

Microfilmed / Land fill

3124

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Kent

May 24, 2002

Accession # 97A49

District # 3-3

COURT

COUNTY

DATE

Series No.	Descriptions of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	<i>Criminal</i> Microfilm and destroy (MD Rule 16-505)	975 Sec V		1992	1	7-27-04	Land fill

Destruction Approved by Hall of Records Commission

Destruction certification

JUN 10 2002

Date

Edward C. Papenfuss

State Archivist

Ag

Signature of Court Official

Cranford

Instructions for Preparation and Submission on Reverse Side

Supervisor,

Title *Records*

7-28-04

Date

INSTRUCTIONS FOR PREPARATION

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

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

microfilmed/landfill

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

3124

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Kent

May 24, 2002

Accession # 97A49

District # 3-3

COURT

COUNTY

DATE

Series No.	Descriptions of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
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Destruction Approved by Hall of Records Commission

Destruction certification

JUN 10 2002

Date

Edward C. Papenfuss

State Archivist

[Signature]
Signature of Court Official
Carroll

Instructions for Preparation and Submission on Reverse Side

Supervisor,
Title *Records*

7-28-04
Date

INSTRUCTIONS FOR PREPARATION

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.
(DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPLICATE.)
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7275 WATERLOO RD. (RT. 175), JESSUP, MD 20794.
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DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P.O. BOX 275
JESSUP, MD 20794-0275

D.C.Cert.3-3-MISC.-1-98

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

1880

9/15/98

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

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	R-DAT RECORDING TAPES (to be degaussed)	975	IV	1994	3	7/13/98	Landfill

Destruction Approved by Hall of Records Commission

DEC 12 1997

Date

Edward C. Papenfuss
State Archivist

Destruction Certification

James A. [Signature]
Signature of Court Official

Adm Clerk
Title

9/8/98
Date

FEB 8 2003

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

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

2351

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

01A240

District Court of Maryland for Kent County January 1, 2000

PATRICIA BUCHANAN - RECORDS SUPERVISOR

Custodian of Records at time of Destruction

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

MATS DOCKETS

975
Sec IV

2
a&b

1994

2

9-17-03

landfill

*To be destroyed only after microfilming

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 3 1999

Date

Edward C. Papenfort
State Archivist

Patricia S. Buchanan Supr
Signature of Court Official Title

9-17-03
Date

SEP 15-03

Charles J. [unclear]

DEC 2 1999

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

D.C. Cert. 3-3-TR-2-03

3201

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Kent

January 2, 2003

Rose Marie Metcalf, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	Motor Vehicle Dockets	975	2 a&B	1997	2		
	(to be destroyed only after microfilming)	Sec IV					
	" " "	"	"	1996	2		
	" " "	"	"	1995	2	9-17-03	landfilled

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

Date

Edward C. Loperfuss

State Archivist

Patricia S. Buchanan Sept 9-17-03

Signature of Court Official

Title

Date

SEP

20

63

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

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

2972

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

2/20/23

District Court of Maryland Kent January 1, 2002

Rose Marie Metcalf, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	975	2 a&b	1998	7	1/11/03	Landfill
	NATURAL RESOURCE CLOSED (Stripped material only)	975	2 a&b	1998	1	"	"
	CIVIL CITATIONS CLOSED (Stripped material only)	975	2 a&b	1998	1	"	"

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 14 2001

Date

Edward C. Saperstein

State Archivist

Signature of Court Official

Title

1/11/03
Date

RECEIVED

DEC 7 2001

MARYLAND STATE ARCHIVES

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

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

2973

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

2/2003

District Court of Maryland

Kent

January 1, 2002

Rose Marie Metcalf, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	975 Sec IV	2 a&b	1998	1	5/8/02	Shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 14 2001

Date

Edward C. Papenfuss

State Archivist

Rose Marie Metcalf
Signature of Court Official

County Clerk
Title

5/8/02
Date

RECEIVED

DEC 7 2001

MARYLAND STATE ARCHIVES

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

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

2974

2/20/03

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Kent January 1, 2002

Rose Marie Metcalf, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	975	v	1998			
	Certificates of Deposit				3	1/11/03	Landfill
	Closed Transcript Records				1		
	Closed Deferred Payment Records				1.5	?	"
	Commissioner Daily Transmittals				1.5		
	Court Fund Receipts and Ledger Cards				2	?	"
	Satisfied Bad Checks				.5		
	Purchase Orders & Receiving Reports				1		?
	Statistical Report				1		?
	Auditors Receipt Copies				.5		
	Bank Statements				1		?
	Refund Request Forms				1		?
	Petty Cash Reimbursements				.5		?

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 14 2001

Date

Edward C. Saperstein

State Archivist

Grace Whitt

Signature of Court Official

Adam Clark

Title

1/11/03

Date

RECEIVED
DEC 7 2001
MARYLAND STATE ARCHIVES

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

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

2975

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

2/20/03

District Court of Maryland Kent January 1, 2002

Rose Marie Metcalf, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	TRANSMITTALS	975	IV2b	1998	1	1/11/03	Landfill
	MISCELLANEOUS CORRESPONDENCE	975	IV2b	1998	3		
	Z BATCH ENVELOPES	975	IV2b	1998	4	?	"
	CLOSED TRAFFIC FILES	975	2a&b	1998	3		?
	CLOSED NONMATS CITATIONS	975	2a&b	1998	1	?	
	CLOSED CITIZEN ARRESTS	975	2a&b	1998	1	?	?
	CLOSED PARKING CITATION	975	2a&b	1998	1	?	?

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 14 2001

Date

Edward C. Papenfuss

State Archivist

Grace Schuff

Signature of Court Official

Adam Clarke

Title

1/11/03

Date

RECEIVED

DEC 7 2001

MARYLAND STATE ARCHIVES

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

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

2976

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

2/2003

District Court of Maryland

Kent

January 2, 2002

Rose Marie Metcalf, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	R-DAT RECORDING TAPES	975	IV	1998	5	1/11/03	Landfill

Destruction Approved by Hall of Records Commission

DEC 14 2001

Date

Edward C. Saperstein

State Archivist

Destruction Certification

Grover Dickhoff

Signature of Court Official

Adam Clerk

Title

1/11/03

Date

RECEIVED

DEC 7 2001

MARYLAND STATE ARCHIVES

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

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

2971

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

2/2003

District Court of Maryland

Kent

January 1, 2002

Rose Marie Metcalf, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only)	975	II	1998	10	1/11/03	Landfill
	Landlord/Tenant Cases	975	II	1998	1	"	"
	Summary Ejectment Money Judgments	975	II	1989	.5	"	"
	Domestic Violence Cases (stripped material only)	975	III	1989	.5	"	"
	Emergency Evaluations (stripped material only)	975	III	1989	.5	"	"

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 14 2001

Date

Edward C. [Signature]

State Archivist

Grace D. [Signature]

Signature of Court Official

Adam [Signature]

Title

1/11/03

Date

RECEIVED

DEC 7 2001

MARYLAND STATE ARCHIVES

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

D.C. Cert. 3-3-F-1-03

3195

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Kent January 1, 2003

Rose Marie Metcalf, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	975	v	1999			
	Certificates of Deposit				3	3/1/04	Landfill
	Closed Transcript Records				1		
	Closed Deferred Payment Records				1.5		
	Commissioner Daily Transmittals				1.5		Landfill
	Court Fund Receipts and Ledger Cards				2		
	Satisfied Bad Checks				.5		
	Purchase Orders & Receiving Reports				1		Landfill
	Statistical Report				1		Landfill
	Auditors Receipt Copies				.5		
	Bank Statements				1		
	Refund Request Forms				1		Landfill
	Petty Cash Reimbursements				.5		

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

Date

Edward C. Saperstein

State Archivist

Rose Marie Metcalf County Clerk

Signature of Court Official

Title

3/1/04

Date

18-204

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

D.C. Cert. 3-3-CV-1-03

3196

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Kent January 1, 2003

Rose Marie Metcalf, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only)	975	II	1999	10	3/1/04	Landfill
	Landlord/Tenant Cases	975	II	1999	1		
	Summary Ejectment Money Judgments	975	II	1990	.5		
	Domestic Violence Cases (stripped material only)	975	III	1990	.5		
	Emergency Evaluations (stripped material only)	975	III	1990	.5		

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

Date

Edward C. Saperstein

State Archivist

Rose Marie Metcalf

Signature of Court Official

County Clerk 3/1/04

Title

Date

~~RECEIVED~~

MAR 18 *rwf*

~~RECEIVED~~

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

D.C. Cert. 3-3-CR-1-03

3197

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Kent January 1, 2003

Rose Marie Metcalf, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	975	2 a&b	1999	7	3/1/04	Landfill
	NATURAL RESOURCE CLOSED (Stripped material only)	975	2 a&b	1999	1	3/1/04	
	CIVIL CITATIONS CLOSED (Stripped material only)	975	2 a&b	1999	1	3/1/04	

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

Date

Edward C. Saperstein
State Archivist

Rose Marie Metcalf
Signature of Court Official

County Clerk
Title

3/1/04
Date

RECEIVED
03 AUG 13 AM 11:10
JESSE
#3 CHESTER TOWN

MAR 18

2004

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

D.C. Cert. 3-3-CR-2-03

3198

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Kent January 1, 2003

Rose Marie Metcalf, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	975 Sec IV	2 a&b	1999	1		<i>Shredded</i> <i>4/28/03</i> RECEIVED 03 AUG 13 AM 11:10 1ST FL CHESTER TOWN

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

Date

Edward C. Saperstein

State Archivist

Rose Marie Metcalf

Signature of Court Official

County Clerk *4/28/03*

Title

Date

Handwritten notes, possibly "copy" or "copy 2".

Handwritten notes, possibly "copy 2" or "copy 3".

Stamp: MAR 18 1904

Handwritten signature or initials.

Stamp: MAR 18 1904

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

D.C. Cert. 3-3-MISC-1-03

3199

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Kent January 2, 2003

Rose Marie Metcalf, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	R-DAT RECORDING TAPES	975	IV	1999	5	3/1/04	Landfill

RECEIVED
03 AUG 13 AM 11:10
JST #3 CHESTER TOWN

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

Date

Edward C. Lippert

State Archivist

Rose Marie Metcalf

Signature of Court Official

County Clerk 3/1/04

Title

Date

MAR 18 2004

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

D.C. Cert. 3-3-TR-1-03

3200

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Kent January 1, 2003

Rose Marie Metcalf, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	TRANSMITTALS	975	IV2b	1999	1	3/1/04	Landfill
	MISCELLANEOUS CORRESPONDENCE	975	IV2b	1999	3		
	Z BATCH ENVELOPES	975	IV2b	1999	4		
	CLOSED TRAFFIC FILES	975	2a&b	1999	3		
	CLOSED NONMATS CITATIONS	975	2a&b	1999	1		
	CLOSED CITIZEN ARRESTS	975	2a&b	1999	1		
	CLOSED PARKING CITATION	975	2a&b	1999	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

Date

Edward C. Saperstein

State Archivist

Rose Marie Metcalf

Signature of Court Official

Title

3/1/04

Date

MAR 18 - 2004

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

D.C. Cert. 3-3-F-1-04

3415

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Kent January 1, 2004

Rose Marie Metcalf, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	975	v	2000		3/1/04	landfill
	Certificates of Deposit				3		
	Closed Transcript Records				1		
	Closed Deferred Payment Records				1.5		
	Commissioner Daily Transmittals				1.5		
	Court Fund Receipts and Ledger Cards				2		
	Satisfied Bad Checks				.5		
	Purchase Orders & Receiving Reports				1		
	Statistical Report				1		
	Auditors Receipt Copies				.5		
	Bank Statements				1		
	Refund Request Forms				1		
	Petty Cash Reimbursements				.5		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 02 2003

Date

Edward C. Papenfuss

State Archivist

Grace D. Gelluff

Signature of Court Official

Adm. Clerk

Title

3/1/04

Date

[Faint, illegible handwriting]

[Faint, illegible handwriting]

MAR 18

2004

3419

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

D.C. Cert. 3-3-MISC-1-04

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Kent January 2, 2004

Rose Marie Metcalf, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	R-DAT RECORDING TAPES	975	IV	2000	5	3/1/04	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 02 2003

Date

Edward C. Spangenberg

State Archivist

Grace W. Schuff

Signature of Court Official

Adam Clark

Title

3/1/04

Date

Charles F. Gifford

MAR 19 1904

WOLF

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

D.C. Cert. 3-3-TR-1-04

3420

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Kent January 1, 2004

Rose Marie Metcalf, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	TRANSMITTALS	975	IV2b	2000	1	3/1/04	landfill
	MISCELLANEOUS CORRESPONDENCE	975	IV2b	2000	3		
	Z BATCH ENVELOPES	975	IV2b	2000	4		
	CLOSED TRAFFIC FILES	975	2a&b	2000	3		
	CLOSED NONMATS CITATIONS	975	2a&b	2000	1		
	CLOSED CITIZEN ARRESTS	975	2a&b	2000	1		
	CLOSED PARKING CITATION	975	2a&b	2000	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 02 2003

Date

Edward C. Spangenberg

State Archivist

Grace DeChiff
Signature of Court Official

Adm. Clerk 3/1/01

Title

Date

MAR 18 1904

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

D.C.Cert.3-4-F-1-96

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's 1-3-96
COURT COUNTY DATE

1437
7/03

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	GENERAL ACCOUNTING RECORDS	975	v				Landfill
	Certificate of Deposits			1992	3 .00		
	Closed Transcript Records			1992	1 .00		
	Closed Deferred Payment Records			1992	.50		
	Commissioner Daily Transmittals			1992	1 .00		
	Court Fund Receipts and Ledger Cards			1992	1 .00		
	Satisfied Bad Checks			1992	.50		
	Orders and Receiving Reports			1992	.50		
	Stat. Reports			1992	1 .00		
	Auditors Receipt Copies			1992	.50		
	Bank Statements			1992	1 .00		
	Refund Request Forms			1992	1 .00		

Destruction Approved by Hall of Records Commission

Destruction Certification

OCT 31 1996

Date

Edward C. Papenfuss
State Archivist

[Signature]
Signature of Court Official

[Signature]
Title

7/16/96
Date

2011

2011



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

D.C.Cert.3-4-TR-1-96

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Md. Queen Anne's 1/3/96

COURT

COUNTY

DATE

1437

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Traffic Transmittals	975	IV.2b	1992	1.00		Shred
	Traffic Miscellaneous Correspondence	975	IV.2b	1992	3.00		"
	Traffic Z Batch Envelopes	975	IV.2b	1992	4.00		"
	Closed Traffic Folders	975	2 a&B	1992	6.00		"
	Closed Non-Mats citations	"	" "	1992	1.00		"
	Closed Civil citations	"	" "	1992	1.00		"

Destruction Approved by Hall of Records Commission

Destruction Certification

OCT 31 1995

OCT 31 1995

Date

State Archivist

Signature of Court Official

Title

Date

12/11/1

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

D.C.Cert.3-4-CV-1-96

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's 1-3-96
COURT COUNTY DATE

1437

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Civil Cases Closed (Stripped Material Only)	975	II	1992	10 .00		Landfill
	Landlord Tenant Cases	975	II	1992	1 .00		
	Summary Ejectment Money Judgments	975	II	1983	.50		
	Domestic Violence (Stripped Material Only)	975	III	1983	1 .00		
	Emergency Evaluation (Stripped Material Only)	975	III	1983	1 .00		

Destruction Approved by Hall of Records Commission

OCT 31 1995

Date

State Archivist

Destruction Certification

Signature of Court Official

Title

Date

1211

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

D.C. Cert.-3-4 -CR-1-96

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

1437

District Court of Md. Queen Anne's 1/3/96
COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Closed Criminal Cases Stripped Material Only	975	2 a&b	1992	10 .00	7-16-96	Landfill
	Closed Natural Resources Cases (Stripped Material Only)	975	2 a&b	1992	2 .00		
	Adult Citations for Civil Offense (Stripped Material Only)	975	2 a&b	1992	1 .00		

Destruction Approved by Hall of Records Commission

OCT 31 1995

Date

State Archivist

Destruction Certification

Signature of Court Official

Title

Date

10

1001



3331
Revised

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland
COURT

Chilwaukee
Ocean City
COUNTY

DATE

July 21, 2003

Accession 01A82

W11158 ✓

Series No.	Descriptions of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Microfilm Traffic Md Rule 2219	2219	Sec VI Item 2	1993-1994	4	<i>11-3-03</i>	<i>Landfilled</i>

Destruction Approved by Hall of Records Commission

Destruction certification

AUG 05 2003

Date

Edward C. Papenfort

State Archivist

Patricia S. Buchanan

Signature of Court Official

Title

11-3-03

Date

INSTRUCTIONS FOR PREPARATION

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

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

335

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

Certified
Accession 03A55 ✓ *W1/R2* ✓

District Court of Maryland
COURT

Ocean City
COUNTY

DATE

July 21, 2003

Series No.	Descriptions of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
.	Microfilm Traffic Md Rule 2219	2219	Sec VI Item 2	1995	2	11-3-3	Landfill

Destruction Approved by Hall of Records Commission

Destruction certification

AUG 05 2003

Date

Edward C. Papenfuss

State Archivist

Patricia Buchanan

Signature of Court Official

Title

11-3-3

Date

8-
NOV

3333

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

✓ ✓ ✓
Accession # 98228, 98229, 98230

District Court of Maryland
COURT

Centerville
COUNTY

DATE July 21, 2003

Series No.	Descriptions of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Microfilm Traffic Md Rule 2219	2219	Sec VI Item 2 Batch envelope s	1995 1996 1996	6 5 5	11-3-03 ↓	Landfilled ↓

Destruction Approved by Hall of Records Commission

Destruction certification

AUG 05 2003

Date

Edward C. Papenfuss
State Archivist

Patricia Buchanan
Signature of Court Official

Title

11-3-03
Date

23
 NOV 7 1944

RECEIVED
 NOV 7 1944
 U.S. DEPT. OF COMMERCE
 BUREAU OF COMMERCE
 WASHINGTON, D.C.

RECEIVED BY AIR MAIL

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 U.S. DEPT. OF COMMERCE
 BUREAU OF COMMERCE
 WASHINGTON, D.C.

JUNE
2003

SERVICES

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Enter
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PROPOSAL

RECORDS DESTRUCTION

District Court of Maryland Queen Anne's Janua

Gladys Foster, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	975	v	1999		1/30/03	Landfill
	Certificates of Deposit				5	1/30/03	Landfill
	Closed Transcript Records				1	1/30/03	Landfill
	Closed Deferred Payment Records				1.5	1/30/03	Landfill
	Commissioner Daily Transmittals				1.5	1/30/03	Landfill
	Court Fund Receipts and Ledger Cards				2	1/30/03	Landfill
	Satisfied Bad Checks				.5	1/30/03	Landfill
	Purchase Orders & Receiving Reports				1	1/30/03	Landfill
	Statistical Report				1	1/30/03	Landfill
	Auditors Receipt Copies				.5	1/30/03	Landfill
	Bank Statements				1	1/30/03	Landfill
	Refund Request Forms				1	1/30/03	Landfill
	Petty Cash Reimbursements				.5	1/30/03	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

Date

Edward C. Superfine

State Archivist

Gladys Foster

Signature of Court Official
Gladys S. Foster

Co. Clerk

Title
County Clerk

5/29/03

Date

100

100

JUN 6-02

100

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

D.C. Cert. 3-4-CV-1-03

3203

6/6/03

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2003

Gladys Foster, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only)	975	II	1999	14	1/30/03	Landfill
	Landlord/Tenant Cases	975	II	1999	1	1/30/03	Landfill
	Summary Ejectment Money Judgments	975	II	1990	1	1/30/03	Landfill
	Domestic Violence Cases (stripped material only)	975	III	1990	1	1/30/03	Landfill
	Emergency Evaluations (stripped material only)	975	III	1990	1	1/30/03	Landfill

Destruction Approved by Hall of Records Commission

NOV 12 2002

NOV 12 2002

Date

Edward C. Papenfuss

State Archivist

Destruction Certification

Gladys Foster

Signature of Court Official
Gladys S. Foster

County Clerk

Title

5/29/03

Date

8008

Jun 6 - 83

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

D.C. Cert. 3-4-CR-1-03

3204

4/6/03

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2003

Gladys Foster, County Clerk

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	975	2 a&b	1999	12	4/11/03	Landfill
	NATURAL RESOURCE CLOSED (Stripped material only)	975	2 a&b	1999	2	4/11/03	Landfill
	CIVIL CITATIONS CLOSED (Stripped material only)	975	2 a&b	1999	1	4/11/03	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

Date

Edward C. Saperstein

State Archivist

Gladys S. Foster

Signature of Court Official
Gladys S. Foster

County Clerk

Title

5/29/03

Date

10-10-10

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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. 3-4-CR-2-03

3205

6/6/03

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2003

Gladys Foster, County Clerk

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	975 Sec IV	2 a&b	1999	1	3/7/03	Shred

DIST COURT 3-4
CENTREVILLE

03 MAY 23 PM 12:56

RECEIVED

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

Date

Edward C. Saperstein

State Archivist

Gladys Foster

Signature of Court Official
Gladys S. Foster

County Clerk

Title

5/29/03

Date

Chas. G. Waf

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

D.C. Cert. 3-4-MISC-1-03

3206

4/6/03

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 2, 2003

Gladys Foster, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	R-DAT RECORDING TAPES	975	IV	1999	6	1/30/03	Landfill

DIST COURT 3-4
CENTREVILLE

03 MAY 23 PM 12:55

RECEIVED

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

Date

Edward C. Saperstein

State Archivist

Gladys S. Foster

Signature of Court Official
Gladys S. Foster

County Clerk

Title

5/29/03

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. 3-4-TR-1-03

3207

4/6/03

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2003

Gladys Foster, County Clerk

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	TRANSMITTALS	975	IV2b	1999	1	1/30/03	Landfill
	MISCELLANEOUS CORRESPONDENCE	975	IV2b	1999	3	1/30/03	Landfill
	Z BATCH ENVELOPES	975	IV2b	1999	6	1/30/03	Landfill
	CLOSED TRAFFIC FILES	975	2a&b	1999	8	1/30/03	Landfill
	CLOSED NONMATS CITATIONS	975	2a&b	1999	1	1/30/03	Landfill
	CLOSED CITIZEN ARRESTS	975	2a&b	1999	1	1/30/03	Landfill
	CLOSED PARKING CITATION	975	2a&b	1999	1	1/30/03	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

Date

Edward C. Papenfuss

State Archivist

Gladys Foster

Signature of Court Official
Gladys S. Foster

County Clerk

Title

5/29/03

Date

RECEIVED
DISTRICT COURT 3-4
QUEEN ANNE'S
JESSUP, MD
MAY 23 PM 12:56

JUN 8-03

APR 8 2003

APR 8 2003

APR 8 2003

CERTIFICATE OF RECORDS DISPOSAL

OGS 550-2 (Rev 1/93)

APR 8 2003

APR 8 2003

APR 8 2003

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APR 3 2003

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CERTIFICATE OF RECORDS DISPOSAL

OGS 550-2 (Rev. 1/93)

APR 8 2003

APR 8 2003

APR 8 2003

Reporting Agency

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

Prepare in duplicate

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

Division or Unit

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No	Item No				
1	Monthly Report of State Funds Collected and Deposited	0662	II-2	7/84 - 6/99		2002	Shred
2	Paid Bills & Invoices	0662	II-6	1/87 - 6/99		2002	Shred
3	Cancelled Checks and Bank Statements	0662	II-6	1/85 - 6/99		2002	Shred
4	Check Stubs (#3901-#2568)	0662	II-6	12/84 - 6/99		2002	Shred
5	Duplicate Deposit Slips	0662	II-6	1/85 - 6/99		2002	Shred
6	Bank Books	0662	II-6	1/83 - 6/99		2002	Shred
7	Payroll & Check Register	0662	II-5	P.P.E.: 1/10/89-6/29/99		2002	Shred
8	Payroll E.T.R.	0662	II-5	P.P.E.: 1/10/89-6/29/99		2002	Shred
9	Receipts (#11162 - #11176)	0662	II-6	12/1995		2002	Shred
10	Receipts (#11177 - #11193)	0662	II-6	VOIDED		2002	Shred
11	Receipts (#1 - #3215)	0662	II-6	12/95 - 6/99		2002	Shred
12	Motor Vehicle Transfer	0662	II-35	1964 - 1995		March 2002	Shred
13	Motor Vehicle Transfer	0662	II-35	1996		December 2002	Shred

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

Winsie A. Cannon
Winsie A. Cannon Signature

Register of Wills, Queen Anne's Co. 3/27/03
Title Date

100-100

RECEIVED

APR 8 2003

RECEIVED



Register of Wills for Queen Anne's County

The Liberty Building • 107 N. Liberty Street

P.O. Box 59

Centreville, Maryland 21617

Telephone (410)758-0585

Fax (410)758-4408

Winsie A. Cannon
Register

MEMORANDUM

TO: Gabrielle Lopez

FROM: Winsie A. Cannon *WAC*

DATE: 03/27/03

RE: Certificate Of Records Disposal

[Handwritten signature]

APR 8 2003

Please find enclosed (5) completed *original* Certificate of Records Disposal forms. Records were destroyed during the period of 1989 – 2002, according to the Records Retention Schedule, Maryland Court System Probate Records, General Schedule No. 662.

The enclosed information has been maintained in my office; however, on July 9, 2002, Richard Herring advised my staff that form number DGS 550-2 (Rev. 1/93), was to be completed and the originals forwarded to you. As instructed, I have now transferred all information to the appropriate forms.

Please review the enclosed and should you have any questions, please don't hesitate to contact me.

Thank you for your attention to this matter.

Enclosures



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

D.C.Cert.3-5 -TR-2-00

98A228 2366e

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Talbot County January 1, 2000 PATRICIA BUCHANAN - RECORDS SUPERVISOR
Custodian of Records at time of Destruction

Series No.	Description of Records Include title and/or form number	Retention Sched. No.	Authorization		Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Method of Destruction (Shred/landfill)
			Item	No.				
	TRAFFIC						9-17-03	Landfilled
	MATS DOCKETS	975 Sec IV	2 a&b		1994	3		

*To be destroyed only after microfilming

Destruction Approved by Hall of Records Commission

Destruction Certification

Edward C. Saperstein

DEC 3 1999

Date

State Archivist

Patricia Buchanan Sup

Signature of Court Official

Title

10-9-03

Date

9/8/99

3352

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Accession # 01A46

District Court of Maryland
COURT

Talbot
COUNTY

DATE July 24 2003

Series No.	Descriptions of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Microfilm Traffic Md Rule 2219	2219	Sec VI Item 2	1994	4	9-17-03	Landfilled

Destruction Approved by Hall of Records Commission

Destruction certification

AUG 05 2003

Date

Edward C. Papenfuss

State Archivist

Patricia Buchanan *Sup* *9-11-03*

Signature of Court Official

Title

Date

RECEIVED
AUG 4 2013
MARYLAND STATE ARCHIVES

SEP 20-01

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

D.C. Cert. 3-5-TR-2-03

3215
02A170
01A261

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Talbot

January 2, 2003

Loretta Baker, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC						
	Motor Vehicle Dockets	975	2 a&B	1997	3		
	(to be destroyed only after microfilming)	Sec IV					
	" " "	"	"	1996	3	9-17-03	landfill
	" " "	"	"	1995	3	11-	"

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

Date

Edward C. Saperstein

State Archivist

Patricia S. Buchanan

Signature of Court Official

Title

9-17-03

Date

SEP 23 - 03

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-1-03

3209

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Talbot January 1, 2003

Loretta Baker, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	975	v	1999			
	Certificates of Deposit				5	2/13/04	Land fill
	Closed Transcript Records				1		↓
	Closed Deferred Payment Records				1.5		
	Commissioner Daily Transmittals				1.5		
	Court Fund Receipts and Ledger Cards				2		
	Satisfied Bad Checks				.5		
	Purchase Orders & Receiving Reports				1		
	Statistical Report				1		
	Auditors Receipt Copies				.5		
	Bank Statements				1		
	Refund Request Forms				1		
	Petty Cash Reimbursements				.5		

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

Date

Edward C. Saperstein

State Archivist

Loretta Baker

Signature of Court Official

County Clerk

Title

2/13/04

Date

[REDACTED]

MAR 18 2004

[REDACTED]

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

D.C. Cert. 3-5-CV-1-03

3210

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Talbot January 1, 2003

Loretta Baker, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only)	975	II	1999	15	2/13/04	Land fill ↓
	Landlord/Tenant Cases	975	II	1999	2		
	Summary Ejectment Money Judgments	975	II	1990	1		
	Domestic Violence Cases (stripped material only)	975	III	1990	1		
	Emergency Evaluations (stripped material only)	975	III	1990	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

Date

Edward C. Saperstein

State Archivist

Loretta Baker

Signature of Court Official

County Clerk

Title

2/13/04

Date

MAR 18

204

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

D.C. Cert. 3-5-CR-1-03

3211

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Talbot January 1, 2003

Loretta Baker, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	975	2 a&b	1999	15	2/13/04	Land fill ↓
	NATURAL RESOURCE CLOSED (Stripped material only)	975	2 a&b	1999	2		
	CIVIL CITATIONS CLOSED (Stripped material only)	975	2 a&b	1999	4		

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

Date

Edward C. Saperstein

State Archivist

Loretta Baker

Signature of Court Official

County Clerk

Title

2/13/04

Date

MAR 18 1904

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

D.C. Cert. 3-5-CR-2-03

3212

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Talbot January 1, 2003

Loretta Baker, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	975 Sec IV	2 a&b	1999	1	2/13/04	Shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

Date

Edward C. Saperstein

State Archivist

Loretta Baker

Signature of Court Official

County Clerk

Title

2/13/04

Date

MAR 30

rwf

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

D.C. Cert. 3-5-MISC-1-03

3213

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Talbot January 2, 2003

Loretta Baker, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	R-DAT RECORDING TAPES	975	IV	1999	6	2/13/04	Land fill ↓

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

Date

Edward C. Saperstein Jr.

State Archivist

Loretta Baker

Signature of Court Official

County Clerk

Title

2/13/04

Date

MAR 18 2004

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-1-03

3214

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Talbot January 1, 2003

Loretta Baker, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC					2/13/04	Hand file
	TRANSMITTALS	975	IV2b	1999	1		
	MISCELLANEOUS CORRESPONDENCE	975	IV2b	1999	1		
	Z BATCH ENVELOPES	975	IV2b	1999	6		
	CLOSED TRAFFIC FILES	975	2a&b	1999	6		
	CLOSED NONMATS CITATIONS	975	2a&b	1999	1		
	CLOSED CITIZEN ARRESTS	975	2a&b	1999	1		
	CLOSED PARKING CITATION	975	2a&b	1999	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

Date

Edward C. Saperstein

State Archivist

Loretta Baker

Signature of Court Official

County Clerk

Title

2/13/04

Date

MAR 18

rwf

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P.O. BOX 273
JESSUP, MD 20794-0275

3633

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDERICK, MD 20678

2004 MAY 20 P 2:55

DISTRICT COURT WAREHOUSE

COURT COUNTY DATE
Calvert May 18, 2004

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Emergency Evaluation, Domestic Violence and Peace Order Records	2219 SEC III			2.0	8-17-04	Landfill
	Dockets and Indices Retain Permanently; transfer periodically to the Maryland State Archives		1	1-1-89 thru 12/31/89		10-22-04	Landfill
	Original Miscellaneous Papers and Exhibits and Electronic Recordings Retain all original papers for 12 years after entry of judgment and all audit requirements are satisfied, then destroy.		2	1-1-89 thru 12/31/89		10-22-04	Landfill

Destruction Approved by Hall of Records Commission

JUL 13 2004

Date

Edward C. Lawrence Jr.
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I
Signature of Court Official Date 10/20/04

JUN 21 2004

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

3633

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

Calvert

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Emergency Evaluation, Domestic Violence and Peace Order Records	2219 SEC III			2.0	8-17-04	Landfill
	Dockets and Indices Retain Permanently; transfer periodically to the Maryland State Archives		1	1-1-89 thru 12/31/89		10-22-04	Landfill
	Original Miscellaneous Papers and Exhibits and Electronic Recordings Retain all original papers for 12 years after entry of judgment and all audit requirements are satisfied, then destroy.		2	1-1-89 thru 12/31/89		10-22-04	Landfill

Destruction Approved by Hall of Records Commission

JUL 13 2004

Date

Edward C. Spangenberg

State Archivist

Destruction Certification

Carolyn Kitcher

Signature of Court Official

County Clerk I

File

Date

10/22/04

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JUN 1 2004
MARYLAND STATE ARCHIVES

JUN 21 2004

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

3634

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

Calvert May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Emergency Evaluation, Domestic Violence and Peace Order Records	2219 SEC III			6.0	8-17-04	Landfill
	Dockets and Indices Retain Permanently; transfer periodically to the Maryland State Archives		1	1-1-90 thru 12-31-90		10-22-04	Landfill
	Original Miscellaneous Papers and Exhibits and Electronic Recordings Retain all original papers for 12 years after entry of judgment and all audit requirements are satisfied, then destroy.		2	1-1-90 thru 12-31-90			

Destruction Approved by Hall of Records Commission

JUL 13 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I *10/22/04*
Signature of Court Official Date



[REDACTED]

JUN 21 2004

[REDACTED]

Handwritten signature

11 SW

3634

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDERICK, MD 20678

Calvert

May 18, 2004

COURT

COUNTY

DATE

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2004 MAY 20 P 2:53

DISTRICT COURT WAREHOUSE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Emergency Evaluation, Domestic Violence and Peace Order Records	2219 SEC III			6.0	8-17-04	Landfill
	Dockets and Indices Retain Permanently; transfer periodically to the Maryland State Archives		1	1-1-90 thru 12-31-90		10-22-04	Landfill
	Original Miscellaneous Papers and Exhibits and Electronic Recordings Retain all original papers for 12 years after entry of judgment and all audit requirements are satisfied, then destroy.		2	1-1-90 thru 12-31-90		10-22-04	Landfill

Destruction Approved by Hall of Records Commission

JUL 13 2004

Date

Edward C. Saperstein Jr.
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I
Signature of Court Official
10/22/04
Date

[REDACTED]

JUN 21 2004

[Handwritten signature]

[REDACTED]

JUN 21 2004

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

3635

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDERICK, MD 20678

Calvert

May 18, 2004

COURT

COUNTY

DATE

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2004 MAY 20 P 2:53

DISTRICT COURT WAREHOUSE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Emergency Evaluation, Domestic Violence and Peace Order Records	2219 SEC III			6.0	8-17-04	Landfill
	Dockets and Indices Retain Permanently; transfer periodically to the Maryland State Archives		1	1-1-91 thru 12-31-91		10-22-04	Landfill
	Original Miscellaneous Papers and Exhibits and Electronic Recordings Retain all original papers for 12 years after entry of judgment and all audit requirements are satisfied, then destroy.		2	1-1-91 thru 12-31-91		10-22-04	Landfill

Destruction Approved by Hall of Records Commission

JUL 13 2004
Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk
Signature of Court Official
10/22/04
Date

JUN 21 2004

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

3635

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

Calvert May 18, 2004

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Emergency Evaluation, Domestic Violence and Peace Order Records	2219 SEC III			6.0	8-17-04	Landfill
	Dockets and Indices Retain Permanently; transfer periodically to the Maryland State Archives		1	1-1-91 thru 12-31-91		10-22-04	Landfill
	Original Miscellaneous Papers and Exhibits and Electronic Recordings Retain all original papers for 12 years after entry of judgment and all audit requirements are satisfied, then destroy.		2	1-1-91 thru 12-31-91		10-22-04	Landfill

Destruction Approved by Hall of Records Commission

13 2004
Date

Edward C. [Signature]
State Archivist

Destruction Certification

Carolyn Kitchen [Signature] County Clerk
Signature of Court Official Date 10/22/04

NOV 8, 2004

RECEIVED
JUN 1 2004
MARYLAND STATE ARCHIVES

~~JUN 21 2004~~

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

2445

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8/17/00

District Court of Maryland #4-1 Calvert

March 8, 2000

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ELECTRONIC RECORDINGS Electronic Recordings. Retained for three years.	975	SEC II-2	1996	2.0	6-22-00	Degaused (Annapolis 06/22/00)

Destruction Approved by Hall of Records Commission

MAR 27 2000

Date

Edward C. Papenfuss Jr.
State Archivist

Destruction Certification

Carolyn Kitchen
Signature of Court Official

County Clerk I
Title

8/16/00
Date

~~JAN 24 2003~~
10/2/00

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

2541

10/2/00

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1 Calvert

March 8, 2000

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ELECTRONIC RECORDINGS Electronic Recordings. Retained for three years.	975	SEC II-2	1996	2.0		

Duplicate

Destruction Approved by Hall of Records Commission

AUG 24 2000

Date

Edward C. Longenecker
State Archivist

Destruction Certification

Signature of Court Official

Title

Date

~~JAN 24 2003~~
10/2/00

3355

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Accession #00A259-00A258-99A11

District Court of Maryland
COURT

Calvert
COUNTY

DATE July 24 2003

#4-1

Series No.	Descriptions of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Microfilm Traffic Md Rule 2219	2219	Sec VI Item 2	1994 1995 1996	3 6 3	10-16-03	Land filled

Destruction Approved by Hall of Records Commission

Destruction certification

AUG 05 2003

Date

Edward C. Saperstein

State Archivist

Patricia S. Buchanan Supd

Signature of Court Official

Title

10-17-03

Date

Rev. 10/83 GS-55Q-9

Instructions for Preparation and Submission on Reverse Side



11/7/03

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

2727

01 MAR 21 PM 4:13

DIST. COURT MD
CALVERT CO.

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

Calvert

January 26, 2001

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ELECTRONIC RECORDINGS Electronic Recordings. Retained for three years.	975	Sec. IV 2a & b	1997	3.0	3-18-02	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

MAR 12 2001

Date

Edward C. Lippert
State Archivist

Carolyn A. Kitchan County Clerk I 3/18/02
Signature of Court Official Title Date

MAY 27 - 2000

Shirley J. [illegible]

MAY 11 2000

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

2728

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick Calvert January 26, 2001

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL RECORDS						
	Inside of civil folders not involving a judgment for sum certain. Folders to be retained permanently.	975	SEC II Item 2	1997	6.0	January 2004	Landfill
	Landlord/tenant records not involving a judgment for sum certain.	975	SEC VI	1997	3.0	Sept. 2003	Landfill
	Inside of closed civil cases containing judgments for sum certain that have expired since twelve years have passed.	975	SEC II	1988	8.0	January 2004	Landfill

Destruction Approved by Holl of Records Commission

MAR 12 2001

Date

Edward C. Pappas

State Archivist

Destruction Certification

Carolyn A. Kitchen County Clerk *3/30/04*

Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side

MAY 27 - '60

RECEIVED

01 MAR 21 PM 4:13

DIST. COURT MD
CALVERT CO.

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

2729

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

Calvert

January 26, 2001

COURT

COUNTY

DATE

Serial No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS						
	Bank books, statements and deposit receipts, cancelled checks and stubs. To be retained for three years and all audit requirements have been met.	975	SEC. V	7-96 - 6-97	3.5	03-26-04	Shred
	PURCHASING						
	Purchase orders and requisitions for supplies. To be retained for three years and all audit requirements have been met.	975	SEC. V	7-96 - 6-97	3.0	June 2003	Landfill
	ACCOUNTING RECORDS						
	Certificate of Deposit. To be retained for three years and all audit requirements have been met.	975	SEC. V	7-96 - 6-97	10.0	February 04	Landfill

Destruction Approved by Hall of Records Commission

MAR 12 2001

Date

Edward C. Lippert
State Archivist

Destruction Certification

Carolyn Kitchen *County Clerk I* *3/30/04*
Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side

MAY 22 - 44

Handwritten signature

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

2731

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01 MAR 21 PM 4:19
PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DIST. COURT MD
CALVERT CO.

4-1 Prince Frederick Calvert January 26, 2001

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC ALPHA FOLDERS Back-up paperwork on closed motor vehicle cases, closed citizen arrests, traffic transmittals & non-mats traffic citations. To be retained for three years and all audit requirements have been met.	975		1/97 - 12/97	20.0	June 2003	Landfill

Destruction Approved by Hall of Records Commission

MAR 12 2001

Date

Edward C. Papenfuss
State Archivist

Destruction Certification

Carolyn Kitchen *County Clerk* *3/30/04*
Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side

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MAY 27 - 04

100-100000

100-100000

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

2732

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

Calvert

January 26, 2001

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	COURT RECORDER SHEETS	975		January through December 1997	1.0	3-18-02	Landfill

Destruction Approved by Hall of Records Commission

MAR 12 2001

Date

Edward C. Loper
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I 3/18/02
Signature of Court Official Title Date

MAY 27 1900

Charles J. Smith

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

2733

RECEIVED

01 MAR 21 PM 4:13 PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DIST. COURT MD
CALVERT CO.

4-1 Prince Frederick

Calvert January 26, 2001

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	SHERIFF TRANSMITTAL SHEETS	975		January through December 1997	1.0	June 2003	Landfill

Destruction Approved by Hall of Records Commission

MAR 12 2001

Date

Edward C. Papenfuss

State Archivist

Destruction Certification

Carolyn Kitchen County Clerk
Signature of Court Official Title

3/30/04
Date

MAY 27-64

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

2734

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01 MAR 21 PM 4:13

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DIST. COURT MD
CALVERT CO.

4-1 Prince Frederick

Calvert

January 26, 2001

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS						
	Criminal insides of folders to be stripped. Folders to be retained permanently.	975	SEC IV 2a & b	1997	30.0	March 2004	Landfill
	Criminal file folders and pertinent papers of expunged cases.	975	SEC IV	1997	5.0	3-18-02 & 3-19-02	Shred

Destruction Approved by Hall of Records Commission

MAR 12 2001

Date

Edward C. Papenfuss

State Archivist

Destruction Certification

Carolyn Kitchen *County Clerk I* *3/30/04*

Signature of Court Official

Title

Date

MAY 27 - 4

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

2735

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

Calvert January 26, 2001

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	SPECIAL PROCEEDINGS						
	Domestic Violence & Emergency Petition Cases (12 years from the expiration of the final order)	975		1-88 - 12-88	.5	03-26-04	Landfill
	Municipal Infractions, Breach Of Lease, Rent Escrow & Tenant Holding Over	975		1-97 - 12-97	.5	January 2004	Landfill

Destruction Approved by Hall of Records Commission

MAR 12 2001

Date

Edward C. Spencer
State Archivist

Destruction Certification

Carolyn Kitchen *County Clerk I* *3/30/04*
Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side

1075

MAY 21-04

Thos. H. H. H.

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

2730

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

Calvert January 26, 2001

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS						
	R-1's, DCA 31's & R-2's	975		7-97 - 7-98	1.0	2/25/04	Landfill
	Pay Batch Envelopes			7-97 - 7-98	6.0	2/25/04	Landfill

Destruction Approved by Hall of Records Commission

MAR 12 2001

Date

Edward C. Loper
State Archivist

Destruction Certification

Carolyn A. Kitchen County Clerk
Signature of Court Official Title Date 3/30/04

1911

MAY 27 - 04

Shank's (copy)

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

3609

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FRELICK, MD 20678

2004 MAY 20 P 2:47

DISTRICT COURT WAREHOUSE

COURT CALVERT COUNTY DATE May 18, 2004

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS						
	R-1's, DCA 31's & R-2's	2219 SEC V	1c	1/1/98 thru 12/31/98	1.0	10-22-04	Landfill
	Pay Batch Envelopes	2219 SEC V	1c	1/1/98 thru 12/31/98	2.0	08-20-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004
Date

Edward C. Spang
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk
Signature of Court Official Date 10/22/04

Charles J. Fox

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

3609

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FRELLICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS						
	R-1's, DCA 31's & R-2's	2219 SEC V	1c	1/1/98 thru 12/31/98	1.0	10-22-04	Landfill
	Pay Batch Envelopes	2219 SEC V	1c	1/1/98 thru 12/31/98	2.0	08-20-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchner County Clerk *10/22/04*
Signature of Court Official Date

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JUN 1 2004
MARYLAND STATE ARCHIVES

Handwritten signature

JUN 1 2004

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

3603

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2004 MAY 20 P 2:46

DISTRICT COURT WAREHOUSE

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FRELLRICK, MD 20678

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

CALVERT COUNTY May 18, 2004

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL RECORDS						
	Inside of civil folders not involving a judgment for sum certain. Folders to be retained permanently.	2219 Sec. II	3	1/1/98 thru 12/31/98	8.0	8-10-04	Landfill
	Landlord/tenant records not involving a judgment for sum certain.	2219 Sec II	1	1/1/98 thru 12/31/98	4.0	8-19-04	Landfill
	Inside of closed civil cases containing judgments for sum certain that have expired since twelve years have passed.	2219 Sec II	3	1/1/89 thru 12/31/89	10.0	8-16-04	Landfill

Destruction Approved by Holl of Records Commission

JUN 16 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I *10/22/04*
Signature of Court Official Date

Charles J. Fox

JUN 18 1904

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

3603

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDERICK, MD 20678

CALVERT COUNTY

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL RECORDS						
	Inside of civil folders not involving a judgment for sum certain. Folders to be retained permanently.	2219 Sec. II	3	1/1/98 thru 12/31/98	8.0	8-10-04	Landfill
	Landlord/tenant records not involving a judgment for sum certain.	2219 Sec II	1	1/1/98 thru 12/31/98	4.0	8-19-04	Landfill
	Inside of closed civil cases containing judgments for sum certain that have expired since twelve years have passed.	2219 Sec II	3	1/1/89 thru 12/31/89	10.0	8-16-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk
Signature of Court Official Date 10/22/04

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JUN 1 2004
MARYLAND STATE ARCHIVES

Franklin D. Roosevelt

JUN 1 2004

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

3615

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

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2004 MAY 20 P 2:52

COURT

CALVERT

May 18, 2004

COUNTY

DATE

DISTRICT COURT WAREHOUSE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	COURT RECORDER SHEETS	2219 SEC IV	2	1/1/98 thru 12/31/98	1.0	8-19-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk
Signature of Court Official

10/22/04
Date

JUN 18 1901

Wm. L. Puffer

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

3615

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

CALVERT May 18, 2004

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	COURT RECORDER SHEETS	2219 SEC IV	2	1/1/98 thru 12/31/98	1.0	8-19-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen *County Clerk* *10/22/04*
Signature of Court Official Date



Handwritten signature

104 18 2004

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

3630

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FRELICK, MD 20678

RECEIVED

2004 MAY 20 P 2:53

COURT COUNTY DATE
CALVERT May 18, 2004

DISTRICT COURT WAREHOUSE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Civil Citations and Municipal Infraction Cases Closed In: <u>1998</u>	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/98 thru 12/31/98	1	8-19-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I *10/20/04*
Signature of Court Official Date

Charles F. Johnson

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

3630

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREELICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Civil Citations and Municipal Infraction Cases Closed In: 1998	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/98 thru 12/31/98	1	8-19-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Saperstein
State Archivist

Destruction Certification

Carolyn Kitchen *County Clerk* *10/22/04*
Signature of Court Official Date

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JUN 1 2004
MARYLAND STATE ARCHIVES

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

3621

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREELRICK, MD 20678

RECEIVED

2004 MAY 20 P 2:53

COURT COUNTY DATE
Calvert May 18, 2004

DISTRICT COURT WAREHOUSE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Criminal, Petty Offense Citation and Fugitive Warrant Cases Closed In 1998 Criminal Insides of Folders to be stripped, retaining docket sheets. Folders to be retained permanently.	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/98 thru 12/31/98	30	6-22-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I
Signature of Court Official Date 10/22/04

Instructions for Preparation and Submission on Reverse Side

George Washington

JUN 18 2004

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

3621

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREELRICK, MD 20678

COURT COUNTY DATE
Calvert May 18, 2004

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Criminal, Petty Offense Citation and Fugitive Warrant Cases Closed In 1998 Criminal Insides of Folders to be stripped, retaining docket sheets. Folders to be retained permanently.	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/98 thru 12/31/98	30	6-22-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Saperstein
State Archivist

Destruction Certification

Cadya Kitchen County Clerk I 10/22/04
Signature of Court Official Date

RECEIVED
JUN 1 2004
MARYLAND STATE ARCHIVES

Handwritten signature

JUN 1 2004

3624

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

RECEIVED

2004 MAY 20 P 2:53

Calvert

May 18, 2004

COURT

COUNTY

DATE

DISTRICT COURT WAREHOUSE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Expunged Cases Closed In: 1998	2219 Sec. IV	2 d,e	1/1/98 thru 12/31/98	3	8-18-04	Shred

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Pappas

State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I 10/22/04
Signature of Court Official Date

Instructions for Preparation and Submission on Reverse Side

Charles F. Johnson

JUN 18 1904

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

3624

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

Calvert

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Expunged Cases Closed In: <u>1998</u>	2219 Sec. IV	2 d,e	1/1/98 thru 12/31/98	3	8-18-04	Shred

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I *10/22/04*
Signature of Court Official Date

RECEIVED
JUN 1 2004
MARYLAND STATE ARCHIVES

JUN 1 2004

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

3627

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREELRICK, MD 20678

Calvert

May 18, 2004

RECEIVED

2004 MAY 20 P 2:53

COURT

COUNTY

DATE

DISTRICT COURT WAREHOUSE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Natural Resources Cases Closed in: 1998	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/98 thru 12/31/98	3	8-19-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I
Signature of Court Official

Date

10/22/04

Instructions for Preparation and Submission on Reverse Side

Wm. B. Mumford

Wm. B. Mumford

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

3627

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDERICK, MD 20678

Calvert

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Natural Resources Cases Closed in: 1998	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/98 thru 12/31/98	3	8-19-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn A. Kitchen *County Clerk I* *10/22/04*
Signature of Court Official Date



MSA B.1. HVL

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

3600
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2004 MAY 20 P 2:46

DISTRICT COURT WAREHOUSE

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FRELLRICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ELECTRONIC RECORDINGS Electronic Recordings Retained for three years CLOSED IN: <u>1998</u>	2219 SEC II	2	1/1/98 thru 12/31/98	3	9-17-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I 10/22/04
Signature of Court Official Date

Charles. P. P. P.

1000 2 1 1000

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

3600

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FRELLRICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ELECTRONIC RECORDINGS Electronic Recordings Retained for three years CLOSED IN: 1998	2219 SEC II	2	1/1/98 thru 12/31/98	3	9-17-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

State Archivist

Destruction Certification

Signature of Court Official

Date

RECEIVED
JUN 1 2004
MARYLAND STATE ARCHIVES

Charles P. [illegible]

JUN 1 8 2004

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

3606

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	FISCAL RECORDS						
	ACCOUNTING						
	Bank Books, statements and deposit receipts, cancelled checks and stubs. To be retained for three years and all audit requirements have been met.	2219 SEC V	1 c	1/1/98 thru 12/31/98	3.0	10-22-04	Landfill
	Certificate of Deposit To be retained for three years and all audit requirements have been met.	2219 Sec. V	1 c	1/1/98 thru 12/31/98	8.0	08-20-04	Landfill
	PURCHASING Purchase orders and requisitions for supplies. To be retained for three years and all audit requirements have been met.	2219 SEC V	3	1/1/98 thru 12/31/98	2.0	10-22-04	Landfill

Destruction Approved by Holl of Records Commission

JUL 13 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certificate

Carolyn Kitchen *County Clerk* *10/20/04*
Signature of Court Official Title Date



JUN 21 2004

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

3606

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FRELICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

2004 MAY 20 P 2:46

DISTRICT COURT WAREHOUSE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	FISCAL RECORDS						
	ACCOUNTING						
	Bank Books, statements and deposit receipts, cancelled checks and stubs. To be retained for three years and all audit requirements have been met.	2219 SEC V	1 c	1/1/98 thru 12/31/98	3.0	10-22-04	Landfill
	Certificate of Deposit To be retained for three years and all audit requirements have been met.	2219 Sec. V	1 c	1/1/98 thru 12/31/98	8.0	08-20-04	Landfill
	PURCHASING Purchase orders and requisitions for supplies. To be retained for three years and all audit requirements have been met.	2219 SEC V	3	1/1/98 thru 12/31/98	2.0	10-22-04	Landfill

Destruction Approved by Hall of Records Commission

JUL 13 2004

Date

Edward C. Sampson
State Archivist

Destruction Certification

Carolyn Kitchen *County Court I* *10/22/04*
Signature of Court Official Date

[REDACTED]

JUN 21 2004

Handwritten signature

[REDACTED]

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

3618

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

RECEIVED

2004 MAY 20 P 2:52

COURT CALVERT COUNTY DATE May 18, 2004

DISTRICT COURT WAREHOUSE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	SHERIFF TRANSMITTAL SHEETS	2219 SEC II	2	1/1/98 thru 12/31/98	2.0	8-19-04	Landfill

Destruction Approved by Hall of Records Commission

JUL 13 2004

Date

Edward C. [Signature]
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I 10/22/04
Signature of Court Official Date

[REDACTED]

JUN 21 2004

[REDACTED]

James P. [unclear]

NOV 5 2004

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

3618

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDERICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	SHERIFF TRANSMITTAL SHEETS	2219 SEC II	2	1/1/98 thru 12/31/98	2.0	8-19-04	Landfill

Destruction Approved by Hall of Records Commission

JUL 13 2004

Date

Edward C. Saperstein
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk 10/22/04
Signature of Court Official Date

RECEIVED
JUN 1 2004
MARYLAND STATE ARCHIVES

JUN 21 2004

Handwritten signature

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

3612

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2004 MAY 20 P 2:52

DISTRICT COURT WAREHOUSE

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC ALPHA FOLDERS Back-up paperwork on closed motor vehicle cases, closed citizen arrests, traffic transmittals and non-mats traffic citations. To be retained for three years and all audit requirements have been met.	2219 SEC IV	2 a,b,c, d,e,f	1/1/98 thru 12/31/98	9	8-27-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I
Signature of Court Official
10/22/04
Date

Wm. L. Garrison

NOV 10 1844

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

3612

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC ALPHA FOLDERS Back-up paperwork on closed motor vehicle cases, closed citizen arrests, traffic transmittals and non-mats traffic citations. To be retained for three years and all audit requirements have been met.	2219 SEC IV	2 a,b,c, d,e,f	1/1/98 thru 12/31/98	9	8-27-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitcher County Clerk I
Signature of Court Official Date 10/22/04



Handwritten signature

JUN 1 2004

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

3610

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDERICK, MD 20678

2004 MAY 20 P 2:47

DISTRICT COURT WAREHOUSE

COURT CALVERT COUNTY DATE May 18, 2004

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS						
	R-1's, DCA 31's & R-2's	2219 SEC V	1c	1/1/99 thru 12/31/99	2.0	10-22-04	Landfill
	Pay Batch Envelopes	2219 SEC V	1c	1/1/99 thru 12/31/99	8.0	08-20-04	Landfill

Destruction Approved by Hall of Records Commission

JUL 13 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I *10/22/04*
Signature of Court Official Title Date

[REDACTED]

JUN 21 2004

[REDACTED]

Phonetic transcription

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

3610

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS						
	R-1's, DCA 31's & R-2's	2219 SEC V	1c	1/1/99 thru 12/31/99	2.0	10-22-04	Landfill
	Pay Batch Envelopes	2219 SEC V	1c	1/1/99 thru 12/31/99	8.0	08-20-04	Landfill

Destruction Approved by Holl of Records Commission

JUL 13 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen *County Clerk I* *10/22/04*
Signature of Court Official Date

RECEIVED
JUN 1 2004
MARYLAND STATE ARCHIVES

JUN 21 2004

James P. [illegible]

HALL OF RECORDS COMMISSION
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO RD., P.O. BOX 275
 JESSUP, MD 20794-0275

3604

RECEIVED

2004 MAY 20 P 2:46

DISTRICT COURT WAREHOUSE

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
 FOR CALVERT COUNTY
 200 DUKE STREET
 PRINCE FREDERICK, MD 20678

CALVERT COUNTY May 18, 2004

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL RECORDS						
	Inside of civil folders not involving a judgment for sum certain. Folders to be retained permanently.	2219 Sec. II	3	1/1/99 thru 12/31/99	9.0	8-10-04	Landfill
	Landlord/tenant records not involving a judgment for sum certain.	2219 Sec II	1	1/1/99 thru 12/31/99	5.0	8-19-04	Landfill
	Inside of closed civil cases containing judgments for sum certain that have expired since twelve years have passed.	2219 Sec II	3	1/1/90 thru 12/31/90	10.0	8-16-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Spangher
 State Archivist

Destruction Certification

Carolyn Kitchen
 Signature of Court Official

County Clerk I
 Title

10/22/04
 Date

JUN 18 1907

Wm. L. Ransom

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

3604

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDERICK, MD 20678

CALVERT COUNTY

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL RECORDS						
	Inside of civil folders not involving a judgment for sum certain. Folders to be retained permanently.	2219 Sec. II	3	1/1/99 thru 12/31/99	9.0	8-10-04	Landfill
	Landlord/tenant records not involving a judgment for sum certain.	2219 Sec II	1	1/1/99 thru 12/31/99	5.0	8-19-04	Landfill
	Inside of closed civil cases containing judgments for sum certain that have expired since twelve years have passed.	2219 Sec II	3	1/1/90 thru 12/31/90	10.0	8-16-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk
Signature of Court Official
10/22/04
Date

RECEIVED
JUN 1 2004
MARYLAND STATE ARCHIVES

Thomas C. Brinkley

JUN 1 2004

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

3616

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

RECEIVED

2004 MAY 20 P 2:52

DISTRICT COURT WAREHOUSE

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	COURT RECORDER SHEETS	2219 SEC IV	2	1/1/99 thru 12/31/99	1.0	8-19-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Papenfuss

State Archivist

Destruction Certification

Carol Kitchen County Clerk I 10/22/03

Signature of Court Official

File

Date

THE UNIVERSITY OF CHICAGO

James G. Thompson

100 1 8 100

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

3616

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

CALVERT May 18, 2004

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	COURT RECORDER SHEETS	2219 SEC IV	2	1/1/99 thru 12/31/99	1.0	8-19-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I
Signature of Court Official Date 10/22/04

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JUN 1 2004
MARYLAND STATE ARCHIVES

Charles [unclear]

JUN 12 2004

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

3631

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

2004 MAY 20 P 2:53

COURT COUNTY DATE
CALVERT May 18, 2004

DISTRICT COURT WAREHOUSE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Civil Citations and Municipal Infraction Cases Closed In: 1999	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/99 thru 12/31/99	1	8-19-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I
Signature of Court Official Date 10/22/04

Charles F. Parker

1000 0-1-1000

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

3631

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Civil Citations and Municipal Infraction Cases Closed In: 1999	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/99 thru 12/31/99	1	8-19-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen
Signature of Court Official

County Clerk I 10/22/04
Date



Charles P. [illegible]

JUN 1 2004

3622

RECEIVED

2004 MAY 20 P 2:55

DISTRICT COURT WAREHOUSE

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

Calvert

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Criminal, Petty Offense Citation and Fugitive Warrant Cases Closed In 1999 Criminal Insides of Folders to be stripped, retaining docket sheets. Folders to be retained permanently.	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/99 thru 12/31/99	35	7-8-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I
Signature of Court Official Date 10/22/04

Instructions for Preparation and Submission on Reverse Side

THE UNIVERSITY OF CHICAGO
LIBRARY

Charles F. Johnson

100-1-1004

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

3622

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

PRINCE GEORGE'S DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE GEORGE, MD 20678

Calvert

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Criminal, Petty Offense Citation and Fugitive Warrant Cases Closed In 1999 Criminal Insides of Folders to be stripped, retaining docket sheets. Folders to be retained permanently.	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/99 thru 12/31/99	35	7-8-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

State Archivist

Destruction Certification

Signature of Court Official

File

Date

Instructions for Preparation and Submission on Reverse Side



Charles E. Pugh

JUN 1 2 2004

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

3625

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FRELICK, MD 20678

Calvert

May 18, 2004

2004 MAY 20 P 2:53

DISTRICT COURT WAREHOUSE

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Expunged Cases Closed In: 1999	2219 SEC IV	2 d,e	1/1/99 thru 12/31/99	3	8-18-04	Shred

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Sgarbi
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I
Signature of Court Official

10/22/04
Date

Alfred P. Smith

APR 10 1904

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

3625

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

Calvert

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Expunged Cases Closed In: <u>1999</u>	2219 SEC IV	2 d,e	1/1/99 thru 12/31/99	3	8-18-04	Shred

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Spang
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I
Signature of Court Official
10/22/04
Date



Charles J. Post

JUN 1 2004

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

3628

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FRELICK, MD 20678

Calvert

May 18, 2004

COURT

COUNTY

DATE

RECEIVED

2004 MAY 20 P 2:55

DISTRICT COURT WAREHOUSE

Serial No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Natural Resources Cases Closed in: 1999	2219 SEC IV	1 2 a,b,c d,e,f	1/1/99 thru 12/31/99	3	8-19-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Spang
State Archivist

Destruction Certification

Carolyn A. Kitchen County Clerk I 10/22/04
Signature of Court Official Date

1888

Charles C. Peck

JUN 18 1888

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

3628

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FRELLICK, MD 20678

Calvert

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Natural Resources Cases Closed in: 1999	2219 SEC IV	1 2 a,b,c d,e,f	1/1/99 thru 12/31/99	3	8-19-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Spang
State Archivist

Destruction Certification

Carolyn A. Kitchen County Clerk I
Signature of Court Official Date 10/22/04



ADMS-8-1-1011

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

3601

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

RECEIVED

2004 MAY 20 P 2:46

COURT COUNTY DATE
CALVERT May 18, 2004

DISTRICT COURT WAREHOUSE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ELECTRONIC RECORDINGS Electronic Recordings Retained for three years CLOSED IN: <u>1999</u>	2219 SEC II	2	1/1/99 thru 12/31/99	3	9-17-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. [Signature]

State Archivist

Destruction Certification

Carolyn Kitcher County Clerk I
Signature of Court Official Date

Instructions for Preparation and Submission on Reverse Side

Charles J. Fox

100 100

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

3601

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ELECTRONIC RECORDINGS Electronic Recordings Retained for three years CLOSED IN: 1999	2219 SEC II	2	1/1/99 thru 12/31/99	3	9-17-04	Landfill

Destruction Approved by Holl of Records Commission

JUN 16 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen
Signature of Court Official

Date

Date

Instructions for Preparation and Submission on Reverse Side

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JUN 1 2004
MARYLAND STATE ARCHIVES

Handwritten signature

JUN 1 2004

3607

RECEIVED

2004 MAY 20 P 2:46

DISTRICT COURT WAREHOUSE

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	FISCAL RECORDS						
	ACCOUNTING						
	Bank Books, statements and deposit receipts, cancelled checks and stubs. To be retained for three years and all audit requirements have been met.	2219 SEC V	1 c	1/1/99 thru 12/31/99	3.0	10-22-04	Landfill
	Certificate of Deposit To be retained for three years and all audit requirements have been met.	2219 Sec. V	1 c	1/1/99 thru 12/31/99	8.0	08-20-04	Landfill
	PURCHASING Purchase orders and requisitions for supplies. To be retained for three years and all audit requirements have been met.	2219 SEC V	3	1/1/99 thru 12/31/99	2.0	10-22-04	Landfill

Destruction Approved by Hall of Records Commission

JUL 13 2004

JUL 13 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I 10/22/04
Signature of Court Official Date

Instructions for Preparation and Submission on Reverse Side

[REDACTED]

JUN 21 2004

[REDACTED]

JUN 21 2004

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

3607

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDERICK, MD 20678

CALVERT May 18, 2004

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	FISCAL RECORDS						
	ACCOUNTING						
	Bank Books, statements and deposit receipts, cancelled checks and stubs. To be retained for three years and all audit requirements have been met.	2219 SEC V	1 c	1/1/99 thru 12/31/99	3.0	10-22-04	Landfill
	Certificate of Deposit To be retained for three years and all audit requirements have been met.	2219 Sec. V	1 c	1/1/99 thru 12/31/99	8.0	08-20-04	Landfill
	PURCHASING Purchase orders and requisitions for supplies. To be retained for three years and all audit requirements have been met.	2219 SEC V	3	1/1/99 thru 12/31/99	2.0	10-22-04	Landfill

Destruction Approved by Hall of Records Commission

JUL 13 2004

Date

Edward C. [Signature]
State Archivist

Destruction Certification

Carolyn Kitchen *County Clerk* *10/22/04*
Signature of Court Official Title Date

RECEIVED
JUN 1 2004
MARYLAND STATE ARCHIVES

~~CONFIDENTIAL~~

JUN 21 2004

~~CONFIDENTIAL~~

JUN 21 2004

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

3619

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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2004 MAY 20 P 2:52

DISTRICT COURT WAREHOUSE

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDERICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	SHERIFF TRANSMITTAL SHEETS	2219 SEC II	2	1/1/99 thru 12/31/99	2.0	8-19-04	Landfill

Destruction Approved by Hall of Records Commission

JUL 13 2004

Date

Edward C. Saperstein
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I
Signature of Court Official
10/20/04
Date

Instructions for Preparation and Submission on Reverse Side

[REDACTED]

JUN 21 2004

[REDACTED]

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11 30

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

3619

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDERICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	SHERIFF TRANSMITTAL SHEETS	2219 SEC II	2	1/1/99 thru 12/31/99	2.0	8-19-04	Lanfill

Destruction Approved by Hall of Records Commission

JUL 13 2004
Date

Edward C. [Signature]
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I 10/22/04
Signature of Court Official Date

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JUN 1 2004
MARYLAND STATE ARCHIVES

[REDACTED]

JUN 21 2004

[REDACTED]

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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

3613

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

COURT COUNTY DATE
CALVERT May 18, 2004

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC ALPHA FOLDERS Back-up paperwork on closed motor vehicle cases, closed citizen arrests, traffic transmittals and non-mats traffic citations. To be retained for three years and all audit requirements have been met.	2219 SEC IV	2 a,b,c, d,e,f	1/1/99 thru 12/31/99	9	8-27-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Papenfuss

State Archivist

Destruction Certification

Carolyn A. Kitchen

Signature of Court Official

County Clerk 10/22/04

Date



[Faint, illegible handwritten signature]

JUN 1 2 004

3613

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2004 MAY 20 P 2:52

DISTRICT COURT WAREHOUSE

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

CALVERT May 18, 2004

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC ALPHA FOLDERS Back-up paperwork on closed motor vehicle cases, closed citizen arrests, traffic transmittals and non-mats traffic citations. To be retained for three years and all audit requirements have been met.	2219 SEC IV	2 a,b,c, d,e,f	1/1/99 thru 12/31/99	9	8-27-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Papenfuss
State Archivist

Destruction Certification

Carolyn A. Kitchen County Clerk I 10/27/04
Signature of Court Official Date

Wm. L. P. P.

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

3611

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FRELICK, MD 20678

RECEIVED

2004 MAY 20 P 2:52

COURT COUNTY DATE
CALVERT May 18, 2004

DISTRICT COURT WAREHOUSE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS						
	R-1's, DCA 31's & R-2's	2219 SEC V	1c	1/1/00 thru 12/31/00	1.0	10-22-04	Landfill
	Pay Batch Envelopes	2219 SEC V	1c	1/1/00 thru 6/30/00	2.0	08-20-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Pappas
State Archivist

Destruction Certification

Carolyn Kitchener
Signature of Court Official

County Clerk
Title

10/22/04
Date

Charles H. Johnson

JUN 17 1944

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

3611

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FRELICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS						
	R-1's, DCA 31's & R-2's	2219 SEC V	1c	1/1/00 thru 12/31/00	1.0	10-22-04	Landfill
	Pay Batch Envelopes	2219 SEC V	1c	1/1/00 thru 6/30/00	2.0	08-20-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Spang
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I *10/22/04*
Signature of Court Official Date



Handwritten signature

2004 6 1 11:11

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

3605

RECEIVED

2004 MAY 20 P 2:46

DISTRICT COURT WAREHOUSE

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREELRICK, MD 20678

CALVERT COUNTY

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL RECORDS						
	Inside of civil folders not involving a judgment for sum certain. Folders to be retained permanently.	2219 Sec. II	3	1/1/00 thru 12/31/00	10.0	8-10-04	Landfill
	Landlord/tenant records not involving a judgment for sum certain.	2219 Sec II	1	1/1/00 thru 12/31/00	5.0	8-19-04	Landfill
	Inside of closed civil cases containing judgments for sum certain that have expired since twelve years have passed.	2219 Sec II	3	1/1/91 thru 12/31/91	12.0	8-16-04	Landfill

Destruction Approved by Holl of Records Commission

JUN 16 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk
Signature of Court Official Date 10/22/04

Charles F. Johnson

104-1-204

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

3605

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDERICK, MD 20678

CALVERT COUNTY

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL RECORDS						
	Inside of civil folders not involving a judgment for sum certain. Folders to be retained permanently.	2219 Sec. II	3	1/1/00 thru 12/31/00	10.0	8-10-04	Landfill
	Landlord/tenant records not involving a judgment for sum certain.	2219 Sec II	1	1/1/00 thru 12/31/00	5.0	8-19-04	Landfill
	Inside of closed civil cases containing judgments for sum certain that have expired since twelve years have passed.	2219 Sec II	3	1/1/91 thru 12/31/91	12.0	8-16-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen
Signature of Court Official

County Clerk I
Title

10/22/04
Date



Handwritten signature

JUN 1 2004

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

3617

RECEIVED

2004 MAY 20 P 2:52

DISTRICT COURT WAREHOUSE

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

CALVERT May 18, 2004

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	COURT RECORDER SHEETS	2219 SEC IV	2	1/1/00 thru 12/31/00	1.0	8-19-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. [Signature]
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I *10/22/04*
Signature of Court Official Date

1700 10 1 1901

James C. Thompson

3617

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDERICK, MD 20678

CALVERT May 18, 2004

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	COURT RECORDER SHEETS	2219 SEC IV	2	1/1/00 thru 12/31/00	1.0	8-19-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Papenfuss
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk 10/22/04
Signature of Court Official Date



Handwritten signature or initials

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

3632

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FRELICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

RECEIVED
2004 MAY 20 P 2:55
DISTRICT COURT WAREHOUSE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Civil Citations and Municipal Infraction Cases Closed In: <u>2000</u>	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/00 thru 12/31/00	1	8-19-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Papenfuss
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I 10/22/04
Signature of Court Official Title Date

James C. Thompson

NOV 2 1904

3632

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FRELICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Civil Citations and Municipal Infraction Cases Closed In: <u>2000</u>	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/00 thru 12/31/00	1	8-19-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

State Archivist

Destruction Certification

Signature of Court Official

File

Date



Handwritten signature or initials, possibly "J. P. Jones".

JUN 1 2004

3623

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDERICK, MD 20678

Calvert

May 18, 2004

COURT

COUNTY

DATE

RECEIVED
2004 MAY 20 P 2:55
DISTRICT COURT WAREHOUSE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Criminal, Petty Offense Citation and Fugitive Warrant Cases Closed In 2000 Criminal Insides of Folders to be stripped, retaining docket sheets. Folders to be retained permanently.	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/00 thru 12/31/00	50	8-4-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. [Signature]
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk 10/22/04
Signature of Court Official Date

100 1 1 100

Charles H. Johnson

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

3623

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DEPARTMENT OF GENERAL SERVICES
STRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FRELICK, MD 20678

Calvert

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Criminal, Petty Offense Citation and Fugitive Warrant Cases Closed In 2000 Criminal Insides of Folders to be stripped, retaining docket sheets. Folders to be retained permanently.	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/00 thru 12/31/00	50	8-4-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I 10/22/04
Signature of Court Official Date



Handwritten signature

JUN 1 2 2004

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

3626

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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2004 MAY 20 P 2:53

DISTRICT COURT WAREHOUSE

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDERICK, MD 20678

Calvert

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Expunged Cases Closed In: <u>2000</u>	2219 SEC IV	2 d,e	1/1/00 thru 12/31/00	3	8-18-04	Shred

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. [Signature]
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I 10/22/04
Signature of Court Official Date

Instructions for Preparation and Submission on Reverse Side

James C. Pugh

JUN 28 1904

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

3626

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDERICK, MD 20678

Calvert

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Expunged Cases Closed In: 2000	2219 SEC IV	2 d,e	1/1/00 thru 12/31/00	3	8-18-04	Shred

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I
Signature of Court Official
10/22/04
Date

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JUN 1 2004
MARYLAND STATE ARCHIVES

JUN 21 2004

3629

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2004 MAY 20 P 2:53

DISTRICT COURT WAREHOUSE

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FRELICK, MD 20678

Calvert

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Natural Resources Cases Closed in: <u>2000</u>	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/00 thru 12/31/00	3	8-19-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Spangher
State Archivist

Destruction Certification

Carolyn Kitcher County Clerk I 10/22/04
Signature of Court Official Date

Instructions for Preparation and Submission on Reverse Side

Charles. P. P. P.

JUN 12 1904

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

3629

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDERICK, MD 20678

Calvert

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Natural Resources Cases Closed in: <u>2000</u>	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/00 thru 12/31/00	3	8-19-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I
Signature of Court Official
10/22/04
Date



2004 JUN 1

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

3602

RECEIVED

2004 MAY 20 P 2:46

DISTRICT COURT WAREHOUSE

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ELECTRONIC RECORDINGS Electronic Recordings Retained for three years CLOSED IN: <u>2000</u>	2219 SEC II	2	1/1/00 thru 12/31/00	3	9-17-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen
Signature of Court Official

County Clerk I
Title

10/22/04
Date

Charles. P. P. 1

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

3602

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ELECTRONIC RECORDINGS Electronic Recordings Retained for three years CLOSED IN: <u>2000</u>	2219 SEC II	2	1/1/00 thru 12/31/00	3	9-17-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Papenfuss
State Archivist

Destruction Certification

Carolyn Kitchen
Signature of Court Official

County Clerk 10/22/04
Date



Handwritten signature

JUN 1 2004

3608

RECEIVED

2004 MAY 20 P 2:46

DISTRICT COURT WAREHOUSE

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDERICK, MD 20678

CALVERT May 18, 2004

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	FISCAL RECORDS						
	ACCOUNTING						
	Bank Books, statements and deposit receipts, cancelled checks and stubs. To be retained for three years and all audit requirements have been met.	2219 SEC V	1 c	1/1/00 thru 12/31/00	3.0	10-22-04	Landfill
	Certificate of Deposit To be retained for three years and all audit requirements have been met.	2219 Sec. V	1 c	1/1/00 thru 12/31/00	8.0	08-20-04	Landfill
	PURCHASING Purchase orders and requisitions for supplies. To be retained for three years and all audit requirements have been met.	2219 SEC V	3	1/1/00 thru 12/31/00	2.0	10-22-04	Landfill

JUL 13 2004

Destruction Approved by Hall of Records Commission

JUL 13 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk
Signature of Court Official Date 10/22/04

JUN 21 2004

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

3608

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	FISCAL RECORDS						
	ACCOUNTING						
	Bank Books, statements and deposit receipts, cancelled checks and stubs. To be retained for three years and all audit requirements have been met.	2219 SEC V	1 c	1/1/00 thru 12/31/00	3.0	10-22-04	Landfill
	Certificate of Deposit To be retained for three years and all audit requirements have been met.	2219 Sec. V	1 c	1/1/00 thru 12/31/00	8.0	08-20-04	Landfill
	PURCHASING Purchase orders and requisitions for supplies. To be retained for three years and all audit requirements have been met.	2219 SEC V	3	1/1/00 thru 12/31/00	2.0	10-22-04	Landfill

Destruction Approved by Hall of Records Commission

JUL 13 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk
Signature of Court Official
10/20/04
Date



JUN 21 2004

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

3620

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND

FOR CALVERT COUNTY

200 DUKE STREET

PRINCE FREDERICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	SHERIFF TRANSMITTAL SHEETS	2219 SEC II	2	1/1/00 thru 12/31/00	2.0	8-19-04	Landfill

Destruction Approved by Hall of Records Commission

JUL 13 2004

Date

Edward C. [Signature]
State Archivist

Destruction Certification

Carolyn Hitchcock County Clerk I 10/22/04
Signature of Court Official Date

RECEIVED
JUN 1 2004
MARYLAND STATE ARCHIVES

[REDACTED]

JUN 21 2004

[REDACTED]

JUL

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

3620

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

RECEIVED

2004 MAY 20 P 2:52

DISTRICT COURT WAREHOUSE

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

CALVERT May 18, 2004

COURT COUNTY DATE

Serial No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	SHERIFF TRANSMITTAL SHEETS	2219 SEC II	2	1/1/00 thru 12/31/00	2.0	8-19-04	Landfill

Destruction Approved by Hall of Records Commission

JUL 13 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk 10/20/04
Signature of Court Official Date

Instructions for Preparation and Submission on Reverse Side

JUN 21 2004

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

3614

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDERICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC ALPHA FOLDERS Back-up paperwork on closed motor vehicle cases, closed citizen arrests, traffic transmittals and non-mats traffic citations. To be retained for three years and all audit requirements have been met.	2219 SEC IV	2 a,b,c, d,e,f	1/1/00 thru 12/31/00	12	08-27-04	Landfill

Destruction Approved by Hall of Records Commission

JUN 16 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Carolyn Kitchen County Clerk I 10/22/04
Signature of Court Official Date



Charles P. [illegible]

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

3614

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREDRICK, MD 20678

RECEIVED

2004 MAY 20 P 2:52

COURT CALVERT COUNTY DATE May 18, 2004

DISTRICT COURT WAREHOUSE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	TRAFFIC ALPHA FOLDERS Back-up paperwork on closed motor vehicle cases, closed citizen arrests, traffic transmittals and non-mats traffic citations. To be retained for three years and all audit requirements have been met.	2219 SEC IV	2 a,b,c, d,e,f	1/1/00 thru 12/31/00	12	08-27-04	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

JUN 16 2004

Date

Edward C. [Signature]

State Archivist

Carolyn Kitchen County Clerk I 10/22/04

Signature of Court Official

ile

Date

Charles. P. P. P.

3400

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 3Q70
LA PLATA MD 20646

COURT Charles
COUNTY
DATE 6-20-2003

Serial No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	1990 Landlord Tenant Summary Ejectments Money Judgment Expired				1-box	1-7-2004	Landfill

Destruction Approved by Hall of Records Commission

Edward C. Spangenberg
State Archivist

Destruction Certification

Debra Radloff Civil Supervisor 1-7-04
Signature of Court Official Date

DEC 02 2003

Date

Rev. 10/03

DGS-550-9

Instructions for Preparation and Submission

SEP 15 - 2006

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

3400

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

COURT Charles COUNTY Charles DATE 6-20-2003

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	1990 Landlord Tenant Summary Ejectments Money Judgment Expired				1-box	1-7-2004	Landfill

Destruction Approved by Hall of Records Commission

Edward C. Spencer
State Archivist

Destruction Certification

Debbie Radloff Civil Supervisor 1-7-04
Signature of Court Official Date

DEC 02 2003
Date

SEP 15

2004

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

3398

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

COURT

Charles

6-20-2003

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schd. No.	Item No.				
	1990 Civil Judgment (Expired)				9	3/8/04	landfill

Destruction Approved by Hall of Records Commission

Edward C. Spang
State Archivist

Destruction Certification

Debbie Radloff
Signature of Court Official
Civil Supervisor

12/30/03

DEC 02 2003

Date

Rev. 10/03

DGS-550-9

SEP 15 - 2006

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

3398

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

Charles

COUNTY

6-20-2003

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	1990 Civil Judgment (Expired)				9	3/8/04	landfill

Destruction Approved by Hall of Records Commission

DEC 02 2003

Date

Edward C. Spencer
State Archivist

Destruction Certification

Signature of Court Official

Dakota Radloff
Civil Supervisor

12/30/03
Date

SEP 15, 1904

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

3405

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

Charles

COUNTY

6-20-2003

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	1990 Landlord Tenant Summary Ejectments Money Judgment Expired				1-box	1-7-2004	Landfill

Destruction Approved by Hall of Records Commission

DEC 02 2003
Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Debbie Radloff Civil Supervisor 1-7-04
Signature of Court Official Date

1/20/04

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

3560

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 Charles
COUNTY COUNTY
DATE 4-5-2004

Serial No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Schd. No.	Item No.				
	1991 Expired Summary Ejectments Money Judgments			1991	2 boxes	6/14/04	Landfill

Destruction Approved by Hall of Records Commission

MAY 07 2004

Edward C. Pappas
State Archivist

Destruction Certification

Debbie Raloff Civil Supervisor
Signature of Court Official
6/14/04
Date

Date

Rev. 10/03

DGS-550-9

Instructions for Preparation and Submission on Reverse Side

RECEIVED

APR 19 2004

MARYLAND STATE ARCHIVES

SEP 15

2000

Phonetic Proof

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

3560

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

COURT Charles
 COUNTY COUNTY
 DATE 4-5-2004

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	1991 Expired Summary Ejectments Money Judgments			1991	2 boxes	6/14/04	Landfill

Destruction Approved by Hall of Records Commission

MAY 07 2004

Edward C. [Signature]
 State Archivist

Destruction Certification
 [Signature] Civil Supervisor
 Signature of Court Official
 Date 6/14/04

SEP 15

- 2004

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

3563

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
 FOR CHARLES COUNTY 74-2
 200 CHARLES ST POB 3070
 LA PLATA MD 20646

COURT _____ Charles _____ 4-5-2004
 COUNTY _____ DATE _____

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	1991 Civil Judgments (Expired)			1991	10 boxes	6/7/04	Landfill

Destruction Approved by Hall of Records Commission

MAY 07 2004

Date

Edward C. [Signature]

State Archivist

Destruction Certification

Debbie Radloff Civil Supervisor 6/7/04
 Signature of Court Official Date

SEP 15

- 2004

RECEIVED

APR 19 2004

MARYLAND STATE ARCHIVES

James H. Hargrett

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

3563

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

Charles

4-5-2004

COUNTY

DATE

Serial No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	1991 Civil Judgments (Expired)			1991	10 boxes	6/7/04	Landfill

Destruction Approved by Hall of Records Commission

MAY 07 2004

Date

State Archivist

Rev. 10/03

DGS-850-0

Destruction Certification

Signature of Court Official

Civil Supervisor

6/7/04

Instructions for Preparation and Submission on Reverse Side

SEP 15

2014

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

1950

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland 04-02 Charles 1/22/98

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Closed Traffic Case Jackets 1994 <i>microfilmed</i>	975		1994 closed TR	15	6-20-03	Landfill

Destruction Approved by Hall of Records Commission

FEB 23 1998

Date

Edward C. [Signature]

State Archivist

Destruction Certification

Patricia Buchanan *Supv*

Signature of Court Official

Title

6-20-03

Date

JUL 10 - 13

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

DISTRICT COURT OF MD. LAPLATA, MD. 6/8/99 4-2
COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Natural Resource strip inside material only	975	SecIV Item 2	1995	4	8/99	Landfill

Destruction Approved by Hall of Records Commission

JUN 22 1999

Date

Edward C. [Signature]
State Archivist

Rev. 10/83 DGS-550-9

Destruction Certification

Brenda L. [Signature]
Signature of Court Official

ile

12/4/03
Date

Instructions for Preparation and Submission on Reverse Side

12/4/03

3354

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Accession # 01A149-01A150

District Court of Maryland
COURT

Charles
COUNTY

DATE

July 24 2003

#42

Series No.	Descriptions of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Microfilm Traffic Md Rule 2219	2219	Sec VI Item 2	1995 1996	7 7	10-16-03	Handfiled

Destruction Approved by Hall of Records Commission

Destruction certification

AUG 05 2003

Date

Edward C. Papenfuss

State Archivist

Patricia S. Buchanan

Signature of Court Official

Title

10-17-03

Date

Rev. 10/83 GS-55Q-9

Instructions for Preparation and Submission on Reverse Side

11/7/03

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

2503

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
COURT #4-2, COURT HOUSE
LA PLATA, MD 20646

District Ct. Of Md. #4-2 4-28-00

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, land fill, etc.
		Retention Sched. No.	Item No.				
	Natural Resources strip inside material only	975	SecIV Item2	1996	4	?	Landfill

Destruction Approved by Hall of Records Commission

MAY 30 2000

Date

Edward C. Papenfuss

State Archivist

Destruction Certification

Brenda L. Giannino *Court Clerk* 7/12/04
Signature of Court Official Date

Instructions for Preparation and Submission on Reverse Side

RECEIVED
JUL 24 1944
U.S. AIR FORCE
HONOLULU, T.H.

Charles J. [unclear]

100-100000

AUG 16 1944

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

2503

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND

COURT #4-2, COURT HOUSE

LA PLATA, MD 20646

District Ct. of Md. #4-2

4-28-00

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Natural Resources strip inside material only	975	SecIV Item2	1996	4	?	Landfill

Destruction Approved by Hall of Records Commission

MAY 30 2000

Date

Edward C. Saperstein
State Archivist

Destruction Certification

Brenda L. Harrison County Clerk
Signature of Court Official
7/12/04
Date

AUG 16

204

Charles H. Hays

1885 R E 1011

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

2933

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CHARLES COUNTY
P.O. BOX 3070
LA PLATA MD 20646

Charles 6/25/01

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Natural Resources strip inside material only	975	Sec IV	1997	2	6/25/01	landfill

Destruction Approved by Hall of Records Commission

JUL 19 2001

Date

Edward C. Papenfuss Jr.
State Archivist

Destruction Certification

Beanda L. Hammen County Clerk
Signature of Court Official Title

7/12/01
Date

RECEIVED BY THE COURT
FOR THE COURT
J. D. THE COURT
IN THE COURT

AUG 19 1944

WILL

Charles J. [unclear]

JUL 19 1944

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

2933

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CHARLES COUNTY
P.O. BOX 3070
LA PLATA MD 20646

Charles 6/25/01

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Natural Resources strip inside material only	975	Sec IV	1997	2		

Destruction Approved by Hall of Records Commission

JUL 19 2001

Date

Edward C. Papadimitriou
State Archivist

Destruction Certification

Brenda L. Harrison *County Clerk* 7/12/01
Signature of Court Official Title Date

AUG 15 1944

Charles [unclear]

100-2-1-111

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

2790

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
COURT #4-2, COURT HOUSE
LA PLATA, MD 20646

3-21-01

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	EXPUNGED CRIMINAL CASES MORE THAN 3 YEARS OLD	975		1997 EXPUNGED CRIMINAL CASES	5	5/01	Shredded

Destruction Approved by Hall of Records Commission

Date

State Archivist

Destruction Certification

Signature of Court Official

Date

12/4/03

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

2791

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
COURT #4-2, COURT HOUSE
LA PLATA, MD 20646

3-21-01

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CLOSED CRIMINAL CASES 1997 REQUEST PERMISSION TO STRIP AND DESTROY MATERIAL	975		1997 CLOSED CASES CRIMINAL	60	5/01	Landfill

Destruction Approved by Hall of Records Commission

APR 05 2001
Date

Edward C. Loper
State Archivist

Destruction Certification

Brenda L. Lammie
Signature of Court Official

12/3/03
Date

12/4/03

Thomas P. [unclear]

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

2792

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

04-02 Charles

03-23-01

COUNTY

.. DATE

01A151

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Closed Traffic case jackets 1997	975		1997 closed TR	12	10-16-03	landfilled

Destruction Approved by Hall of Records Commission

APR 05 2001

Date

State Archivist

Rev. 10/83

DGS-550-9

Destruction Certification

Patricia J. Buchanan
Signature of Court Official

Date

Instructions for Preparation and Submission on Reverse Side

12/4/03

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

3050

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
COURT #4-2, COURT HOUSE
LA PLATA, MD 20646

3-7-02

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Closed Criminal Cases 1998 Request Permission to strip and destroy material	975		1998 Closed Cases Criminal	60	5/02	Landfill

Destruction Approved by Hall of Records Commission

MAR 25 2002

Date

Edward C. Papenfuss

State Archivist

Destruction Certification

Brenda L. Hannum *Court Clerk* 12/3/03

Signature of Court Official

Date

12/4/03

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

3051

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
COURT #4-2, COURT HOUSE
LA PLATA, MD 20646

3-7-02

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Expunged Criminal Cases More Than 3 Years Old	975		1998 Expunged Criminal Cases	5	5/02	

Destruction Approved by Hall of Records Commission

MAR 25 2002

Date

Edward C. Papenfuss

State Archivist

Destruction Certification

Brenda L. Hannigan *G. Clark* 12/3/03

Signature of Court Official

Title

Date

12/4/03

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

3052

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
COURT #4-2, COURT HOUSE
LA PLATA, MD 20646

3-7-02

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Natural Resources strip inside material only	975	Sec IV Item 2	1998 ^c	4	5/02	Landfill

Destruction Approved by Hall of Records Commission

MAR 25 2002

Date

Edward C. Papenfuss Jr.
State Archivist

Destruction Certification

Brenda L. Harrison County Clerk
Signature of Court Official

12/3/03
Date

12/4/03

RECEIVED

MAR 20 2002

MARYLAND STATE ARCHIVES

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

3397

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
04-02-Charles 09-25-03

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Closed Traffic Case Jackets 1998	975		1998 closed Tr	12	Landfill	2/20/4

Destruction Approved by Holl of Records Commission

DEC 17 2003
Date

Edward C. Sampson
State Archivist

Destruction Certification

Brenda Giammusso County Clerk
Signature of Court Official

2/20/4
Date

NOV 3 - 03

MAR 12 - 2004

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
FOR CHARLES COUNTY
P.O. BOX 3070
LA PLATA MD 20646

Charles 04-02

12/11/03

COURT		COUNTY		DATE			
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ELECTRONIC RECORDINGS RDAT tapes for year 1998 minus those retained for State Archivist	2219	Sec 111-2	Jan 1 1998 thru Dec 31, 1998	12	3-6-4	Land filled

Destruction Approved by Holl of Records Commission

JAN 21 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Brenda L. Hammond County Clerk
Signature of Court Official Title
3/6/4
Date

~~CONFIDENTIAL~~

MAR 12 2004

~~CONFIDENTIAL~~
James C. [unclear]

MAR 13 2004

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

3401

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

COURT Charles 6-20-2003
COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	1999 Landlord Tenant Summary Ejectments non-money judgment, satisfied & dismissed				4 boxes	3-8-04	Landfill

Destruction Approved by Hall of Records Commission

Edward C. Spang
State Archivist

Destruction Certification

Debbie Raloff Civil Supervisor 3/8/04
Signature of Court Official Date

DEC 02 2003
Date

SEP 15 - 2004

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

3401

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: Charles COUNTY: 6-20-2003 DATE:

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	1999 Landlord Tenant Summary Ejectments non-money judgment, satisfied & dismissed				4 boxes	3-8-04	Landfill

Destruction Approved by Hall of Records Commission

Edward C. Spang
State Archivist

Destruction Certification

Debbie Raloff Civil Supervisor 3/8/05
Signature of Court Official Date

SEP 15

2014

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

3379

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 Charles
COUNTY COUNTY
DATE 6-20-2003

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, incinerate, etc.)
		Retention Sched. No.	Item No.				
	1999 Civil "D" boxes, satisfied dismissed, request permission to strip & destroy material only				9 boxes	3/8/04	landfill

Destruction Approved by Hall of Records Commission

DEC 02 2003

Date

Edward C. Sanger
State Archivist

Destruction Certification

Debbie Radloff
Signature of Court Officer

Civil Supervisor

3/8/04
Date

SEP 15

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

3379

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 Charles
COUNTY COUNTY
DATE 6-20-2003

Series No.	Description of Records (Include Title and/or Form Number)	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	1999 Civil "D" boxes, satisfied dismissed, request permission to strip & destroy material only				9 boxes	3/8/04	landfill

Destruction Approved by Hall of Records Commission

DEC 02 2003
Date

Edward C. [Signature]
State Archivist

Destruction Certification

Debbie Radloff
Signature of Court Official

Civil Supervisor
[Signature]

3/8/04
Date

SEP 15 - 2004

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

3467

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
COURT #4-2, COURT HOUSE
LA PLATA, MD 20646
COURT

Charles 04-02 1/6/04
COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	NATURAL RESOURCES CITATIONS closed 1999, held for audit and 3 years have passed. Request to strip and destroy misc. papers	2219	Sect IV 2 a.b	Jan 1, 1999 Thru Dec 31, 99	5 boxes	8/27/04	handfiled

Destruction Approved by Hall of Records Commission

FEB 12 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Barbara L. Hannan
Signature of Court Official

Title

9/1/04
Date

RECEIVED
JAN 22 2004
MARYLAND STATE ARCHIVES

SEP 13 2004

Charles C. [illegible]

SEP 13 2004

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

3467

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

2004 JAN -9 P 12:01

DISTRICT COURT OF MARYLAND
COURT #4-2, COURT HOUSE
LA PLATA, MD 20646

Charles 04-02 1/6/04

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	NATURAL RESOURCES CITATIONS closed 1999, held for audit and 3 years have passed. Request to strip and destroy misc. papers	2219	Sect IV 2 a.b	Jan 1, 1999 Thru Dec 31, 99	5 boxes	8/27/04	Landfill

Destruction Approved by Hall of Records Commission

FEB 12 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Charles Shannon Courtz
Signature of Court Official

2/1/04
Date

SEP 13 -04

James. P. ...

SEP 13 1894

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

3468

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
COURT #4-2, COURT HOUSE
LA PLATA, MD 20646

Charles 04-02 1/6/04

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Closed 1999, Held for 3 years, audit completed Request to strip and destroy misc. papers	2219	IV	Jan 1, 1999 Thru Dec 31, 1999	40 boxes	6/04	Landfill

Destruction Approved by Hall of Records Commission

FEB 12 2004

Date

Edward C. Spang
State Archivist

Destruction Certification

Brenda L. Harrison *Court Clerk* 7/12/14
Signature of Court Official Title Date

RECEIVED
JUN 22 2004
MAINTENANCE
DIVISION

AUG 16 2004

FEB 15 2004

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

3468

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

2004 JAN -9 P 12:01

DISTRICT COURT OF MARYLAND
COURT #4-2, COURT HOUSE
LA PLATA, MD 20646
COURT

Charles 04-02 1/6/04
COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Closed 1999, Held for 3 years, audit completed Request to strip and destroy misc. papers	2219	IV	Jan 1, 1999 Thru Dec 31, 1999	40 boxes	6/04	Landfill

Destruction Approved by Hall of Records Commission

FEB 12 2004
Date

Edward C. Pappas
State Archivist

Destruction Certification

Brenda L. Giannino *Court Clerk* 7/12/4
Signature of Court Official Title Date

AUG 16 2014

Shirley J. [unclear]

100 51 031

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

3465

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
COURT #4-2, COURT HOUSE
LA PLATA, MD 20646

Charles County 04-02 1/6/04

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Expunged Cases 3 years have passed, audit complete	2219 Sec IV	2 d.	Jan 1 1999 thru Dec 31, 1999	1 box	3/15/4	Shredded

Destruction Approved by Hall of Records Commission

FEB 12 2004

Date

Edward C. Papenfuss
State Archivist

Destruction Certification

Brenda L. Shannon
Signature of Court Official
3/15/4
Date

RECEIVED
JUN 22 2004
MARYLAND STATE ARCHIVES

MAR 18 - 1964

3412

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

09 COURT 04-02-Charles 09-25-03
 COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Closed Traffic Case Jackets 1999	975		1999 closed Tr	15	2/20/4	Landfill

Destruction Approved by Hall of Records Commission

DEC 02 2003

Date

Edward C. [Signature]
State Archivist

Destruction Certification

Brenda Lionneau Court Clerk 2/20/4
Signature of Court Official Date

NOV

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MAR 12

2000

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3437

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

DISTRICT COURT OF MARYLAND
FOR CHARLES COUNTY
P.O. BOX 3070
LA PLATA MD 20646

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Charles 04-02 12/11/03

COURT		COUNTY		DATE			
Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ELECTRONIC RECORDINGS R DAT tapes for year of 1999 minus those retained for State Archivist	2219	Sec 111-2	Jan 1, 1999 thru Dec 31, 1999	15	3/6/14	Landfill

Destruction Approved by Hall of Records Commission

JAN 21 2004

Date

Edward C. [Signature]
State Archivist

Destruction Certification

Brenda L. [Signature] *County Clerk* *3/6/14*
Signature of Court Official Title Date



MAR 12

-2004

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

3470

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

2004 JAN -9 P 12:02

DISTRICT COURT OF MARYLAND
COURT #4-2, COURT HOUSE
LA PLATA, MD 20646

Charles 04-02

1/6/04

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Accounting Interpreter Invoices Held for 3 years, audit completed	2219	Sec V 1(c)	1/1/96 to 12/31/96 1/1/97 to 12/31/97 1/1/98 to 12/31/98 1/1/99 to 12/31/99 1/1/00 to 12/31/00	2 boxes	2/26/04	Landfill

Destruction Approved by Hall of Records Commission

FEB 12 2004

Date

Edward C. [Signature]
State Archivist

Destruction Certification

Brenda L. [Signature]
Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side

MAR 12

-204

MAR 11 1911

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

3471

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

1 2004 JAN -9 P 12:02

DISTRICT COURT OF MARYLAND
COURT #4-2, COURT HOUSE
LA PLATA, MD 20646

Charles 04-02 1/6/04

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Closed Transcript Requests (DCA 27) Retained for 3 years, audit completed	2219	Sec V	1/1/94 - 12/31/94 1/1/95 - 12/31/95 1/1/96 - 12/31/96 1/1/97 - 12/31/97 1/1/98 - 12/31/98 1/1/99 - 12/31/99 1/1/00 - 12/31/00	5 boxes	2/27/04	Landfill

Destruction Approved by Hall of Records Commission

FEB 12 2004

Date

Edward C. Papenfuss
State Archivist

Destruction Certification

Brenda L. Garrison
Signature of Court Official
Carol Clark
Title
2/27/04
Date

~~CONFIDENTIAL~~

MAR 12 - 2004

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~~CONFIDENTIAL~~

FEB 11 2004

3436

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
P.O. BOX 3070
LA PLATA MD 20646

Charles 04-02

12/11/03

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ELECTRONIC RECORDINGS RDAT tapes for year of 2000 minus those retained for State Archivist	2219	Sec 111-2	Jan 1, 2000 thru Dec 31, 2000	12	2/9/04	Landfill Rampston

Destruction Approved by Hall of Records Commission

JAN 21 2004

Date

Edward C. Spangola Jr.

State Archivist

Destruction Certification

Brenda L. Harrison Co. Clerk

Signature of Court Official

Title

2/11/04

Date

RECEIVED BY THE DIRECTOR
FEDERAL BUREAU OF INVESTIGATION
MARCH 12 1964
ROOM 571 ATTY GEN

~~RECEIVED~~
MAR 12 - 204

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~~RECEIVED~~
MAR 15 1964

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

3472

2004 JAN -9 P 12:02

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
COURT #4-2, COURT HOUSE
LA PLATA, MD 20646

04-02

01/06/04

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Release from Commitments copies of used DCCR 13 Held for 3 years, Audit complete	2219	Sect I	1/1/99 - 12/31/99 1/1/00 - 12/31/00	1 Box	2/26/04	Landfill

Destruction Approved by Hall of Records Commission

FEB 12 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Brenda L. Hamner County Clerk 2/26/04
Signature of Court Official Title Date

MAR 12 - 2004

2025 5:1 222

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

3472

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 Charles 04-02 DATE 1/6/04
COUNTY

Series No.	Description of Records (Include Title and/or Form Number)	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Commissioner Transmittals retained for 3 years, audit completed	2219		1/1/97 to 12/31/97 1/1/98 to 12/31/98 1/1/99 to 12/31/99 1/1/00 to 12/31/00	6 Boxes	3/6/4	Landfill

Destruction Approved by Hall of Records Commission

FEB 12 2004

Date

Edward C. Papenfuss
State Archivist

Destruction Certificate

Brenda L. Harrison *County Clerk* *3/6/4*
Signature of Court Official Date

RECEIVED
JAN 22 2004
MARYLAND STATE ARCHIVES

MAR 12 2004

2004 11 033

3474

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
COURT #4-2, COURT HOUSE
LA PLATA, MD 20646

0402

1/6/04

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Local Copy of Bench Time Reports	2219	1	1/1/99 to 12/31/99 1/1/00 to 12/31/00	1 box	3-6-4	Landfilled

Destruction Approved by Hall of Records Commission

FEB 12 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Brenda L. Hanneke *Carol Clark* *2/24/04*
Signature of Court Official Title Date

RECEIVED
JAN 22 2004
MARYLAND STATE ARCHIVES

James H. Hays
MAR 12 2004
MAR 12 2004

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

3462

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

2004 JAN -9 P 12:02

DISTRICT COURT OF MARYLAND
COURT #4-2, COURT HOUSE
LA PLATA, MD 20646

04-02

1/6/04

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Local Copy of Monthly Statistic Report. (traffic and Criminal) Held 3 Years, Audit complete	2219		1/1/97 to 12/31/97 1/1/98 to 12/31/98 1/1/99 to 12/31/99 1/1/00 to 12/31/00	2 boxes	3/15/4	Landfill

Destruction Approved by Hall of Records Commission

FEB 12 2004

Date

Edward C. Saperstein
State Archivist

Destruction Certification

Brenda L. Harmon
Signature of Court Official
3/15/4
Date

MAR 18 2000

3463

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 2004 JAN -9 P 12:02

DISTRICT COURT OF MARYLAND
COURT #4-2, COURT HOUSE
LA PLATA, MD 20646

Charles 04-02 1/6/04
COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ADMINISTRATIVE RECORDS Criminal/Traffic Supervisor and Management Reports Held for 3 years, audit completed To include Criminal docket verifications.	2219	Sec 1 1 (d)	Jan 1, 1997 Thru Dec 31, 97 Jan 1, 1998 - Dec 31, 1998 Jan 1, 1999 - Dec 31, 1999 Jan 1, 2000 - Dec 31, 2000 Jan 1, 1996 - Dec 31, 1996	5 boxes	3/15/4	Landfill

Destruction Approved by Hall of Records Commission

FEB 12 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Brenda L. Stannard *Court Clerk* 3/13/4
Signature of Court Official Title Date

MAR 18-24

Handwritten signature

037

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

3464

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

1 2004 JAN -9 P 12:02

DISTRICT COURT OF MARYLAND
COURT #4-2, COURT HOUSE
LA PLATA, MD 20646

Charles Co. 04-02

1/6/04

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL RECORDS Expunged cases 3 years have passed, audit complete	2219 Sec IV	2 d	Jan 1, 2000 thru Dec 31, 2000	2 Boxes	3/15/04	Shredded

Destruction Approved by Hall of Records Commission

FEB 12 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Burde L. Hammond
Signature of Court Official

3/15/04
Date

Charles Taylor

MAR 18-1904

3530

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

04-02

COURT

Charles

COUNTY

2/23/04

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Courtroom Minutes Reports & Dockets (more than 3 yrs old) (and audit complete)	2219	Sec V	JAN 97- Dec 97 JAN 98- Dec 98 JAN 99- Dec 99 JAN 00- Dec 00	15	5/25/04	handful

Destruction Approved by Hall of Records Commission

MAR 24 2004

Date

Edward C. Spang
State Archivist

Destruction Certification

Brenda L. Shannon Court Clerk 7/12/04
Signature of Court Official Title Date

AUG 16

W4

Thomas. P. P. P.

3530

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

04-02

COURT

Charles

COUNTY

2/23/04

DATE

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		Retention Sched. No.	Item No.				
	Courtroom Minutes Reports & Dockets (more than 3 yrs old) (and audit complete)	2219	Sic ✓	JAN 97-Dec 97 JAN 98-Dec 98 JAN 99-Dec 99 JAN 00-Dec 00	15	5/25/04	landfill

Destruction Approved by Hall of Records Commission

MAR 24 2004

Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Paul L. Hammond
Signature of Court Official
Title
7/12/04

AUG 20 1904

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

3461

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

2004 JAN -9 P 12:02

DISTRICT COURT OF MARYLAND
COURT #4-2, COURT HOUSE
LA PLATA, MD 20646

04-02

1/6/04

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	DCCR 95 DNR/Civil citation transmittal from police agencies	2219	Sec 1	1/1/93 - 12/31/93 1/1/94 - 12/31/94 1/1/95 - 12/31/95 1/1/96 - 12/31/96 1/1/97 - 12/31/97 1/1/98 - 12/31/98 1/1/99 - 12/31/99 1/1/00 - 12/31/00	5 boxes	6/04	Landfill

Destruction Approved by Hall of Records Commission

FEB 12 2004

Date

Edward C. Papenfuss

State Archivist

Destruction Certification

Brenda L. Lamm *7/12/04*

Signature of Court Official

Title

Date

AUG 16 1964

Charles C. Page

SEP 1 1964

3461

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND
COURT #4-2, COURT HOUSE
LA PLATA, MD 20646
COURT

04-02

1/6/04

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	DCCR 95 DNR/Civil citation transmittal from police agencies	2219	Sec 1	1/1/93 - 12/31/93 1/1/94 - 12/31/94 1/1/95 - 12/31/95 1/1/96 - 12/31/96 1/1/97 - 12/31/97 1/1/98 - 12/31/98 1/1/99 - 12/31/99 1/1/00 - 12/31/00	5 boxes	6/04	Landfill

Destruction Approved by Hall of Records Commission

FEB 12 2004

Date

Edward C. Spang

State Archivist

Destruction Certification

Brenda L. Gannon

Signature of Court Official

Title

7/12/04
Date

RECEIVED
JAN 22 2004
MARYLAND STATE ARCHIVES

AUG 16 2004

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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

2004 JAN -9 P 12:01

DISTRICT COURT OF MARYLAND
COURT #4-2, COURT HOUSE
LA PLATA, MD 20646

Charles

04-02

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CRIMINAL CASES Closed 2000, Misc. Papers Held for 3 years, Audit completed Request to strip files	2219	IV	Jan 1, 2000 thru Dec 31, 2000	40 boxes	6/04	landfill

Destruction Approved by Hall of Records Commission

FEB 12 2004
Date

Edward C. Spangenberg
State Archivist

Destruction Certification

Brenda L. Harman County Clerk
Signature of Court Official Title Date 7/12/04

AUG 16

2004

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