1998	129.0	7/30/02+ 7/31/02	
	Writ Returns for Defaults (L&T)			1998	11.0		
	Return mail copies (L&T)			1998	11.0		
	L&T Writ Transmittals			1998	1.0		
	L&T Case Transmittals			1998	1.0		

Destruction Approved by Hall of Records Commission

JUN 10 2002 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Betty Young — Signature of Court Official

Supervisor III — Title

8/5/02 — Date

Rev. 1/78 DGS-RM-550-9

Instructions for Preparation and Submission on Reverse Side

3067

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland — COURT
Montgomery — COUNTY
March 27, 2002 — DATE January 18, 2002
Accession 02A18
District #06

Series No.	Descriptions 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.				
	Strip inside material only (Civil)	975	Sec 2 II	1989	260	8-14-02	Landfilled

Destruction Approved by Hall of Records CommissiItem on

APR 09 2002
Date

Edward C. Papenfuse
State Archivist

Destruction certification

Patricia L Buchanan Supt
Signature of Court Official — Title

8-14-02
Date

Rev. 10/83 DGS-55Q-9

Instructions for Preparation and Submission on Reverse Side

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

2754

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland, Montgomery County
Court County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS Cancelled Checks Check request forms Bank reconcilatons Cashiers daily work Trial Balances sheets Ledger cards Comm Receipt books Register tapes Transcript forms DCA27 Traf/Crim Dpay Reports			1993 to 1995	47	X 4/18/02	Landfill

Destruction Approved by Hall of Records Commission

MAR 12 2001
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Margaret Amin
Signature of Court Official

Fiscal Supervisor
Title

4/18/02
Date

Instructions for Preparation and Submission on Reverse Side

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

2755

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD #6, Montgomery County
Court County

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	1993 -- 1996 Criminal Expungements			1993 thru 1996	142	~~ASAP~~ 04/10/02	Shredded & Landfill

Destruction Approved by Hall of Records Commission

MAR 12 2001
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

S. Williams
Signature of Court Official

Supervisor I
Title

4/10/02
Date

Rev. 1/78 DGS-RM-550-9

Instructions for Preparation and Submission on Reverse Side

2945

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

February 2002

DISTRICT COURT — COURT
MONTGOMERY — COUNTY
10.2.01 — DATE

Buck Betts

Series No.	Description of Records Include Title and/or Form Number	Authorization: Retention Sched. No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	COURTROOM LOGSHEETS	975 SECTION II		JAN 1994 THRU DEC 1996	60	1.31.02	LANDFILL
	ELECTRONIC DAT TAPES			1997	6	1.31.02	LANDFILL

Destruction Approved by Hall of Records Commission

OCT 22 2001
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Margaret W
Signature of Court Official

Fiscal Supervisor
Title

1/31/02
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

PROPERTY TAX ASSESSMENTS APPEALS BOARD for MONT CO.
Reporting Agency

PROPERTY TAX ASSESSMENT APPEALS BOARDS -- CENTRAL OFFICE
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 FILES	1186	1	1998 LEVY YEAR	11 CU.FT	3/28/2002	MONTGOMERY CO. WASTE MANAGENT FACILITY - ROCKVILLE

RECEIVED
APR - 1 2002
PROPERTY TAX ASSESSMENT APPEALS BOARD

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

Lisly Omsinder
Signature

CLERK TO THE BOARD
Title

3/28/2002
Date

DGS 550-2

APR 11 2002

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

A. A. Co. Health
Reporting Agency

Planning Comm. & Env. Health
Division or Bureau

Sanitary Engineering

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.				
	Perc Files	842	36	1990 1991 (all records scanned)	1000 approx 1000 approx	3/2002	Recycle

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

Robin Koontz — Signature
Admin. Specialist — Title
3/2002 — Date

DGS 550-2

DEPARTMENT OF GENERAL SERVICES
HALL OF RECORDS COMMISSION
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD, P.O. BOX 275
JESSUP, MD 20794-0275

3013

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7 — 1/25/02
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 Schedule Nº	Item Nº				
	Civil "A & D" Boxes Request permission to strip and destroy stripped materiel only	975		1995 Civil Satisfied	109		Landfill

Destruction Approved by Hall of Records Commission

FEB 13 2002 — Edward C. Papenfuse
Date — State Archivist

Destruction Certification

S Palumbo — Division Chief — 2-25-02
Signature of Court Official — Title — Date

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

3083

9DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P. O. Box 275
JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland — Anne Arundel — May 3, 2002 — Accession 00A276, District #7

COURT — COUNTY — DATE

Series No.	Descriptions 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.				
	Microfilm and destroy criminal (Md Rule 1299)	975		1996	1	6-20-02	Landfilled

Destruction Approved by Hall of Records CommissiItem on

MAY 2 3 2002
Date

Edward C. Papenfuse
State Archivist

Destruction certification

Patricia S. Buchanan Supt 6-20-02
Signature of Court Official — Title — Date

Rev. 10/83 DGS-55Q-9

Instructions for Preparation and Submission on Reverse Side

9DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P. O. Box 275
JESSUP, MD 20794-0275

3083

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

COURT	COUNTY	DATE	
District Court of Maryland	Anne Arundel	May 3, 2002	Accession 00A276 District #5

Series No.	Descriptions 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.				
	Microfilm and destroy criminal (Md Rule 1299)	975		1996	1		JUN 27 2002

Destruction Approved by Hall of Records CommissiItem on

Destruction certification

MAY 2 3 2002

Date

Edward C. Papenfuse

State Archivist

Signature of Court Official

Title

Date

Rev. 10/83 DGS-55Q-9

Instructions for Preparation and Submission on Reverse Side

3110

9DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P. O. Box 275
JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland — Anne Arundel — May 24, 2002 — District #7-1 — Accession ~~#99A121~~ 00A213

COURT — COUNTY — DATE

Series No.	Descriptions 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 16-505)	975 Sec V		1996	43	9-12-02	Landfilled

Destruction Approved by Hall of Records Commission

JUN 18 2002
Date

Edward C. Papenfuse
State Archivist

Destruction certification

Patricia S Buchanan Supv 9-12-02
Signature of Court Official — Title — Date

Rev. 10/83 GS-55Q-9

Instructions for Preparation and Submission on Reverse Side

DEPARTMENT OF GENERAL SERVICES
HALL OF RECORDS COMMISSION
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD, P.O. BOX 275
JESSUP, MD 20794-0275

3053

D.C. Cert.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7 — 3/13/02
Court — County — Date

Series Nº	Description of Records Include Title and/or Form Number	Authorization: Retention Schedule Nº	Authorization: Item Nº	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	Civil "D" Boxes Request permission to strip and destroy stripped materiel only	975		1997 Civil Satisfied	90	5-29-02	Landfill

Destruction Approved by Hall of Records Commission

MAR 25 2002 — Edward C. Papenfuse
Date — State Archivist

Destruction Certification

S Robertson — Division Chief — 5-3-02
Signature of Court Official — Title — Date

Rev. 10/18 DGS-550-9

Instructions for Preparation and Submission on Reverse Side

RECEIVED

2002 JUN -3 P 1:30

DISTRICT COURT
HEADQUARTERS

JUN 11 2002

RECEIVED
MAR 20 2002
MARYLAND STATE ARCHIVES

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

3082

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT HQ Anne Arundel 4/29/02
COURT / COUNTY / DATE

J. Hall

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.				
	Expense Reports, mileage reports, Account payable invoices	975	Section V, 1. Accounting Misc.	1993-1997	204 Cubic Feet	May 30, 02	Landfill

Destruction Approved by Hall of Records Commission

MAY 23 2002
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Patricia L Buchanan Supt 5-30-02
Signature of Court Official / Title / Date

Rev. 10/83 DGS-550-2

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. (DISTRICT COURTS SHOULD PRERARE 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

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

3019

ACCESSION NUMBERS
99A4
00A64

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND — ANNE ARUNDEL COUNTY — FEBURARY 20,2002 — Patti Boone

COURT — COUNTY — DATE

Series No.	Descriptions 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.				
	DESTROY SUMMARY REPORTS,Z REPORTS BAD CHECKS, UNIDENTIFIED, CASHIER REPORTS, DAILY RECEIPTS SUMMARY, EXCEPTION JOURNALS	975	1A	JANUARY 1995 thru DECEMBER 1998	33	5-3-02	Landfilled

Destruction Approved by Hall of Records Commission

MAR 25 2002 — Date

Edward C. Papenfuse — State Archivist

Destruction Certification

Patricia A Buchanan — Signature of Court Official

Supt — Title

5-3-02 — Date

Rev. 10/83 DGS-55Q-9

MAY 7

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

3019

ACCESSION NUMBERS
99A4
00A64

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND — COURT
ANNE ARUNDEL COUNTY — COUNTY
FEBURARY 20,2002 — DATE
Patti Boone

Series No.	Descriptions 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.				
	DESTROY SUMMARY REPORTS,Z REPORTS BAD CHECKS, UNIDENTIFIED, CASHIER REPORTS, DAILY RECEIPTS SUMMARY, EXCEPTION JOURNALS	975	1A	JANUARY 1995 thru DECEMBER 1998	33	5-3-02	Landfilled

Destruction Approved by Hall of Records Commission

MAR 25 2002
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Patricia A Buchanan Supt
Signature of Court Official

Title

5-3-02
Date

Rev. 10/83 DGS-55Q-9

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

CERTIFICATE OF RECORDS DISPOSAL

A.A. Co. Health
Reporting Agency

Division of Community Env. Hlth
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.				
	Pool Permits	842	41	1998	150 approx.	3/13/02	Recycle

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

Diane M Schumacher — Signature
Sec I — Title
3/14/02 — Date

DGS 550-2

DEPARTMENT OF GENERAL SERVICES
HALL OF RECORDS COMMISSION
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD, P.O. BOX 275
JESSUP, MD 20794-0275

3148

D.C. Cert. 7-1-TR1-02

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7 — 6/28/02
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 Schedule Nº	Item Nº				
	Other Cases 1-1-98 - 12-31-98 Traffic Pay Batch Traffic Folders Criminal Pay Batch Traffic/Criminal Misc.	975	Sec. IV B. C.	1-1-98- 12-31-98	25.0 40.0 5.0 32.0		Shred 8-9-02

Destruction Approved by Hall of Records Commission

JUL 22 2002 — Date

Edward C. Papenfuse — State Archivist

Rev. 10/83 DGS-550-9

Destruction Certification

Deborah F. Cox — Signature of Court Official

Division Chief — Title

8-28-02 — Date

Instructions for Preparation and Submission on Reverse Side

DEPARTMENT OF GENERAL SERVICES
HALL OF RECORDS COMMISSION
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD, P.O. BOX 275
JESSUP, MD 20794-0275

3149

D.C. Cert. 7-1-MISC1-02

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7 — Court, County

6/28/02 — 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 Schedule Nº	Item Nº				
	Personnel Records 1-1-98 12-31-98	975	Sec. I Item 2	1-1-98- 12-31-98	6.0		Shred 8-28-02

Destruction Approved by Hall of Records Commission

JUL 22 2002
Date

Edward C. Papenfuse
State Archivist

Rev. 10/83 DGS-550-9

Destruction Certification

Deborah F. Cox — Signature of Court Official
Division Chief — Title
8-28-02 — Date

Instructions for Preparation and Submission on Reverse Side

DEPARTMENT OF GENERAL SERVICES
HALL OF RECORDS COMMISSION
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD, P.O. BOX 275
JESSUP, MD 20794-0275

3154

D.C. Cert. 7-1-CR2-02

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7 — 6/28/02
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 Schedule Nº	Item Nº				
	Criminal Record Expundged Cases	975		1-1-98- 12-31-98	8.0		Shred 8-12-02

Destruction Approved by Hall of Records Commission

JUL 22 2002 — Edward C. Papenfuse
Date — State Archivist

Rev. 10/83 DGS-550-9

Destruction Certification

Deborah F. Cox — Division Chief — 8-28-02
Signature of Court Official — Title — Date

Instructions for Preparation and Submission on Reverse Side

ANNE ARUNDEL COUNTY
MARYLAND

HEALTH DEPARTMENT
3 HARRY S. TRUMAN PARKWAY
ANNAPOLIS, MARYLAND 21401

B/S AUTH. 205
BALTIMORE, MD

ANNAPOLIS
MD

00278

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

H-HFNM5 20794

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

AAHD
Reporting Agency

Sanitary Engineering
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.				
	Building Permits well only 1994-1999	842	No Item # for this	1994-1999		9-27-2002	recycle

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

Signature (By) Program Manager Title 9/30/02 Date

DGS 550-2

Anne Arundel Community College
101 College Parkway Arnold, Maryland 21012-1895 410 647-7100

December 6, 2002

Mr. Gabriel Lopez
Director
State of Maryland Department of General Services
State Records Management Center
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, MD 20794

Dear Mr. Lopez:

Enclosed are the "Certificates of Record Disposal" for the records that my office disposed of during the academic (fiscal) year 2001-2002. The year started in July 2001, but you will note that some records were destroyed before July 2001 because the records reached the end of their retention periods before the end of the academic year 2000-2001.

Contact my office at 410-777-2549 if you have any questions.

Sincerely,

Robert O. Felter

Robert O. Felter
Records Retention Office

DEC 11 2002

Anne Arundel Community College	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		
Development/Alumni/Foundation		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Disposal during FY2002 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	1987 Alumni Assn Files(POC)	1925	2	1/1987-12/1987	2	01/2002	shredded
2	Bull Roasts 1990 Alumni	1925	2	1/1990-12/1990	1	01/2002	shredded

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

Robert O. Felter — Signature

Title

12/06/2002 — Date

Robert O. Felter — Records Retention Manager

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

Figure 9

Anne Arundel Community College	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		
Human Resources		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Disposal during FY2002 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	Office Files-Correspondence prior to 1993 & 1993-94	1907	1	1/1993-6/1994	1	12/2001	shredded

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

Robert O. Felter — Signature

Records Retention Manager — Title

12/04/2002 — Date

DGS 550-2 (Rev. 1/93). Robert O. Felter

Figure 9

Anne Arundel Community College	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		
Grants Development		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Disposal during FY2002 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	Federal & State Grants-DCTAL FY93&FY94	1911	2	7/1992-6/1994	2	11/2001	shredded
2	Federal & State Grants-Files for Talent Search	1911	2	7/1994-6/1995	1	12/2001	shredded

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

Robert O. Felter — Signature

Title

12/6/2002 — Date

DGS 550-2 (Rev. 1/93). Robert O. Felter — Records Retention Manager

Figure 9

Anne Arundel Community College	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		
Purchasing		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Disposal during FY2002 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	Bids FY1994	1910	3	7/1993-6/1994	8	3/2002	shredded
2	Bids FY88-FY94 Food Service Contracts	1910	3	7/1988-6/1994	1	8/2001	shredded
3	Bids FY92 & Food Contract 01/01/93-12/31/93	1910	3	7/1991-12/1993	3	7/2001	shredded
4	Purchase orders FY95	1910	2	7/1994-6/1995	7	7/2001	destroyed by SRMC
					19		

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

Robert O. Felter — Signature

Robert O. Felter

Records Retention Manager — Title

12/06/2002 — Date

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

Figure 9

Anne Arundel Community College	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		
Information Technologies		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Disposal during FY2002 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	Office Files-Technology Team Files 1995-96	1913	1	7/1995-6/1996	1	1/2002	shredded

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

Robert O. Felter		12/06/2002
Signature	**Title**	**Date**
Robert O. Felter	Records Retention Manager	

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

Figure 9

Anne Arundel Community College	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		
Facilities		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Disposal during FY2002 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	Facilities Use Requests	1914	7	1/1996-12/1996	1	1/2002	shredded
2	Employee Time Cards	1914	9	7/1995-6/1996	2	1/2002	shredded

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

Robert O. Felter — Signature

Robert O. Felter

Title: Records Retention Manager

17/06/2002 — Date

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

Figure 9

Anne Arundel Community College	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		
Allied Health (Instructional Office)		
Disposal FY2002 **Division or Unit**		

CERTIFICATE OF RECORDS DISPOSAL

No.	Disposal during FY2002 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	Student Medical Records	1928	1	7/1995-6/1998	7	7/2001	shredded
2	Student Medical Records	1928	1	prior to 1998	1	6/2002	shredded
3	Student Medical Records	1928	1	1998	2	6/2002	shredded

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

Robert O. Felter
Signature
Robert O. Felter

Title
Reocords Retention Manager

12/06/2002
Date

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

Figure 9

Anne Arundel Community College	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		
Business Office		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Disposal during FY2002 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	Payroll disbursements-time transact'n proof list	1908	27	1/1994-12/1994	1	2/2002	shredded
2	Payroll disbursements-voluntary deductions PPJ070	1908	27	1/1994-12/1994	2	2/2002	shredded
3	Payroll disbursements-voluntary deductions PPJ074	1908	27	1/1994-12/1994	1	2/2002	shredded
4	Payroll disbursements-workman's compensation	1908	27	1/1993-12/1993	1	1/2002	shredded
5	Cancelled checks-payroll checks	1908	27	3/1993-11/1994	2	1/2002	shredded
6	Payroll disbursements-workman's compensation	1908	27	1/1994-12/1994	1	1/2002	shredded
7	Payroll disbursements-contracts & cover sheets	1908	27	1/1994-12/1994	1	1/2002	shredded
8	Payroll disbursements-FICA Codes&Verification of Titles	1908	27	1/1994-12/1994	1	1/2002	shredded
9	Payroll disbursements-time sheets 1994	1908	27	1/1994-12/1994	2	1/2002	shredded
10	Monthly General Ledger FBM 095	1908	19	7/1995-6/1996	2	12/2001	shredded
11	Cancelled checks-vendors	1908	7	5/1993-2/1994	3	12/2001	shredded
12	Payroll disbursementsFY94	1908	27	7/1993-6/1994	1	7/2001	destroyed by SRMC
13	Multi-Purpose forms-general ledger forms	1908	11	7/1995-6/1996	6	12/2001	shredded
14	Monthly General Ledgers VBM094	1908	19	7/1995-6/1996	1	11/2001	shredded
15	BR Daily Feed-BBD 100,110	1908	15	8/1998-6/1999	6	11/2001	shredded
16	Refund File FY94-FY98	1908	23	7/1993-8/1997	1	11/2001	shredded
17	Cancelled checks-vendors	1908	7	2/1994-5/1994	1	11/2001	shredded
18	Check Register VBC030	1908	26	7/1995-6/1996	1	11/2001	shredded
19	Refund File FY98	1908	23	7/1997-6/1998	2	11/2001	shredded

(continued on page 2)

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

950

Robert O. Felter

Signature: Robert O. Felter

Title: Records Retention Manager

Date: 06/17/2002

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

Figure 9

Anne Arundel Community College	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		
Business Office		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Disposal during FY2002 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	Multi-Purpose Forms GAO Bank Transactions	1908	11	7/1995-6/1996	1	11/2001	shredded
21	Bank Acct Balance ADO-043 Daily Trial Balance	1908	8	11/1993-6/1994	1	11/2001	shredded
22	Cash Receipts FY98	1908	9	7/1997-6/1998	35	7-11/2001	shredded
23	Cash Reports, FBD019 & FY95 & FY96 FBS019	1908	20	7/1994-6/1996	3	8/2001	shredded
24	Payroll disbursements-AD018 void checks & banddraws-FY87	1908	27	7/1986-6/1987	1	7/2001	shredded
25	Vouchers FY94	1908	10	7/1993-6/1994	18	7/2001	distroyed by SRMC

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

Robert O. Felter — Signature

Robert O. Felter

Title: Records Retention Manager

12/06/2002 — Date

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

Figure 9

Anne Arundel Community College **Reporting Agency**	**Department of General Services** Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Campus Security **Division or Unit**		

CERTIFICATE OF RECORDS DISPOSAL

No.	Disposal during FY2002 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	vehicle assistance & equip lists & rosters	1912	4	01/1997-12/1998	1	01/2002	shredded
2	Office files-crime prevention reminders; time sheets; tapes	1912	1	1/1997-12/1998	1	01/2002	shredded
3	Security Log Book CY1991	1912	2	1/1991-12/1991	1	01/2002	disposed by SRMC

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

Robert O. Felter — Signature

Title

12/06/2002 — Date

DGS 550-2 (Rev. 1/93). Robert O. Felter — Records Retention Manager

Figure 9

Anne Arundel Community College	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		
Financial Aid, Veteran, and Scholarships Office		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Disposal during FY2002 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	Pell Grant Files	1920	3	7/1997-6/1998	14	02/2002	shredded
2	Office Files-YrEnd Closing	1920	1	7/1995-6/1996	3	01/2002	shredded
3	Office Files-FY95Fed Report FY95ProRata;&Pellpaperwork	1920	1	7/1994/6/1995	1	01/2002	shreeded
4	Guaranteed Student Loan Files FY91	1920	4	7/1990-6/1991	3	01/2002	shreeded

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

Robert O. Felter — Signature

Title — Date 12/06/2002

Robert O. Felter — Records Retention Manager

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

Figure 9

Anne Arundel Community College **Reporting Agency**	**Department of General Services** Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Continuing Education (page 1) **Division or Unit**		

CERTIFICATE OF RECORDS DISPOSAL

No.	Disposal during FY2002 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	Gen. Corr. & Office Files	1927	1	7/1995-6/1996	2	8/2001	shredded
2	Class Files, Occup. Skills	1927	6	7/1995-6/1996	3	8/2001	shredded
3	Class Files, Occup. Skills	1927	6	7/1992-6/1995	1	8/2001	shredded
4	Class Files-registration Cmty. Ser & Con't Ed	1927	6	9/1995-12/1995	3	11/2001	shredded
5	Class Files-regi forms Cmty. Ser. & Con't Ed.	1927	6	6/1995-8/1995	2	11/2001	shredded
6	Class Files- Int'l student files; ESL/Basic Skills	1927	6	1/1995-1/1996	1	11/2001	shredded
7	Class Files-reg. formsFY96 Business & Industry Traing	1927	6	7/1995-6/1996	1	11/2001	shredded
8	Gen. Corr. & Office Files	1927	1	1988-1996	1	11/2001	shredded
9	Class Files-reg. forms Cmty. Ser. & Con't Ed.	1927	6	1/1996-6/1996	1	11/2001	shredded
10	Class Files-student folders Occupational Skills	1927	6	1/1996-12/1996	1	01/2002	shredded
11	Class Files-reg. forms Cmty. Ser. & Con't Ed.	1927	6	1/1996-5/1996	4	1&2/2002	shredded
12	Class Files-rosters Cmty. Ser. & Con't Ed.	1927	6	1/1996-5/1996	1	2/2002	shredded
13	Program Files-Evaluations Cmty. Ser. & Con't Ed.	1927	6	9/1995-12/1995	1	2/2002	shredded
14	Program Files-Evaluations Cmty. Ser. & Con't. Ed.	1927	3	5/1995-8/1995	1	2/2002	shredded
15	Conference Records 1999 CPE	1927	4	1/1999-12/1999	1	2/2002	shredded
16	Class Files-reg. forms Business & Ind. Train'g	1927	6	9/1996-12/1996	1	2/2002	shredded
17	Class Files-reg. forms Business & Ind. Train'g	1927	6	8/1996-12/1996	2	2/2002	shredded
18	Class Files-reg. forms Cmty. Ser. & Con't. Ed.	1927	6	5/1996-8/1996	1	3/2002	shredded
19	Class Files-reg. forms Cmty. Ser. & Con't. Ed.	1927	6	5/1996-8/1996	2	3/2002	shredded

(Continuing Education is continued on page 2)

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

Robert O. Felter — Signature

Title — Date 7/06/2002

Robert O. Felter — Records Retention Manager

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

Figure 9

Anne Arundel Community College	Department of General Services	Prepare in duplicate
Reporting Agency	Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Retain one (1) copy and forward original to address at left.
Continuing Education (page 2)		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Disposal during FY2002 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	Class Files-reg. forms Business & Ind. Train'g	1927	6	1/1996-1997	1	3/2002	shredded
21	Class Files-reg. forms Business & Ind. Trian'g	1927	6	12/1926-2/1997	1	3/2002	shredded
22	Class Files-records ESL & Basic Skills	1927	6	3/1996-3/1997	1	4/2002	shredded
23	Class Files-reg. forms Business & Ind. Train'g	1927	6	1/1997-5/1997	1	5/2002	shredded
24	Class Files-reg. forms Business & Ind. Train'g	1927	6	1/1997-5/1997	3	5/2002	shredded
25	Class Files-reg. forms Business & Ind. Train'g.	1927	6	1/1997-7/1997	2	5/2002	shredded
26	Class Files-rosters 9/96-computer classes 12/96	1927	6	9/1996-12/1996	1	01/2002	shredded

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

Robert O. Felter — Signature

Title

17/06/2002 — Date

DGS 550-2 (Rev. 1/93). Robert O. Felter — Records Retention Manager

Figure 9

Anne Arundel Community College	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		
Registrar's Office		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Disposal during FY2002 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	Schedule Requests (Spring)	1932	3	1/1996-5/1996	7	5/2001	shredded
2	Transcript Requests	1932	4	7/1999-12/1999	2	2/2002	shredded
3	Schedule Requests (Summer)	1932	3	5/1996-8/1996	3	2/2002	shredded
4	Schedule Requests (Fall)	1932	3	9/1996-12/1996	8	2/2002	shredded
5	Transcript Requests	1932	4	8/1999-9/1999	1	3/2002	shredded
6	Gen Corr. & Office Files	1932	1	1/1999-12/2001	4	5/2002	shredded
					25		

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

Robert O. Felter — Signature

Robert O. Felter

Title: Records Retention Manager

12/4/2002 — Date

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

Figure 9

3118

9DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P. O. Box 275
JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland — Baltimore — May 24, 2002 — Accession #01A250
District # 8

COURT — COUNTY — DATE

Series No.	Descriptions 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 16-505)	975 Sec V		1992	61	11-8-02	landfill

Destruction Approved by Hall of Records Commission

JUN 10 2002
Date

Edward C. Papenfuse
State Archivist

Destruction certification

Patricia S Buchanan Supt
Signature of Court Official — Title

11-8-02
Date

Rev. 10/83 GS-55Q-9

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.
   (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, MD 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 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

2947

1/4/02

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland	Baltimore County	October 25, 2001	01A254
COURT	COUNTY	DATE	

Series No.	Descriptions 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 Dockets - Microfilm & Destroy (Maryland Rule 1299)			1993	76	12-18-01	Landfilled

Destruction Approved by Hall of Records Commission

NOV 0 6 2001
Date

Edward C. Papenfuse
State Archivist

Destruction Certification

Patricia S. Buchanan
Signature of Court Official

Supervisor
Title

12-26-01
Date

Rev. 10/83 DGS-55Q-9

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. (DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPLICATE.)

2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P. O. BOX275, 7275 WATERLOO RD. (RT. 175), JESSUP, MD 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. ARRAGEMENTS WILL BE MADE FOR TRANSER 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 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

JAN 4 2002

Reporting Agency	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
REGISTER OF WILL FOR BALTIMORE COUNTY 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	CHECKING ACCT STUBS	662	6	1/4/93 thru 6/30/98	8	2/27/02	SHREDDED
2	BANK TRANSACTION STATEMENTS	662	6	1/1/99 thru 12/8/01	8	2/27/02	RECYCLED
3	BANK INVESTMENT ANALYSIS	662	6	1/1/99 thru 12/8/01	8	2/27/02	RECYCLED
4	BANK DAILEY TRANSACTION ADVICES	662	6	1/1/96 thru 12/31/96	8	2/27/02	RECYCLED
5	TIME REPORTS	662	6	7/96 thru 12/98	8	2/27/02	SHREDDED
6	LEAVE RECORDS CARDS	662	6	1997 - 1998	8	2/27/02	SHREDDED
7	BANK DEPOSIT TICKETS	662	6	1996/1998	8	2/27/02	RECYCLED
8	BANK STATEMENT AND CANCELED CHECKS	662	6	1996/1998	8	2/27/02	SHREDDED
9	PROBATE FEE & INHERI-TAX REFUND	662	6	1995/1998	8	2/27/02	SHREDDED
10	CLAIMS FOR REFUND OF TAX ERRONEOUSLY PAID	662	6	1996/1998	8	2/27/02	SHREDDED
11	MONTHLY REPORTS TO COMPTROLLER	662	6	1996/1998	8	2/27/02	RECYCLED
12	VENDER INVOICES	662	6	1996/1998	8	2/27/02	RECYCLED
13	EXCESS PROPERTY DISPOSAL ORDERS	662	6	1996/1998	8	2/27/02	RECYCLED
14	PAYROLL AND CHECK REGISTERS	662	6	1998	8	2/27/02	SHREDDED

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

Signature	Title	Date
	FISCAL OPERATION SPECIALIST	2/27/02

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

Figure 9