PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	DATE Janu	ary 18, 2002				
		Autho	rization	Inclusive	19		Method of
Series No.	Descriptions of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, landfill etc.)
	Criminal, Microfilm and Destroy (Md Rule1299)	975		1994	36	5-3-02	Larofilled
			VIA-11				

Destruction Approved by Hall of Records Commission

Destruction certification

Title

ward C. State Archivist

APR 0 9 2002

Date

Rev. 10/83 DGS-55Q-9

Signature of Court Official

Date

5-3-02

INSTRUCTIONS FOR PREPARATION

- 1. PREPARE IN DUPLICATE. LEAVE COLUMNS <u>DATE OF DESTRUCTION</u>, <u>METHOD OF</u> <u>DESTRUCTION</u>, AND <u>DESTRUCTION CERTIFICATION</u> 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 <u>PROPOSAL AND</u> <u>CERTIFICATE OF RECORDS DESTRUCTION</u> 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.
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Accession #00A77

	COURT COUNTY	DATE	1			_	
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es b.	Descriptions of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, landfil etc.)
	Microfilm and Destroy (Maryland Rule 1299)			1995 .	12	1-2-01	Landfill
				1.4.12			
			1			200-55	104
						Dec.	
	Destruction Approved by Hall of Record	Is Commission		Destruction Certifi	cation		
D	DEC 1 4 2001 Edwarde	c. Paperfor	e fr	Patricia	Buchares	Suger	Han . 1-2.
		te Archivist		Signature of Court	Official	Title	Date

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT	COUNTY	DATE					
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Series No.	Descripti Include Title a	ons of Records nd/or Form Number	Retention Sched. No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, landfil etc.)
		ofilm and destroy d Rule 1299			1995	99	2-11-02	Landfille

Stward C. Paperprish

Title

1AN 0 8 2002 Date

State Archivist

Signature of Court Official

Date

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	DATE					
		Authori	Authorization				Method of
Series No.	Descriptions of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, landfill, etc.)
	Criminal to be microfilmed and destro (MD Rule 1299)	NO I		1995	99		
	Destruction Approved I JAN 3 0 2002	by Hall of Records Co MC. Paperf	ommission		Destruction (Certification	

Rev. 10/83 DGS-55Q-9

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Dist	rict Court of Maryland	Baltimore City	May 3, 2002		Accession 00A34 District #1			
	COURT	COUNTY	DATE					
			Authoriz	zation				Method of
Series No.	Descriptions of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, landfill, etc.)	
	Microfilm and c (Md Rul	-	975		1995	82	7-19-02	Landfiller
					1.1.1.1			
	Dectru	ction Approved by H	Iall of Records Co	mmissilta	mon	Destruction	certification	

Destruction Approved by Hall of Records Commissiltem on

aper dward C.

Destruction certification

MAY 2 3 2002

2-19-02 Title

Date

State Archivist

Signature of Court Official

Date

Rev. 10/83 DGS-55Q-9

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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

DESTRUCTION PROPOSAL AND CERTIICATE OF RECORDS

Dist count of mal Balte. Md 21215

Date: 11-599

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.)
	Ctshpegister Receipts auditod-	975.Sec.	Prior-to april 1996 94-96	•	31	Landfill"

Destruction Approved By Hall of Records Com.

Destruction Certification

aperfore p Edward C. 1999 DEC 3

Date

State Archivist

Signature of Court Official Title

<u>3-29-00</u> Date

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

eries No.	Descriptions of Records Include Title and/or Form Number Cumural Microfilm and destroy (MD Rule 16-505)	Authoriz Retention Sched. No. 975 Sec V	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
No.	Include Title and/or Form Number	Sched. No. 975		Dates of Records			(Recycle, shred, landfill,
M							
				1996	14	6-20-02	landfill
	Destruction Approved by Hall	of Records Co	mmission		Destruction	certification	
JUN 1	8 2002 Stward C.	, Paperfor	~h	Patricia &	Bucharden	Supe	6-20-02

Instructions for Preparation and Submission on Reverse Side

Rev. 10/83 GS-55Q-9

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	DATE		strict #1			
		Authorization					Method of
Series No.	Descriptions of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, landfill, etc.)
	Criminal Microfilm and destroy (MD Rule 16-505)	975 Sec V		1996	29	11-8-02	landfill
			in ingenie				
	Destruction Approved by Hal		ommission		Destruction	certification	
	JUN 1 0 2002 Stward C.	Paperfe	wh	Patricia	Skuke	alur	1 11-8-0:
	Date State Ar			Signature of Court	Contraction of the	Title	Datc
F	Rev. 10/83 GS-55Q-9			Instructions for Pre	paration and Submiss	ion on Reverse Side	

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

1	COURT COUNTY	DATE	ary 15, 2002 Di	istrict 1			
		Authorization					Method of
Series No.	Descriptions of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, landfill, etc.)
	R Dat Tapes ready to destroy	975 Sect.IV	П	1998	31	2-26-02	Land fill
	62441-thru-252500						
			100 BL 100 BL 100 BL				
	JAN 3 0 2002 Destruction Approved by Ha	all of Records Co C. Paperfer	ommission m/s	Jathy Pa	/ -	Certification Records Supervisor	2/26/02
		Archivist	an Chier D	Signature of Court		Title	Date

Rev. 10/83 DGS-55Q-9



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	Descriptions of Records Include Title and/or Form Number	Author	Authorization				Method of
Series No.		Retention Sched. No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, landfill, etc.)
	Rent cases destroy	975 Sec V	Sec IV Item 1	1998	107	11-27-02	Landfille
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Alter a r	15						12.50 10.90

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Idward C. 19 State Archivist

11-28-02 atricas Bucharan Title Date Signature of Court Official

Date

Rev. 10/83 GS-55Q-9

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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Series No.	Descriptions of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Inclusive Dates of Records Dcstroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Rccycle, shred, landfill, etc.)
	Criminal Microfilm and destroy (MD Rule 16-505)	975 Sec V		1992	1	6-20-02	Sardfille
			1.200				
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່ງເ	IN 1 0 2002 Solvando	Paperp	wh	Patricias	Bucha	var Sup	1 6-20-00
	Date State Ar	chivist	-	Signature of Court (Official	Title	Date
F	Rev. 10/83 GS-55Q-9			Instructions for Prep	paration and Submissi	ion on Reverse Side	

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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eries No.	Descriptions of Records Include Title and/or Form Nu	s imber	Retention Sched. No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, landfill, etc.)
	Microfilm and destroy o (Md Rule 1299)		975		1993	9	6-20-02	landfill

MAY 2 3 2002 Date

Sdward C. Jepenfun / State Archivist

Title

Buchanan Super 6-20-02 Signature of Court Official

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Rev. 10/83 DGS-55Q-9

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

-	COURT COUNTY	DATE		District 2-3			
		Authoriz	ation				Method of
series No.	Descriptions of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shrcd, landfill, etc.)
	Stripped inside material only Landlord Tenant	975 Sect. VI	1	1974-75-76	2	2-11-02	Landfille
	and the start of t						

Commission

Destruction Certification

Title

dward C.

State Archivist

Signature of Court Official

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Date

Rev. 10/83 DGS-55Q-9

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

COURT COUNTY	DATE Janua	ary 18, 2002				
	Authori	Authorization				Method of
Descriptions of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, landfill, etc.)
Strip inside material only Landlord Tenant	975	Sec 2 II	1988	9	5-3-02	Landfille
		Elline. Televisi				
	Descriptions of Records Include Title and/or Form Number Strip inside material only	Descriptions of Records Authori Include Title and/or Form Number Retention Sched. No. 975 Strip inside material only 975	Authorization Descriptions of Records Include Title and/or Form Number Retention Retention Item Sched. No. No. 975 Sec 2 Strip inside material only II	Authorization Inclusive Dates of Records Include Title and/or Form Number Inclusive Retention Sched. No. Item No. Inclusive Dates of Records Destroyed Strip inside material only 975 Sec 2 1988	Authorization Inclusive Descriptions of Records Include Title and/or Form Number Authorization Inclusive Dates of Records Destroyed Volume (Cubic Feet) Strip inside material only 975 Sec 2 1988 9	Descriptions of Records Include Title and/or Form Number Authorization Inclusive Dates of Records Destroyed Volume (Cubic Feet) Date of Destruction Strip inside material only 975 Sec 2 II 1988 9 5-3-02

Destruction Approved by Hall of Records Commissiltem on

Destruction certification

90 ward C.

Signature of Court Official Title

Date

5-3-02

Rev. 10/83 DGS-55Q-9

APR 0 9 2002

Date

State Archivist

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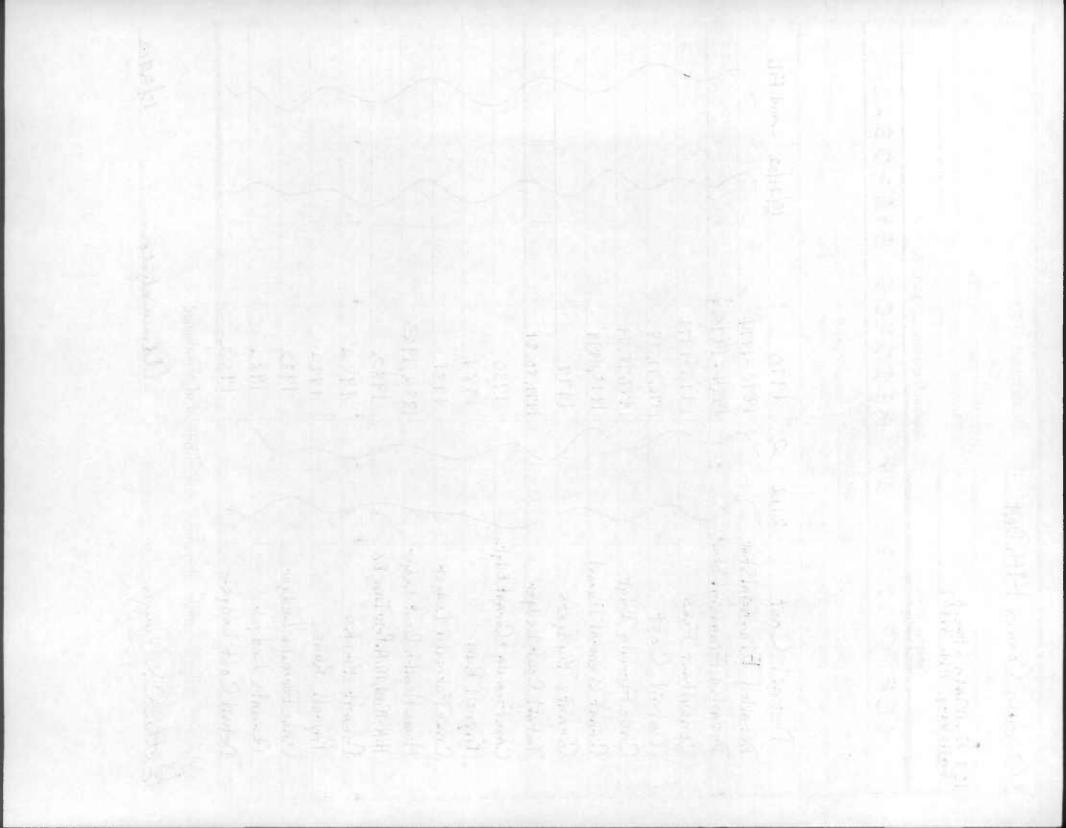
67

Wicomico County HIth Dept Reporting Agency 108 E. MAIN Street SALISbury Md. 21801 Division or Unit			Rec 727	Department of Ge Services Fords Management 5 Waterloo Road (F P.O. Box 275 Sup, Maryland 207	Prepare in duplicate Retain one (1) copy and forward original to address at left.		
	CERTIFICAT	E O	FF	RECORD	S D	ISPO	SAL
No.	Description of Records (Same Title as listed on Schedule)	Authoriza Retention Schedule No	ation Item No	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposer
	Detail Cost	2112	2	1970		10/24/02	LAND Fill
	Detailed BinAncialStat	2	5	1970-1974		5	
	Detailed Financial Stat	. /		1974-1975			/
	Consultant Fees			1975-1976			
	Detail Cost		/	1976, 77, 78			
	CASE Formula Bdgt	(1977,78,79			
	Grant General Journal		$\left \right\rangle$	1978,1979			
	Grants Budgets)		1977			
	Detail Cost Ledger			1979, 80, 81			
	CASE FORMULA + GrAnt Bogt	5.(1980			
	Payroll Run			1981			
	CASE Formula Ledger			1981			
	Home Health Cast Ledger			1982,1983			
	H.H. Med, M.A. PrivIns BX			1982			
	Grant Books			1982			
	Payroll Runs			1982			
	Case Formula Ledger			1982			(
	Grants Ledger			1982			
-	Detail Cost Ledger	(1982		(

st Signature 0

diminestrator Title

10/25/02 Data



Wicomico County HIth Dept Reporting Agency 108 E. MAIN Street SALISBURY Md. 21801 Division or Unit				Department of G Services Fords Management S Waterloo Road-(I P.O. Box 275 Sup, Maryland 207	Prepare in duplicate Retain one (1) copy and forward original to address at laft.		
	CERTIFICAT	EU		RECORD	S D	ISPO	SAL
No.	Description of Records (Same Title as listed on Schedule)	Authoriza Retemion Schedule No	liem No	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Data of Disposal	Method of Disposal
	Paynoll Run	2112	2	1983		10/24/02	LAND FILL
	Detail Cost Ledger	2	5	1983		$\overline{)}$	~
	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 PIR	(1984			
	Fritz + Springhill Inv			1984			
	Grants General Ledger			1984			
	CASE FormulA GL			1984			
	Grants Ledger)		1985)	
	CASE Formula Ledger			1985			2
~	Detail Cost Ledger			1985			
	Special Payment PIR	(1985			
	Inv. Deprec. Schedule		\rangle	1985			. (
-	Fleet CArs	5	5	1985		(

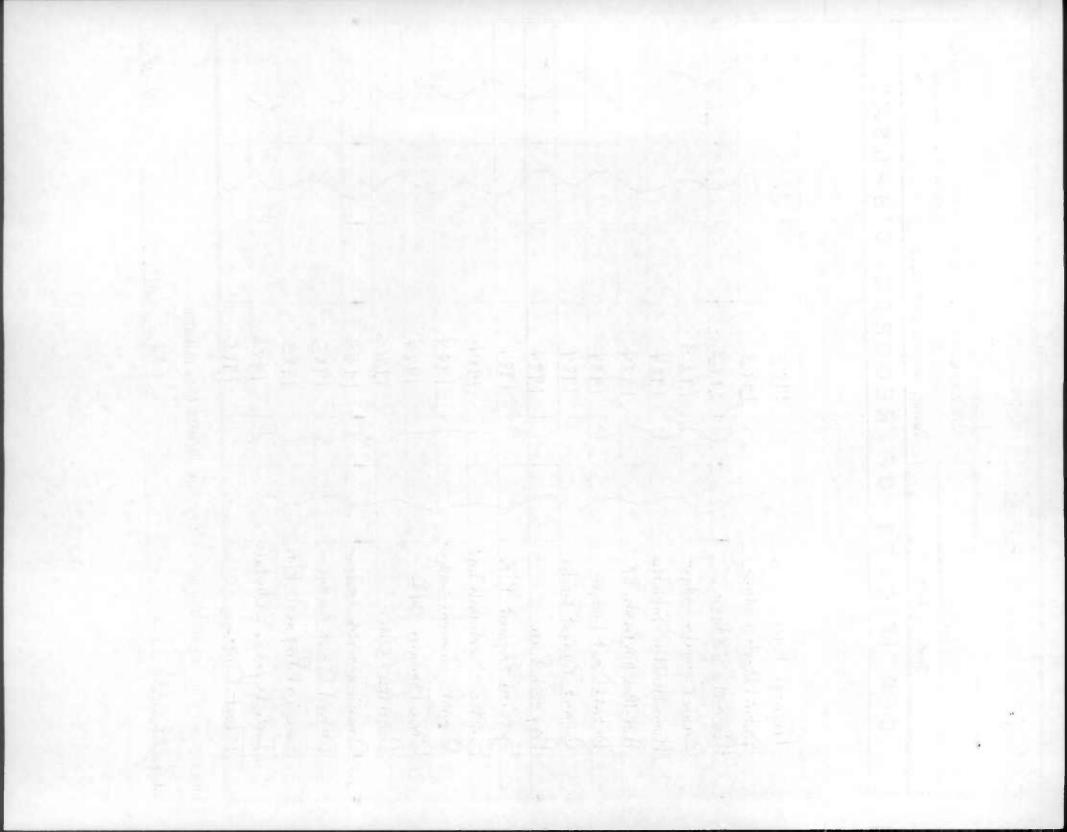
6 ott 1 Signature 0

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10/25/02

Title

Date



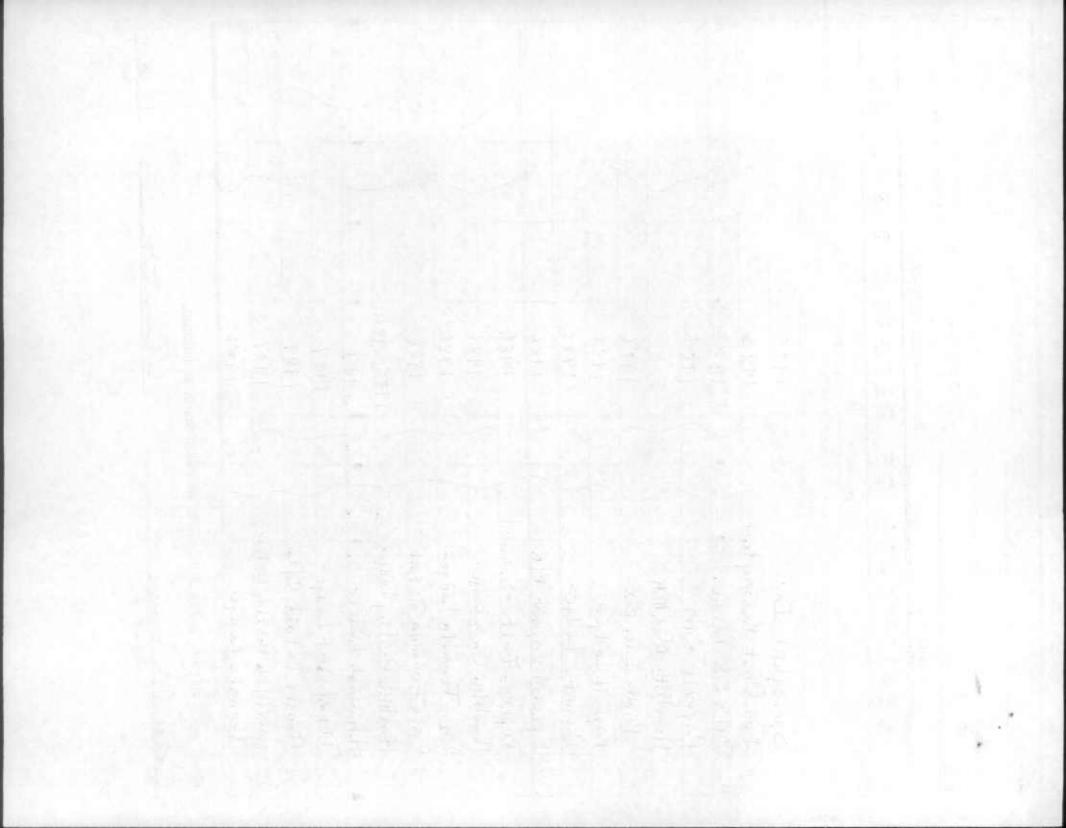
Wicomico County HIth Dept Reporting Agency 108 E. MAIN Street SALISDARY Md. 21801 Division or Unit			Rec 727 Jes	epartment of G Services ords Management 5 Waterloo Road-(P.O. Box 275 sup, Maryland 207	Prepare in duplicate Retain one (1) copy and forward original to address at left.			
	CERTIFICAT			RECORD	IS D	ISPO	SPOSAL	
No.	Description of Records (Same Title as listed on Schedule)	Authoriza Relemion Schedule No	liem No	Inclusiva Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Dispose	
	Springhill Inv.	2112	2	1985		10/24/02	Land Fill	
	Fed. Cost Recovery Re	at)	5	1985		$\overline{)}$		
	CHSIS Reimb.			1985				
	Payroll Run			198S				
	Home HIth - Med, M.A	/						
	Private Ins, BX	· (1986				
	Payroll Ledger			1986				
	Grants Ledger .	(1986				
	Special Payment PIR.			1986				
	Deprec- Fritz + Spring	hill /		1986		/		
•	Home HITH CASH Ledger			1986				
	Case Formula Ledger			1986				
	CASE FORMULA Detail			1986				
	Home Hith Posting Ledger			1985, 1986				
	H.H. Cash Ledger			1987				
	Detail Cost Ledger			1987				
	Grants Detail C/L			1987				
	Home HI th Posting Ledge	- /		1987				
	Grants Ledger	(1987		(

Est Signature O

Idministration

10/25/02 Date

Title



Wicomico County HIth Doot Reporting Agency 108 E. MAIN Street SALISbury Md. 21801 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 eddress at left.		
	CERTIFICAT	E O	F F	RECORD	S D	ISPO	SAL	
No.	Description of Records (Same Title as listed on Schedule)	Authorizz Retention Schedule No	liem No	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Dispose	
	CASE Formula Ledger	2112	2	1987		10/24/02	Land Fill	
	Payroll Run	>		1987				
	Home Hith. Med. M.A.		2					
	Priv. Ins, BX			1987				
	Project Summary			1987				
	Grant Bogt Bks	· (1988				
	Cost Summary			1988				
	Grants Ledger .			1988				
	SALAry Report			1988				
	CASE Formala Detail			1988				
	Summary Report - Detail Cas	t		1988				
	Grants Detail Cost			1989.				
(Ase Formula Detail Cost			1989				
	Grants Ledger			1989				
(PASE Formula Detail CL			1990				
	Grants Detail C/L			1990				
	GHANTS Detail C/L			1991				
	Grants Detail Cost			1992		/		
	Grant Prot - Ledger +]	Detail)		1993		(
	CASE FORMULA, TANgeted Pet	DALL	-	1993	han in de black an Langeach a' an an an sa	1		

Signature O

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10/25/02 Data

DET 28 2002 State of the state of the state



Micomico 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

where the set of the

OCT 28 2

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

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.

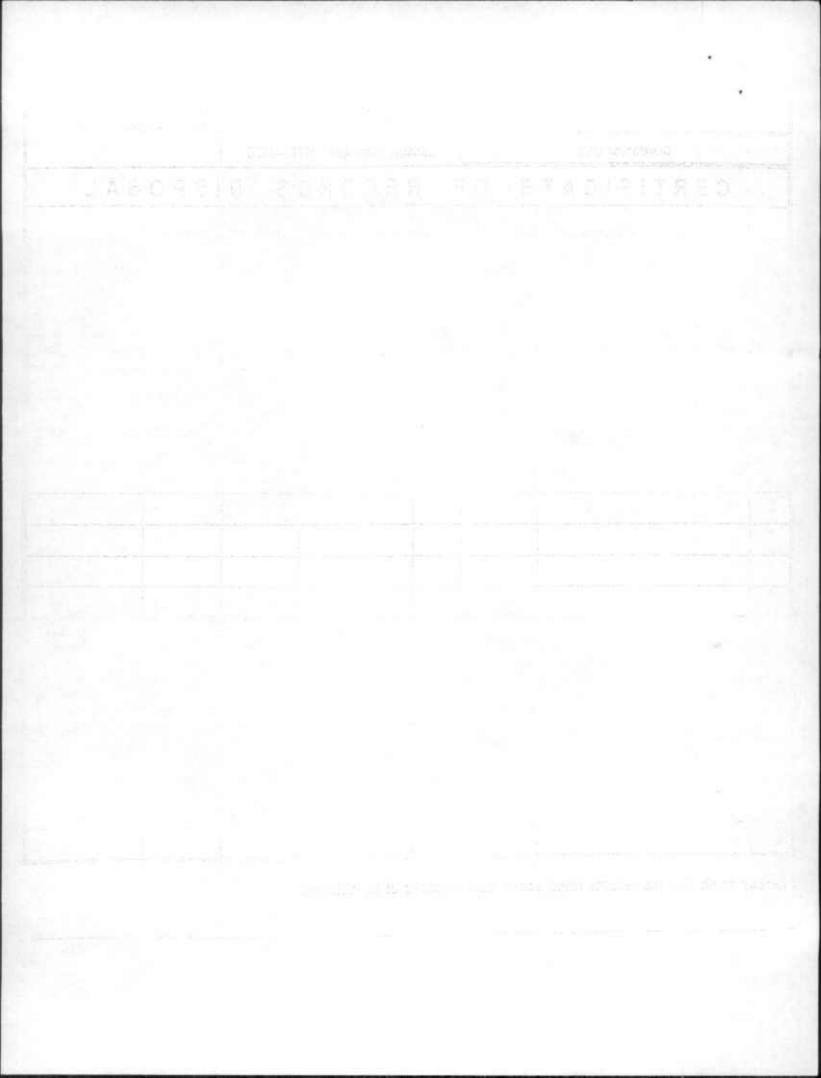
Sincerely,

Esther C. Dwyer, Administrator Wicomico County Health Dept.

Dispetal Schedule-General Schodnie/Administration succession



AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER AND PROVIDER



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT	COUNTY	DATE	D	vistrict #2-4			
			Authori	zation	Lotter State			Method of
Series Desc No. Include Ti	Descripti Include Title a	riptions of Records tle and/or Form Number	Retention Sched. No.	Item No.	- Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, landfil ctc.)
		d destroy criminal Rule 1299)	975		1993	4	6-20-09	Landfille
		ruction Approved by 2					certification	

MAY 2 3 2002 Date

State Archivist

Sdward C. Japanper p

Signature of Court Official

Date

Title

6-20-02

Rev. 10/83 DGS-55Q-9

Instructions for Preparation and Submission on Reverse Side

nicit

- 1. PREPARE IN DUPLICATE. LEAVE COLUMNS <u>DATE OF DESTRUCTION</u>, <u>METHOD OF</u> <u>DESTRUCTION</u>, AND <u>DESTRUCTION CERTIFICATION</u> 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 <u>PROPOSAL AND</u> <u>CERTIFICATE OF RECORDS DESTRUCTION</u> 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.)

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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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	DATE Janua	ry 18, 2002				1
		Authoriz	zation		hill me fr	and a second	Method of
eries No.	Descriptions of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	- Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recyclc, shred, landfil etc.)
	Criminal, Microfilm and Destroy (Md Rule1299)	975		1994	25	4-1-02	Landfill
	Destruction Approved by AR 2 5 2002	Hall of Records Co	ommission		Destruction	certification	

State Archivist

Signature of Court Official

Rev. 10/83 DGS-55Q-9

Instructions for Preparation and Submission on Reverse Side

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	DATE Janua	ry 18, 2002				
		Authoriz	zation				Method of
Series No.	Descriptions of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, landfill, etc.)
	Criminal, Microfilm and Destroy (Md Rule1299)	975		1994	25	4-1-02	hardfell
	Destruction Approved by H	Hall of Records Co	ommission		Destruction	certification	

Rev. 10/83 DGS-55Q-9

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STATE ARCHIVES

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Ι	District Court of Maryland Caoline	May	24, 2002	Accession District #3-6	n #00A267		
	COURT COUNTY	DATE	L	Jisuict #5-0			
		Authori	zation				Method of
Series No.	Descriptions of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	- Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, landfill, etc.)
	Criminal Microfilm and destroy (MD Rule 16-505)	975 Sec V		1996	3	6-20-002	landfill
**							
	Destruction Approved by Hal	l of Records Co	ommission		Destruction	certification	

JUN 1 0 2002

Sdward C. Japerpurp State Archivist

Signature of Court Official

Patricia & Buchanen Supp 6-20-02 Title

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Instructions for Preparation and Submission on Reverse Side

Rcv. 10/83 GS-55Q-9

- 1. PREPARE IN DUPLICATE. LEAVE COLUMNS <u>DATE OF DESTRUCTION</u>, <u>METHOD OF</u> <u>DESTRUCTION</u>, AND <u>DESTRUCTION CERTIFICATION</u> BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE. (DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPLICATE.)
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22

Mail original to:

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

CERTIFICATE OF RECORDS DISPOSAL

DEPARTMENT OF JUVENILE JUSTICE - CECIL COUNTY - AREA IV.

DIRECT CARE SERVICES DIVISION

.

170 E. MAIN ST., ELKTON, MD 21921

Division or Bureeu

Signature

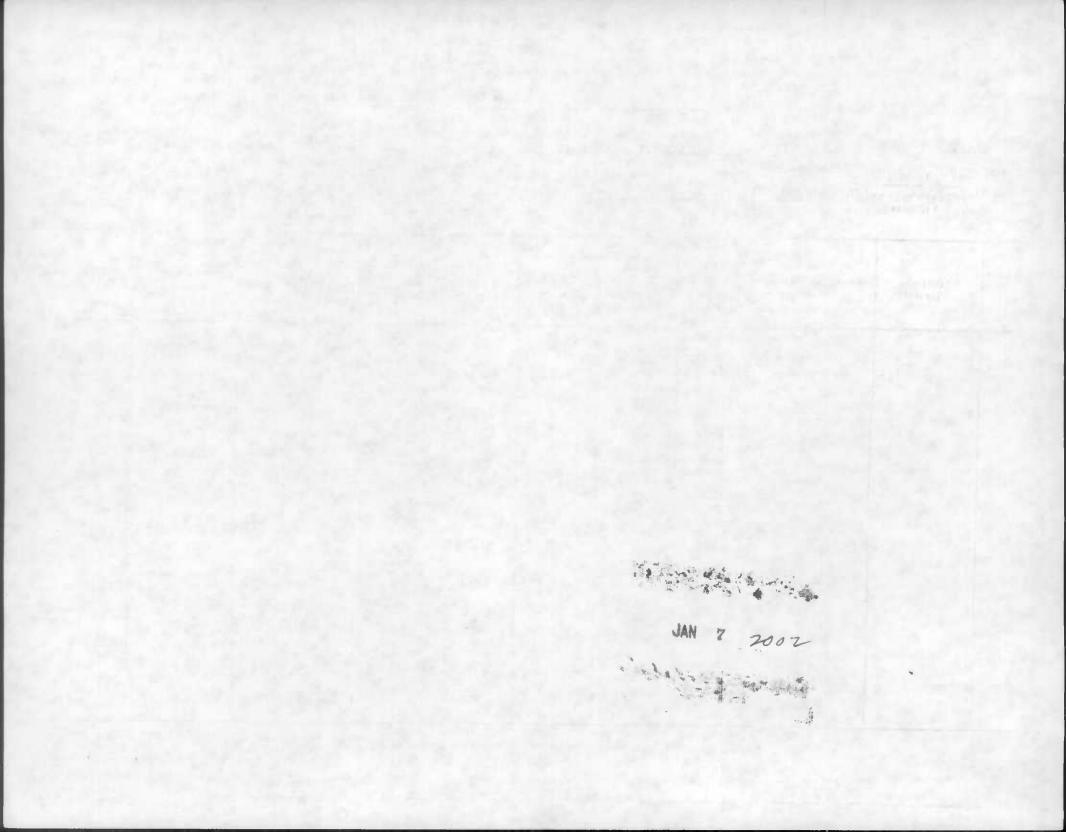
PREPARE IN DUPLICATE

Retain one capy and forward original to above address

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			rizetion tepesel	inclusive Detes of Records	Velume	Dete of	Mothed
N ••	Description of Records Include Title end/or Form Number	Retention Sched. No.	ltem No.	Disposed of	(Cubic Foot)	Disposel	Dispose
	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
					•		
					y• • •		
cc	Paul Bowden, Coordinator Dept. of Juvenile Services 105 W. Chesapeake Avenue Towson, MD 21204						

Title



CEC	IL COUNTY HEALTH DE	PT.	1	Department of Ge	eneral	-	
	Reporting Agency		Red	cords Management	Prepare in duplicate		
ALC	OHOL & DRUG CENTER			75 Waterloo Road (F P.O. Box 275		1) copy and forward ddress at left.	
	Division or Unit		Je	ssup, Maryland 207	94-0275		
	CERTIFICAT	E O	F RECORD		S D	ISPO	SAL
	Description of Records	Authoriz	ation	Inclusive Dates of	Volume	Date of	Method of Dissocial
No.	(Same Title as listed on Schedule)	Retention Schedule No	Item No.	Records Destroyed	Cubic Feet	Disposal	Method of Disposal
	Alcohol & Drug A-Z	1518		Jan-Dec. 1995	15 cf.	2002	BURY

I hereby certify that the records listed above were disp	Director ·	1/22/	02
- Bundo Akron	Administrative		
Signature	Trüe	• Da	ste

DGS 550-2 (Rev 1/93).

41

FEB 27 2002

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Distric	t Court of Maryland Cecil	January 2, 20	02		N. Lea G	ochnauer, Co	unty Clerk	
	COURT COUNTY	DATE			CUSTODIAN OF REC	ORDS AT TIM	E OF DESTRU	ICTION
Series No.	Description of Records Include Title and/or Form Number		Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
			Retention ched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
	EXPUNGED CRIMINAL CASES		975 Sec IV	2 a&b	1998	2	4-19-02	shreller
	*To be shredded			10.24				
				3.4			1 Berl	
			100				1	
		52.00						
	1							

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 2 6 2001 Date

State Archivist

Signature of Court Official

Title (

- We have a start a start APR 25 2002

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

January 2, 2002

D.C. Cert. 3-2-CR-1-02

Method of

Destruction

landfill, etc.)

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION COURT COUNTY DATE Volume Description of Records Authorization Inclusive Date of Include Title and/or Form Number Dates of Records (Cubic Feet) Destruction Destroyed (Recycle, shred, Retention Item Sched. No. No. CRIMINAL LandFILL 4/30/02 40 CRIMINAL CLOSED 975 2 1998 (Stripped material only) a&b NATURAL RESOURCE CLOSED 2.5 975 2 1998 11 (Stripped material only) a&b **CIVIL CITATIONS CLOSED** 975 1998 2 3 11 (Stripped material only) a&b

Destruction Approved by Hall of Records Commission

Cecil

Edward C. Peperfuse p

NOV 2 6 2001

Date

District Court of Maryland

Series

No.

Destruction Certification

N. Lea Gochnauer, County Clerk

Signature of Court Official

11

State Archivist

Title

OUNTY CLERK 4-30-02

station of the MAY 7 2002

JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY DAT	Ē	CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION							
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction			
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)			
	TRAFFIC									
	TRANSMITTALS	975	IV2b	1998	2	4/30/02	LANDFILL			
	MISCELLANEOUS CORRESPONDENCE	975	IV2b	1998	7	11	11			
	Z BATCH ENVELOPES	975	IV2b	1998	10	11	11			
	CLOSED TRAFFIC FILES	975	2a&b	1998	14	11	11			
	CLOSED NONMATS CITATIONS	975	2a&b	1998	.5	11	11			
	CLOSED CITIZEN ARRESTS	975	2a&b	1998	0	11	11			
	CLOSED PARKING CITATION	975	2a&b	1998	1	11	,,,			
						0.100				

Destruction Approved by Hall of Records Gommission

Destruction Certification

OUNTY (LERK 4-30-02

NOV 2 6 2001

Date

State Archivist

Signature of Court Official

Title

Date

D.C. Cert. 3-2-TR-1-02

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D.C. Cert. 3-2-MISC-1-02

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Distric	t Court of Maryland Cecil January 2	, 2002	_	N. Lea Go	chnauer, Cou	unty Clerk	
	COURT COUNTY DATE			CUSTODIAN OF RECO	ORDS AT TIM	E OF DESTRU	JCTION
Series No.	Description of Records Include Title and/or Form Number	Authori	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	ltem No.	Destroyed			(Recycle, shred, landfill, etc.)
	R-DAT RECORDING TAPES	975	IV	1998	12	4/30/02	LandFILL
		-					

Destruction Approved by Hall of Records Commission

Destruction Certification

COUNTY LLERK 4-30-02 hnauer

Date

NOV 2 6 2001

State Archivist

Signature of Court Official

Title

. . . Kater and the MAY 7 2002

D.C. Cert. 3-2-F-1-02

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District	Court of Maryland	Cecil	January 2, 200	02	N. Lea G	Sochnauer, Co	unty Clerk	1.1.1.1.1.1.1.1
	COURT	COUNTY	DATE	CUSTODI	AN OF RECORDS AT	TIME OF DEST	TRUCTION	
Series	Des	cription of Records		Authorization	Inclusive	Volume	Date of	Method of

M		radion	Langin	DI		Date of	Destruction (Desugle
No.	Include Title and/or Form Number	Retention Sched. No.	ltem No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	ACCOUNTING RECORDS	975	v	1998		11	
	Certificates of Deposit				13	4/30/02	LAND FILL
	Closed Transcript Records				1	0	17
	Closed Deferred Payment Records				1.5	11	//
	Commissioner Daily Transmittals				1.25	//	11
	Court Fund Receipts and Ledger Cards				2		11
	Satisfied Bad Checks				.5	11	1.
	Purchase Orders & Receiving Reports				.5	11	
	Statistical Report			~	1	11	11
	Auditors Receipt Copies			16.14.5943	.5	11	11
	Bank Statements				1	11	11
	Refund Request Forms				1	11-	
15	Petty Cash Reimbursements				.25	. 1	

Destruction Approved by Hall of Records Commission

NOV 2 6 2001

Signature of Court Official

Title

COUNTY CLERK

Destruction Certification

Date

4-30-02

23.50

State Archivist

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

1	COURT COUNTY	DATE	1.000	CUSTODIAN OF REC	ORDS AT TIM	E OF DESTRU	JCTION
Series No.	Description of Records Include Title and/or Form Number	Authori	Authorization		Volume	Date of	Method of
110.	include The and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	CIVIL Civil Cases Closed (stripped material only)	975	П	1998	23	4/30/02	LANDFILL
	Landlord/Tenant Cases	975	II	1998	2.5	11	
	Summary Ejectment Money Judgments	975	П	1989	1.5	11	<i>, ,</i>
	Domestic Violence Cases (stripped material only)	975	III	1989	2	,,	
	Emergency Evaluations (stripped material only)	975	III	1989	.5	1 6 g 5D	ν

Destruction Approved by Hall of Records Commission

NOV 2 6 2001

Destruction Certification

D.C. Cert. 3-2-CV-1-02

COUNTY CLERK 4-30-02 -71 ochnaugas

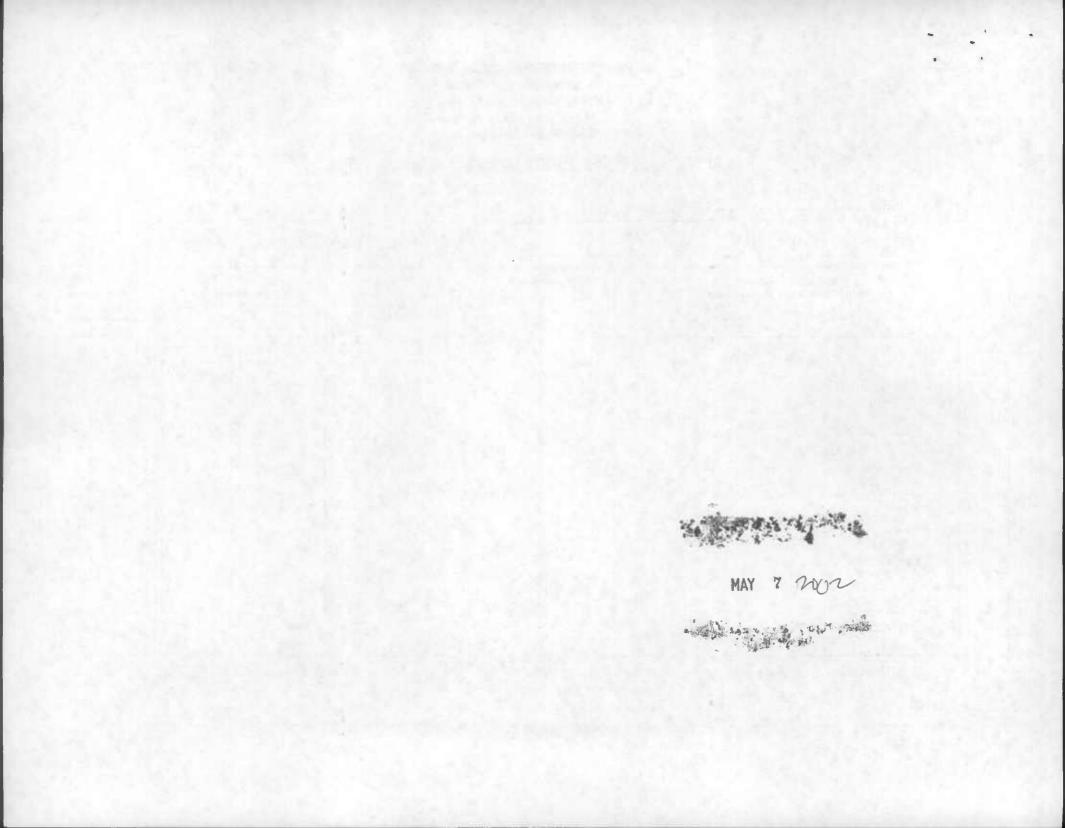
Signature of Court Official

Date

Date

State Archivist

Title



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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Distric	t Court of Maryland	Cecil Jai	nuary 2, 2002		N. Lea G	ochnauer, Coi	untv Clerk	
	COURT	COUNTY	DATE	-	CUSTODIAN OF REC			JCTION
Serles No.	Descript Include Title a	on of Records nd/or Form Number	Authori	zation.	Inclusive Dates of Records	Volume (Cublc Feet)	Date of Destruction	Method of
			Retention Sched. No.	Item No.	Destroyed			Destruction (Recycle, shred, landfill, etc.)
	EXPUNGED CRIMINA	L CASES	975 Sec IV	2 a&b	1998	2	4-19-02	Shredded
	*To be shredded							

Destruction Approved by Hall of Records Commission how p

State Archivist

NOV 2 6 2001

Date

Destruction Certification

9-02

Signature of Court Official

Title /

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	DATE	L	District #3-3			
		Authori	ization				Method of
Series No.	Descriptions of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	 Inclusive Dates of Records Destroyed 	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, landfill, etc.)
	Criminal Microfilm and destroy (MD Rule 16-505)	975 Sec V		1996	3	6-2002	landfille
	Destruction Approved by Hal	l of Records Co	ommission		Destruction	certification	
JUN	10 2002 Strande	. Paperp	nep	Patricians	Buchan	n Jupi	6-20-02
	Date State Ar	ehivist		Signature of Court	Official	Title	Date

- 1. PREPARE IN DUPLICATE. LEAVE COLUMNS <u>DATE OF DESTRUCTION</u>, <u>METHOD OF</u> <u>DESTRUCTION</u>, AND <u>DESTRUCTION CERTIFICATION</u> 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 <u>PROPOSAL AND</u> <u>CERTIFICATE OF RECORDS DESTRUCTION</u> 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.
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- 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 Stran Pr.

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	DATE		vistrict #3-4			
		Authori	zation				Method of
Series No.	Descriptions of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, landfit etc.)
	Criminal Microfilm and destroy (MD Rule 16-50	975 5) Sec V		1996	5	6-20-02	landfill
-							

JUN 1 0 2002 Date

State Archivist

Patricia & Buchanar Sup, Title Signature of Court Official

6-2002 Datc

Instructions for Preparation and Submission on Reverse Side

Rev. 10/83 GS-55Q-9

- 1. PREPARE IN DUPLICATE. LEAVE COLUMNS <u>DATE OF DESTRUCTION</u>, <u>METHOD OF</u> <u>DESTRUCTION</u>, AND <u>DESTRUCTION CERTIFICATION</u> BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE. (DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPLICATE.)
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D.C. Cert. 3-4-CR-1-02

2966

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

ies o.	Description of Records						
	Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
	CRIMINAL						
	CRIMINAL CLOSED Stripped material only)	975	2 a&b	1998	12	3/29/02	Shred
1	NATURAL RESOURCE CLOSED Stripped material only)	975	2 a&b	1998	2	3/39/Ö2	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 1 4 2001

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Destruction Certification

15

County Clerk

Title

Signature of Court Official

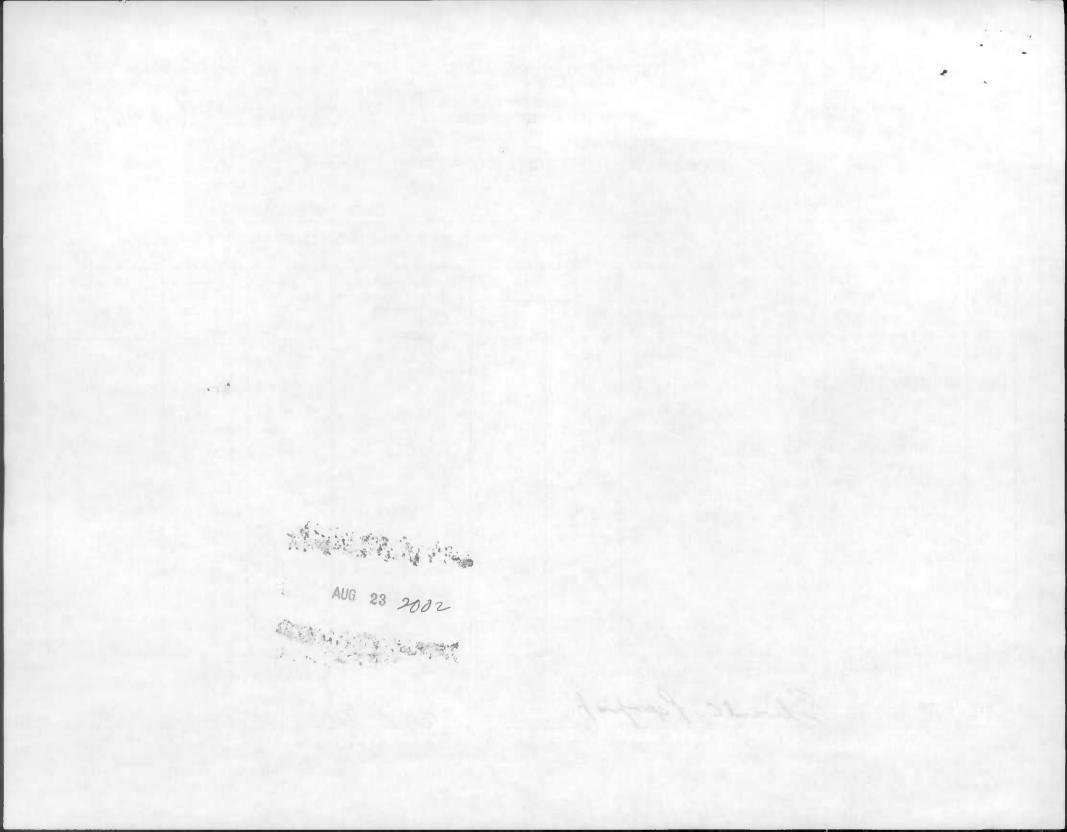
8/9/02

Date

Date

State Archivist

Gladys S.Foster



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

D.C. Cert. 3-4-CR-2-02

Distric	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	Authori	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)		
		Retention Sched. No.	Item No.	Destroyed					
	EXPUNGED CRIMINAL CASES	975 Sec IV	2 a&b	1998	1	8/9/02	Shred		
	*To be shredded								

Destruction Approved by Hall of Records Commission

dward C. Jeperfe a h

Destruction Certification

County Clerk

8/9/02 Date

Date

DEC 1 4 2001

State Archivist

Signature of Court Official Gladys S.Foster

Title

-AUG 23 2002 RECEIVED DEC 7 2001 MARYLAND STATE ARCHIVES

D.C. Cert. 3-4-F-1-02

2968

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Distric	t Court of Maryland Queen Anne's	January 1, 2002	Gladys Foster, County Clerk						
	COURT COUNTY	CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION							
Series No.	Description of Records Include Title and/or Form Number	Au	Authorization		Volume (Cubic Feet)	Date of Destruction	Method of		
140.		Retention Sched. No		Dates of Records Destroyed	(Cubic r eet)	Desirucion	Destruction (Recycl shred, landfill, etc.		
	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	8		LAN PETT	1	8/9/02	shred		
	Auditors Receipt Copies				.5	8/9/02	shred		
	Bank Statements		2		1	8/9/02	shred		
	Refund Request Forms				1	8/9/02	shred		
	Petty Cash Reimbursements		1 1 1 1 1		.5	8/9/02	shred		

Destruction Approved by Hall of Records Commission

DEC 1 4 2001 Date

State Archivist

Edward C. Paperfork h

Signature of Court Official

County Clerk

Destruction Certification

8/9/02

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Title

Date

Gladys S.Foster

AUG 23 2002

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MARYLAND STATE ARCHIVES	

D.C. Cert. 3-4-TR-1-02

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY D	CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION							
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction		
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred landfill, etc.)		
	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		
			1.1.1.1						

Destruction Approved by Hall of Records Commission

Edward C. Jeperpres p

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County Clerk

Destruction Certification

8/9/02

Date

DEC 1 4 2001

State Archivist

Signature of Court Official Gladys S.Foster

Title

Date

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MARYLAND STATE ARCHIVES

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D.C. Cert. 3-4-MISC-1-02

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District C	Court of Maryland Queen Anne's	January 2, 2002		Gladys	Foster, Coun	ty 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	Volume (Cubic Feet)	Date of Destruction	Method of Destruction		
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred landfill, etc.)		
R	R-DAT RECORDING TAPES	975	IV	1998	6	3/29/02	Landfill		
	*								

DEC 1 4 2001

Stward C. Japar

the

County Clerk

8/9/02

Date

State Archivist

Signature of Court Official Gladys S.Foster

Title

Date

AUG 23 2002

RECEIVED DEC 7 2001 MARYLAND STATE ARCHIVES 59 M 1 1

D.C. Cert. 3-4-CV-1-02

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

JISITIO		January 1, 20								
	COURT COUNTY	DATE	DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION							
Series No.	Description of Records Include Title and/or Form Number		Authorization		tion Inclusive Dates of Records		Date of Destruction	Method of Destruction		
			Retention Sched. No.	Item No.	Destroyed	(Cubic Feet)		(Recycle, shred, landfill, etc.)		
	CIVIL									
	Civil Cases Closed (stripped material only)	225	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 1 4 2001

Sdward C. Japanpre h

Signature of Court Official

County Clerk

Title

Destruction Certification

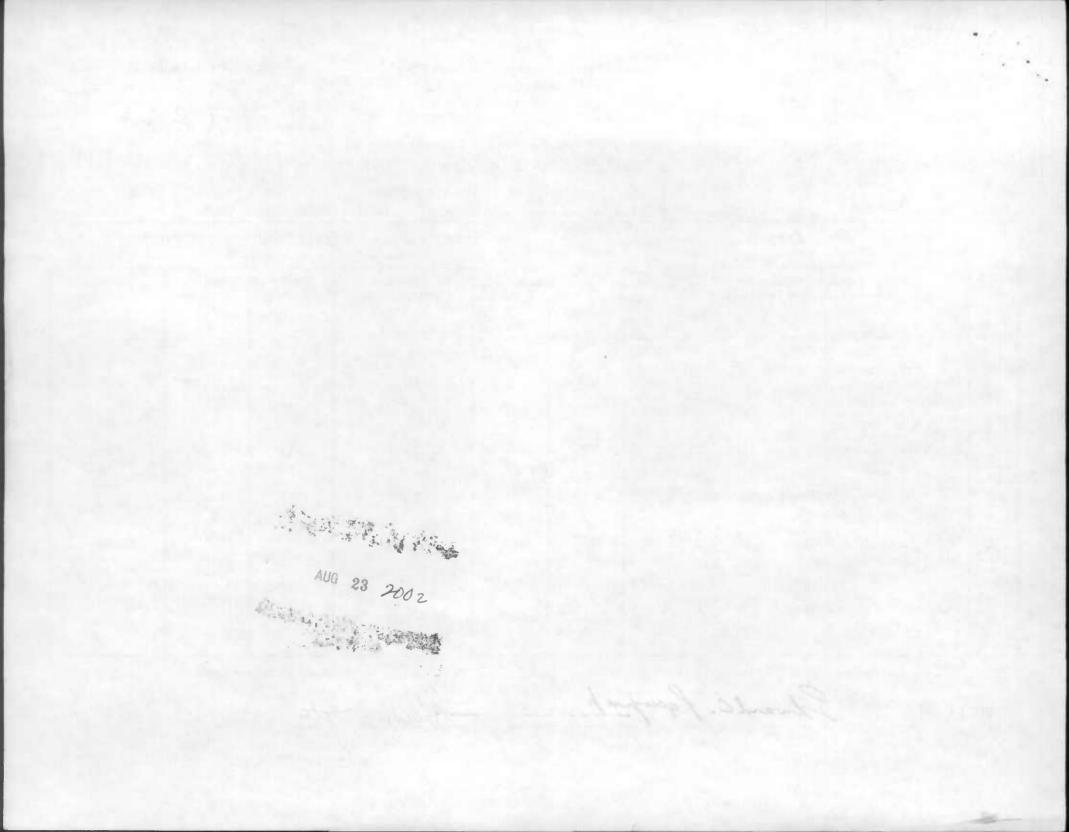
8/9/02

Date

Date

State Archivist

Gladys S.Foster



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Γ	District Court of Maryland Talbot	January 2, 200		Accession 99A151			
	COURT COUNTY	DATE	L	District 3-5			
		Authoriz	zation				Method of
Series No.	Descriptions of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, landfill, etc.)
	Criminal to be microfilmed and destroyed (MD Rule 1299)			1995	6	2-11-02	Landfilled
	Destruction Approved by Hal	0	ommission		Destruction	Certification	
s	JAN 3 0 2002 Idward	C. Paperf	inch	Patrice &	Buchaman	Sugt	2-14-02
	Date State A	rchivist		Signature of Court C	Official	Title	Date
	Rev. 10/83 DGS-550-9			Instructions for Prer	paration and Submissi	on on Reverse Side	

- 1. PREPARE IN DUPLICATE. LEAVE COLUMNS <u>DATE OF DESTRUCTION</u>, <u>METHOD OF</u> <u>DESTRUCTION</u>, AND <u>DESTRUCTION CERTIFICATION</u> BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE. (DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPLICATE.)
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263

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Talbot County January 1, 2001

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

D.C.Cert.3-5 -MISC-1-01

<u>Series</u> No.	<u>Description of Records</u> Include title and/or form number	<u>Author</u> <u>Retention</u> Sched. No.	<u>ization</u> <u>Item</u> No.	<u>Inclusive Date</u> of Records Destroyed	<u>Volume</u> <u>Cu. Ft.</u>	<u>Date of</u> Destruction	<u>Method of</u> <u>Destruction</u> (Shred/landfill)
ult the u	R-DATE RECORDING TAPES	975	IV	1997	6	9/27/02	Land fil
Destruction A	pproved by Hall of Records C	ommission		Destruction (Certification		

State Archivist JAN 0 2 2000 Date

Signature of Court Official

Courty Club Title 9/27/02 Date

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OCT 8. 2002

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Talbot County January 1, 2001

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

D.C.Cert.3-5 -CV-1-01

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

Destruction Approved by Hall of Records Commission

JAN 0 2 2000

Date

State Archivist Paperfuse for

Signature of Court Official

Destruction Certification

Title

Date

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

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

<u>Series</u> No.	<u>Description of Records</u> Include title and/or form number	<u>Auth</u> <u>Retention</u> Sched. No.	orization Item No.	<u>Inclusive Date</u> of <u>Records</u> Destroyed	<u>Volume</u> <u>Cu. Ft.</u>	<u>Date of</u> <u>Destruction</u>	<u>Method of</u> <u>Destruction</u> (Shred/landfill)
	TRAFFIC						
ittin.	TRANSMITTALS	975	IV2b	1997	1	9)27/02	land fill
	MISCELLANEOUS CORRESPONDENCE	975	IV2b	1997	1	. /	0
	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

Destruction Certification

State Archivist georper p

Title

Dafe

Signature of Court Official

William Barra Party

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OCT 8 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.3-5-F-1-01

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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

<u>Series</u> No.	<u>Description of Records</u> Include title and/or form number	<u>Autho</u> <u>Retention</u> Sched. No.	<u>rization</u> <u>Item</u> No.	<u>Inclusive Date</u> of Records Destroyed	<u>Volume</u> <u>Cu. Ft.</u>	<u>Date of</u> <u>Destruction</u>	<u>Method of</u> <u>Destruction</u> (Shred/landfill)
	ACCOUNTING RECORDS Certificates of Deposit Closed Transcript Records Closed Deferred Payment Records Commissioner Daily Transmittals Court Fund Receipts and Ledger c. Satisfied Bad Checks Purchase Orders & Receiving Rep Statistical Report Auditors Receipt Copies Bank Statements Refund Request Forms Petty Cash Reimbursements	ards	V	1997	5 1 1.5 1.5 2 .5 1 1 1 .5 1 1 1 .5	9/27/02	land fiel

Destruction Approved by Hall of Records Commission

dward C. Jeperfus h

Destruction Certification

JAN 0 2 2000

Date

State Archivist

Signature of Court Official

burty Oul Title

9/30/02 Date

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

D.C. Cert. 3-5-CV-1-02

Distric	t Court of Maryland Talbot	January 1, 2	002		Loretta	Baker, Coun	ty Clerk	
	COURT COUNTY	DATE			CORDS AT TIM	IME OF DESTRUCTION		
Series No.	Description of Records Include Title and/or Form Number		Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
			Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
	CIVIL Civil Cases Closed (stripped material only)		975	II	1998	15	9/27/02	londfill
	Landlord/Tenant Cases		975	II	1998	2		
	Summary Ejectment Money Judgmer	nts	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

tward C. Jacoper p

Destruction Certification

Title

Date

DEC 1 4 2001

State Archivist

Signature of Court Official

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Date

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D.C. Cert. 3-5-CR-1-02

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

	COURT COUNTY	DATE			CUSTODIAN OF REC	CORDS AT TIM	E OF DESTR	RUCTION	
Series No.	Description of Records Include Title and/or Form Numb	per	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction	
140.			Retention Sched. No.	Item No.	Destroyed	(ouble rect)	Destruction	(Recycle, shred landfill, etc.)	
	CRIMINAL CRIMINAL CLOSED (Stripped material only)		975	2 a&b	1998	15	9/27/02	andfill	
	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 1 4 2001

aper tward C. 1 hach

Boretta Bale

Quate Club

Title

Destruction Certification

102 Date

Date

State Archivist

Signature of Court Official

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D.C. Cert. 3-5-F-1-02

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Distric	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	Authori		ation	Inclusive	Volume	Date of	Method of			
140.			tention ed. No.	Item No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle shred, landfill, etc.)			
	ACCOUNTING RECORDS	9	975	v	1998		0/1	Conflice			
	Certificates of Deposit					5	9/27/02	Conspice			
	Closed Transcript Records					1	(U			
	Closed Deferred Payment Records					1.5					
	Commissioner Daily Transmittals				10.00	1.5		1.00			
	Court Fund Receipts and Ledger Cards					2					
	Satisfied Bad Checks					.5					
	Purchase Orders & Receiving Reports					1	1.2.4				
	Statistical Report					1					
	Auditors Receipt Copies					.5		1.4			
	Bank Statements					1					
	Refund Request Forms	1				1		(
	Petty Cash Reimbursements		1.1			.5					

Destruction Approved by Hall of Records Commission

dward C. Japer ~h

Destruction Certification

Date

DEC 1 4 2001

State Archivist

Signature of Court Official

Title

Date

OCT 28 2002

D.C. Cert. 3-5-TR-1-02

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

JISTIC	istrict Court of Maryland Talbot January 1, 2002 COURT COUNTY DATE			Loretta Baker, County Clerk						
		AIE	CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION							
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction			
		Retention Sched. No.	ltem No.	Destroyed			(Recycle, shred, landfill, etc.)			
	TRAFFIC					9/27/02	Publich			
	TRANSMITTALS	975	IV2b	1998	1	1-1-1-	Carol .			
	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		1.00			
			5.000							
							1 4200			
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Destruction Approved by Hall of Records Commission

dward C. Paperfort h

Destruction Certification

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Title

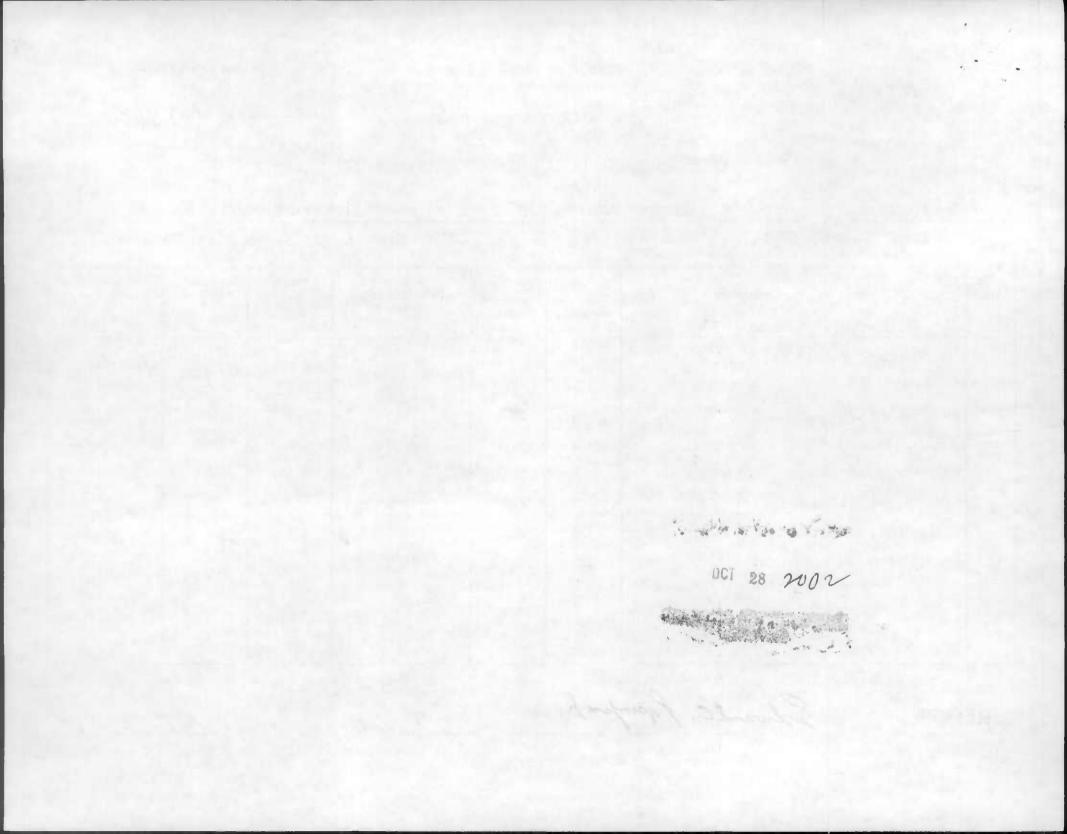
Signature of Court Official

Date

Date

DEC 1 4 2001

State Archivist



D.C. Cert. 3-5-MISC-1-02

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Distric	District Court of Maryland Talbot		January 2, 2	2002		Loretta	Loretta Baker, County Clerk			
	COURT	COUNTY	DATE			CUSTODIAN OF REC	CORDS AT TIM	E OF DESTRI	JCTION	
Series No.	Description of Records Include Title and/or Form Number	ption of Records		Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction	
			Retention Sched. No.	Item No.	(Recycle, shred, landfill, etc.)					
	R-DAT RECORDING	TAPES		975	IV	1998	6	9/27/02 0	Kartfiel	
	· .									

Destruction Approved by Hall of Records Commission

goer tward C. 1

State Archivist

Destruction Certification

n ttobal

Date

Signature of Court Official

Title

Date

DEC 1 4 2001

DCT 28 2002

(2952) 1/16/02

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authoriz	zation	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Mcthod of Destruction (Recycle, shred, landfill, etc.)
Series No.	Descriptions of Records Include Title and/or Form Number	Retention Sched. No.	Item No.				
	Microfilm and destroy Criminal MD Rule 1299			1995	12	1-8-02	Landfiller
1							
						27-7	
	Destruction Approved by Hall of Rec	ords Commission		Destruction Certific	cation		

Date

Instructions for Preparation and Submission on Reverse Side

Rev. 10/83 DGS-55Q-9

11 m A Č. RECEIVED DEC 7 2001 and the second ないという MARYLAND STATE ARCHIVES JAN 16 2002 Pagant at ~ . .

CHA	RLES COUNTY SHERIFF'S OFFI	CE					
Reporting Agency				epartment of Ge Services ords Management	Prepare in duplicate		
REC	ORDS MANAGEMENT SECTION		727	5 Waterloo Road (F	Retain one (1) copy and forward original to address at left.		
	Division or Unit		Jes	P.O. Box 275 sup, Maryland 207			
	CERTIFICAT	E O	FF	RECORD			
No.	Description of Records (Sama Title as listed on Schedula)	Authorization					
140.		Relention Schedule No.	ltem No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Dele of Disposel	Method of Disposal
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	<u>C-919</u>	7-A	1996	.25	10-15-01	SHREDDED
-							

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

Lt. J.A. White of Signature

Custodian of Records Tille 1-24-02

Date

DGS 550 2 (Rev 1/93).

. , and the second second JAN 28

	03/96/2002 12:27 41079985	532	-	STATE RECORD	PAGE 01/01		
	·		1	Department of Ge Services	neral	Prepar	e in duplicate
REGIS	Reporting Agency	v	72	cords Management 75 Waterloo Road (R - P.O. Box 275	Retain one (1) copy and forward original to address at left.		
	Division or Unit	E O	1	RECORD			
		Authoriz	ation Inclusive Dates of		Volume	Date of	
No.	Description of Records (Same Tille as listed on Schedule)	Retention Schedule No.	ltsm No.	Records Destroyed	Cubic Feet	Disposal	Method of Disposal
1	SECTION II General Acct Rcds/Misc Ac	ct Rcds		1972/76/77/78 79/80/- 98	1 .	3-11-02	PAPER RECYLING
2	SECTION II Payroll Acct Rcds/Misce A	cct Reds		1985 - 1992	1	3-11-02	n// n
3	SECTION II General Acct Rcds			1983 - 1994	1	3-11-02	11 11
4	SECTION II General Acct Rcds			1975-92	1	3-11-02	
5	SECTION II Payroll Acct Reds/Misc A	cct Rcds		1986-1991	1	3-11-02	11 II
6	SECTION I Personnel Files			1974 - 1990	1	3-11.02	11 11
7	SECTION II Payroll Acct Rcds			1981 - 1985	1	3-11.02	
8	SECTION II Misc Acct Reds			1990 - 1994	1	3-11-02	11 11
9	SECTION II Payroll Acct Rcds			1981 - 1985	1	3-11-02	11 11
10	SECTION II Misc Acct Reds			1980 - 1994	1	3-11-02	11 11
11	SECTION II Misc Acct Reds			1977 - 1984	1	3-11-02	11 11
12	SECTION II Misc Acct Reds			1981 -1986	1	3-11-02	
13	SECTION II Misc Acct Rcds			1986- 1991	1	3-11-02	11 11
14 - 33	- SECTION II Misc Acct Rcds (Receipt	Fooks		1980 - 1996	20	3-11.02	11 11
	SEE ATTACHED LIST				-53		
						-	
					_		

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

Vandra A Kurt Signature

eputy Clerk

3-15.02 Date

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

解警察教训 和意 MAY 20 2002

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



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



Culic 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	1
31501		01/25/82 - 07/26/82	
32101	32650	07/26/82 - 02/14/83	
32651	34000	01/05/83 - 03/23/84	
34001		03/23/84 - 01/03/85	
35051	36400	01/03/85 - 11/22/85	1
36401		11/22/85 - 11/17/86	1
37901	38550	11/28/86 - 04/20/87	1.
38551		04/20/87 - 12/10/87	
39701		12/10/87 - 10/25/88	
	42100	10/04/88 - 04/25/89	
	43350	04/04/89 - 02/12/90	
	44600	01/08/90 - 10/24/90	
	45900	09/27/90 - 08/29/91	
	46800	08/07/91 - 02/20/92	
	47900	01/28/92 - 02/14/92	
	49000	06/08/92 - 05/11/93	
	50050	04/26/93 - 03/24/94	
	51250	12/23/93 - 01/03/94	
	52420	08/21/94 - 06/16/95	
52451	53650	05/22/95 - 02/23/96	1
	53700	NEW BOOK – NEVER USED	

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- - -MAY 20 2002 Service Services

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

COURT COUNTY DATE Authorizotion Serles Methodof Description of Records Inclusive Ho. Include Tirle and/or Form Number Destruction Dotes of Records Volume Dofeof Retention Recycle, shred, Destroyed (Cubic Foot) liem Destructio-Schod. No. landfil, etc.) No. 822102 shredded Accounting Records 975 Sec V 1993-1996 Bank books, statements and Item la deposit receipts, cancelled checks and stubs. To be retained for three years and all audit requirements have been met. Destruction Approved by Holl of Records Cymmission Destruction Certification Store Archivist APR 0 9 2002 Date Rev. 10/83 DGS-550-9

Instructions for Preparation and Sub-

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

COURT COUNTY DATE Authorization Series Method of Inclusive Description of Records No. Destruction Include Title and/or Form Humber Dutes of Records Volume Dute of Recycle, shred, Retention (Cubic Foot) Destroyed. It+m Destructio-Sched. Na. landfill, atc.) No. R1, R2, DCA 31's 975 shredded Jan. 1993-Dec 1993 8122102 Retained for 3 years and audit Jan. 1994-Dec. 1994 was complete Jan. 1995-Dec. 1995 Jan. 1996-Dec. 1996 Local copy of Monthly Statistical Reports-retained for 3 years and Jan 1993-Dec. 1993 shredded Jan. 1994-Dec. 1994 8122102 audit was complete Jan 1995-Dec. 1995 Jan. 1996-Dec. 1996 Destruction Approved by Hall of Records Coppoission Destruction Certification APR 0 9 2002 ward C. Date State Archivist Rev. 10/03 DGS-550-9 Instructions for Preparation and Sub . 10.00 tise Side

En alter and 2026 6 335

Charles County Government Reporting Agency

Fiscal Services/ Accounting Division or Unit

1

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	Authoriza	tion	Inclusive Dates of	Volume	Date of	Method of Dispos
	(Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Records Destroyed	Cubic Feet	Disposal	
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						
							14
			_				

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

Signature

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JUN 18 2002

Carlo Carlos

1 .

Charles County Government 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.

Fiscal Services/ Accounting Division or Unit

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records	Authoriza	tion	Inclusive Dates of	Volume	Date of	Method of Disposa
	(Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Records Destroyed	Cubic Feet	Disposal	
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						
_							
				and the second			

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

lle Signature

Sr. Accountant Title

A CONTRACTOR

JUN 18 2002

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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

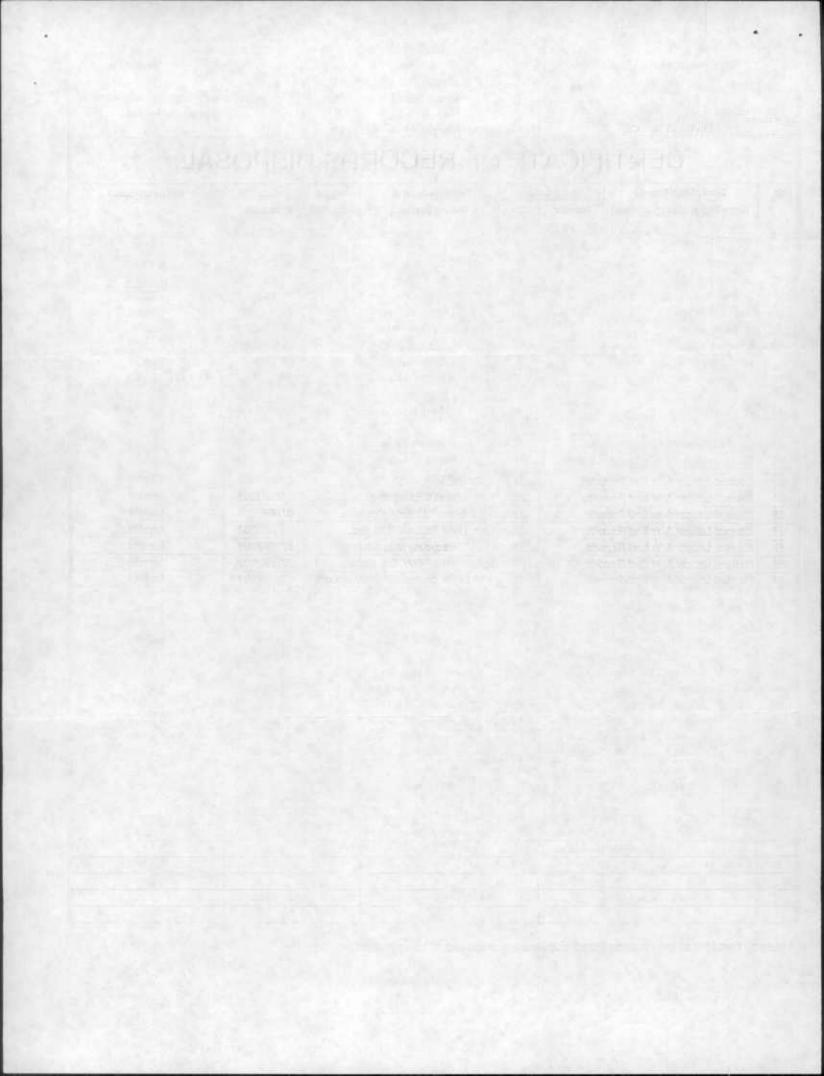
No.	Description of Records	Authorizat	ion	Inclusive Dates of	Volume	Date of	Method of Disposal
	(Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Records Destroyed	Cubic Feet	Disposal	
1-4	Journal Entries	C-834 for all	8	JE's 91 & prior		07/29/2002	Landfill
5	Journal Entries		8	FY92 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 DecMarch		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 F	at Folders F	07/29/2002	Landfill
							Landfill
14	Bank Statements, Cancelled	Checks,	10	Gen. Fund Bank stmts 87-92	2	07/29/2002	Landfill
15	Bank Statements, Cancelled (++	10	A/P checks 4/96-6/96		07/29/2002	Landfill
16	Bank Statements, Cancelled (+	10	A/P checks 7/96-8/96		07/29/2002	Landfill
17	Bank Statements, Cancelled (10	A/P checks 9/96-10/96		07/29/2002	Landfill
18	Bank Statements, Cancelled G	1	10	A/P checks 11/96-12/96		07/29/2002	Landfill
19	Bank Statements, Cancelled	1	10	A/P checks 1/97- 3/97	_	07/29/2002	Landfill
20	Bank Statements, Cancelled		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 (hecks,	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	hecks,	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		10	A/P checks 12/98-1/99		07/29/2002	Landfill
31	Bank Statements, Cancelled		10	A/P checks 2/99-3/99		07/29/2002	Landfill
32	Bank Statements, Cancelled		10	A/P checks 4/99-5/99		07/29/2002	Landfill
33	Bank Statements, Cancelled		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		10	A/P checks		07/29/2002	Landfill
							Landfill
36	General Ledger Account Reco	onciliations	11	FY 94 misc. recons, sub -le	dgers	07/29/2002	Landfill
37	General Ledger Account Reco	onciliations	11	Old seized currency closed		07/29/2002	Landfill
38	General Ledger Account Reco	onciliations	11	Closed CDS folders # 7-30	5, escrows	07/29/2002	Landfill
39	General Ledger Account Reco	onciliations	11	Road Fund expense folders		07/29/2002	Landfill
							Landfill
40	Forms 1099 and Related Rep	orts	12	1099 printouts, rpts, prior y	rs, 1988-89	07/29/2002	Landfill

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

Signature

Sr. Accountant Title

Date



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

> Dept. of General Services Records Mgmt Division 7275 Whter loo Rd (Rte 175) P.D. Box 275 Jessup, MD 20794-0275



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Charles County Government Reporting Agency

Fiscal Services/ Accounting Division or Unit

2

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 Au		tion	Inclusive Dates of	Volume	Date of	Method of Disposal	
	(Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Records Destroyed	Cubic Feet	Disposal		
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 Rep	orts	22	FY95 - W/S billing, old bor	nd files	07/29/2002	Landfill	
52	General Ledger & Yr End Rep	orts	22	Deleted P.O.'s, BA's, Jury	slips	07/29/2002	Landfill	
53	General Ledger & Yr End Rep	orts	22	Sec. 8 1988-June 91		07/29/2002	Landfill	
54	General Ledger & Yr End Rep	orts	22	Sec. 8 Bond \$ Escrows-cl	osed	07/29/2002	Landfill	
55	General Ledger & Yr End Rep	orts	22	1968 Scrics "B" Bond Cou	ipons	07/29/2002	Landfill	
56	General Ledger & Yr End Rep	orts	22	Gen. Fund Recon-FY 94,	etc.	07/29/2002	Landfill	
57	General Ledger & Yr End Rep	orts	22	Landfill Recycling memo b	pinder	07/29/2002	Landfill	
58	General Ledger & Yr End Rep	orts	22	Bank Stmts, ROW, G/L ad	octs	07/29/2002	Landfill	
59	General Ledger & Yr End Rep	orts	22	90-92 P.O. copies, handcu	ut/void cks	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

Allen Mary Prov SEP 11 2002 and the second



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

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

Indian Head District Station 301-743-2222 (Metro) 301-753-6200 La Plata District Station 301-932-2222 (Metro) 301-870-3232 Waldorf District Station 301-932-7777 (Metro) 301-870-6060

AN EQUAL OPPORTUNITY EMPLOYER



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Reporting Agency		-	Services		Prepare in duplicate		
rles County Detention Cent	er		Waterloo Road (Rt	Retain one (1) copy and forward original to address at left.			
Division or Unit		Jess		4-0275			
CERTIFICAT	E OF	R	ECORD	ISPOSAL			
Description of Records	Authoriza	lion	Inclusive Dates of	Volume	Date of	Method of Disposal	
(Same Tille as listed on Schedule)	Retention Schedule No	item No.	Records Destroyed	Cubio Feel	Disposal		
Correspondence Records	C-981	1C	1990-1996	40	10/31/02	Shredded	
Court Records	C-981	9a	1996-2000	84	10/31/02	Shredded	
Disciplinary Actions	C-981	9b	1996-2000	40	10/31/02	Shredded	
Cash & Property Record	C-981	9c	1996-2000	28	10/31/02	Shredded	
Program participation	C-981	9d	1996-2000	12	10/31/02	Shredded	
Intake, Inmates request	C-981	9e	1996-2000	28		Shredded	
Medical Records	C-981	9f	1996-2000	40			
Miscellaneous	C-981	9g	1996-2000	12	10/31/02	Shredded	
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	rles County Detention Cent Division or Unit C E R T I F I C A T Description of Records (Seme Tille as listed on Schedule) Correspondence Records Court Records Disciplinary Actions Cash & Property Record Program participation Intake, Inmates request Medical Records Miscellaneous	Reporting Agency Intes County Detention Center Division or Unit C E R T I F I C A T E O F Authoriza Description of Records (Seme Title as listed on Schedule) Retention Correspondence Records C-981 Court Records C-981 Disciplinary Actions C-981 Program participation C-981 Medical Records C-981 Miscellaneous C-981 Miscellaneous C-981	Reporting Agency Recount riles County Detention Center Jess Division or Unit Jess C E R T I F I C A T E O F R Authorization Description of Records (Seme Title as listed on Schedule) Retention Correspondence Records C-981 9a Disciplinary Actions C-981 9b Cash & Property Record C-981 9c Program participation C-981 9d Intake, Inmates request C-981 9f Miscellaneous C-981 9g Intake, Inmates request C-981 9g Medical Records C-981 9g Medical Records C-981 9g Miscellaneous C-981 9g	Department of Oer Services Records Management II Division or Unit Division or Unit Description of Records (Seme 1)life as listed on Schedule) Retender Mo Description of Records (Seme 1)life as listed on Schedule) Retention Retention Records C-981 1C 1990-1996 Court Records C-981 1C 1990-1996 Court Records C-981 9 1996-2000 Disciplinary Actions C-981 9b 1996-2000 Cash & Property Record C-981 9c 1996-2000 Intake, Inmates request C-981 9f 1996-2000 Medical Records C-981 9f 1996-2000 196-2000 Miscellaneous C-981 9g 1996-2000 196-2000 196-2000 196-2000 196-2000 196-2000 196-2000 196-2000 196-2000 <th< td=""><td>Reporting Agency Services Records Management Division Totivision or Unit Division or Unit Division or Unit Description of Records C E R T I F I C A T E O F R E C O R D S D Description of Records (Seme Tille as listed on Schedule) Records Destroyed Collow Feet Correspondence Records C-981 1C 1990-1996 40 Courrespondence Records C-981 9 1996-2000 84 Disciplinary Actions C-981 9 1996-2000 40 Correspondence Records C-981 9 1996-2000 40 Correspondence Records C-981 9 1996-2000 40 Court Records C-981 9 1996-2000 12 Intake, Inma</td><td>Department of other all Services Prepare Services Prepare Records Management Division 7275 Waterloo Road (Rts. 175) Prepare Division or Unit Description of Records Prepare Description of Records Authorization Inclusive Dates of Cubio Feet Dates of Disporal Description of Records Authorization Inclusive Dates of Cubio Feet Dates of Disporal Outrine on the stated on Schedule) Terms terms to for the state on Schedule) Records Terms ter</td></th<>	Reporting Agency Services Records Management Division Totivision or Unit Division or Unit Division or Unit Description of Records C E R T I F I C A T E O F R E C O R D S D Description of Records (Seme Tille as listed on Schedule) Records Destroyed Collow Feet Correspondence Records C-981 1C 1990-1996 40 Courrespondence Records C-981 9 1996-2000 84 Disciplinary Actions C-981 9 1996-2000 40 Correspondence Records C-981 9 1996-2000 40 Correspondence Records C-981 9 1996-2000 40 Court Records C-981 9 1996-2000 12 Intake, Inma	Department of other all Services Prepare Services Prepare Records Management Division 7275 Waterloo Road (Rts. 175) Prepare Division or Unit Description of Records Prepare Description of Records Authorization Inclusive Dates of Cubio Feet Dates of Disporal Description of Records Authorization Inclusive Dates of Cubio Feet Dates of Disporal Outrine on the stated on Schedule) Terms terms to for the state on Schedule) Records Terms ter	

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

m Signature

11/07/02 Custodian Of Records/Corrections_ Date Title

UGS 550 2 (Rev 1/93).

Figure 9

- 41 - ·

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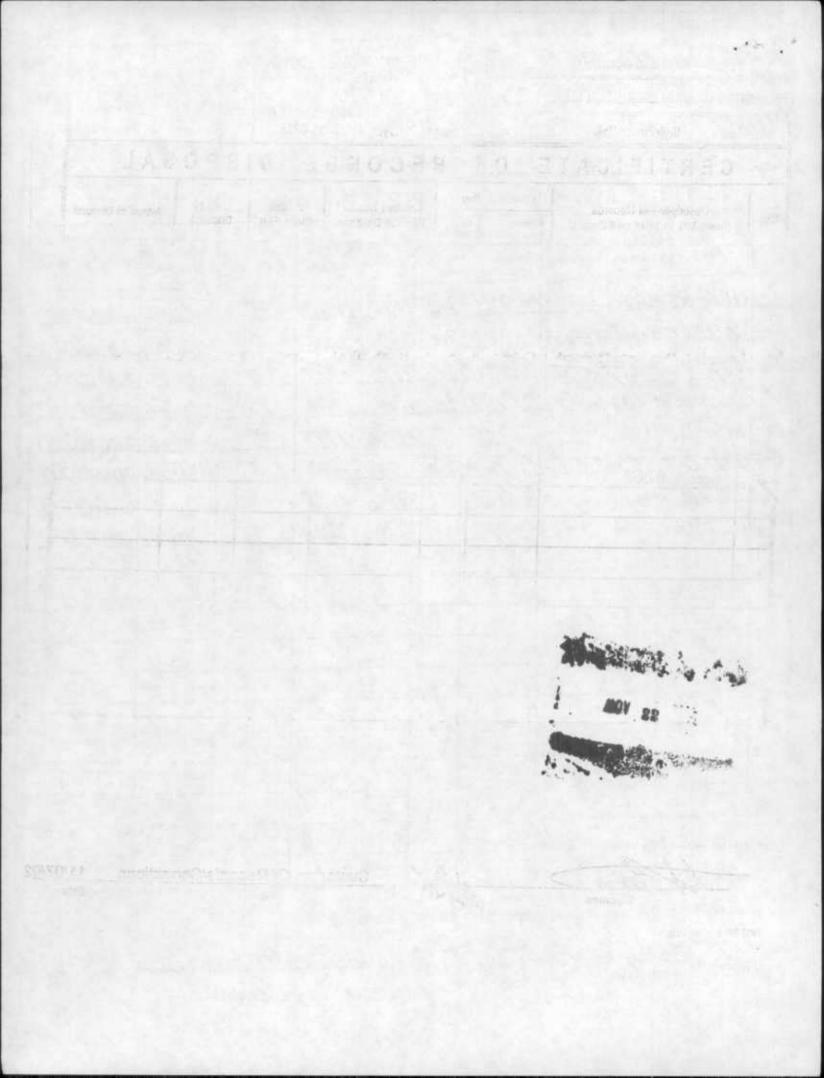
	Reporting Agency Reporting Agency DRDS MANAGEMENT SEC Division or Unit		Rec	epartment of Ge Services ords Management 5 Waterloo Road (R P.O. Box 275	Division		e in duplicate) copy and forward dress at left.
	CERTIFICAT	E OI		RECORD		ISPO	S A I
No.	Description of Records (Same Title es listed on Schedule)	Authoriza		Inclusive Dales of	Volume	Date of	Method of Disposal
1		Schedule No.	No.	Records Destroyed	Cubio Feet	Disposal	
23	VALIDATION RECORDS	C-981	20	1996 -2001	5		SHREDDED SHREDDED
4	MISCETIANEOUS REQUESTS FORCED VETHICLE ENTRY WAIVER OF LIABILITY	C-981	11	1996 - 1997 1996 - 1999	4		SHREDDED SHREDDED
56	TRANSMITTAL FORMS TELETYPE RECORDS	C-981	15	1996 - 1999	3		SHREDDED
7	TRAFFIC WARNINGS	C-981 C-981	2b 7i	1989 - 1998 1995 - 1998	.5		SHREDORD SHREDORD
8_	REQUESTS FOR CHRI	<u>C-981</u>	Ih	2000-2001	1	10/31/02	
					16		
	A Contraction				24		
	1 23 TON 23						
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I hereby certify that the records listed above were disposed of as indicated.

Signature

CUSTODIN OF RECORDS /CCSO 11/07/02 RECORDS MINAGEMENT

UGS 550 2 (Rev 1/93).



Mary's County Health Department Reporting Agency ical/Vital Records Unit Division or Unit	- 7275	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 PREPARE IN DUPL Retain one copy forward original address at left								
CERTIFICA	TEOF	RE	CORDS DI	SPOS	AL					
Description of Records	For Dispo		Thelington P 1							
		Item No.	of Records Destroyed	Cubic Feet	Disposal	Method of Disposal				
	1518	2	1975-1977	4	1/2002	Incineration				
		2	1975-1977	4	1/2002	Incineration				
Measles, Rubella-Rubeola & Polio Campaign Schools A-O	1518	2	1975 - 1977	4	1/2002	Incineration				
Measles, Rubella-Rubeola & Polio Campaign SCHOOLS P-Z	1518	2	1975 -1977	4	1/2002	Incineration				
	Reporting Agency ical/Vital Records Unit Division or Unit CERTIFICA Description of Records (Same Title as Listed on Schedule) IVC 1 - Ridge & Valley Lee IVC 2 - St. Mary's College & Nursing Home Measles, Rubella-Rubeola & Polio Campaign Schools A-0 Measles, Rubella-Rubeola & Polio Campaign	Reporting AgencyDEPART RECOR 7275ical/Vital Records UnitJessDivision or UnitJessC E R T I F I C A T E O FAuthoriza For DispoDescription of Records (Same Title as Listed on Schedule)IVC 1 - Ridge & Valley LeeI518IVC 2 - St. Mary's College & Nursing Home1518Measles, Rubella-Rubeola & Polio Campaign Schools A-01518	Reporting AgencyDEPARTMENT RECORDS MAI RECORDS MAI 7275 Water P.O. Jessup, M.ical/Vital Records UnitP.O. Jessup, M.Division or UnitAuthorization For DisposalDescription of Records (Same Title as Listed on Schedule)Authorization For DisposalIVC 1 - Ridge & Valley Lee15182IVC 2 - St. Mary's College & Nursing Home15182Measles, Rubella-Rubeola & Polio Campaign15182Measles, Rubella-Rubeola & Polio Campaign15182Measles, Rubella-Rubeola & Polio Campaign15182	Reporting AgencyDEPARTMENT OF GENERAL SERVIC RECORDS MANAGEMENT DIVISION 7275 Waterloo Road (Rte. 17 P.O. Box 275 Jessup, Maryland 20794-027ical/Vital Records UnitCERTIFICATE OF RECORDS DIDivision or UnitAuthorization For DisposalDescription of Records (Same Title as Listed on Schedule)Authorization Retention Sched. No.Inclusive Dates of Records DestroyedIVC 1 - Ridge & Valley Lee151821975-1977IVC 2 - St. Mary's College & Nursing Home Schools A-O151821975-1977Measles, Rubella-Rubeola & Polio Campaign Schools A-O151821975 - 1977Measles, Rubella-Rubeola & Polio Campaign151821975 - 1977	Reporting AgencyDEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road (Rte. 175) F.O. Box 275 Jessup, Maryland 20794-0275ical/Vital Records UnitP.O. Box 275 Jessup, Maryland 20794-0275Division or UnitAuthorization For DisposalDescription of Records 	Reporting AgencyDEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275PREPARE Retain forward addressIdl/Vital Records UnitCERTIFICATE OF RECORDS DISPOSALPREPARE Retain forward 20794-0275PREPARE Retain forward addressDivision or UnitAuthorization For Disposal Retention Sched. No.Inclusive Dates pestroyedVolume Cubic DisposalDescription of Records (same Title as Listed on Schedule)Retention Sched. No.Item No.Inclusive Dates pestroyedVolume Litem DisposalDate of Disposal Pate of DisposalIVC 1 - Ridge & Valley Lee151821975-197741/2002IVC 2 - St. Mary's College & Nursing Home Schools A-0151821975 - 197741/2002Measles, Rubella-Rubeola & Polio Campaign Schools A-0151821975 - 197741/2002				

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

Jorra A Broles Signature

Health Records Technician Supervisor Title

1/16/2002

DGS 550-2 (Rev. 10/92)

Date

JAN 22 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

St. Mary's County Dept. of Social Services Procure ment / Office Services Optimion or Burrow

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

DGS 550-2

No.	Description of Records	Autho For D	rizotlon Isposol	Inclusive				
	Include Title and/or Form Number	Retention Sched, No.	liem No.	Doise of Re Disposed		Yolume (Cubic Feet)	Dote of Disposol	Method of Disposal
	Purchase Orders + Reguisition	ons 1023-6	0 25+26	up to 1	10/99	Ret. box	11/7/02	Shred
	Invoices	1023-6	31	up to 10	0/99	2 Ret. box	11/7/02	shred
	Equipment Inventory Reports and Disposal order	1023-6	a 4	1993 to 19	998	1/2 Ret. box	11/7/02	shred
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I hereby certify that the above listed records were disposed of as indicated.

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Agency Procement Specialist 11/7/02

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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

Distri	ict Court of Maryland	Prince Georges	May 3, 2002		Accession 00A269 District #5			
	COURT	COUNTY	DATE					
			Authori	zation			1.000	Method of
Series No.		ns of Records d/or Form Number	Retention Sched. No.	Item No.	 Inclusive Dates of Records Destroyed 	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, landfill, etc.)
		destroy criminal ule 1299)	975		1995	66	7-19-02	Landfille
	Destr	ruction Approved by H	Iall of Records Co	mmissiIter	m on	Destruction	certification	I

MAY 2 3 2002

Date

State Archivist

Stward C. Jeperprup

Signature of Court Official Signature of Court Official

Date

Title

Rev. 10/83 DGS-55Q-9

Instructions for Preparation and Submission on Reverse Side

- 1. PREPARE IN DUPLICATE. LEAVE COLUMNS <u>DATE OF DESTRUCTION</u>, <u>METHOD OF</u> <u>DESTRUCTION</u>, AND <u>DESTRUCTION CERTIFICATION</u> 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 <u>PROPOSAL AND</u> <u>CERTIFICATE OF RECORDS DESTRUCTION</u> 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



RECEIVED

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

5th District Court

Court

Prince George's County

Series		- Authari	zation	Inclusive			Method of Destruction
No.	Description of Records Include Title ond/or Form Number	Retention Sched. No.	ltem No.	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	(Recycle, shred, landfill, etc.)
	Civil Non-Est/Certified Mail			1998	88.0	<	
	Criminal/Traffic Batch Mail			1998	17.0	7/3/ 400+	
	Commissioner Transmittals			1998	10.0)	8/1/02	61
	L & T Default and Dismissals			1998	129.0		(LAND FIL
	Writ Returns for Defaults (L&T)			1998	11.0	7/30/02+ 7/31/02	>M.
	Return mail copies (L&T)			1998	- 11.0	7/31/02	
	14T Writ Transmittals			1998	.1.0	10/0	
	LAT Writ Transmittals LAT Case Transmittals			1998	1.0))
	Destruction Approved by Hall of Records Co	ommission			Destruction Certif	ication	
JUN 1	10 2002 Idward C. P.	sperfuse /		Rette	Arma 12	unewin I	I 8/5/0
1	Date State Ar	chivist		Signature of Co	ur Officiat	Title	Date

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

Instructions for Preparation and Submission on Reverse Side

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AUG 14 2002

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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

	COURT	COUNTY	DATE Janua	ary 18, 2002	istrict #06			
			Authori	zation				Method of
Series No.	Description: Include Title and	s of Records /or Form Number	Retention Sched. No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, landfill etc.)
	Strip inside mate	erial only (Civil)	975	Sec 2 II	1989	260	8-14-02	Landfilled

Destruction Approved by Hall of Records Commissiltem on

Destruction certification

APR 0 9 2002

Sdward C. Jeperfore &

Catricia Buchanden Sup Signature of Court Official Title

8-14-02

Date

State Archivist

Instructions for Preparation and Submission on Reverse Side

Date

Rev. 10/83 DGS-55Q-9

AUG 16 7002

DEPARTMENT OF GENERAL SERVICES Hall of Records Cammissian Recards Management Divisian Treasury Building, Rm. 302 Annapolis, Maryland 21401

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland, Montgomery County Court County

Series No.	Description of Records Include Title ond/or Form Number	Authorization		Inclusive		Datasé	Method of Destruction
		Retention Sched. No.	ltem No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	(Recycle, shred, Iondfill, etc.)
	ACCOUNTING RECORDS Cancelled Checks Check request forms Bank reconcilatons			1993 to 1995	47	× 4/18/02	Landfill
	Cashiers daily work Trial Balances sheets Ledger cards Comm Receipt books Register tapes Transcript forms DCA27 Traf/Crim Dpay Reports						
	Destruction Approved by Hall of Record	de Commission			Destruction Certi	fication	
	12 2001 Strand C.	e Archivist	4	Signeture of Cour	di 4	<u>is calupers</u> Title	Ma 4/18/0 Date
D	Date State Archivist				or Preparation and S		

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of MD #6, Montgomery County Court County

DGS-RM-550-9

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive			Method of Destruction
		Retention Sched. No.	ltem Na.	Dotes of Records Destroyed	Volume (Cuhic Feet)	Date of Destruction	(Recycle, shred, landAll, etc.)
	1993 1996 Criminal Expungements			1993 thru 1996	142	_A8本户 SI 04/10/02	redded & Landfi
MAR 1 2		ds Commission e Archivist	× fr	Signature of Cou	Destruction Cert	ification Inpervise Title	-I 4/10/07 Date

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

February DISTRICT COURT. MONTGOMERY COUNTY 10.2.01 DATE Buch Mathind of Authorization Inclusive Destruction Dateof Volume * Seclar Datas of Records (Recycle, shind, Description of Records Destruction (Cubie Foot) Ha. Include Title and/or Form Number -Destroyed landfill, atc.) Retention ttem Sched. No. No. JAN 1994 LANDFILL 975 1.31.02 COURTROOM LOGSHEETS 60 SECTION IT THRU DEC 1996 LANDFILL 1.31.02 1997 6 ELECTRONIC DAT TAPES **Destruction** Certification Destruction Approved by Hall of Records Commission NGT 2 2 2001 . opendents Larand Ci. Signature of Court Official State Archivist Date

CLERE'S OFFICE DISTRICT COURT #6

JAN 17 2002

RECEIVED

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 GO. Reporting Agency

PROPERTY TAX ASSESSMENT APPEALS BOARDS - CENTRAL OPFICE

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

	Durantin (Durat		rization ispasal	Inclusive			Wethod of	
No.	. Description of Records Include Title end/or Form Number	Resention Sched. No.	ltem No.	Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	ic acqui	
1	CASE FILES	1186)	1998 LEVY YEAR	11 Cu.Ft	3/28/2002	MONTGOMULY CO- WASTE MANAGGNT FACILITY - ROCKUILL	
	RECEIVED APR - 1 2002							
	PROPERTY TAX ASSESSMENT APPEALS BOARD							

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

Usly omendes Signature

CLERK TO THE BOARD Title

3 28/2002

DGS 550-2

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	CERTIF	STATE 7275 W Jessu	RECORDS M Vaterloo F P.O. E Ip, Maryla	ENERAL SERVICES ANAGEMENT CENTER Road (Rte. 175) Box 275 and 20794-0275	SAL		
A.A. De Ja	Co. Health Reporting Agency Musen g Comm. " Emi Division or Bureou autam Engeneers	Health				PREPARE IN DU Retain one capy a original to above a	and the second se
No.	Description of Records Include Title and/or Form Number	For D	ization isposat	Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposel
		Retention Sched. No.	ltem No.				
	Perc-Files	842	36	1990 1991 (all records) (scanned)	1000 аррин	3/2002	Recycle

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

At alm Specialist 3 2002 Dete The Signature

DGS 550-2

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

1/25/02

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

Date

0	Description of Records	Authoriz	zation	Inclusive Dates of Records	Walana	Date of	Method of Destruction
Series N ^o	Include Title and/or Form Number	Retention Schedule N ^o	Item N ^o	Destroyed	Volume (Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	Civil "A & D" Boxes Request permission to strip and destroy stripped materiel only	975		1995 Civil Satisfied	109		Landfill
FEB 1 3 20	Destruction Approved by Hall of Destruction Approved by Hall of	f Records Commis	ssion	8000		Certification	
Date Rev. 10/83	State A	rchivist		Signature of Court Instruction		e Dat	e

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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

COURT COUNTY	DATE					
	Authori	zation		Volume (Cubic Feet)	1.5	Method of Destruction (Recycle, shred, landfill, etc.)
Descriptions of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed		Date of Destruction	
Microfilm and destroy criminal (Md Rule 1299)	975		1996	1	6-20-02	Lardfill
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Commissinem on

Title

MAY 2 3 2002

Date

froand C. ane State Archivist

Signature of Court Official

pl 6-20-02 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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

100	COURT	DATE	_District #5			
Series No.	Descriptions of Records Include Title and/or Form Number	Authorization Resention Sched. No. No.		Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, ctc.)
	Microfilm and destroy criminal (Md Rule 1299)	975	1996	1		C 12 NUL
	Destruction Approved by H	all of Records Commissi C. Paperper Ja	Item on	Destruction c	ertification	

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

D	strict Court of Maryland	Anne Arundel	May 2	4, 2002	Accessio	00 A273			
	COURT	COUNTY	DATE	I	District #7-1	00 A273			
			Authoriza	ation					
Series No.	Descriptions of Records Include Title and/or Form Number		Retention Sched. No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill etc.)	
	Crim Microfilm and destro		975 Sec V		1996	43	9-12-02	Landfilled	
							2		

Destruction Approved by Hall of Records Commission

Destruction certification

1011 1 8 2002 Date

Sdward C. Japanper h

State Archivist

Signature of Court Official Title Date

Rev. 10/83 GS-55Q-9

Instructions for Preparation and Submission on Reverse Side

and the second SEP 18 2002

D.C. Cert.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

<u>District C</u> Co	ourt of Maryland for Anne Arund urt County	el County #7	Date	<u>3/13/02</u>			
g .	Description of Records Include Title and/or Form Number	Authoriz	zation	Inclusive Datcs of Records			Method of Destruction
Series N ^o		Retention Schedule N ^o	Item Nº	Destroyed	Volume (Cubic Feet)	Date of Destruction	(Recyclc, shred, landfill, etc.)
	Civil "D" Boxes Request permission to strip and destroy stripped materiel only	975		1997 Civil Satisfied	90	5-29-07	Landfill
MAR	Destruction Approved by Hall of 2 5 2002	f Records Commis		Boluto	Destruction (Certification	5-3-02
Date Rev. 10/18	State An DGS-550-9	rchivist		Signature of Court Of Instruction	ficial	Fitle 1 Submission on Reve	Date

A State State State A State of the sta JUN 11 7002

MARYLAND STATE ARCHIVES RECEIVEI MAR 20 2002 Nº V .m .

RECEIVED 2002 JUN -3 P 1: 30 DISTRICT COURT HEADQUARTERS

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COULCT HQ Anne Arunda 420 00 COUNTY DATE

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		Autho	orization	Induction	The Lot of Rome		Method of
Series No.	Description of Records include Title and/or Form Number	Retention Sched. No.	ltem No.	Inclusive Dates of Records Destroyed	Volume (Cubic Foot)	Date of Destruction	Destruction (Recycle, shred, landfill, etc.)
	Expense Reports, mileage reports, Account payable Approaces	975	Section V, I. Accounti Miss,		204. Cubic. Feet	May 30,02	Landfille
	Destruction Approved by Hall of Records	Commission			Destruction Certi	fication	
MAY 2 3 D	2002 Stward C. 1	//	1.	Patricial Signature of Cour	Buchaner	-Supl Title	530-02 Date

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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, MARYLAND 20794.
- 3. THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE PROPOSAL AND <u>CERTIFICATE OF RECORDS DESTRUCTION</u> FORMS TO THE STATE ARCHIVIST FOR APPROVAL. IF THE RECORDS PROPOSED FOR DESTRUCTION ARE CONSIDERED BY THE STATE ARCHIVIST TO BE OF ARCHIVAL VALUE, ARRANGEMENTS WILL BE MADE FOR TRANSFER TO THE HALL OF RECORDS.
- 4. IF THE STATE ARCHIVIST APPROVES THE DESTRUCTION, BOTH COPIES WILL BE SIGNED AND RETURNED TO THE COURT. UPON RECEIPT, INDICATE THE DATE AND METHOD OF DESTRUCTION IN THE PROPER COLUMNS, AND HAVE THE DESTRUCTION CERTIFICATE SIGNED BY A COURT OFFICIAL (TO BE A PERSON OF THE RANK OF RECORDS MANAGER, SECTION SUPERVISOR OR ABOVE). RETAIN ONE COPY FOR YOUR FILE, AND FORWARD THE SECOND COPY TO THE RECORDS MANAGEMENT DIVISION AT THE ABOVE ADDRESS. (DISTRICT COURTS MUST SEND 1 COPY TO THE CHIEF CLERK'S OFFICE.)
- 5. FOR YOUR INFORMATION -

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CNE LETTER-SIZE FILE DRAWER = 1.3 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

30

ACCESSION NUMBERS 99A4 00A64

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Series	Descriptions of Records	Authorization		Inclusive			Method of
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, landfill, etc.)
	DESTROY SUMMARY REPORTS,Z REPORTS BAD CHECKS, UNIDENTIFIED, CASHIER REPORTS, DAILY RECEIPTS SUMMARY, EXCEPTION JOURNALS	975	1A	JANUÄRY 1995 thru DECEMBER 1998	33	5-3-020	landfl
MAR	2 5 2002 Destruction Approved by Hall of Records Commiss	Paperfe	nep	Destruction Certific		en Sup	1 5-

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

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ACCESSION NUMBERS 99A4 00A64

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Series	Descriptions of Records	Author	rization	Inclusive	Volume		Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	(Cubic Feet)	Date of Destruction	(Recycle, sh landfill, et
	DESTROY SUMMARY REPORTS,Z REPORTS BAD CHECKS, UNIDENTIFIED, CASHIER REPORTS, DAILY RECEIPTS SUMMARY, EXCEPTION JOURNALS	975	1A	JANUÄRY 1995 thru DECEMBER 1998	33	5-3-024	landfi
						1. A.A.	
	Destruction Approved by Hall of Records Commis	sion		Destruction Certifica	tion		
MAR	2 5 2002. Destruction Approved by Hall of Records Commis Livrand C.	Laperfe	nip	Lat.	00.1	vin Sup	1 1

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	CERTIN	STATE 7275	RECORDS M Waterloo H P.O. H up, Maryla	GENERAL SERVICES ANAGEMENT CENTER Road (Rte. 175) Box 275 and 20794-0275	OSAL		
de la	H. Co. Health Wisist of Community ; Division or Bureau	En.Al	th			PREPARE IN DU Retain one copy o original to obove	
		Autho For D	rizotion	Inclusive			
No.	Description of Records Include Title ond/or Form Number	Retention Sched. No.	item No.	Dotes of Records Disposed of	Volume (Cubic Feet)	Dote of Disposol	Method of Disposel
	Pool Permits	842	4(1998	150 approx.	3/13/02	Krcycle
	I hereby ce Danoy Schumach Signoture	rtify that the a	bove listed r Sec	ecords were disposed of a	os indicated. 3)14/07 Doto	21	DGS 550-2 .

A State A MAY 6 2002 alight a start start when

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

<u>6/28/02</u> Date

Series Nº	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Value	Deta	Method of Destruction
		Retention Schedule Nº	Item Nº	Destroyed	Volume (Cubic Feet)	Date of Destruction	(Recycle, shred, landfill, etc.)
	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 2 2 2002 Date Date Destruction Approved by Hall of Records Commission State Archivist				Destruction Certification <u>Seberah 7. Cox</u> <u>Suvesion Chief</u> 8-28-02 Signature of Court Official Title Date			
Date State Archivist Rev. 10/83 DGS-550-9				Signature of Court Official Title Date Instructions for Preparation and Submission on Reverse Side			

SEF 17 2002

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7 Court County <u>6/28/02</u> Date

Series N ^o	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume	Date of	Method of Destruction
		Retention Schedule №	Item Nº	Destroyed	(Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	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
JUL 2 2 2 Date Rev. 10/8		of Records Commi <u>Paperfuse</u> h Archivist		Signature of Court	by Divesion	le Da	te

SEP 18 2002

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Anne Arundel County #7 Court County <u>6/28/02</u> Date

Series Nº	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records		D	Method of Destruction
		Retention Schedule N ^o	Item Nº	Destroyed	Volume (Cubic Feet)	Date of Destruction	(Recycle, shred, landfill, etc.)
	Criminal Record Expundged Cases	975		1-1-98- 12-31-98	8.0		Shred 8-12-02
⁷ JUL 2 2 1 Date Rev. 10/83	State A	of Records Commis	sion	Signature of Court	Destruction <u>Cay</u> <u>Division</u> C Official Titl ons for Preparation an	huj <u>8-28-</u> 03 e Dat	2 e

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SEP 17 2002



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



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

Sanitary Englieuring Dyision or Bureou

PREPARE IN DUPLICATE

Retain one capy and forward original to abave address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dotes of Records	Volume	Dote of	Method of
		Retention Sched. No.	item No.	Disposed of	(Cubic Foot)	Disposol	Disposol
	Building Permits well only 1994-1999	842.	No Item # for this	1994-1999		9-37-2002	reapee

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

Signoture

Program Mahagen

DGS 550-2





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:

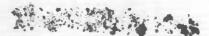
Enclosed are the "Certificates of Record Disposal" for the records that my office disposed of during the academic (fiscal) year 2001-2002. The year started in July 2001, but you will note that some records were destroyed before July 2001 because the records reached the end of their retention periods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

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

Sincerely,

obert V. Felter

Robert O. Felter Records Retention Office



DEC 11 7002

40 years of success at anne arundel community college



Her State and <u>11</u> 336 Recently of the second

 Anne Arundel Community College Reporting Agency Development/Alumni/Foundation 				Department of G Services cords Management	Prepare in duplicate Retain one (1) copy and forward original to address at left.		
				275 Waterloo Road (I P.O. Box 275			
	Division or Unit	=	ssup, Maryland 207				
	CERTIFICAT	E O	F	RECORD	S D	ISPO	SAL
No.	Disposal during FY2002 Description of Records	Authorization		Inclusive Dates of	Volume	Date of	
140.	(Same Title as listed on Schedule)	Retention Schedule No.	llem No.	Records Destroyed	Cubic Feet	Disposal	Method of Disposal
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
		•				<u></u>	

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

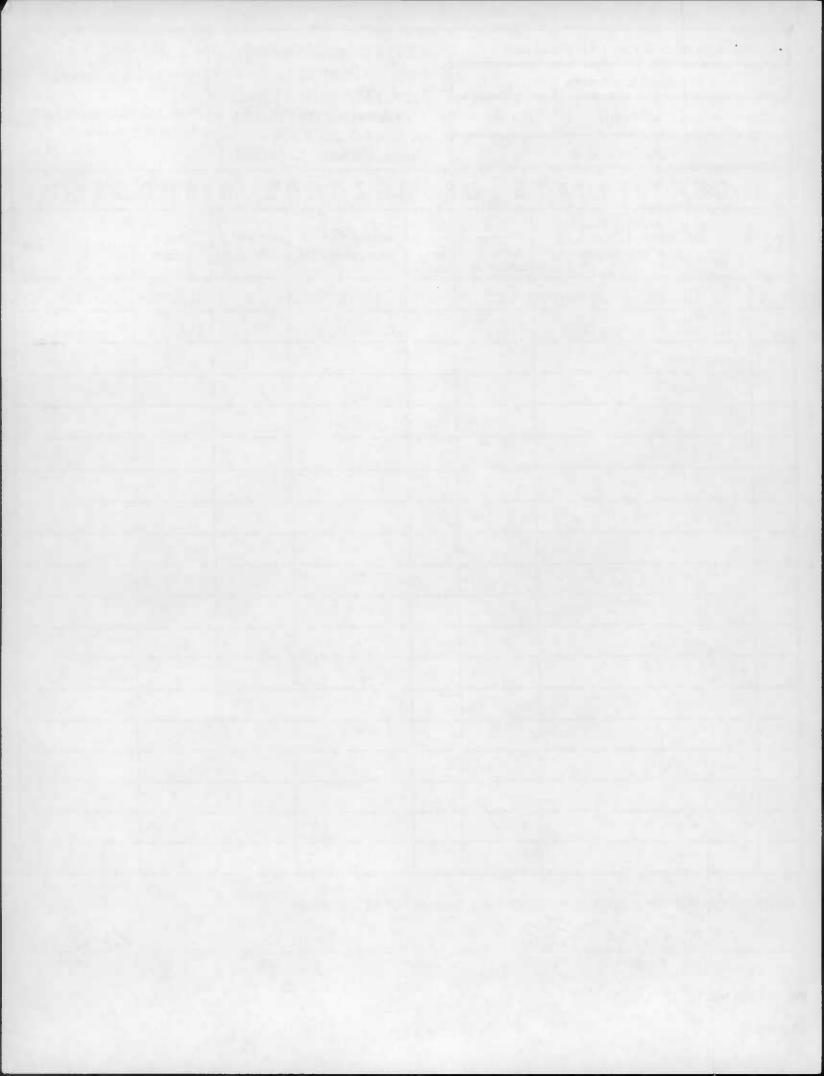
Signature

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

Title

Date

Records Retention Manager



• A	nne Arundel Community Colleg Reporting Agency	;e		Department of G Services	Prepa	are in duplicate	
H	uman Resources			cords Management 75 Waterloo Road (1 P.O. Box 275		Retain one (1) copy and forward original to address at left.	
	Division or Unit		Je	ssup, Maryland 207			
	CERTIFICAT	E O	F .	RECORD	S D	ISPO	SAL
	Disposal during FY2002 Description of Records	Authoriz	ation	Inclusive Dates of	Volume	Date of	
No.	(Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Records Destroyed	Cubic Feet	Disposal	Method of Disposal
1	Office Files-Correspondence prior to 1993 & 1993-94	1907	1	1/1993-6/1994	1	12/2001	shredded
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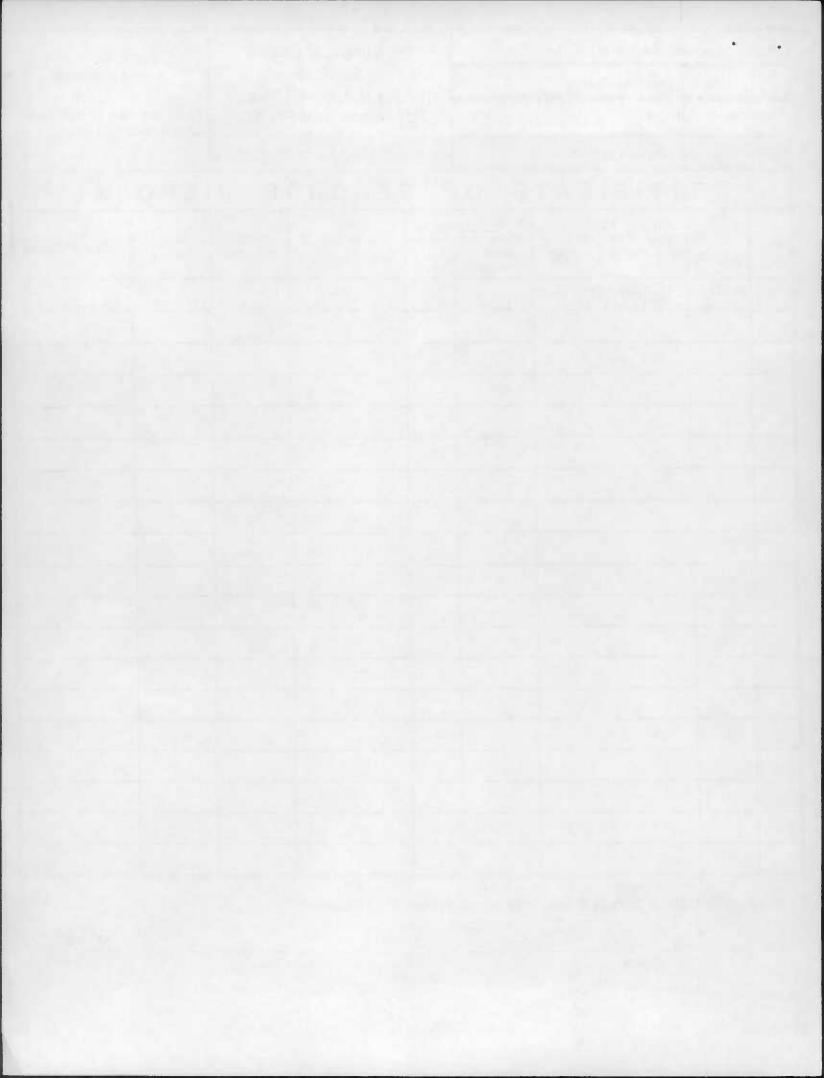
bert . Yelle

Signature

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

Title Records Retention Manager

2112 Date



• Ar	nne Arundel Community Colleg	;e		Department of G Services	Bree	an in dustingto			
	Reporting Agency		Re	cords Managemen	Prepare in duplicate				
	Grants Developme	ent	72	75 Waterloo Road (P.O. Box 275		La contra con	(1) copy and forward address at left.		
	Division or Unit		Je	ssup, Maryland 207		5			
	CERTIFICAT	E O	F	RECORD	S D	ISPO	SPOSAL		
	Disposal during FY2002 Description of Records	Authoriz	ation	Inclusive Dates of	Volume	Date of			
No.	(Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Records Destroyed	Cubic Feet	Disposal	Method of Disposal		
1	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		
_						4			
					12				
				/					
						14			

17 Felter 0

Signature

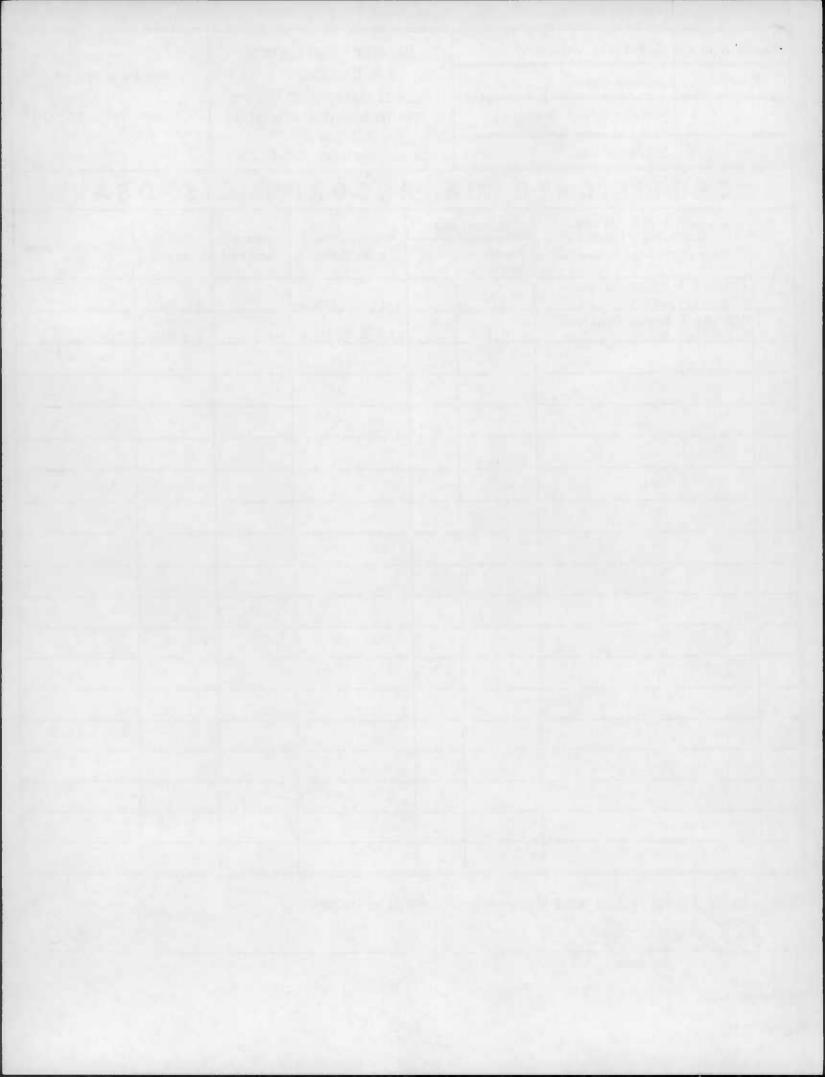
DGS 550-2 (Rev. 1/93). Robert O. Felter

Title

2002

Date

Records Retention Manager



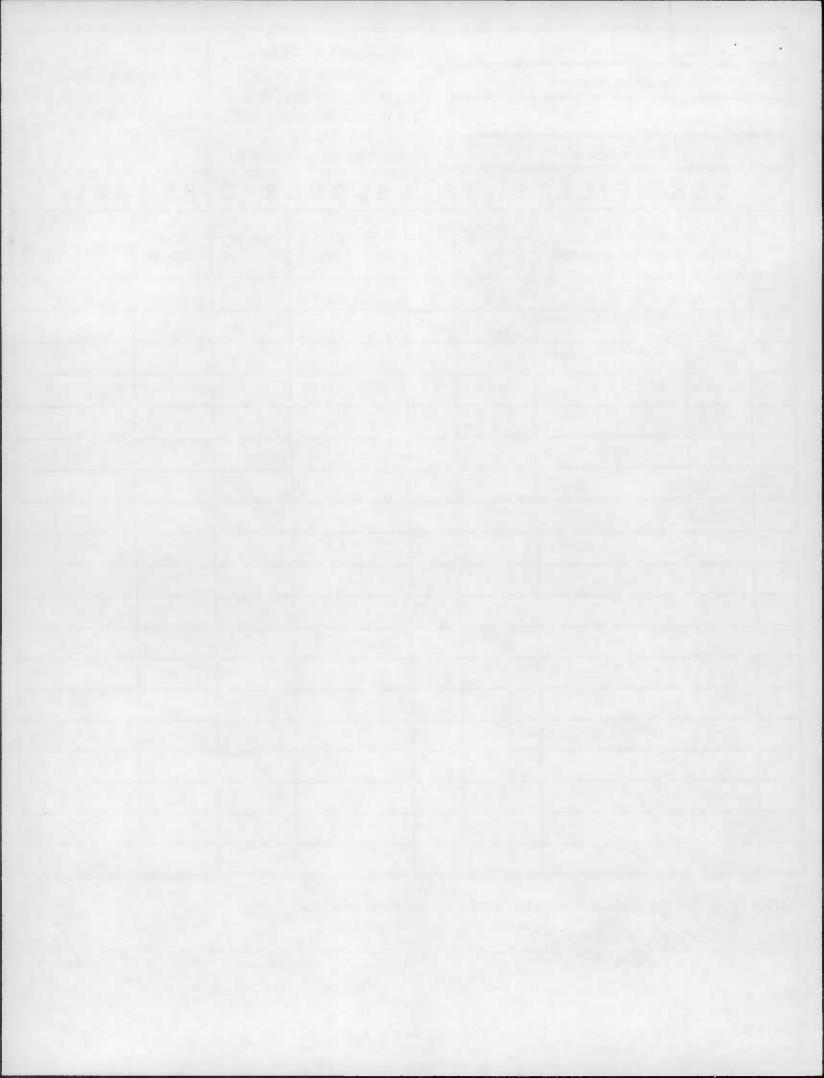
	.ege		Department of G Services	Prep	Prepare in duplicate Retain one (1) copy and forward original to address at left.	
Purchasing			275 Waterloo Road (F	Retain one		
Division or Unit		Je		94-0275		
CERTIFICAT	E O	F	RECORD	ISPO	SPOSAL	
Disposal during FY2002	Authoriz	ation	Inclusive Dates of	Volumo	Data of	
(Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Records Destroyed	Cubic Feet	Disposal	Method of Disposal
Bids FY1994	1910	3	7/1993-6/1994	8	3/2002	shredded
Contracts	1910	3	7/1988-6/1994	1	8/2001	shredded
01/01/93-12/31/93	1910	3	7/1991-12/1993	3	7/2001	shredded
Purchase orders FY95	1910	2	7/1994-6/1995	7	7/2001	destroyed by SRMC
				49		
				(\		
					_	
	Reporting Agency Purchasing Division or Unit CERTIFICAT Disposal during FY2002 Description of Records (Same Title as listed on Schedule) Bids FY1994 Bids FY88-FY94 Food Servic Contracts Bids FY92 & Food Contract 01/01/93-12/31/93 Purchase orders FY95 	Purchasing Division or Unit CERTIFICATE O Disposal during FY2002 Description of Records (Same Title as listed on Schedule) Retention Schedule No. Bids FY1994 Bids FY88-FY94 Food Servic Contracts 01/01/93-12/31/93 Purchase orders FY95 1910 	Reporting Agency Purchasing Division or Unit Division or Unit CERTIFICATE OF Authorization Retention Disposal during FY2002 Description of Records (Same Title as listed on Schedule) Authorization Bids FY1994 1910 3 Bids FY1994 1910 3 Bids FY88-FY94 Food Servic 1910 3 Contracts 1910 3 Purchase orders FY95 1910 2	Services Reporting Agency Purchasing Division or Unit Disposal during FY2002 Description of Records (Same Title as listed on Schedule) Authorization Inclusive Dates of Records Destroyed Bids FY1994 1910 3 7/1993-6/1994 1910 3 7/1993-6/1994 Bids FY92 & Food Contract 1910 3 7/1988-6/1994 Bids FY92 & Food Contract 1910 3 7/1994-6/1995 Purchase orders FY95 1910 2 7/1994-6/1995 Image: difference Image: difference Image: difference Image: difference Image: difference Image: difference Image: difference Image: difference Image: difference	Services Reporting Agency Purchasing Division or Unit Division or Unit Division or Unit CERTIFICATE OF RECORDS D Disposal during FY2002 Description of Records (Same Title as listed on Schedule) Authorization Inclusive Dates of Records Destroyed Volume Cubic Feet Bids FY1994 1910 3 7/1993-6/1994 8 Bids FY88-FY94 Food Service Contracts 1910 3 7/1988-6/1994 1 Bids FY92 & Food Contract 01/01/93-12/31/93 1910 3 7/1991-12/1993 3 Purchase orders FY95 1910 2 7/1994-6/1995 7 Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2"Colspa="2"Colspa="2"Colspa="2"Colspan="2"Colspan="2"Colspan="2"Colspan="	Services Prep. Services Prep. Purchasing Prep. Division or Unit Services Prep. Division or Unit Prep. Records Management Division 7275 Waterloo Road (Rte. 175) Prep. Division or Unit CEERTIFICATE OF RECORDS DISPO Disposal during FY2002 Authorization Inclusive Dates of Volume Date of Disposal during FY2002 Authorization Inclusive Dates of Volume Date of Disposal during FY2002 Authorization Inclusive Dates of Volume Date of Same Title as listed on Schedule) No. Retention Schedule No. No. Bate of Disposal Bids FY1994 1910 3 7/1993-6/1994 8 3/2002 Bids FY82 & Food Contract 1910 3 7/1991-12/1993 3 7/2001 Purchase orders FY95 1910 2 7/1994-6/1995 7 <td< td=""></td<>

Signature

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

Robert O. Felter

Title Records Retention Manager Date



· A	nne Arundel Community Colle	ge	-	Department of G Services	eneral	Prepa	are in duplicate
In	Reporting Agency			cords Managemen 75 Waterloo Road (Retain one	Retain one (1) copy and forward original to address at left.	
	Division or Unit		Je	P.O. Box 275 ssup, Maryland 207		i unginar tu a	iduress at leit.
	CERTIFICAT	E O	F	RECORD	S D	ISPO	SAL
	Disposal during FY2002 Description of Records	Authoriz	ation	Inclusive Dates of	Volume	Date of	
No.	(Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Records Destroyed	Cubic Feet	Disposal	Method of Disposal
1	Office Files-Technology Team Files 1995-96	1913	1	7/1995-6/1996	1	1/2002	shredded
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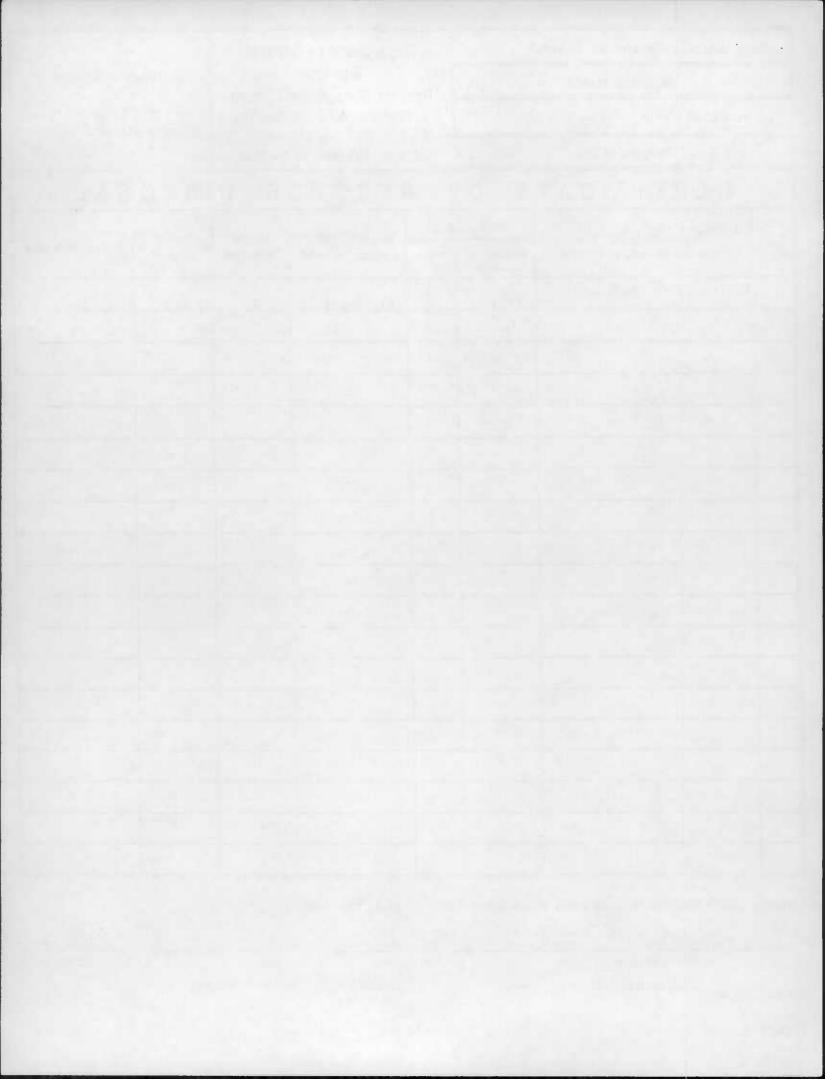
Signature

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

Records Retention Manager

Title

12002



• Ar	ne Arundel Community Colles	ge		Department of Ge Services	eneral	Prep	are in duplicate
F	acilities			cords Management 275 Waterloo Road (F P.O. Box 275	Retain one	Retain one (1) copy and forward original to address at left.	
	Division or Unit		Je	essup, Maryland 207			
	CERTIFICAT	ΕO	F	RECORD	S D	ISPO	SAL
	Disposal during FY2002 Description of Records	Authoriz	ation	Inclusive Dates of	Volume	Date of	
No.	(Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Records Destroyed	Cubic Feet	Disposal	Method of Disposal
1	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
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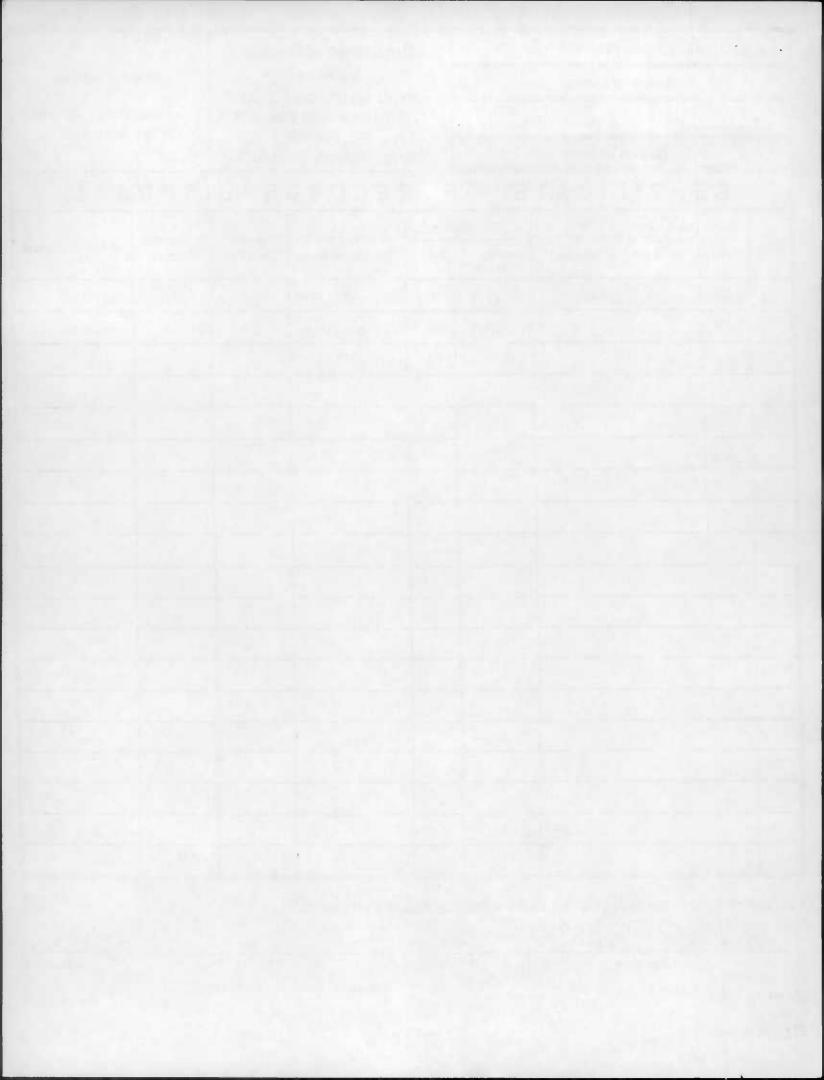
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Signature

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

Title Records Retention Manager

2002 Date



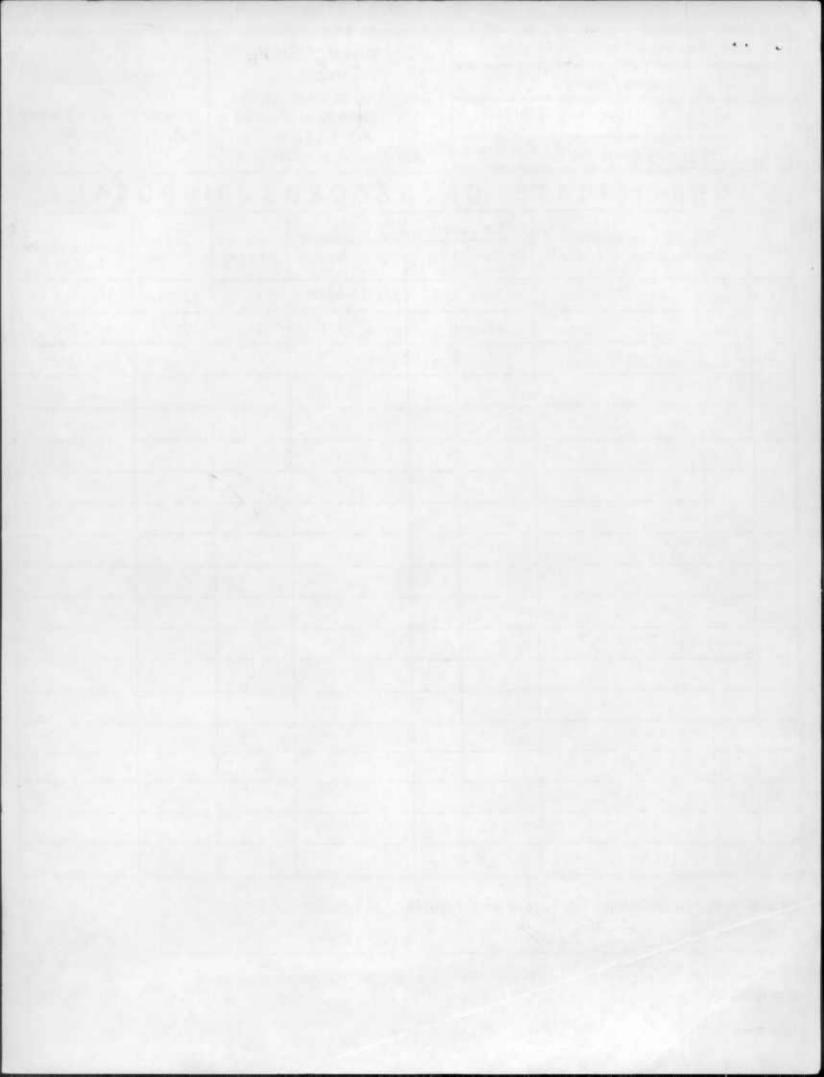
	Anne Arundel Community Coll	ege		Department of G Services	eneral	Propa	re in duplicate	
	Reporting Agency		Re	cords Management	Prepare in duplicate Retain one (1) copy and forward original to address at left.			
A	llied Health (Instructional	Office)		75 Waterloo Road (I P.O. Box 275				
Disp	osal FY2002Division or Unit		Je	ssup, Maryland 207	94-0275			
	CERTIFICAT	E O	F	F RECORDS D			ISPOSAL	
	Disposal during FY2002 Description of Records	Authoriz	ation	Inclusive Dates of	Volume	Date of		
No.	(Same Title as listed on Schedule)	Retention Schedule No.	item No.	Records Destroyed	Cubic Feet	Disposal	Method of Disposal	
1	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	
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Signature

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

Title Reocords Retention Manager



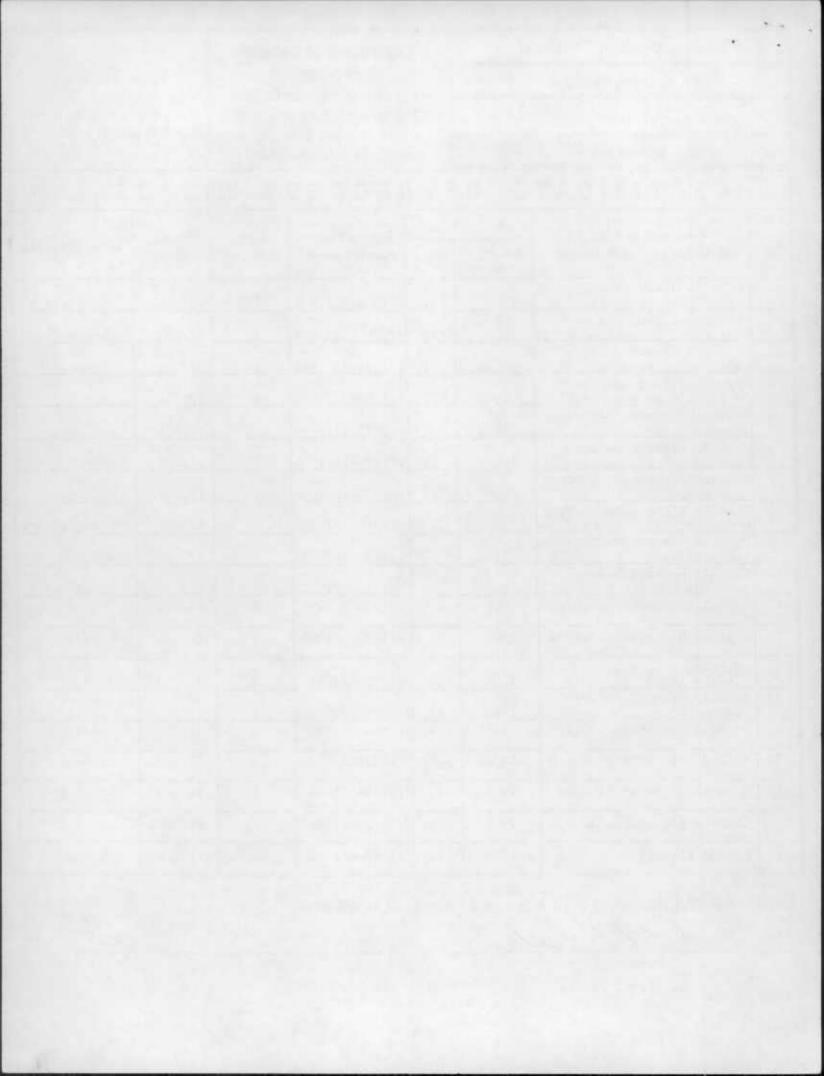
· A	nne Arundel Community Colleg Reporting Agency	e		Department of G Services	Prep	Prepare in duplicate Retain one (1) copy and forward original to address at left.	
	Business Office		-	ecords Management 275 Waterloo Road (I RO Rox 275			
	Division or Unit		J	P.O. Box 275 Jessup, Maryland 20794-0275			
	CERTIFICAT	E O	F	RECORD	S D	ISPO	SAL
	Disposal during FY2002 Description of Records	Authoriz	ation	Inclusive Dates of	Volume	Date of	
No.	(Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Records Destroyed	Cubic Feet	Disposal	Method of Disposal
1	Payroll disbursements-time transact'n proof list	1908	27	1/1994-12/1994	1	2/2002	shredded
2	Payroll disbursements- voluntary deductions PPJ07		27	1/1994-12/1994	2	2/2002	shredded
	Payroll disbursements- voluntary deductions PPJ07	4 <u>1908</u>	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-con- tracts & cover sheets	1908	27	1/1994-12/1994	1	1/2002	shredded
8	Payroll disbursements-FICA Codes&Verification of Title	s 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

Signature

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

Title Records Retention Manager Date

.



-	Anne Arundel Community Coll	ege		Department of G	eneral				
	Reporting Agency		Re	Services cords Management	Prepare in duplicate				
	Business Office			75 Waterloo Road (I	1	Retain one (1) copy and forward			
	Division or Unit		Je	P.O. Box 275 ssup, Maryland 207	94-0275		original to address at left.		
	CERTIFICAT	E O	F RECORDS DISPOSAL						
	Disposal during FY2002 Description of Records	Authoriz	ation	Inclusive Dates of	Volume	Date of			
No.	(Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Records Destroyed	Cubic Feet	Disposal	Method of Disposal		
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-ADO18 void checks & handdraws-FY	1908 87	27	7/1986-6/1987	1	7/2001	shredded		
25	Vouchers FY94	1908	10	7/1993-6/1994	18	7/2001	distroyed by SRMC		
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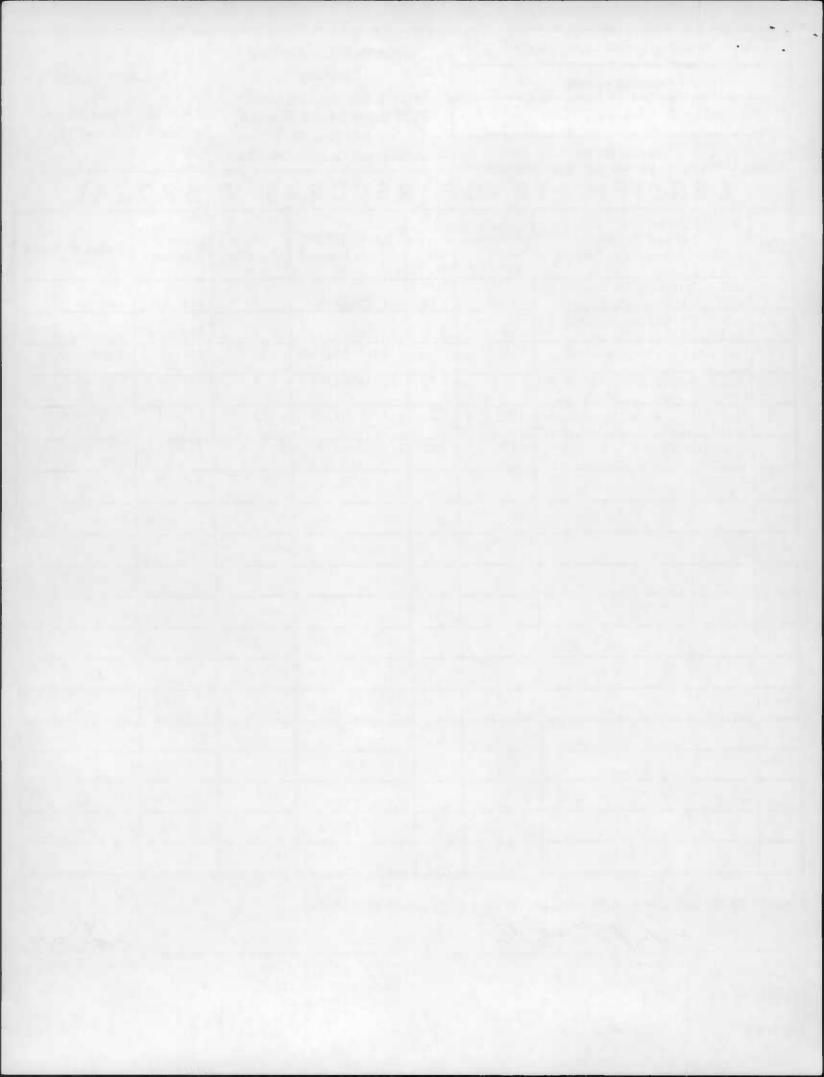
Signature

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

Robert O. Felter

Title Records Retention Manager

Date



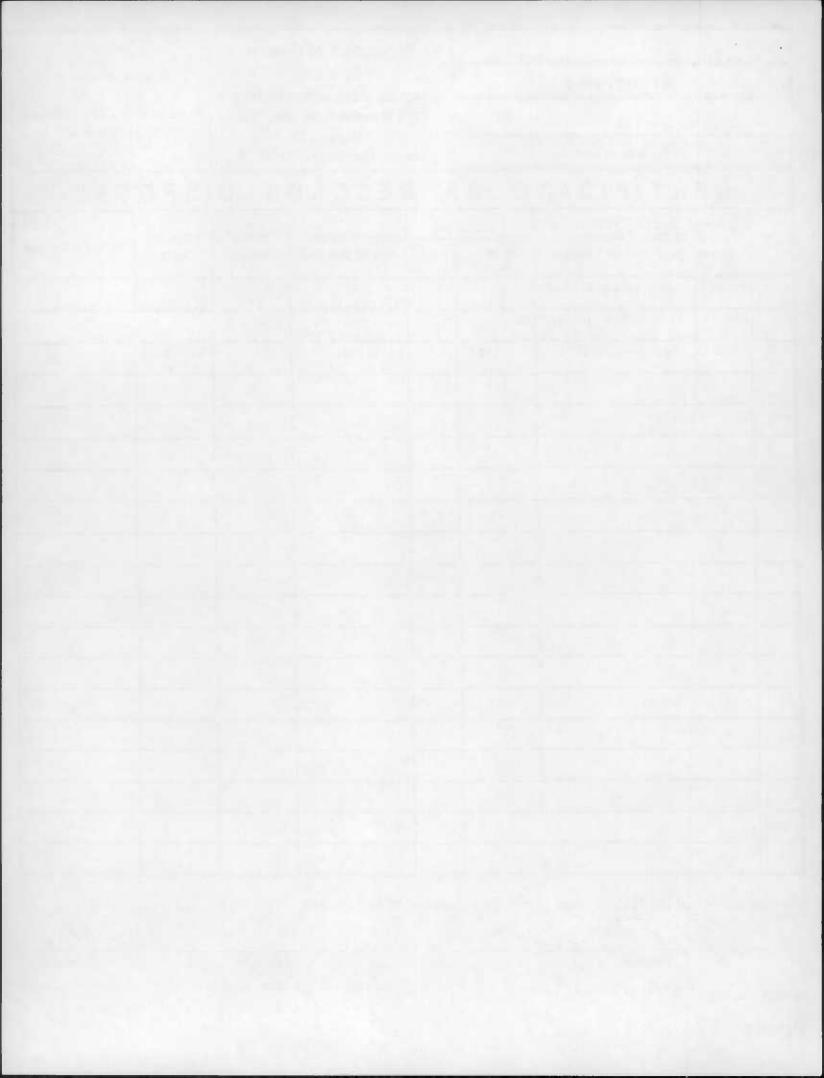
1 V	CERTIFICAT isposal during FY2002 Description of Records (Same Title as listed on Schedule) Tehicle assistance & equip ists & rosters ffice files-crime prevent eminders: time sheets: tap	E O I Authoriza Retention Schedule No.		RECORD Inclusive Dates of Records Destroyed	Volume	ISPO Date of	SAL
1 V	(Same Title as listed on Schedule) Tehicle assistance & equip ists & rosters ffice files-crime prevent	Retention Schedule No.	Item			Date of	
1 V	(Same Title as listed on Schedule) Tehicle assistance & equip ists & rosters ffice files-crime prevent	Schedule No.					
1	ists & rosters ffice files-crime prevent	1912		1	Cubic Feet	Disposal	Method of Disposal
2 0			4	01/1997-12/1998	1	01/2002	shredded
r	ecurity Log Book CY1991		1	1/1997-12/1998 1/1991-12/1991	1	01/2002 01/2002	shredded disposed by
						<u>`</u>	SRMC
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Signature

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

Records Retention Manager

Title



-	Anne Arundel Community Colle	ge		Department of G	eneral		
Fir	Reporting Agency mancial Aid, Veteran, and Sch Office	nolarships		Services cords Management 75 Waterloo Road (I P.O. Box 275	Retain one	are in duplicate (1) copy and forward address at left.	
	Division or Unit		Je	ssup, Maryland 207			
	CERTIFICAT	E O	F	RECORD	S D	ISPO	SAL
	Disposal during FY2002 Description of Records	Authoriza	ation	Inclusive Dates of	Volume	Date of	
No.	(Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Records Destroyed	Cubic Feet	Disposal	Method of Disposal
1	Pell Grant Files	1920	3	7/1997-6/1998	14	02/2002	shredded
2	Office Files-YrEnd Closing		1	7/1995-6/1996	3	01/2002	shredded
3	Office Files-FY95Fed Report FY95ProRata;&Pellpaperwork		1	7/1994/6/1995	1	01/2092	shreeded
4	Guaranteed Student Loan Files FY91	1920	4	7/1990-6/1991	3	01/2002	shreeded
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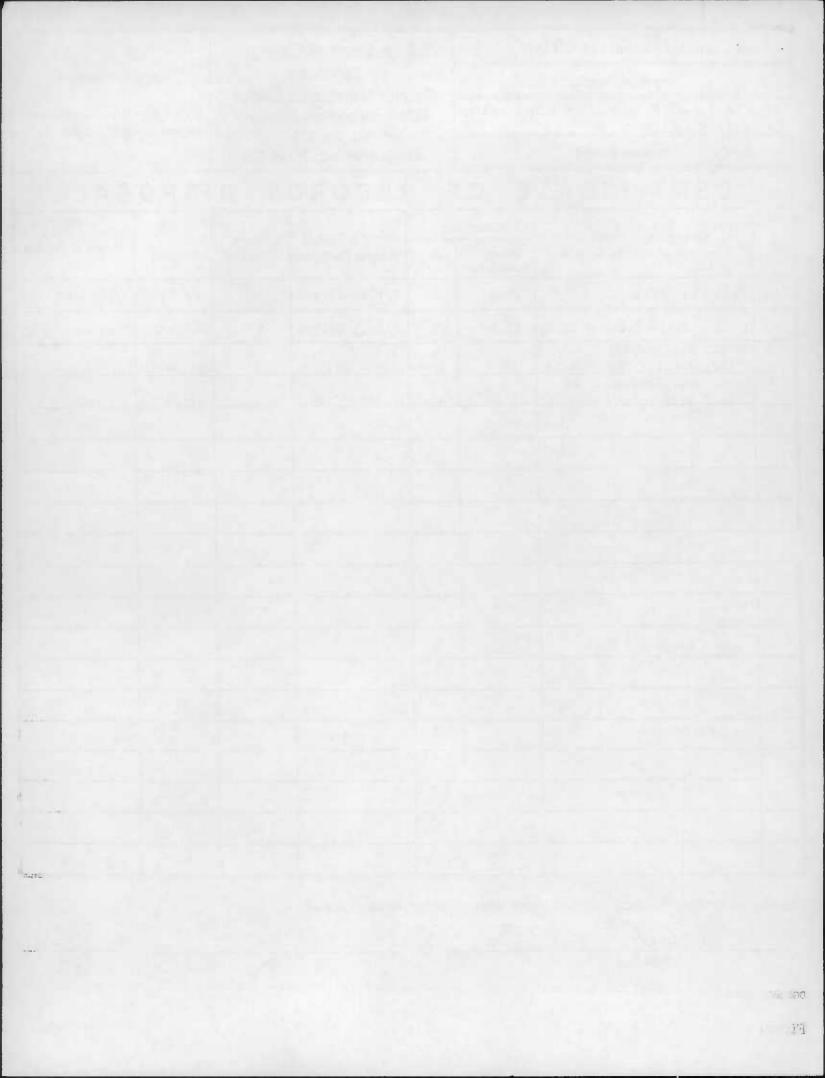
Signature

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

Robert O. Felter

Title Records Retention Manager

2002



Âı	nne Arundel Community Colleg Reporting Agency	e		Department of G Services ecords Management	Prepa	Prepare in duplicate Retain one (1) copy and forward original to address at left.	
	Continuing Education (page	1)		275 Waterloo Road (I P.O. Box 275			
	Division or Unit		Je	essup, Maryland 207			
	CERTIFICAT	E O	F	RECORD	S D	ISPO	SAL
	Disposal during FY2002 Description of Records	Authoriz	ation	Inclusive Dates of	Volume	Date of	
No.	(Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Records Destroyed	Cubic Feet	Disposal	Method of Disposal
1	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-regisformson 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 Gen. Corr. & Office Files	<u>1927</u> 1927	6	7/1995-6/1996 1988-1996	<u>1</u> 1	<u>11/2001</u> 11/2001	shredded shredded
9	Class Files-reg. forms Cmty. Ser. & Con't Ed.	1927	6	1/1996-6/1996	1	11/2001	shredded
	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	
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		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's	1927	6	8/1996-12/1996	2	2/2002	shredded
	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		shredded

(Continuing Education is continued on page 2) I hereby certify that the records listed above were disposed of as indicated.

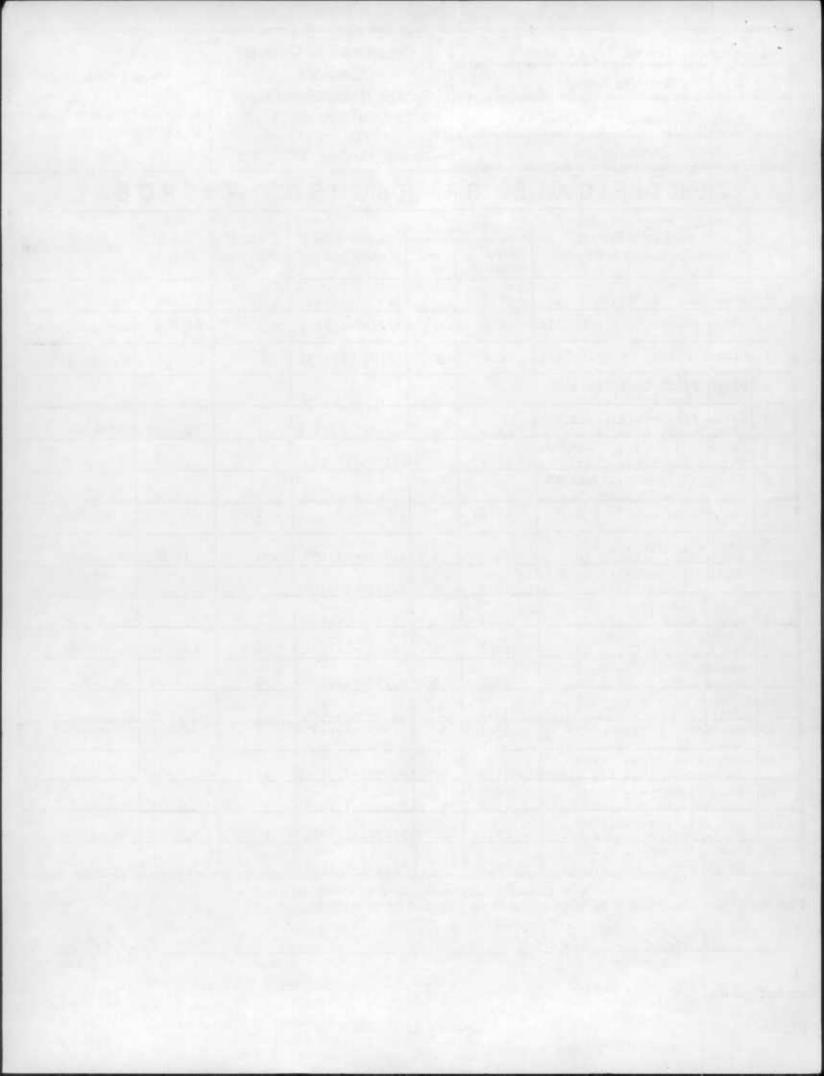
Signature

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

Date

Records Retention Manager

Title



•	Anne Arundel Community Colle Reporting Agency	ege		Department of G Services cords Management	Prep	Prepare in duplicate Retain one (1) copy and forward original to address at left.	
Con	ntinuing Education (page 2)			275 Waterloo Road (I P.O. Box 275			
	Division or Unit		Je	essup, Maryland 207			
	CERTIFICAT	E O	F	RECORD	S D	ISPO	SAL
	Disposal during FY2002 Description of Records	Authoriz	ation	Inclusive Dates of	Volume	Date of	
No.	(Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Records Destroyed	Cubic Feet	Disposal	Method of Disposal
	Class Files-reg. forms Business & Ind. Train'g	1927	6	1/1996-1997	1	3/2002	shredded
	Class Files-reg. forms Business & Ind. Trian'g Class Files-records	1927	6	12/1926-2/1997	1	3/2002	shredded
	ESL & Basic Skills Class Files-reg. forms	1927	6	3/1996-3/1997	1	4/2002	shredded
	Business & Ind. Train'g	1927	6	1/1997-5/1997	1/	5/2002	shredded
	Class Files-reg. forms Business & Ind. Train'g	1927	6	1/1997-5/1997	3	5/2002	shredded
	·Business & Ind. Train'g.	1927	6	1/1997-7/1/1997	2	5/2002	shredded
26	Class Files-rosters 9/96- computer classes 12/96	1927	6	9/1996-12/1996	1	01/2002	shredded
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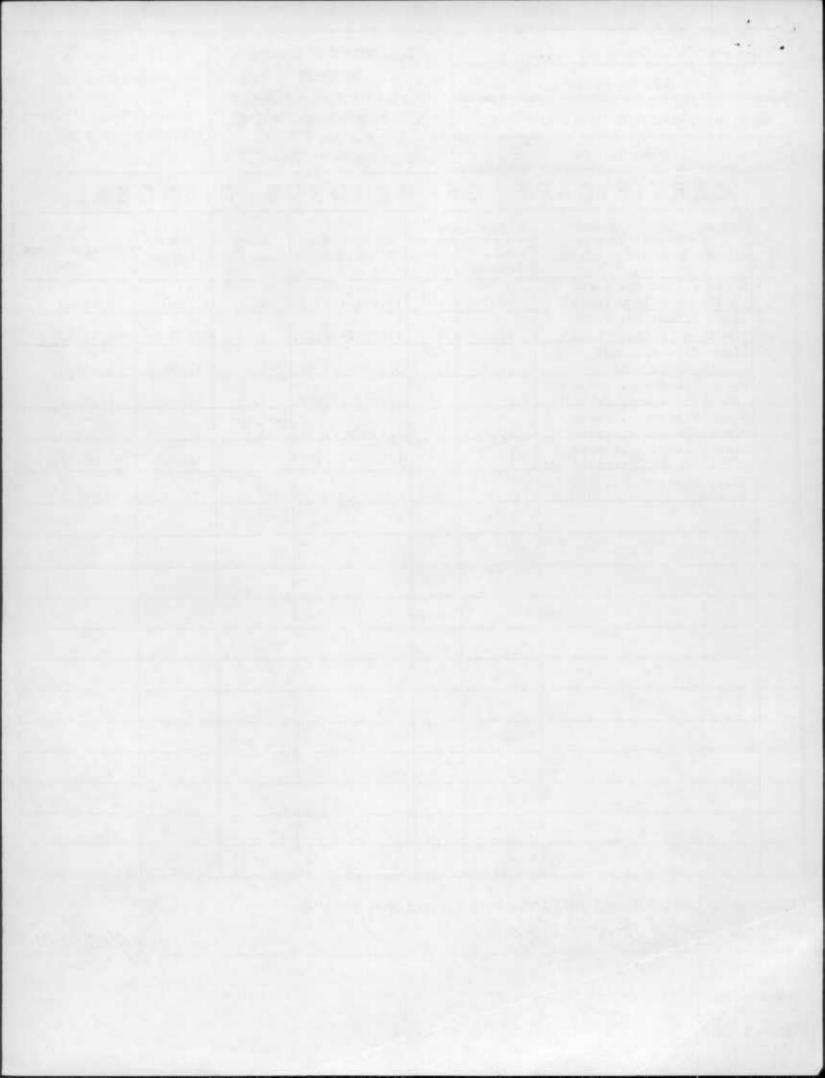
Signature

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

Title

Date

Records Retention Manager



* Anne Arundel Community College Reporting Agency Registrar's Office				Department of G Services	eneral	Prop	Duran in durlicato	
				cords Management 75 Waterloo Road (I		Prepare in duplicate Retain one (1) copy and forward		
	Division or Unit		Je	P.O. Box 275 ssup, Maryland 207	94-0275	originar to	original to address at left.	
	CERTIFICAT	E O	F	RECORD	S D	ISPO	SAL	
	Disposal during FY2002 Description of Records (Same Title as listed on Schedule)	Authoriz	ation	- Inclusive Dates of	Volume	Date of	Method of Disposal	
No.		Retention Schedule No.	Item No.	Records Destroyed	Cubic Feet	Disposal		
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	
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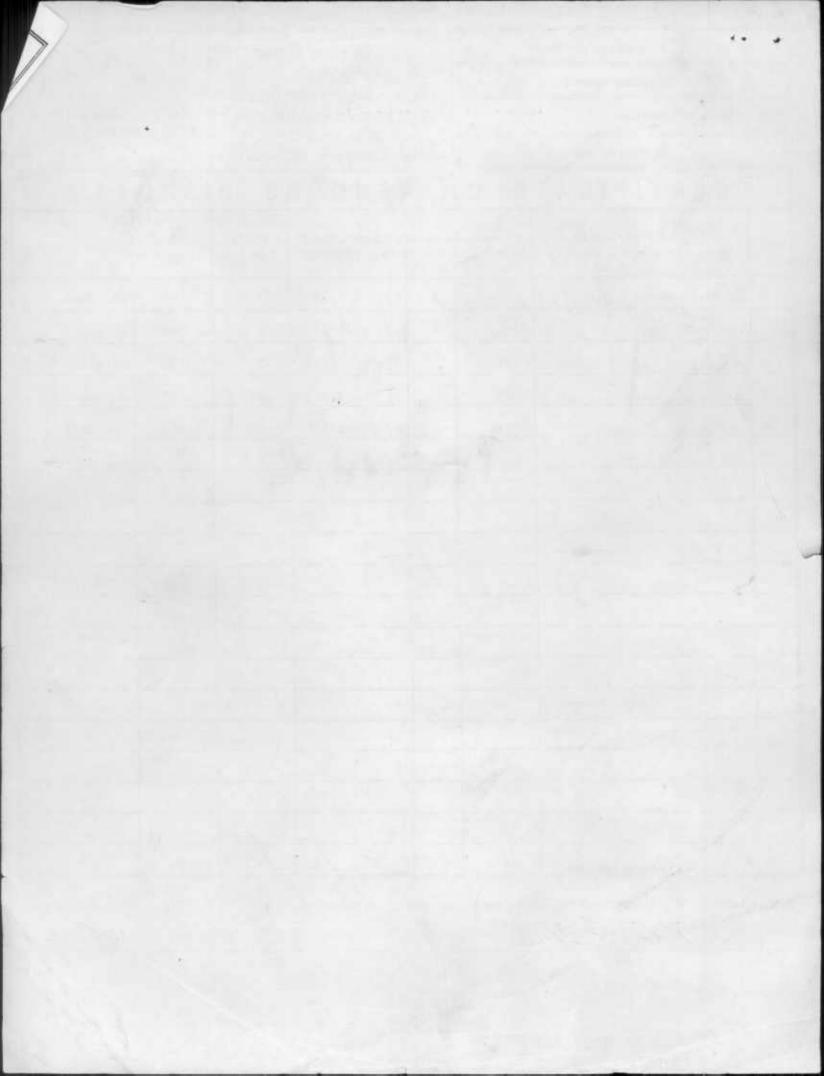
Signature

Robert O. Felter

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

Title Records Retention Manager 12/4/2002

Date



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 # 8			
		Authoriz	ration			El alest	Method of
Series No.	Descriptions of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Inclusive Dates of Records Destroyed	Volume (Cubic Fcet)	Datc of Destruction	Destruction (Recycle, shred, landfill etc.)
	Criminal Microfilm and destroy (MD Rule 16-505)	975 Sec V		1992	61	11-8-02	lardfill
	Destruction Approved by Ha	all of Records Co	mmission		Destruction	certification	

JUN 1 0 2002

Datc

Storand C. Jeperfure h State Archivist

Signature of Court Official

Patrices Bucham Sup Title

11-8-02 Date

Instructions for Preparation and Submission on Reverse Sidc

Rev. 10/83 GS-55Q-9

- 1. PREPARE IN DUPLICATE. LEAVE COLUMNS <u>DATE OF DESTRUCTION</u>, <u>METHOD OF</u> <u>DESTRUCTION</u>, AND <u>DESTRUCTION CERTIFICATION</u> 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 <u>PROPOSAL AND</u> <u>CERTIFICATE OF RECORDS DESTRUCTION</u> 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 -

NOV IN 2002

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

(297)

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 COURT COUNTY	October 25, 2001 DATE	91 0.000 (110 0.000) (110 0.000)			01A	.254
	Descriptions of Records Include Title and/or Form Number	Author	ization	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
Series No.		Retention Sched. No.	Item No.				
	Criminal Dockets - Microfilm & Destroy (Maryland Rule 1299)	- Lening	CARACTER AND	1993	76	12-18-01	Landfilles
			WARD 1.1 17 030 1 708 7				
	Destruction Approved by Hall of Reco			Destruction Certific			

Destruction Approved by Hall of Records Commission

Stward C. Paperfus h

Destruction Certification

yen 12-2601 Title Date Signature of Court Official

Date

NOV 0 5 2001

Rev. 10/83 DGS-55Q-9

State Archivist

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

- 1. PREPARE IN DUPLICATE. LEAVE COLUMNS <u>DATE OF DESTRUCTION</u>, <u>METHOD OF</u> <u>DESTRUCTION</u>, AND <u>DESTRUCTION CERTIFICATION</u> 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 <u>PROPOSAL AND</u> <u>CERTIFICATE OF RECORDS DESTRUCTION</u> 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.)

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Reporting Agency

Services Records Management Division 7275 Waterloo Road (Rte. 175)

P.O. Box 275

Jessup, Maryland 20794-0275

Prepare in duplicate

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

Division or Unit

REGISTER OF WILL FOR BALTIMORE

CERTIFICATE OF RECORDS DISPOSAL

COUNTY

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of	Volume	Date of	
		Retention Schedule No.	Item No.	Records Destroyed	Cubic Feet	Disposal	Method of Disposal
1	CHECKING ACCT STUBS	662	6	1/4/93 thru 6/30/98	8	2/27/02	SHREDDED
2	BANK TRANSACTION	662	6	1/1/99 thru 12/8/01	8	2/27/02	RECYCLED
3	BANK INVESTMENT	662	6	1/1/99 thru 12/8/01	8	2/27/02	RECYCLED
.4	BANK DAILEY TRANSACTION	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-	662	6	1995/1998	8	2/27/02	SHREDDED
10	CLAIMS FOR REFUND OF T ERRONEOUSLY PAID	AX 662	6	1996/1998	8	2/27/02	SHREDDED
11	MONTHLY REPORTS TO	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
1.4	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.

(1) 「「「「「「「「」」」」

FISCAL OPERATION SPECIALIST 2/27/02 Date Title Signature

States - 4 MAR 1 2002