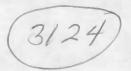
Microfilmed/Landfill

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	

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

Destruction Approved by Hall of Records Commission

JUN 1 0 2002

Date

Signature of Court Official,

Destruction certification

Rev. 10/83 GS-55Q-9

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

1. PREPARE IN DUPLICATE. LEAVE COLUMNS <u>DATE OF DESTRUCTION</u>, <u>METHOD OF DESTRUCTION</u>, AND <u>DESTRUCTION CERTIFICATION</u> BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.

(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



microfilmed/ (and fill

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

Accession # 97A49

May 24, 2002

Kent

District # 3-3 COURT COUNTY DATE Authorization Method of Inclusive Series Descriptions of Records Volume Destruction Datc of Dates of Records Include Title and/or Form Number (Cubic Feet) (Recycle, shred, landfill, No. Destruction Retention Item Destroyed etc.) Sched. No. No. Criminal 975 7-27-04 Landfill Microfilm and destroy (MD Rule 16-505) Sec V 1992

Destruction Approved by Hall of Records Commission

JUN 1 0 2002

District Court of Maryland

Date

State Archivis

Signature of Court Official

Destruction certification

itle Recogl

Date

Rev. 10/83 GS-55Q-9

Instructions for Preparation and Submission on Reverse Side

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

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

JESSUP, MD 20794-0275

1880

9/15/98

District Court of Maryland COURT

Kent

1/2/98

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

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

Destruction Approved by Holl of Records Compassion

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Dote

State Archivist

Destruction Certification

Signature of Court Official

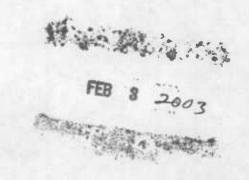
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Instructions for Preparation and Submission on Reverse Side

Rev. 10/83

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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 -TR-2-00

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

011240

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.	Description of Records Include title and/or form number	Retention	orization Item No.	Inclusive Date of Records Destroyed	Volume Cu. Ft.	Date of Destruction	Method of Destruction (Shred/landfill)
							100
	TRAFFIC					1. 10.10	0. 0 (9/6)
	Mana Do average	0.77		4004		9-17-03	landfiller
	MATS DOCKETS	975	2	1994	2		/
	S	Sec IV	a&b				/

*To be destroyed only after microfilming

Destruction Approved by Hall of Records Commission

Destruction Certification

Date

Signature of Court Official

16-03 Throule Japapak A DEG 999

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

105		ry 2, 2003 DATE	Rose Marie Metcalf, County Clerk CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION								
1				COOLODIAN OL ME	DONDS AT TIM	LOI DESTINO	CHON				
Series No.	Description of Records Include Title and/or Form Number	Author	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction				
		Retention Sched. No.	Item No.	Destroyed	(Ouble / eet)	Destruction	(Recycle, shred landfill, etc.)				
	TRAFFIC										
	Motor Vehicle Dockets	975	2 a&B	1997	2						
	(to be destroyed only after microfilming)	Sec IV									
	u 11 u	u	"	1996	2						
	и и и	16		1995	2	9-17-03	landfill				
					1		ν				

Destruction Approved by Hall of Records Commission

Stward C. Pagarfun fo

Destruction Certification

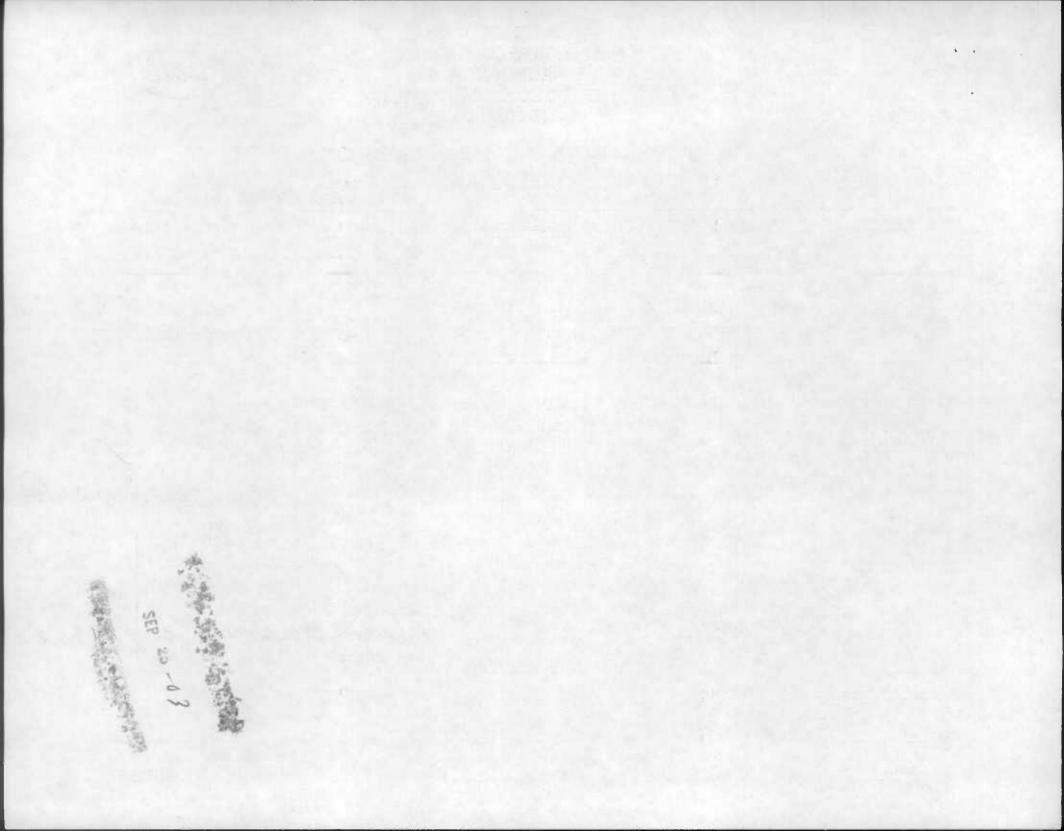
NOV 1 2 2002

Date

State Archivist

Signature of Court Official

Title /



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

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	Authori	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed		Destruction	(Recycle, shred, landfill, etc.)
	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	ų	L,
	CIVIL CITATIONS CLOSED (Stripped material only)	975	2 a&b	1998	1	4	**

Destruction Approved by Hall of Records Commission

DEC 1 4 2001

State Archivist

Destruction Certification

Signature of Court Official

Title

Date

RECEIVED

DEC 7 2001

MARYLAND STATE ARCHIVES

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

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	Authori	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
	EXPUNGED CRIMINAL CASES	975 Sec IV	2 a&b	1998	1	5/8/02	Shredded
	*To be shredded					9	
	<i>*</i>						

Destruction Approved by Hall of Records Commission

DEC 1 4 2001

State Archivist

Destruction Certification

Signature of Court Official

Date



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

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

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	Authori	zation	Inclusive	Volume	Date of	Method of
INO.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	ACCOUNTING RECORDS	975	٧	1998			
	Certificates of Deposit				3	1/11/03	Landfill
	Closed Transcript Records				1	1.100	
	Closed Deferred Payment Records				1.5	7	6
	Commissioner Daily Transmittals				1.5		
	Court Fund Receipts and Ledger Cards				2	-,	4
	Satisfied Bad Checks				.5		
	Purchase Orders & Receiving Reports				1		
	Statistical Report				1	6,	2
	Auditors Receipt Copies				.5		
	Bank Statements				1	4,	7
	Refund Request Forms				1	4	42
	Petty Cash Reimbursements				.5		

Destruction Approved by Hall of Records Commission

DEC 1 4 2001

State Archivist

Signature of Court Official

Destruction Certification

Title

Date



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

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	Authori	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed	(Subject Cost)	Bookdonon	(Recycle, shred, landfill, etc.)
	TRAFFIC						
	TRANSMITTALS	975	IV2b	1998	1	1/11/03	Landfill
	MISCELLANEOUS CORRESPONDENCE	975	IV2b	1998	3		0
	Z BATCH ENVELOPES	975	IV2b	1998	4	7	4
	CLOSED TRAFFIC FILES	975	2a&b	1998	3		2
	CLOSED NONMATS CITATIONS	975	2a&b	1998	1	4	
	CLÖSED CITIZEN ARRESTS	975	2a&b	1998	1	7	۶
	CLOSED PARKING CITATION	975	2a&b	1998	1	~1	n

Destruction Approved by Hall of Records Commission

DEC 1 4 2001

State Archivist

Title

Destruction Certification

Date

Date

Signature of Court Official

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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

DOCAL AND CERTIFICATE OF DECORDS DECEDITIONS

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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	Author	ization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
	R-DAT RECORDING TAPES	975	IV	1998	5	1/11/03	Landfill

Destruction Approved by Hall of Records Commission

DEC 1 4 2001

State Archivist

Destruction Certification

Signature of Court Official

Title

Date

Date Date

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MARYLAND STATE ARCHIVES

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

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	Authoriz	Authorization		Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.				(Recycle, shred, landfill, etc.)
	CIVIL Civil Cases Closed (stripped material only)	975	II	1998	10	1/11/03	Larsfill
	Landlord/Tenant Cases	975	II	1998	1	4 .	4
	Summary Ejectment Money Judgments	975	II	1989	.5	b,	4
	Domestic Violence Cases (stripped material only)	975	III	1989	.5	h	4
	Emergency Evaluations (stripped material only)	975	III	1989	.5	н	И

Destruction Approved by Hall of Records Commission

DEC 1 4 2001

State Archivist

Destruction Certification

Signature of Court Official

Title

Date



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

JESSUP, MD 20794-0275

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



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	Description of Records	Authori	zation	Inclusive	Volume (Cubic Foot)	Date of Destruction	Method of Destruction (Recycle,
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	shred, landfill, etc.)
	ACCOUNTING RECORDS	975	V	1999			Sin Will
	Certificates of Deposit				3	3/1/04	· ·
	Closed Transcript Records				1		
	Closed Deferred Payment Records				1.5		
	Commissioner Daily Transmittals				1.5		Landfiel
	Court Fund Receipts and Ledger Cards				2		fue
	Satisfied Bad Checks				.5		62
	Purchase Orders & Receiving Reports				1	c.c	Landlie
	Statistical Report				1	= 0	Landfile
	Auditors Receipt Copies				.5	CH.	3 1
	Bank Statements				1		宣誓 冒
	Refund Request Forms				1		La Refile
	Petty Cash Reimbursements				.5	1	1

Destruction Approved by Hall of Records Commission

NOV 1 2 2002

State Archivist

Destruction Certification

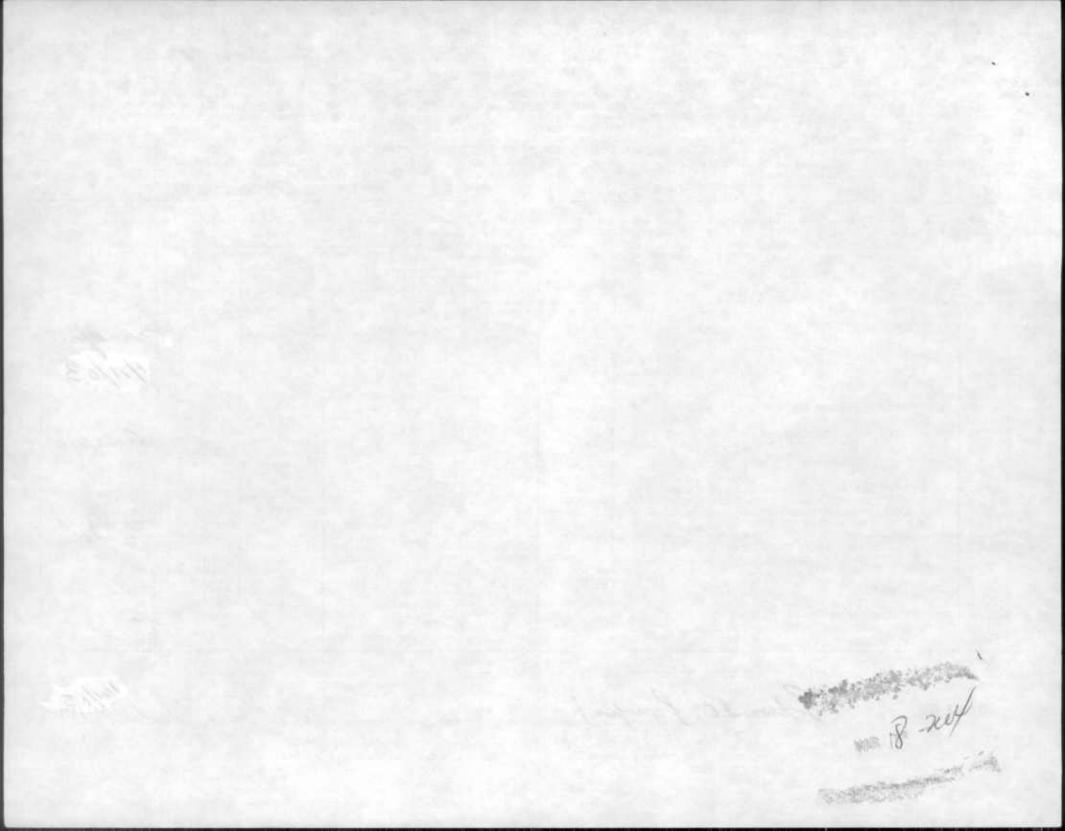
Signature of Court Official

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Date

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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



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	Authoriz	zation	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		REC!
	Summary Ejectment Money Judgments	975	II	1990	.5		SENE
	Domestic Violence Cases (stripped material only)	975	III	1990	.5		1:10
	Emergency Evaluations (stripped material only)	975	III	1990	.5	1	(,

Destruction Approved by Hall of Records Commission

State Archivist

Destruction Certification

Signature of Court Official

Title

Date

Date

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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



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	Authori	Authorization		Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
	CRIMINAL						.0 .
	CRIMINAL CLOSED (Stripped material only)	975	2 a&b	1999	7	3/1/14	Fandfill
	NATURAL RESOURCE CLOSED (Stripped material only)	975	2 a&b	1999	1	3/1/04/20	RECEIVED
	CIVIL CITATIONS CLOSED (Stripped material only)	975	2 a&b	1999	1	3)1/17/5	NET : 10

Destruction Approved by Hall of Records Commission

NOV 1 2 2002

Date

State Archivist

Destruction Certification

Signature of Court Official

Title

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

JESSUP, MD 20794-0275

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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Destruction	Destruction (Recycle, shre
	(Recycle, shre
	(Recycle, shred landfill, etc.)
	Thresde 4/28/0.
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STERIUM	M1:10
	CHEST

Destruction Approved by Hall of Records Commission

NOV 1 2 2002

Date

State Archivist

Signature of Court Official

Destruction Certification

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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



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	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
	R-DAT RECORDING TAPES	975	IV	1999	5	31.104	Landfill
						JETHS CHESTER	RECENTED RECENTED

Destruction Approved by Hall of Records Commission

NOV 1 2 2002

Date

State Archivis

Destruction Certification

Signature of Court Official

Title



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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Kent

January 1, 2003

Rose Marie Metcalf, County Clerk

COURT

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Series No.	Description of Records Include Title and/or Form Number	Authoria	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
NO.	Include the and of Form Hamber	Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
	TRAFFIC						Tanfill
	TRANSMITTALS	975	IV2b	1999	1	3/1/0/	REC
	MISCELLANEOUS CORRESPONDENCE	975	IV2b	1999	3	1 0	1 - 6
	Z BATCH ENVELOPES	975	IV2b	1999	4	CHE	- 11
	CLOSED TRAFFIC FILES	975	2a&b	1999	3	Ī	
	CLOSED NONMATS CITATIONS	975	2a&b	1999	1		5 /
	CLOSED CITIZEN ARRESTS	975	2a&b	1999	1		
	CLOSED PARKING CITATION	975	2a&b	1999	1	V	1.

Destruction Approved by Hall of Records Commission

NOV 1 2 2002

State Archivist

Signature of Court Official

Date

Date

Title

Destruction Certification

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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

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	Authori	Authorization		Volume	Date of	Method of
140.		Retention Sched. No.	Item No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle, shred, landfill, etc.)
	ACCOUNTING RECORDS	975	V	2000		31.101	handfill
	Certificates of Deposit				3	3/1/04	
	Closed Transcript Records				1		
	Closed Deferred Payment Records	T Delia			1.5		
	Commissioner Daily Transmittals	F 100 100		100	1.5		36 75 10
	Court Fund Receipts and Ledger Cards				2		
	Satisfied Bad Checks				.5		
	Purchase Orders & Receiving Reports				1		
	Statistical Report			4.121	1		
	Auditors Receipt Copies				.5		
	Bank Statements				1		
	Refund Request Forms				1		
	Petty Cash Reimbursements				.5		

Destruction Approved by Hall of Records Commission

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Destruction Certification

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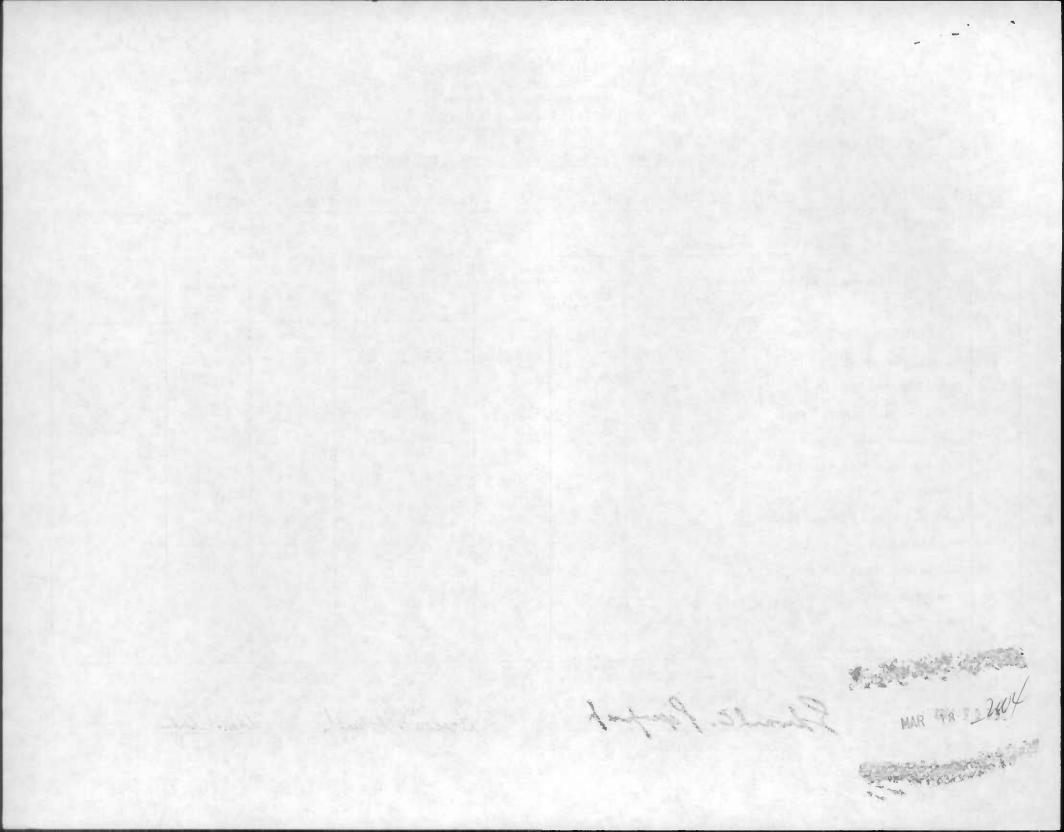
State Archivist

Signature of Court Official

3/1/04

Date

Title



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	Authori	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed	(Odbio i eet)	Destruction	(Recycle, shred, landfill, etc.)
	R-DAT RECORDING TAPES	975	IV	2000	5	3/1/04	Landfill

Destruction Approved by Hall of Records Commission

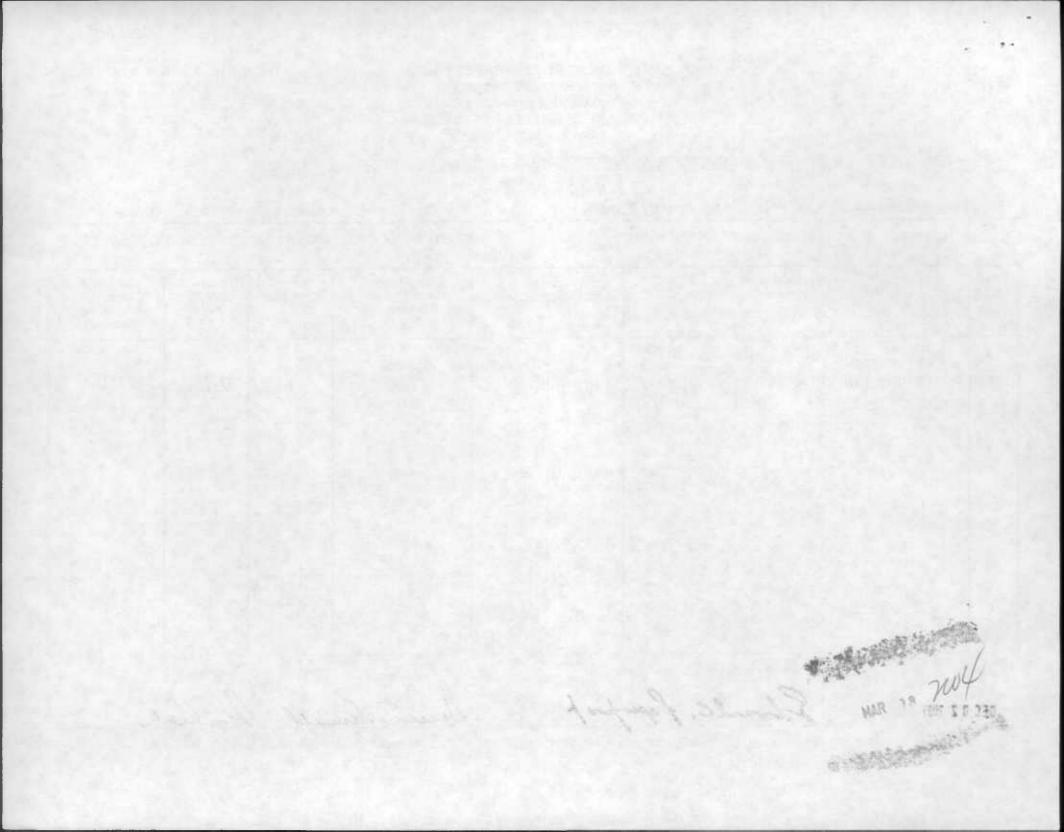
DEC 0 2 2003

Date

State Archivist

Destruction Certification

Signature of Court Official Title



3420 D.C. Cert. 3-3-TR-1-04

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

Kent

January 1, 2004

Rose Marie Metcalf, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
	Retention Sched. No.	Item No.	Destroyed	(Gabis i Gody	Dogradion	(Recycle, shred, landfill, etc.)
TRAFFIC						1
TRANSMITTALS	975	IV2b	2000	1	3/1/04	fandfel
MISCELLANEOUS CORRESPONDENCE	975	IV2b	2000	3		
Z BATCH ENVELOPES	975	IV2b	2000	4		er Nee
CLOSED TRAFFIC FILES	975	2a&b	2000	3		7(8) A
CLOSED NONMATS CITATIONS	975	2a&b	2000	1		
CLOSED CITIZEN ARRESTS	975	2a&b	2000	1		144
CLOSED PARKING CITATION	975	2a&b	2000	1		
		1 ke jira				
	TRAFFIC TRANSMITTALS MISCELLANEOUS CORRESPONDENCE Z BATCH ENVELOPES CLOSED TRAFFIC FILES CLOSED NONMATS CITATIONS CLOSED CITIZEN ARRESTS	TRAFFIC TRANSMITTALS MISCELLANEOUS CORRESPONDENCE Z BATCH ENVELOPES CLOSED TRAFFIC FILES CLOSED NONMATS CITATIONS 975 CLOSED CITIZEN ARRESTS Retention Sched. No. 975 975 975 975	TRAFFIC TRANSMITTALS MISCELLANEOUS CORRESPONDENCE Z BATCH ENVELOPES CLOSED TRAFFIC FILES CLOSED NONMATS CITATIONS CLOSED CITIZEN ARRESTS P75 Item No. 1tem No. P75 IV2b 1V2b 975 IV2b 975 2a&b 2a&b 2a&b 2a&b	Retention Sched. No. Item No. Destroyed TRAFFIC TRANSMITTALS 975 IV2b 2000 MISCELLANEOUS CORRESPONDENCE 975 IV2b 2000 Z BATCH ENVELOPES 975 IV2b 2000 CLOSED TRAFFIC FILES 975 2a&b 2000 CLOSED NONMATS CITATIONS 975 2a&b 2000 CLOSED CITIZEN ARRESTS 975 2a&b 2000	Retention Sched. No. Item No. Destroyed TRAFFIC TRANSMITTALS 975 IV2b 2000 1 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	Dates of Records Destruction Destruction

Destruction Approved by Hall of Records Commission

Destruction Certification

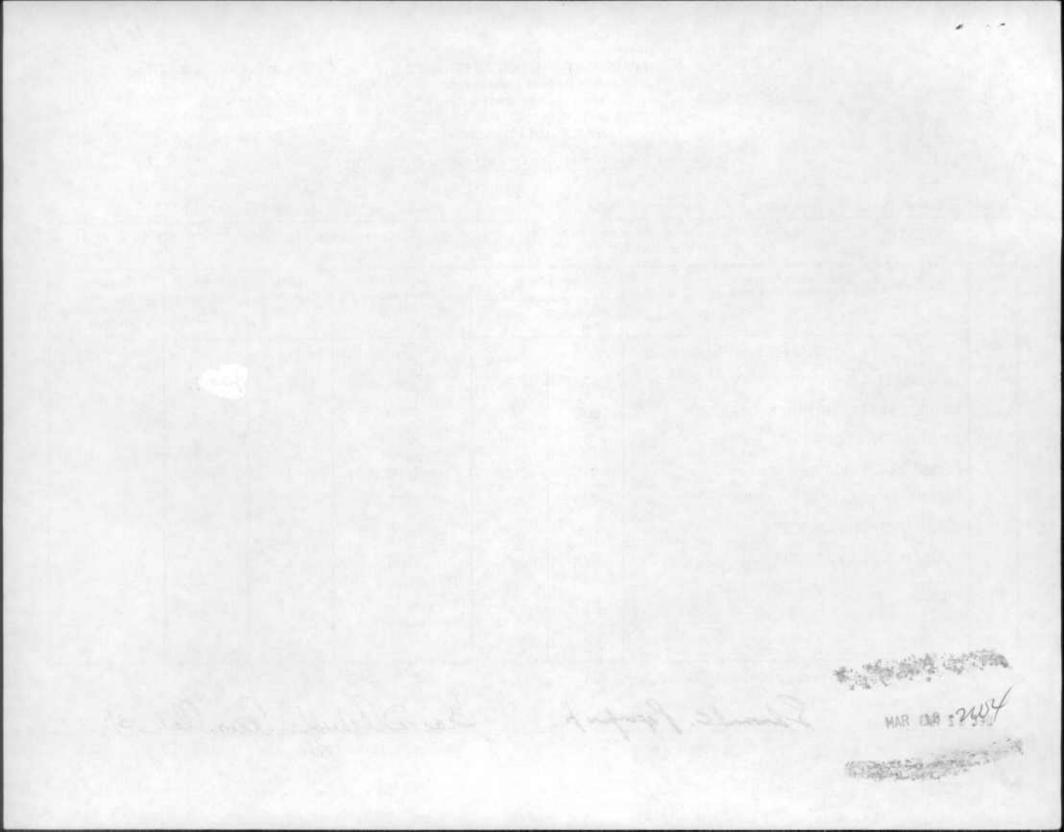
DEC 0 2 2003

Date

State Archivist

Signature of Court Official

Title



DEPARTMENT OF GENERAL SERVICES Holl of Records Commission Records Monogement 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

		Authori	sotion	Inclusive	Volume	Detect	Method of Destruction
Ho.	Description of Records toclude Title and/or Form Number	Retention Sched. Ne.	Item No.	Dates of Records Destroyed	(Cubic Foot)	Destruction	(Recycle, shree landfil, etc.
	GENERAL ACCOUNTING RECORDS	975	v				Larsfell
	Certificate of Deposits Closed Transcript Records			1992 1992	3 .00		
	Closed Deferred Payment Records Commissioner Daily Trans-			1992	.50		
	mittals Court Fund Receipts and			1992	1 .00		
	Ledger Cards Satisfied Bad Checks			1992	1 .00	4121	
	Orders and Receiving Reports	5.47		1992 1992	1.00		
	Stat. Reports Auditors Receipt Copies			1992	.50		
	Bank Statements Refund Request Forms			1992 1992	1 .00		1

Destruction Approved by Holl of Records Commission

Rev. 10/83

Date

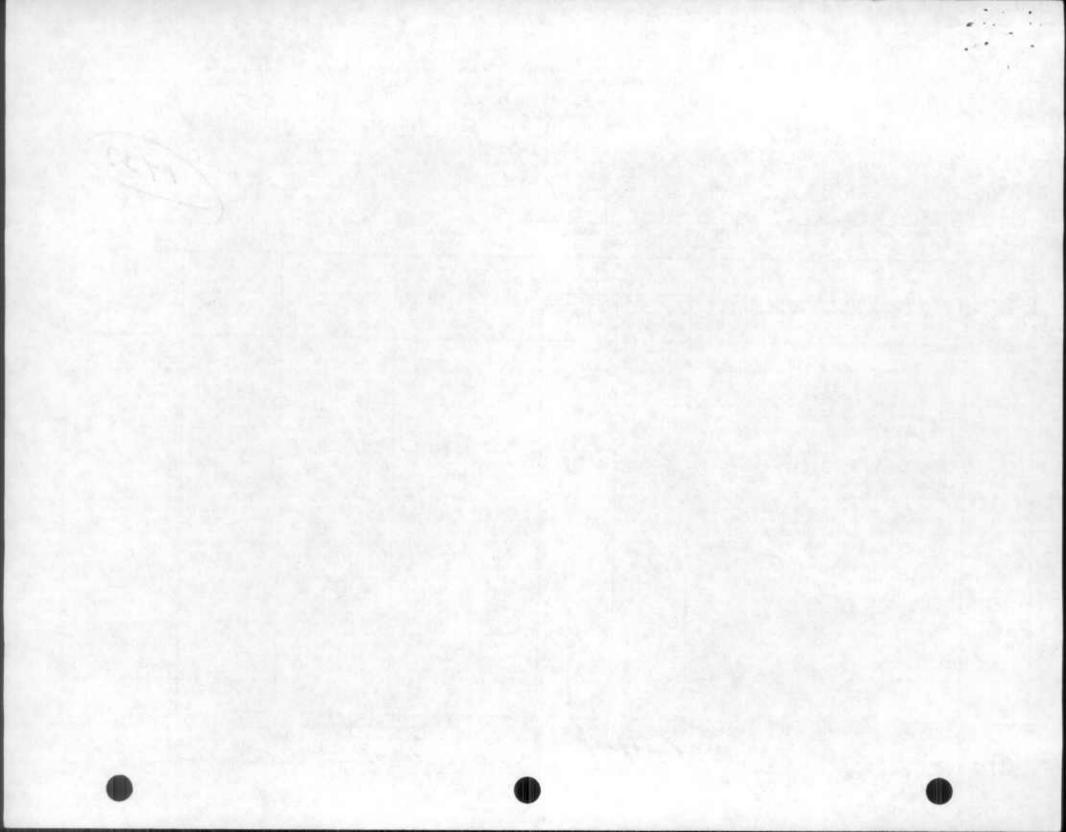
DGS-550-9

Stole Archivist

Signature of Court Official

Instructions for Preparation and Submission on Reverse Side

Destruction Certification



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

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

JESSUP, MD 20794-0275

District Court of Md.

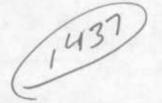
Queen Anne's

1/3/96

COURT

COUNTY

DATE



		Autho	orizotion	Inclusive		Dete of	Method of Destruction
Series No.	Description of Records Include Title and/or Form Number	Retention School. No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	Traffic Transmittals	975	IV.2b	1992	1.00		Langlie
	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		(_q
	Closed Non-Mats citations	11	1 11	1992	1.00		٠,
	Closed Civil citations	11	н ж	1992	1.00		(.

OCT 3 Destruction Approved by Hall of Records Commission

OC 1 1995

State Archivist

Signoture of Court Official

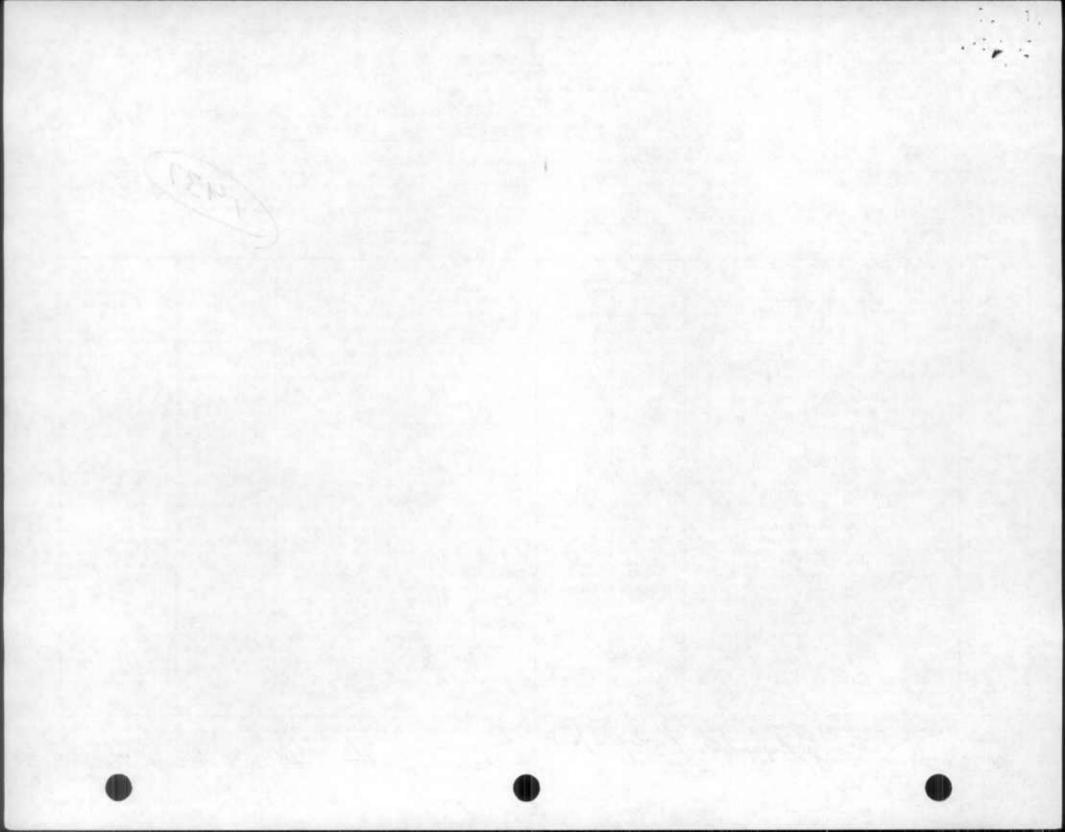
Jdm. Club

9/16/90

Instructions for Preparation and Submission on Reverse Side

Destruction Certification

Rev. 10/83 DGS-550-9



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

275 WATERLOO RD., P.O. BOX 2 JESSUP, MD 20794-0275 D.C.Cert.3-4-CV-1-96

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Q

Queekent ne's

1-3-96

COURT

COUNTY

DATE

/	/	1	2	7)
1	/	7	-	-	
(-					

		Author	Izetion	Inclusive	Velume	Dete of	Method of Destruction
Series No.	Description of Records Include Title end/or Form Number	Rejention School No.	tiem No.	Dates of Records Destrey od	(Cubic Foot)	Destruction	(Rocycle, shred, landfill, etc.)
	Civil Cases Closed (Stripped Material Only)	975	II	1992	10 .00		Lardfill
	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	111	1983	1 .00		

Destruction Approved by Hall of Records Commission 995

10CT 3 1 1995

State Archivist

Signature of Court Official

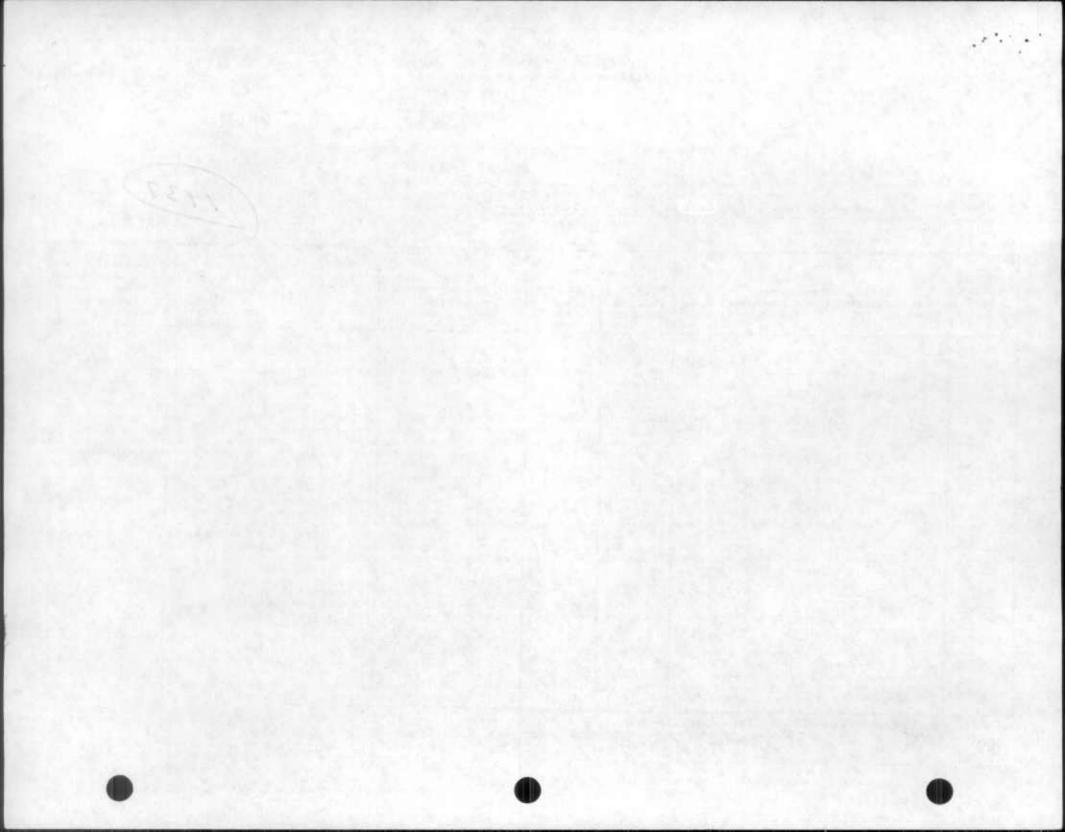
Jan Clark

7/14/96

Instructions for Preparation and Submission on Reverse S

Destruction Certification

Rev. 10/8 pgs-550-9



Hall of Records Commission Records Management Division

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

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

COURT

COUNTY

DATE

		Autho	orlaati	on	factual ve			Dete of	Method of Destruction	
Series No.	Description of Records Include Title end/or Form Number	Retention Schod, No.		Item No.	Dates al Records Destroyed		Volume ubic Foot)	Destruction	(Recycle, shred, lendfill, etc.)	
	Closed Criminal Cases Stripped Material Only	975	2	a&b	1992	10	.00	7-16-96	Larsfil	
	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			
									17.55	

Destruction Approved by Hall of Records Commission

DCT 3 1 1995

Date

State Archivist

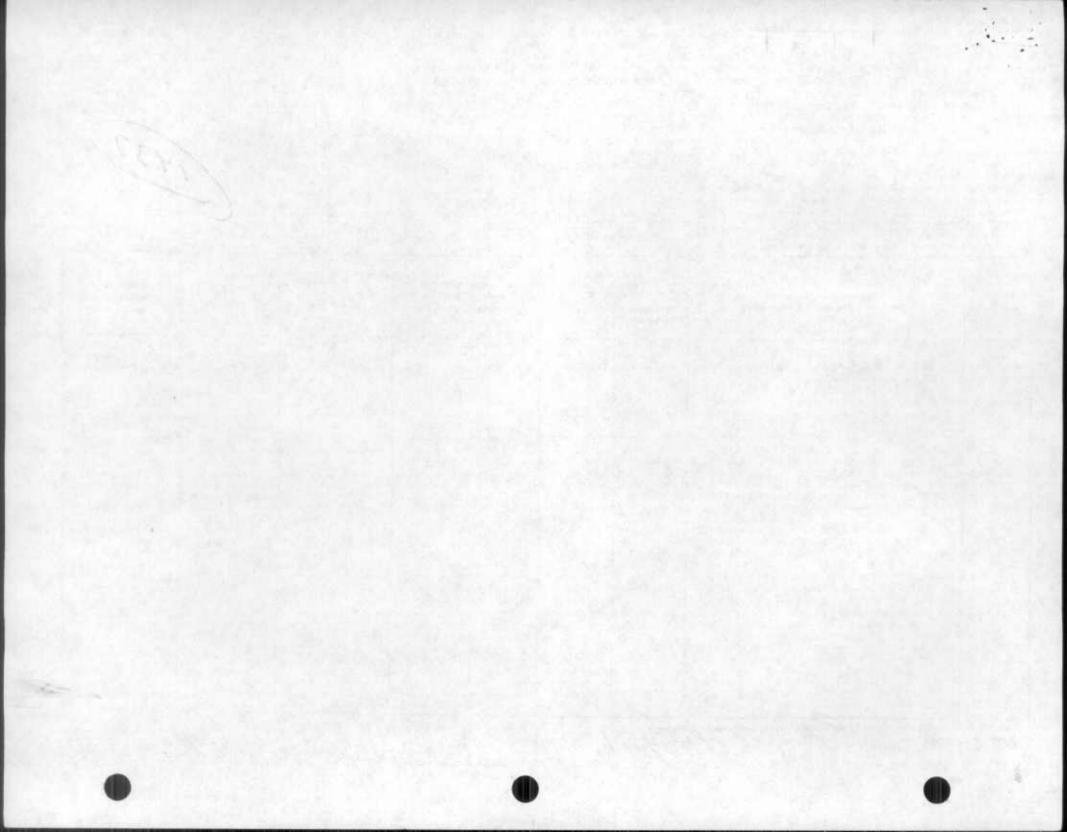
Signature of Caurt Official

Title

Instructions for Preparation and Submission on Reverse Side

Destruction Certification

Rev. 10/83 DGS-550-9



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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Accession 01A82

W1/1/58V

District Court of Maryland COURT

Ocean City COUNTY

DATE

July 21, 2003

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

Destruction Approved by Hall of Records Commission

Destruction certification

AUS 0 5 2003

Date

State Archivist

Signature of Court Official

Rev. 10/83 GS-55Q-9

Instructions for Preparation and Submission on Reverse Side

INSTRUCTIONS FOR PREPARATION

- 1. PREPARE IN DUPLICATE. LEAVE COLUMNS <u>DATE OF DESTRUCTION</u>, <u>METHOD OF DESTRUCTION</u>, AND <u>DESTRUCTION CERTIFICATION</u> BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.

 (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

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

Ocean City COUNTY

DATE

July 21, 2003

- 10		Authori	ization	Inclusive		1 8 1/8	Method of
Series No.	Descriptions of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, landfill, etc.)
	Microfilm Traffic Md Rule 2219	2219	Sec VI Item 2	1995	2	11-3-3	Landfiller
			Manual Control				
						certification	

Destruction Approved by Hall of Records Commission

Destruction certification

AUG 0 5 2003

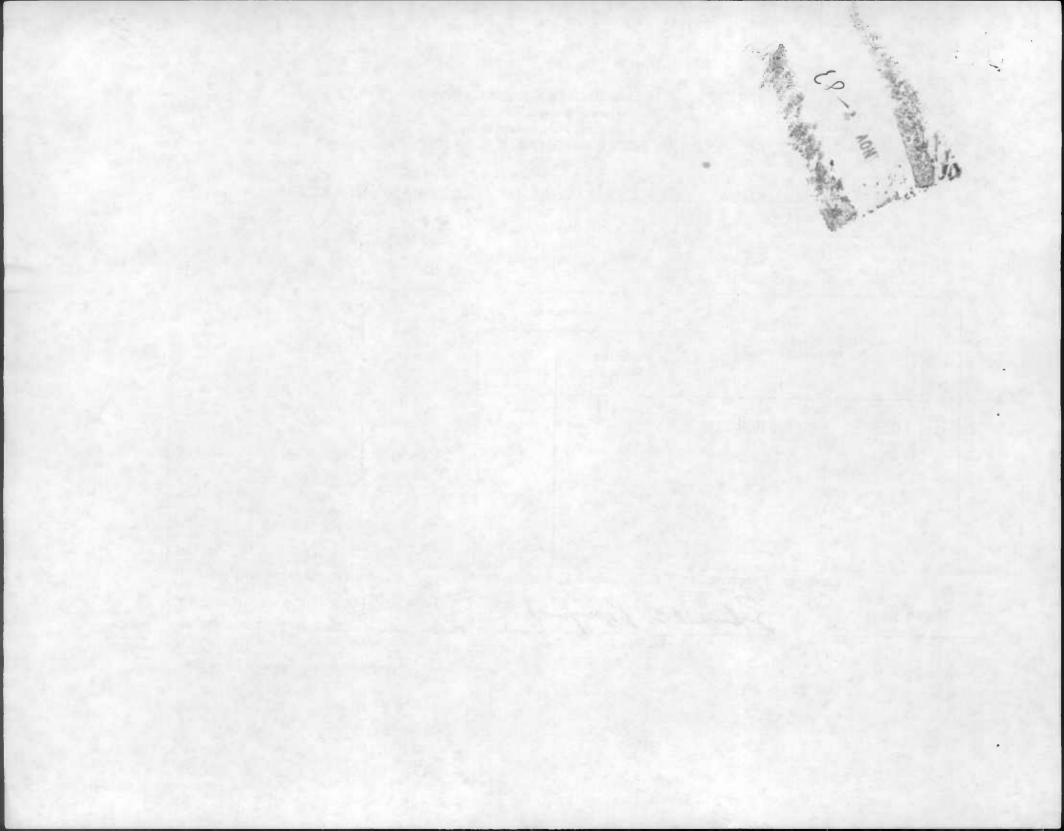
Date

State Archivist

Signature of Court Official

Rev. 10/83 GS-55Q-9

Instructions for Preparation and Submission on Reverse Side



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DEPARTMENT OF GENERAL SERVICES

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Accession # 98228, 98229,98230

District Court of Maryland COURT

County

DATE

July 21, 2003

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

Destruction Approved by Hall of Records Commission

Destruction certification

AUG 0 5 2003

Date

State Archivist

Signature of Court Official

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late

Rev. 10/83 GS-55Q-9

Instructions for Preparation and Submission on Reverse Side

June

2003

TRVICES

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IDS DESTRUCTION

full

District Court of Maryland

Queen Anne's

Janua

PROPOSAL

Gladys Foster, County Clerk

D.C.

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series	Description of Records	Authoriz	ation	Inclusive	Volume	Date of	Method of
No.	Include Title and/or Form Number	Retention Sched. No.	ltem No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	Destruction (Recycle shred, landfilt, etc.)
	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	Landf ill
	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	Landf I 11
	Purchase Orders & Receiving Reports				1	1/30/03	Bandfill
	Statistical Report	,			4	1/30/03	Randf 111
	Auditors Receipt Copies				.5	1/30/03	Landf111
	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

NOV 1 2 2002

Date

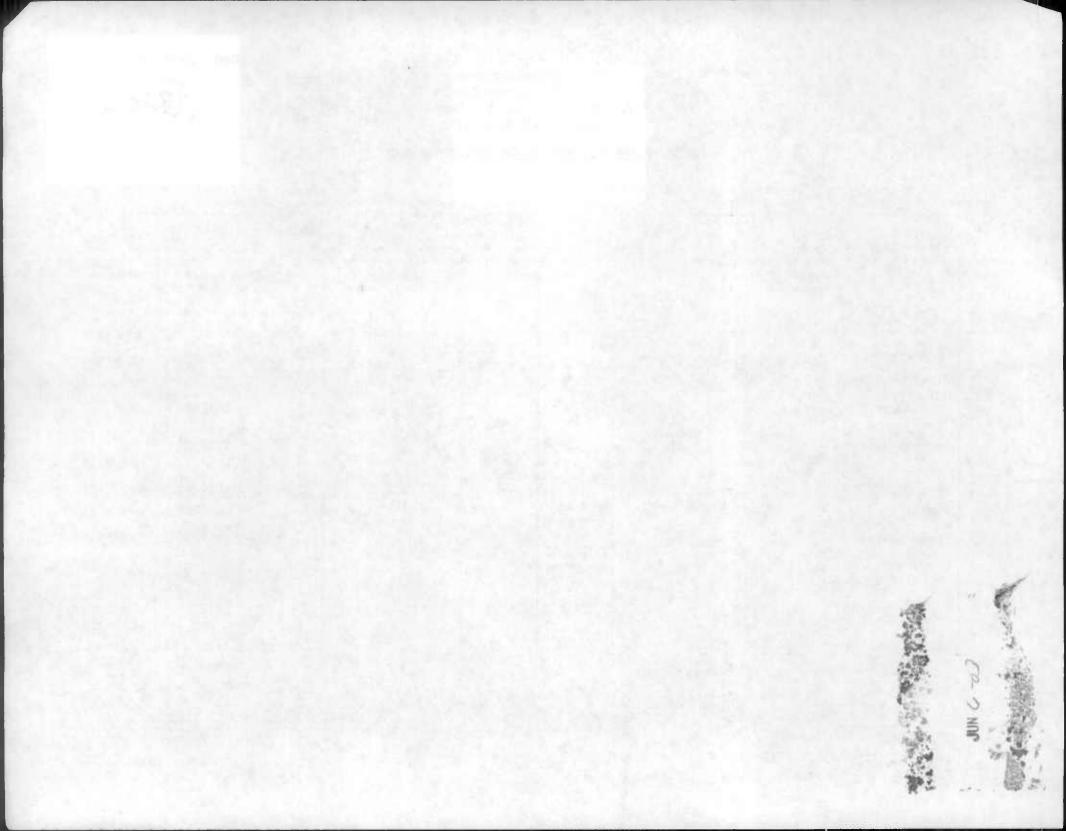
State Archivist

Signature of Court Official Gladys S.Foster

Title

County Clerk

5/29/03



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

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	Authoriz	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
	CIVIL Civil Cases Closed (stripped material only)	975	II	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	E Landfill
	Domestic Violence Cases (stripped material only)	975	III	1990	1	1/30/03	PAIN IS
9 4	Emergency Evaluations (stripped material only)	975	III	1990	(18)	1/30/03	Landfill

Destruction Approved by Hall of Records Commission

NOV 1 2 2002 NOV 1 2 2002

State Archivist

Justin

County Clerk

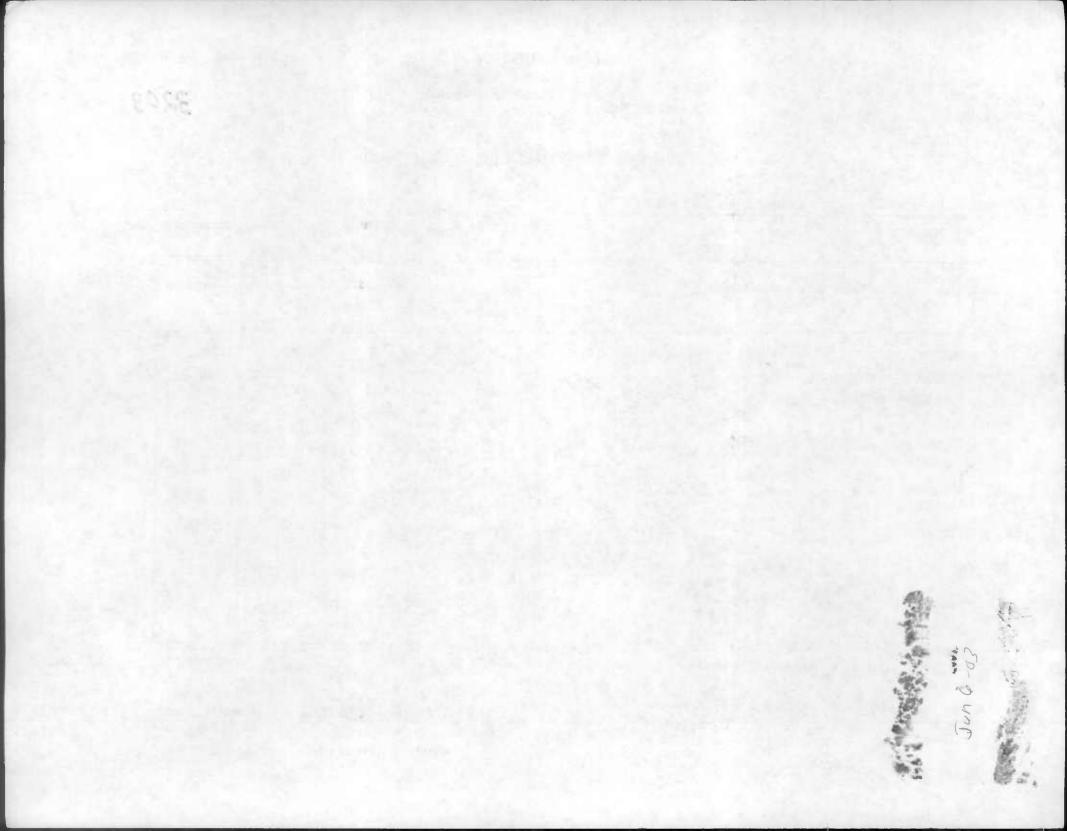
Destruction Certification

5/29/03

Date

Signature of Court Official Gladys S.Foster

Title



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

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

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	Authoriz	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
INO.	include Title and/or Form Number	Retention Sched. No.	Item No.	Destroyed			(Recycle, shree landfill, etc.)
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	975	2 a&b	1999	12	4/11/03	Landfill
to the	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 COURT 3-4	cn
				4	Destruction C		

NOV 1 2 2002

State Archivist

County Clerk

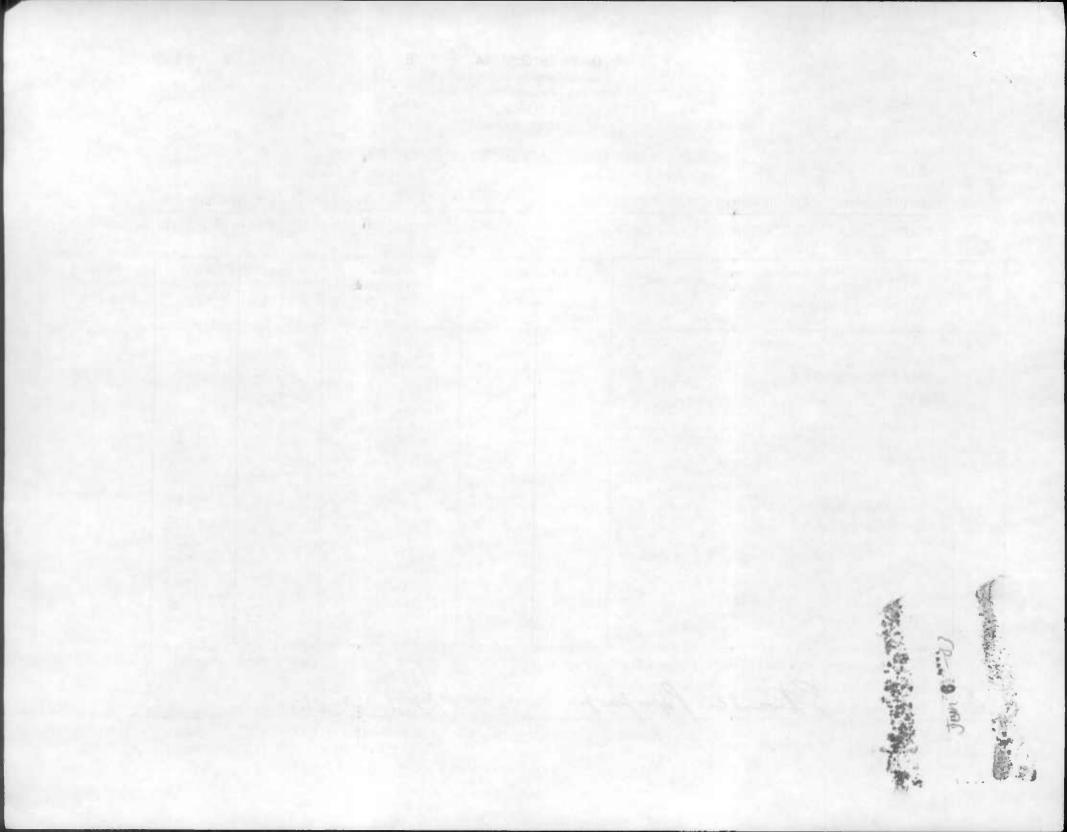
5/29/03

Signature of Court Official

Title

Gladys S.Foster

Date



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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

D.C. Cert. 3-4-CR-2-03

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	Authori	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
	mode the dialor of this table	Retention Sched. No.	Item No.	Destroyed	(00000000)		(Recycle, shred, landfill, etc.)
	EXPUNGED CRIMINAL CASES	975 Sec IV	2 a&b	1999	1	3/7/03	Shred
	*To be shredded						4
							0
						ST C	MAY 2
						NTREVIL	3 PK
			7			100	72.5

Destruction Approved by Hall of Records Commission

NOV 1 2 2002

State Archivist

Destruction Certification

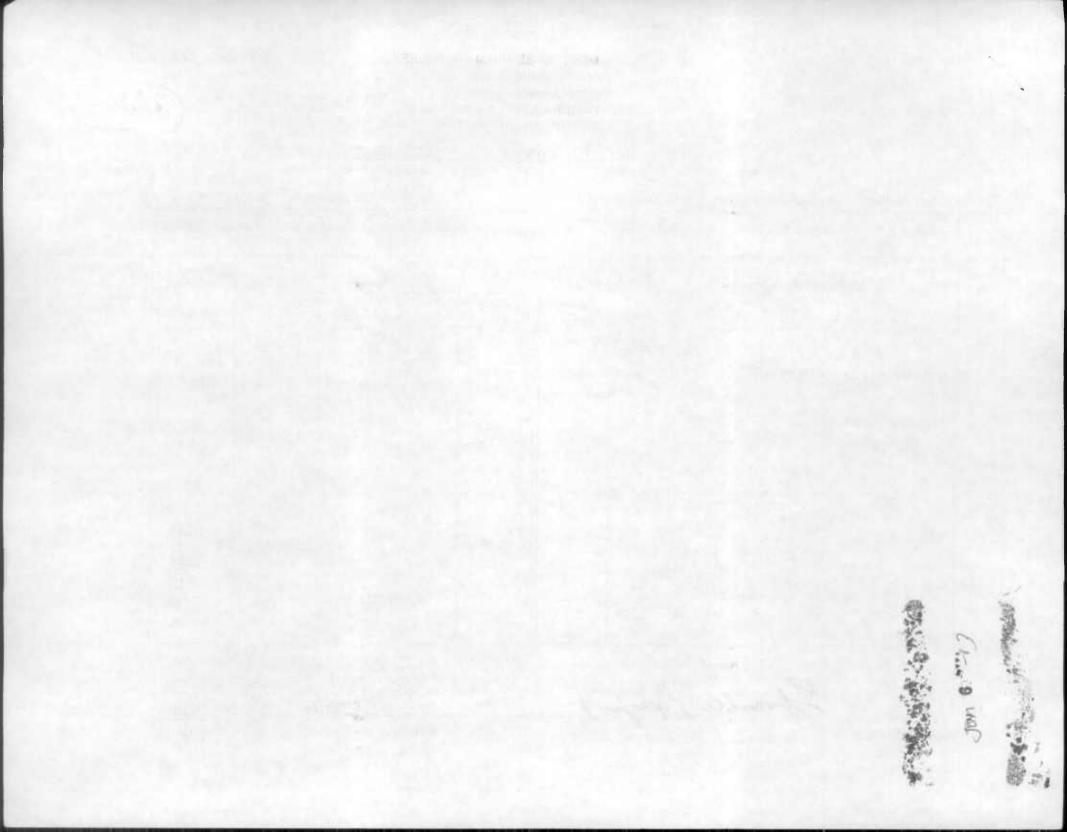
County Clerk

5/29/03

Date

Signature of Court Official Gladys S.Foster

Title



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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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



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	Authori	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
	R-DAT RECORDING TAPES	975	IV	1999	6	1/30/03	Landfill
						DIST COURT 3-4 CENTREVILLE	03 MAY 23 PH 12: 56

Destruction Approved by Hall of Records Commission

NOV 1 2 2002

State Archivist

Destruction Certification

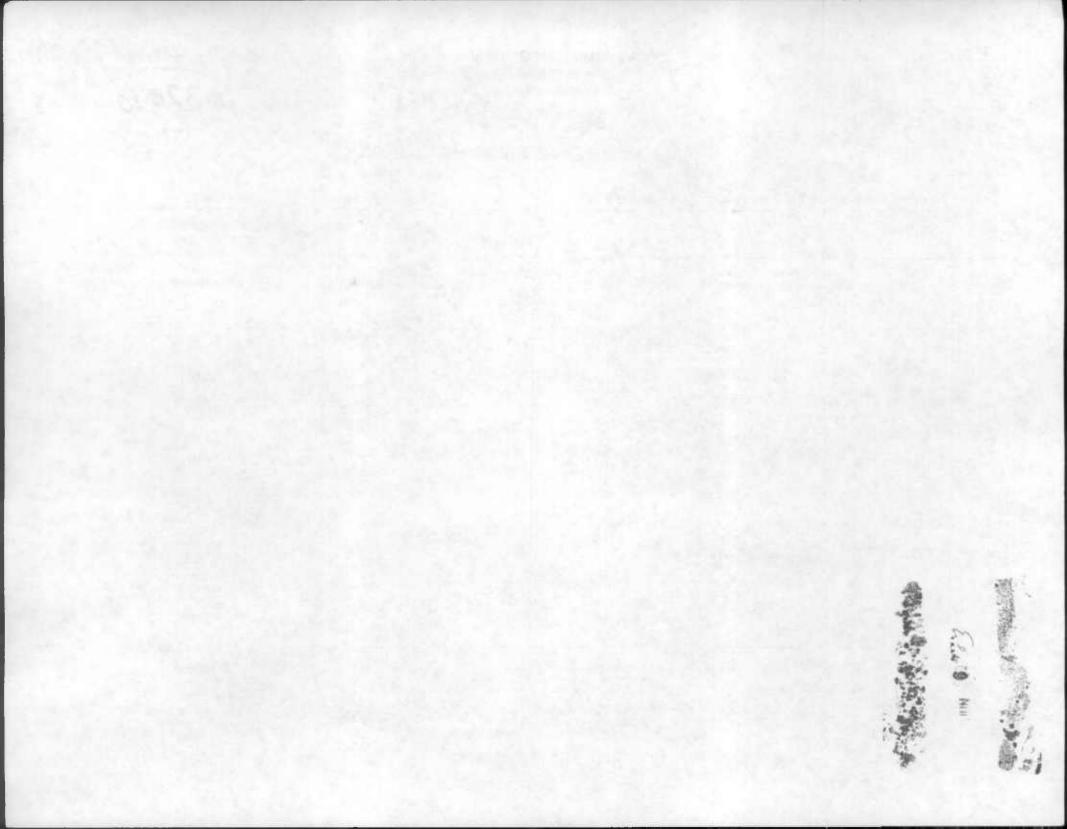
County Clerk

5/29/03

Signature of Court Official Gladys S.Foster

Title

Date



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

JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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	Authoria	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction	
140.	mode in a dia a series a serie	Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)	
	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	S Landfill	
	CLOSED CITIZEN ARRESTS	975	2a&b	1999	1	1/30/03	Landfill	
	CLOSED PARKING CITATION	975	2a&b	1999	1	1/30703	Landfill	
						Z 3 5	ł K	
						the co		

Destruction Approved by Hall of Records Commission

Edward C. Japes

NOV 1 2 2002

State Archivist

County Clerk

Pestruction Certification

5/29/03

Date

Signature of Court Official Gladys S.Foster

Title

Reporting Agency	

Department of General Services

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

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

Division or Unit

CERTIFICATE OF RECORDS DISPOSAL

	Description of Records	Authoriz	ation	Inclusive Dates of	Volume	Date of	
No.	(Same Title as listed on Schedule)	Retention Schedule No	Item No	Records Destroyed	Cubic Feet	Disposal	Method of Disposa
1	Monthly Report of State Fur Collected and Deposited	nds 0662	II-2	7/73 - 6/84		1989	Burned
2	Paid bills & invoices	0662	II-6	1974 - 1984		1989	Burned
3	Receipt Books (#5701-1800)	0662	II-6	1973 - 1984		1989	Burned
4	Check Stubs (#1204-3900)	0662	II-6	10/3/75-11/30	/84	1989	Burned
5	Savings & Money Bank Books:Market Accounts	0662	II-6	7/28/64-9/27/8	3	1989	Rurned
6	Duplicate Deposit Slips	0662	II-6	3/1/74-12/31/8	4	1989	Burned
7	Cancelled Checks and Bank Statements	0662	II-6	1/74 - 12/31/8	4	1989	Burned
8	Salary Work Sheet	0662	II-6	1968 - 1984		1989	Burned
				M			
	A STATE OF THE STA						

I here by certify	that the	records	listed	above	were	disposed	of	as	indicated.
-------------------	----------	---------	--------	-------	------	----------	----	----	------------

Winsie A. Cannon Signature

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

Title

APR 8 2003



Reporting Agency	
Division or Unit	

Department of General Services

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

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

CERTIFICATE OF RECORDS DISPOSAL

Description of Records	Authoriz	ation	Inclusive Dates of	Volume	Date of	
(Same Title as listed on Schedule)	Relention Schedule No	Item No	Records Destroyed	Cubic Feet	Disposal	Method of Disposa
Receipt Books (#1801-3359)	0662	II-6	1985 - 1986		1991	Burned
	,				description of the last	
100000000000000000000000000000000000000						

// •	hereby certify	that the	e records	listed	above	were	disposed	of	as	indicated.
------	----------------	----------	-----------	--------	-------	------	----------	----	----	------------

Winsie A. Cannon Signature

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

Title

Maria Santa

APR 8 2003

CITAL NAME OF STREET

Reporting Agency

Division or Unit

Department of General Services

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

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

CERTIFICATE OF RECORDS DISPOSAL

	Description of Records	Authoriz	ation	Inclusive Dates of	Volume	Date of	
No.	(Same Title as listed on Schedule)	Relention Schedule No	Item No	Records Destroyed	Cubic Feet	Disposal	Method of Disposal
1	Payroll & Check Register	0662	II-5	P.P.E.: 3/10/87-12/27	/88	1992	Burned
2	Payroll E.T.R.	0662	II-5	P.P.E. 3/10/87-12/27	/88	1992	Burned
3	Paid Bills & Invoices	0662	II-6	1985 - 1988		1992	Burned
4	Receipt Books (#3360-6077)	0662	II-6	1987 - 1989		1992	Burned
		,					
		• •					

hereby cel	tily that	ine	records	listeo	above	weie	disposed	of	35	indicated.
I HELEDA CEI	THA THE	LIIC	1000100	110100	0000		4.4			

Winsie A. Cannon Signature

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

Title

APR 3 2003

Reporting Agency	

Division or Unit

Department of General Services

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

Prepare in duplicate

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

CERTIFICATE OF RECORDS DISPOSAL

	Description of Records	Authoriz	ation	Inclusive Dates of	Volume	Date of	
10.	(Same Title as listed on Schedule)	Retention Schedule No	Item No	Records Destroyed	Cubic Feet	Disposat	Method of Disposa
1	Receipt Books (#6078-11161) 0662	II-6	1990 - 11/30/	1995	1998	Burned
				BELLIA.			
_							

hereby, certify that the reco	ords listed above	were dispose	d of as indicated.
Tinisu Ce.		/	
Minsu (l.	annon		Register of
01 1			

Tinsie A. Cannon Signature

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

Title

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Reporting Agency

Services

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

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

Division or Unit

CERTIFICATE OF RECORDS DISPOSAL

	Description of Records	Authoriz	ation	Inclusive Dates of	Volume	Date of	
No.	(Same Title as listed on Schedule)	Retention Schedule No	Item No	Records Destroyed	Cubic Feet	Disposal	Method of Disposal
1	Monthly Report of State Fur Collected and Deposited	ds 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.: 1/10/89-6/29/9	9	2002	Shred
8	Payroll E.T.R.	0662	II-5	P.P.E.: 1/10/89-6/29/9	9	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 hereb	certify	that	the	records	listed	above	were	disposed	of	as	indicated
---------	---------	------	-----	---------	--------	-------	------	----------	----	----	-----------

Winsie A. Cannon Signature

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

Title

The state of the s

APR 8 2003



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

DATE:

03/27/03

RE:

Certificate Of Records Disposal

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

Beginning the state of the state of the state of

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

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Inclusive Date of Records Destroyed Authorization Item No. Retention Sched. No. Include title and/or form number Description of Records

Volume Cu. Ft.

(Shred/landfill) Destruction Method of Destruction

Date of

TRAFFIC

MATS DOCKETS

Series No.

3

1994

2 a&b

Sec IV

*To be destroyed only after microfilming

Destruction Approved by Hall of Records Commission

1999 DEC 3

Date

State Archivist

Levand C.

Destruction Certification

Signature of Court Official

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

		Author	rization	Inclusive			Madealas
Series No.	Descriptions of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
	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 0 5 2003

Date

State Archivist

Signature of Court Official

Title

ate

Rev. 10/83 GS-55Q-9

Instructions for Preparation and Submission on Reverse Side

RECEIVED.

AUG 4 2003

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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

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

(32/5) 02/A 26/

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	Author	ization	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction	
		Retention Sched. No.	Item No.	Destroyed	(000.0100)	5001001011	(Recycle, shred, landfill, etc.)	
	TRAFFIC							
	Motor Vehicle Dockets	975	2 a&B	1997	3			
	(to be destroyed only after microfilming)	Sec IV					1 DX	
	« » «	и	44	1996	3	9-17-03	landfills	
							27	
	u 39 u	"	"	1995	3	110	21	

Destruction Approved by Hall of Records Commission

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Destruction Certification

NOV 1 2 2002

Date

State Archivist

Signature of Court Official

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DEPARTMENT OF GENERAL SERVICES

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

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Loretta Baker, County Clerk January 1, 2003 Talbot District Court of Maryland CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION DATE COUNTY COURT

Series	Description of Records	Authoriz	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle,
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Destroyed	(Odbie i cot)		shred, landfill, etc.)
	ACCOUNTING RECORDS	975	V	1999			Land fell
	Certificates of Deposit				5	2/13/04	
	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 1 2 2002

State Archivist

Signature of Court Official

Title

WR 18 2W4

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

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

(3210)

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

JESSUP, MD 20794-0275

District Court of Maryland

Talbot

January 1, 2003

Loretta Baker, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series	Description of Records Include Title and/or Form Number	Authoriz	ation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction	
No.	made The and/of Form Number	Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)	
	CIVIL Civil Cases Closed (stripped material only)	975	II	1999	15	2/15/04	Sand fell	
	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	Ш	1990	1			

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 1 2 2002

Date

State Archivist

Signature of Court Official

Title

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DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. Box 275 JESSUP, MD 20794-0275 D.C. Cert. 3-5-CR-1-03

Loretta Baker, County Clerk



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

January 1, 2003

COUNTY	DATE	E CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION							
Description of Records	Authorizatio		tion	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction		
			Item No.	Destroyed			(Recycle, shred landfill, etc.)		
CRIMINAL							Land fill		
	97	75	2 a&b	1999	15	2/13/04			
	97	75	2 a&b	1999	2				
	97	75	2 a&b	1999	4				
	Description of Records lude Title and/or Form Number	Description of Records Form Number Reter Sched CRIMINAL OSED Prial only) SOURCE CLOSED Prial only) ONS CLOSED 97	Description of Records Form Number Retention Sched. No. CRIMINAL OSED Frial only) SOURCE CLOSED Frial only) ONS CLOSED 975	Description of Records Authorization Retention Sched. No. CRIMINAL OSED 975 2 Perial only) SOURCE CLOSED 975 2 Perial only)	Description of Records Inclusive Dates of Records Destroyed Retention Sched. No. CRIMINAL OSED 975 2 1999 erial only) SOURCE CLOSED 975 2 1999 erial only) ONS CLOSED 975 2 1999 ONS CLOSED 975 2 1999	Description of Records Hindusive Dates of Records Cubic Feet	Description of Records clude Title and/or Form Number Authorization		

Destruction Approved by Hall of Records Commission

Talbot

Destruction Certification

NOV 1 2 2002

Date

District Court of Maryland

State Archivist

Signature of Court Official

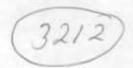
Title

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DEPARTMENT OF GENERAL SERVICES Hall of Records Commission

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

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

t Court of Maryland	Talbot	January 1, 2003			Loretta	Baker, Count	y Clerk		
COURT	COUNTY	DATE	DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION						
Descri	iption of Records		Authoriz	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction	
more vision				Item No.	Destroyed			(Recycle, shred, landfill, etc.)	
*To be shredded	NAL CASES			2 a&b	1999	1	2/13/04	Shreddeid	
	Descr Include Titl	Description of Records Include Title and/or Form Number EXPUNGED CRIMINAL CASES	COURT COUNTY DATE Description of Records Include Title and/or Form Number Retent Sched. EXPUNGED CRIMINAL CASES 978 Sec	COURT COUNTY DATE Description of Records Authorize Include Title and/or Form Number	COURT COUNTY DATE Description of Records Authorization Include Title and/or Form Number Retention Item Sched. No. No. EXPUNGED CRIMINAL CASES 975 2 Sec IV a&b	COURT COUNTY DATE CUSTODIAN OF RECOMMENDATE	COURT COUNTY DATE CUSTODIAN OF RECORDS AT TIME Description of Records Include Title and/or Form Number Retention Sched. No. No. Page 1999 1 EXPUNGED CRIMINAL CASES 975 2 1999 1 Sec IV a&b	COURT COUNTY DATE CUSTODIAN OF RECORDS AT TIME OF DESTRETAIN Description of Records Include Title and/or Form Number Authorization	

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 1 2 2002

State Archivist

Signature of Court Official

Title

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

JESSUP, MD 20794-0275

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Distric	t Court of Maryland	Talbot	January 2, 200	03		Loretta	Baker, Count	y Clerk	
	COURT	COUNTY	DATE			CUSTODIAN OF REC	CORDS AT TIM	E OF DESTR	UCTION
Series	Desc Include Tit	ription of Records le and/or Form Number		Authoriz	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
No.) module in	e and/or r orm Number		Retention ched. No.	Item No.	Destroyed		Date of Destruction	(Recycle, shred, landfill, etc.)
	R-DAT RECORDING	G TAPES		975	IV	1999	6	413/04	Land fell
	Destruction	Approved by Hall of F	Records Commis	sion			Destruction (Certification	

NOV 1 2 2002

Date

State Archivist

Shward C. Paperper h

Signature of Court Official

Title

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DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. Box 275 JESSUP, MD 20794-0275 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	Authori	zation	Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction
		Retention Sched. No.	Item No.	Destroyed			(Recycle, shred, landfill, etc.)
	TRAFFIC					2/13/04	Land fell
	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		1.5
	CLOSED PARKING CITATION	975	2a&b	1999	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 1 2 2002

Date

State Archivist

Signature of Court Official

Title

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FREILBRICK, MD 20678

Calvert

May 18, 2004

2004 HAY 20 P 2: 53

COURT

COUNTY

DATE

DISTRICT COURT MAKE HOUSE

ories	December of Second	Authorization		Inclusive		Date of	Method of Destruction
No.	Description of Records Include Title and/or Form Number	Retention Sched, No.	Item No.	Dates of Records Destroyed	Valume (Cubic Feet)	Destruction	Recycle, shred landfill, etc.)
	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

JUL 1 3 2004

Date

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Signature of Court Official

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

(3633)

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Calvert

May 18, 2004

COURT

COUNTY

DATE

Series		Authorization		Inclusive			Method of Destruction
No.	Description of Records Include Title and/or Form Number	Retention Sched, No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Dote of Destruction	:Recycle, shred, landfill, etc.)
	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 Recards Commission

JUL 1 3 2004

Date

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State Archivist

Carolyn Kitchen

Signature of Caurt Official

Destruction Certification

Lea County Clerk I

Official rle

Date 109

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PALINCE FREILLRICK, MD 20678

Calvert

May 18, 2004

COURT

COUNTY

DATE

rles	Description of Records	Authori	zatlon	Inclusive		Date of	Method of Destruction
10.	Description of Records Include Title and/or Form Number	Retention Sched. No.	ltem Na.	Dates of Records Destrayed	(Cubic Feet)	Destruction	Recycle, shred, landfill, etc.)
	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			

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Signature of Court Official

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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

FOR CALVERT COUNTY
200 DUKE STREET

PRINCE FREILRICK, MD 20678

COURT

Calvert

COUNTY

May 18, 2004

DATE

2004 MAY 20 P 2: 55

DISTRICT COURT WAREHOUSE

Series	Description of Records Include Title and/or Form Number	Authorization		inclusive.		Date of	Method of Destruction
No.		Retention School No.	łtem No.	Dates of Records Destroyed	Volume (Cubic Feet)	Destructio-	: Recycle, shred, landfill, etc.)
	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 1 3 2004

Date

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Destruction Certification

Signature of Court Official

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Clerk I 10/dd

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JUN 21 2004

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DEFARIMENT 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 CALVERT COUNTY 200 DUKE STREET

PAINCE FREILLRICK, MD 20678

Calvert

May 18, 2004

COURT

COUNTY

DATE

2004 HAY 20 P 2: 53

DISTRICT COURT YMAREHOUSE

ries	Description of Records Include Title and/or Form Humber	Authorization		Inclusive			Method of Destruction
lo.		Retention School No.	ftem No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Dote of Destruction	Recycle, shred, landfill, etc.}
	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	Lendfill
	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

JUL 1 3 2004 Date

Signature of Court Official

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Rev. 10/83 DGS-550-9

JUN 21 2004

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PLEARIMENT 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 CALVERT COUNTY 200 DUKE STREET PRINCE FRELLRICK, MD 20678

Calvert

May 18, 2004

COURT

COUNTY

DATE

Series	Description of Records	Authorization		Inclusive	W.1	Dote of	Method of Destruction	
No.	Include Title and/or Form Number	Retention School No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Destruction	:Recycle, shred, landfill, etc.)	
	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

Date

State Archivist

Signature of Court Official

Destruction Certification

Rev. 10/83 DGS-550-9 Instructions for Preparation and Sub. In on Increase Side

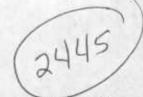


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DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P.O. BOX 275
JESSUP, MD 20794-0275



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

8/17/00

District Court of Maryland #4-1

Calvert

March 8, 2000

COURT

COUNTY

DATE

	Description of Records Include Title and/or Form Number	Authorization		Inclusive		Date of	Method of Destruction
No.		Retention School No.	Item No.	Dates of Records Destroyed	(Cubic Febt)	Destruction	(Recycle, shred, landfill, etc.)
	ELECTRONIC RECORDINGS						14
	Electronic Recordings. Retained for three years.	975	SEC II-2	1996	2.0	6-22-00	Degaused (Annapolis 06/22/00)
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					•		

Destruction Approved by Hall of Records Compission

MAR 2 7 2000

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Storad C. Saperfore fr

Destruction Certification

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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)

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland #4-1

Calvert

March 8, 2000

COURT

COUNTY

DATE

Series		Autho	orization	Inclusive			Method of
No.	Description of Records Include Title and/or Form Humber	Retention Sched, No.	Item No.	Dates of Records Destroyed	(Cubic Febr)	Date of Destruction	Destruction (Recycle, shred, landfill, etc.)
	ELECTRONIC RECORDINGS			PER LA CONTROL			
	Electronic Recordings. Retained for three years.	975	SEC 11-2	1996	2.0		
				Quale			
				Durch			
				/			
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Date

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Destruction Certification

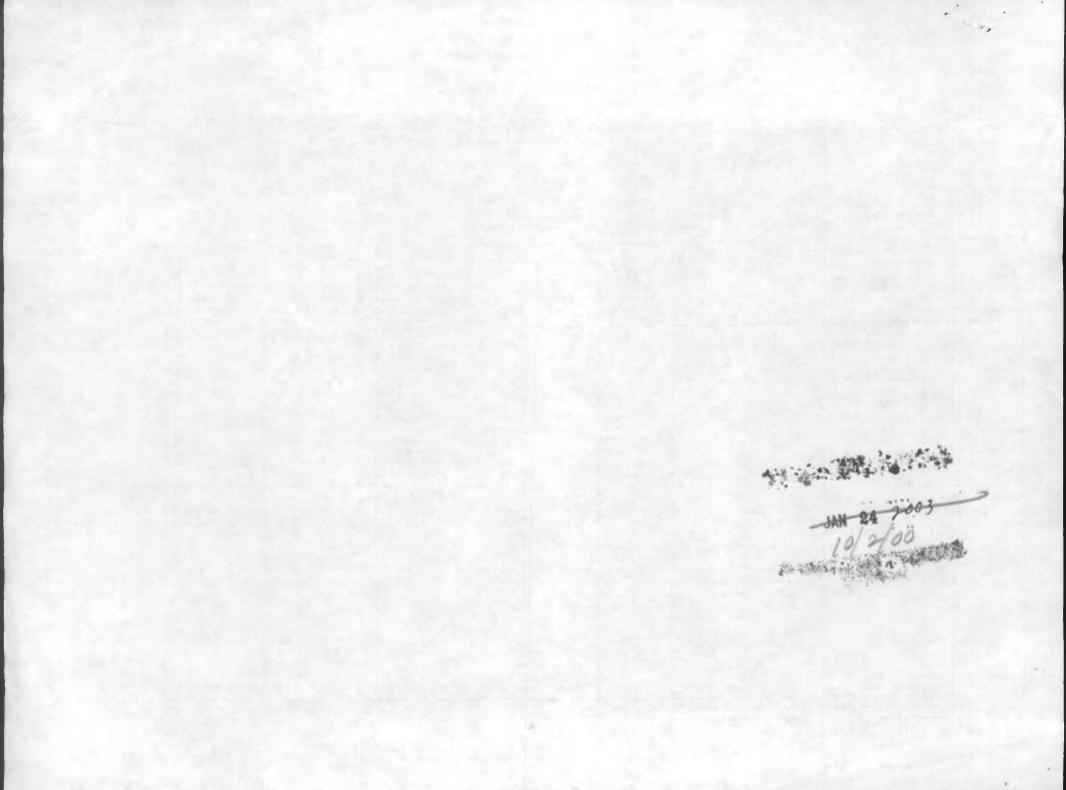
Signature of Court Official

Title

Date

Rey. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side



DEPARTMENT OF GENERAL SERVICES

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Accession #00A259-00A258-99A11

District Court of Maryland COURT

Calvert

DATE

July 24 2003

#4-1

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

Destruction Approved by Hall of Records Commission

Destruction certification

AUG 0 5 2003

Date

State Archivist

Signature of Court Official

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Instructions for Preparation and Submission on Reverse Side

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

A TIVERT CO.

4-1 Prince Frederick

Calvert

January 26, 2001

COURT

COUNTY

DATE

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

State Archiving

Signature of Court Official

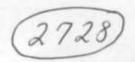
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Instructions for Preparation and Submission on Reverse Side

Destruction Certification

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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

4-1 Prince Frederick

Calvert

January 26, 2001

COURT

COUNTY

DATE

Series	Description of Records	Autho	rizotion	Inclusive			Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	îtem No.	Dotes of Records Destroyed	Volume (Cuble Feet)	Date of Destruction	(Recycle, shred, Iondfill, etc.)
	CIVIL RECORDS				4		
	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 1 2 2001

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State Archivist

Signature of Court Official

Title

Instructions for Preparation and Submission on Reverse Side

Destruction Certification

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

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January 26, 2001

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erlee		Authorization		Inclusive			Method of Destruction
No.	Description of Records Include Title and/or Form Number	Retention School, No.	Item No.	Dotes of Records Destroyed	(Cubic Feet)	Dote of Destruction	(Recycle, shred, landfill, etc.)
	ACCOUNTING RECORDS						
	Bank books, statements and deposit receipts, cancelled checks and stubs. To be retained for three years and all audit requirements have been met.	975	SEC. V	7-96 - 6-97	3.5	03-26-04	Shred
	PURCHASING					1000	
	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

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Date

Instructions for Preparation and Submission on Reverse Side

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

Calvert

January 26, 2001

COURT

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Series	Description of Records	Authori	zotion	Inclusive			Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dotes of Records Destroyed	(Cubic Feet)	Date of Destruction	(Recycle, shred, landfill, etc.)
	TRAFFIC ALPHA FOLDERS				1		
	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 Holl of Records Commission

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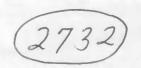
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Instructions for Preparation and Submission on Reverse Side

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

Calvert

January 26, 2001

COURT

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

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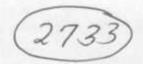
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Instructions for Preparation and Submission on Reverse Side

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DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division

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



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4-1 Prince Frederick

Calvert

January 26, 2001

COURT

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

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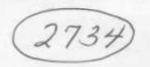
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State Archivist

Instructions for Preparation and Submission on Reverse Side

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



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4-1 Prince Frederick

Calvert

January 26, 2001

COURT

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DATE

Series	Description of Records	Autho	prizotion	Inclusive			Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Dote of Destruction	(Recycle, shred, fandfill, otc.)
	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

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Instructions for Preparation and Submission on Reverse Side

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



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January 26, 2001

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Series	Description of Records	Authorizotion		Inclusive			Method of Destruction
No.	Include Title and/or Form Number	Retuntion Sched. No.	ltem No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Dote of Destruction	(Recycle, shred, londfill, etc.)
	SPECIAL PROCEEDINGS				1		
	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 Inftractions, Breach Of Lease, Rent Escrow & Tenant Holding Over	975		1-97 - 12-97	.5	January 2004	Landfill
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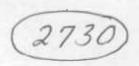
Signature of Court Official

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Instructions for Preparation and Submission on Reverse Side

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

4-1 Prince Frederick

Calvert

January 26, 2001

COURT

COUNTY

DATE

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

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Instructions for Preparation and Submission on Reverse Side

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

PISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FRELLRICK, MD 20678

2004 HAY 20 P 2: 47

COURT

COUNTY

CALVERT

DATE

May 18, 2004

DISTRICT COURT VARIABLE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive			Method of Destruction
		Retention Sched. No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	:Recycle, shred, landfill, etc.)
	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	Lândfill
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Signature of Court Official

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FREILRICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

Serles	Description of Records Include Title and/or Form Number	Authorization		Inclusive		Dote of	Method of Destruction
No.		Retention School, No.	liem No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Destruction	Recycle, shred, landfill, etc.)
	ACCOUNTING RECORDS						
	R-1's, DCA 31's & R-2's	2219 SEC V	lc	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	Lándfill
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Destruction Approved by Hall of Records Commission

JUN 1 6 2004

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Signature of Court Official

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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 CALVERT COUNTY 200 DUKE STREET

PRINCE FREILRICK, MD 20678

CALVERT COUNTY

May 18, 2004

COURT

COUNTY

DATE

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2004 MAY 20 P 2: 46

DISTRICT COURT WAREHOUSE

Series	Description of Records Include Title and/or Form Number	Authorization		Inclusive			Method of Destruction
No.		Retention School No.	Item No.	Dates of Records Destroyed	Volume (Cubic Foot)	Date of Destruction	Recycle, shred, Landfill, etc.)
	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 1 6 2004

Date

State Archivist

Carolyn Kitchen

Signature of Court Official

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

(3603)

DISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FRELLRICK, MD 20678

CALVERT COUNTY

May 18, 2004

COURT

COUNTY

DATE

Series	Description of Records Include Title and/or Form Number	Authorization		Inclusive		Date of	Method of Destruction
No.		Retention School, No.	ļtem Na,	Dates of Records Destrayed	Volume (Cubic Feet)	Destruction	:Recycle, shred, landfill, etc.)
	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

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Destruction Certification

Signature of Court Official

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

PISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FRELLRICK, MD 20678 CALVERT

May 18, 2004

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COURT

COUNTY

DATE

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

JUN 1 6 2004

Date

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Destruction Certification

Signature of Court Official

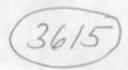
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DEPARTMENT OF GENERAL SERVICES Holl of Records Commission Records Management Division 7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-0275



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FRELLRICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

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

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Signature of Court Official

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

ISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FRELLRICE, MD 20678

2004 HAY 20 P 2: 53

CALVERT

May 18, 2004

COURT

COUNTY

DATE

DISTRICT COURT WAREHOUSE

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

Destruction Approved by Hall of Records Commission

JUN 1 6 2004

Date

Destruction Certification

Signature of Court Official

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

PISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FREILRICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

Series	Description of Records	Author	ization	Inclusive	Valume	Dote of	Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destrayed	(Cubic Feet)	Destruction	Recycle, shred, landfill, etc.)
	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 Record				Destruction Cer		

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

MINCE FRELLRICK, MD 20678

Calvert

May 18, 2004

COURT

COUNTY

DATE

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DISTRICT COURT WAREHOUSE

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

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

JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

ISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET PMINCE FREILRICK, MD 20678

Calvert

May 18, 2004

COURT

COUNTY

DATE

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

Destruction Approved by Hall of Records Commission

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Date

State Archivist

Destruction Certification

Signature of Court Official

Instructions for Preparation and Sub vi on tise Side

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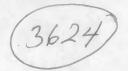
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JESSUP, MD 20794-0275



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DESTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET PRINCE FREILRICK, MD 20678 RECEIVED

2004 MAY 20 P 2: 55

Calvert

May 18, 2004

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COUNTY

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DISTRICT COURT WAREHOUSE

eries No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive		Dote of	Method of Destruction
0,		Retention Sched, No.	item No,	Dates of Records Destrayed	Volume (Cubic Feet)	Destruction	(Recycle, shred, landfill, etc.)
	CRIMINAL RECORDS Expunged Cases Closed In:	2219 Sec. IV	2 d,e	1/1/98 thru 12/31/98	3	8-18-04	Shred
	1998						,
						3.44	

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State Archivist

Signature of Court Official

Instructions for Preparation and Sub. In on Therese Side

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CONTINUENT OF OFISENAL SERVICES

Holl of Records Commission Records Management Division

7275 WATERLOO RD., P.O. BOX 275

JESSUP, MD 20794-0275



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FREILRICK, MD 20678

Calvert

May 18, 2004

COURT

COUNTY

DATE

ries	Description of Records	Author	rization	Inclusive		Dote of	Method of Destruction
lo.	Include Title and/or Form Number	Retention School, No.	Item Na.	Dates of Records Destrayed	Valume (Cubic Foot)	Destruction	:Recycle, shred, Iandfill, etc.)
	CRIMINAL RECORDS Expunged Cases Closed In:	2219 Sec. IV	2 d,e	1/1/98 thru 12/31/98	3	8-18-04	Shred
	1998			•			,

Destruction Approved by Holl of Records Commission

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Date

Destruction Certification

Signature of Court Official

Rev. 10/83 DGS-550-9 Instructions for Preparation and Sub. . . on on Therese Side



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DEFARIMENT 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

ISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

MINCE FRELLRICK, MD 20678

Calvert

May 18, 2004

COURT

COUNTY

DATE

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DISTRICT COURT WAREHOUSE

Description of Records	Author	rization	Inclusive Dates of Records Destroyed	Yolume (Cubic Feet)	Date of Destruction	Method of Destruction
Include Title and/or Form Humber	Retention Sched. No.	Item No.				Recycle, shred, landfill, etc.)
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 1 6 2004

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

FOR CALVERT COUNTY
200 DUKE STREET

PRINCE FRELLRICK, MD 20678

Calvert

May 18, 2004

COURT

COUNTY

DATE

Series	Description of Records	Author	rization	Inclusive	Valume	Dote of	Method of Destruction
No.	Include Title and/or Form Number	Retention Schod. No.	ltem No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	:Recycle, shred, fandfill, etc.)
	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 Holl of Records Commission

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State Archivist

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Signature of Court Official

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

2004 HAY 20 P 2: 46

CALVERT

May 18, 2004

COURT

COUNTY

DATE

DISTRICT COURT WAREHOUSE

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

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Signature of Court Official

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FRELLRICK, MD 206,78

CALVERT

May 18, 2004

COURT

COUNTY

DATE

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

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

CALVERT

May 18, 2004

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ion	Description of Records Include Title and/or Form Number	Authorization		Inclusive	V.D.	Date of	Method of Destruction
0.		Retention Sched. No.	Item No.	Dates of Records Destroyed	Valume (Cubic Feet)	Destruction	Recycle, shred, landfill, etc.)
	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

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Signature of Court Official

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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DISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FREILRICK, MD 20678

CALVERT

May 18, 2004

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••	Description of Records Include Title and/or Form Number	Authorization		Inclusive		Date of	Method of Destruction
·.		Retention Sched. No.	Item No.	Dates of Records Destrayed	Volume (Cubic Feet)	Destruction	:Recycle, shred, fordfill, etc.)
	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 с	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 с	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 Recards Cammissia

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

PRINCE FRELLRICK, MD 20678

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DISTRICT COURT WAREHOUSE

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

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PAINCE FRELLRICK, MD 20678

CALVERT

May 18, 2004

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Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclustve			Method of Destruction
		Retention School No.	Item No.	Dates of Records Dastroyed	Volume (Cubic Feet)	Dote of Destruction	Recycle, shred, landfill, etc.)
	SHERIFF TRANSMITTAL SHEETS	2219 SEC II	2	1/1/98 thru 12/31/98	2.0	8-19-04	Landfill
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Instructions for Preparation and Sub

Signature of Court Official

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

PISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FREILRICK, MD 20678

CALVERT

May 18, 2004

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DISTRICT COURT WAREHOUSE

Series	Description of Records Include Title and/or Form Number	Authorization		Inclusive		Dote of	Method of Destruction
No.		Retention Sched. No.	item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Destruction	:Recycle, shred, landfill, etc.)
	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

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Signature of Court Official

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FREILERICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

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Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive		0	Method of Destruction
		Retention Sched. No.	Item No.	Dates of Records Destrayed	Volume (Cubic Feet)	Dote of Destruction	Recycle, shred, landfill, etc.)
	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

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

JESSUP, MD 20794-0275

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

FOR CALVERT COUNTY
200 DUKE STREET

PRINCE FRELLRICK, MD 20678

CALVERT

May 18, 2004

COURT COUNTY

DATE

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DISTRICT COURT WAREHOUSE

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

Destruction Approved by Hall of Records Commission

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

FOR CALVERT COUNTY
200 DUKE STREET

PRINCE FRELLRICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

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ories	Description of Records Include Title and/or Form Number	Authori	zation	Inclusive Dotes of Records Destroyed		Date of Destruction	Method of Destruction : Recycle, shred, [andfil, etc.)
No.		Retention Sched. No.	Item No.		Volume (Cubic Feet)		
	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	le	1/1/99 thru 12/31/99	8.0	08-20-04	Landfill
				No. of the Control of			

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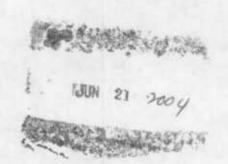
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Hall of Records Commission Records Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS

FOR CALVERT COUNTY 200 DUKE STREET PRINCE FREILRICK, MD 20678

DISTRICT COURT OF MARYLAND

CALVERT COUNTY

May 18, 2004

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COUNTY

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DISTRICT COURT VALENOUSE

Sertes	Description of Records	Author	rization	Inclustve			Method of Destruction
No.	Include Title and/or Form Number	Retention Schod. No.	item No.	Dates of Records Destroyed	(Cubic Foot)	Dote of Destruction	:Recycle, shred, landfil, etc.)
	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 Holl of Records Commission

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Date

Destruction Certification

Rev. 10/83 DGS-550-9

Instructions for Preparation and Sub. on on Serse Side

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

JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

FOR CALVERT COUNTY
200 DUKE STREET

PRINCE FREILRICK, MD 20678

CALVERT COUNTY

May 18, 2004

COURT

COUNTY

DATE

les	Description of Records Include Title and/or Form Number	Authorization		Inclusive			Method of Destruction
e.		Retention School Na.	ltem Na,	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	:Recycle, shred, landfill, etc.)
	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

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Signature of Court Official

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10/22 /04 Date

Instructions for Preparation and Sub.

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

FOR CALVERT COUNTY
200 DUKE STREET

PRINCE FRELLRICK, MD 20678

COURT

CALVERT

May 18, 2004

COUNTY

DATE

2004 HAY 20 P 2: 52

DISTRICT COURT WATEHOUSE

rles	Description of Records Include Title and/or Form Number	Author	ization	Inclusive	Volume (Cubic Feet)	Dote of Destruction	Method of Destruction
to.		Retention Sched. No.	ltem No.	Dotes of Records Destray ed			:Recycle, shred, landfill, etc.)
	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 Compission

JUN 1 8 2004

Date

State Archivist

Destruction Certification

Signature of Court Official

County Clerk

Date

Instructions for Preparation and Subsection on Contract Side

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PELANIMENT 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 CALVERT COUNTY

200 DUKE STREET PRINCE FRELLRICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

erles	Description of Records	Author	Ization	inclusive	Volume	Dote of	Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	ltem Na.	Dates of Records Destroyed	(Cubic Feet)	Destruction	:Recycle, shred, landfill, etc.)
	COURT RECORDER SHEETS	2219 SEC IV	2	1/1/99 thru 12/31/99	1.0	8-19-04	La ndfill
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DEFARIMENT 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

DESTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FRELLRICK, MD 20678

2004 MAY 20 P 2: 55

CALVERT

May 18, 2004

COURT

COUNTY

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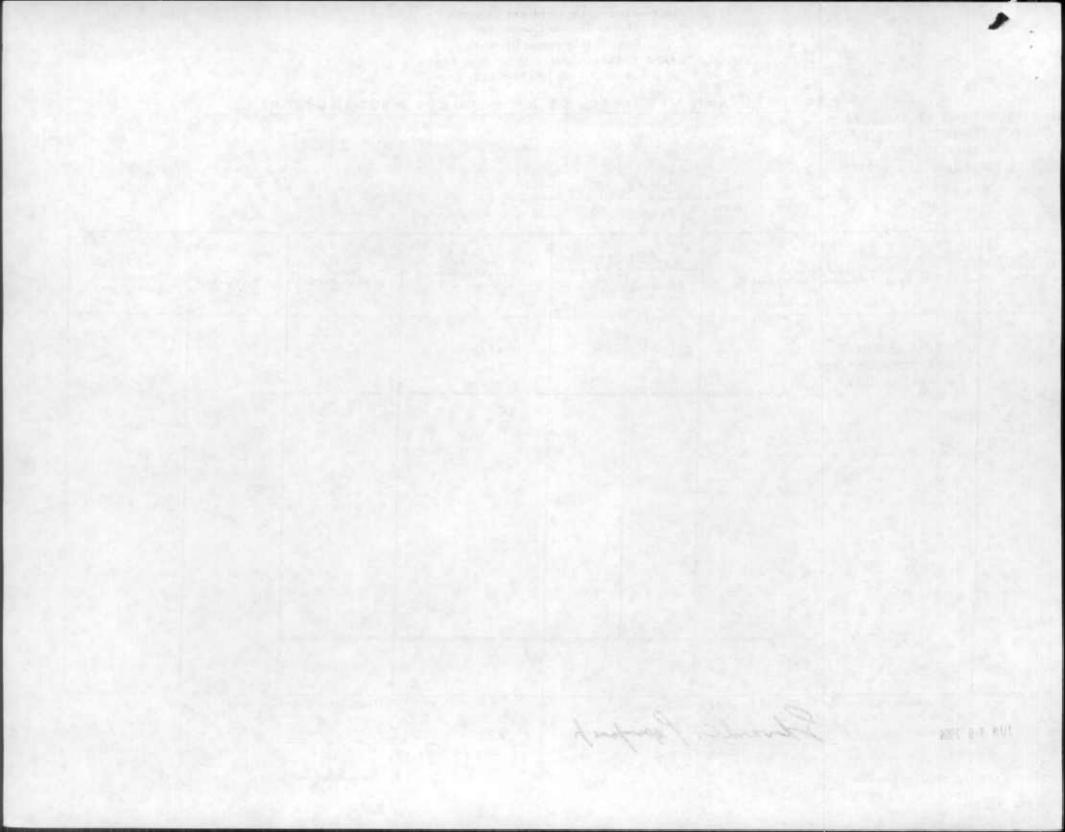
ries	Description of Records Include Title and/or Form Number	Authorization		factusive	Volume	Dote of	Method of Destruction
No.		Retention School No.	îtem No,	Dates of Records Destroyed	(Cubic Feet)	Destruction	:Recycle, shred, landfill, etc.)
	CRIMINAL RECORDS Civil Citations and Municipal Infraction Cases	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/99 thru 12/31/99	1	8-19-04	Landfill
	Closed In:	1000					
							-
				# 1			

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Signature of Court Official

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FRELLRICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

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erles	David state of the	Author	rizotion	Inclusive	Volume	Date of	Method of Destruction
No.	Description of Records Include Title and/or Form Number	Retention School, No.	liem No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	Recycle, shred, Iandfill, etc.)
	CRIMINAL RECORDS Civil Citations and Municipal Infraction Cases	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/99 thru 12/31/99	1	8-19-04	Landfill
	Closed In:						
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Signature of Court Official

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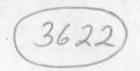
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MINIMENT OF GENERAL SERVICES

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 CALVERT COUNTY 200 DUKE STREET

PRINCE FREILRICK, MD 20678

Calvert

May 18, 2004

COURT

COUNTY

DATE

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DISTRICT COURT WAREHOUSE

riee	Description of Records	Author	rizotion	Inclusive			Method of Destruction
ło.	Unscription of Records Include Title and/or Form Number	Retention School No.	Irem No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Dote of Destruction	Recycle, shred, landfill, etc.)
	CRIMINAL RECORDS Criminal, Petty Offense Citation and Fugitive Warrant Cases	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/99 thru 12/31/99	35	7-8-04	Landfill
	Closed In						
	1999			•		1500	1
	Criminal Insides of Folders to be stripped, retaining docket sheets. Folders to be retained permanently.						

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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May 18, 2004

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	CRIMINAL RECORDS Criminal, Petty Offense Citation and Fugitive Warrant Cases	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/99 thru 12/31/99	35	7-8-04	Landfill
	Closed In			•			,
	Criminal Insides of Folders to be stripped, retaining docket sheets. Folders to be retained permanently.						·

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION VED

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

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Calvert

May 18, 2004

DISTRICT COURT WAREHOUSE

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COUNTY

DATE

rlas	Description of Records Include Title and/or Form Number	Authorization		Inclusive	Valume	Dote of	Method of Destruction
ries io.		Retention Sched. No.	Item Na.	Dotes of Records Destrayed	(Cubic Feet)	Destruction	Recycle, shred, landfill, etc.}
	CRIMINAL RECORDS Expunged Cases Closed In:	2219 SEC IV	2 d,e	1/1/99 thru 12/31/99	3	8-18-04	Shred
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Destruction Certification

Signature of Court Official

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Rev. 10/83 DGS-550-9 Instructions for Preparation and Sub.

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FREILRICK, MD 20678

Calvert

May 18, 2004

COURT

COUNTY

DATE

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

STRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FRELLRICK, MD 20678

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COUNTY

May 18, 2004

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DISTRICT COURT WAREHOUSE

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Calvert

May 18, 2004

COURT

COUNTY

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Series	Description of Records	Authorization		Inclusive			Method of Destruction
No.	Include Title and/or Form Number	Retention Sched, No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Recycle, shred, landfill, etc.)
	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
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Signature of Court Official

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JESSUP, MD 20794-0275



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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No.	Description of Records	Author	rization	inclusive			Method of Destruction . Recycle, shred, fandfill, etc.)
	Include Title and/or Form Number	Retention Schod, No.	ltem No.	Dotes of Records Destroyed	Yoluma (Cubic Feet)	Date of Destruction	
	ELECTRONIC RECORDINGS Electronic Recordings Retained for three years	2219 SEC II	2	1/1/99 thru 12/31/99	3	9-17-04	Landfill
	CLOSED IN:			•			/
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Signature of Court Official

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FREILRICK, MD 20678

CALVERT

May 18, 2004

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Sories No.		Authorization		inclusive			Method of Destruction
	Description of Records Include Title and/or Form Number	Retention Schod, No.	Item No.	Dotes of Records Destrayed	Volume (Cubic Foot)	Dote of Destruction	:Recycle, shred, landfill, etc.)
	ELECTRONIC RECORDINGS Electronic Recordings Retained for three years	2219 SEC II	2	1/1/99 thru 12/31/99	3	9-17-04	Landfill
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Recards Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DESTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FREILERICK, MD 20678

CALVERT

May 18, 2004

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DISTRICT COURT WAREHOUSE

Serie	Description of Records Include Title and/or Form Number	Authorization		Inclusive			Method of Destruction
No.		Retention Schod. No.	ltem No.	Dates of Records Destroyed	Volume (Cubic Feet)	Deterof Destruction	Recycle, shred, fondfill, etc.)
	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 1 3 2004

JUL 1 3 2004

Date

Destruction Certification

Signature of Court Official

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Hall of Records Commission
Records Management Division

7275 WATERLOO RD., P.O. BOX 275

JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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FOR CALVERT COUNTY
200 DUKE STREET
PRINCE FREILRICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

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eries No.	Description of Records Include Title and/or Form Number	Authorizotion		Inclusive			Method of Destruction
		Retention Sched. No.	Item No.	Dates of Records Destroyed	(Cubic Fast)	Date of Destruction	Recycle, shred, landfill, etc.)
	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

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Signature of Court Official

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FRELLRICK, MD 20678

CALVERT

May 18, 2004

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COUNTY

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DISTRICT COURT WAREHOUSE

Series	December 10 and	Autho	rization	Inclusive			Method of Destruction
No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Dote of Destruction	(Recycle, shred, landfill, etc.)
	SHERIFF TRANSMITTAL SHEETS	2219 SEC II	2	1/1/99 thru 12/31/99	2.0	8-19-04	Landfill
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Destruction Approved by Hall of Records Commission

JUL 1 3 2004

Date

State Archivist

Destruction Certification

Signature of Court Official

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DEFARIMENT 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 CALVERT COUNTY 200 DUKE STREET

PRINCE FRELLRICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

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Series	Description of Records	Autho	rization	Inclusive		Dote of Re Re	Method of Destruction
No.	Include Title and/or Form Number	Retention Schod. No.	Item No.	Dotes of Records Destroyed	Volume (Cubic Feet)		: Recycle, shred, landfill, etc.)
	SHERIFF TRANSMITTAL SHEETS	2219 SEC II	2	1/1/99 thru 12/31/99	2.0	8-19-04	Lanfill
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

CALVERT

May 18, 2004

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Series	Description of Records Include Title and/or Form Number	Authorization		[nelusive	Volume	Date of	Method of Destruction
ło.		Retention School, No.	Item No.	Dotos of Records Dostroyed	(Cubic Foot)	Destruction	Recycle, shred, landfill, etc.)
	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

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

FOR CALVERT COUNTY
200 DUKE STREET

PRINCE FREILLRICK, MD 20678

CALVERT

May 18, 2004

COURT

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DATE

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DISTRICT COURT WAREHOUSE

Series	Description of Records	Authorization		Inclusive		Date of	Method of Destruction
0.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	Volume (Cubic Fest)	Destruction	Recycle, shred, landfill, etc.)
	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

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State Archivist

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Signature of Court Official

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Instructions for Preparation and Subsection on Course Side

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JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FRELLRICK, MD 20678

COURT

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May 18, 2004

COUNTY

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DISTRICT COURT WAREHOUSE

ories	Description of Records	Authori	zation	Inclusive			Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	liem No.	Dates of Records Destroyed	Valume (Cubic Feet)	Dote of Destruction	Recycle, shred, landfill, etc.)
	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
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	Destruction Approved by Hall of Records				Destruction Cert		

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PROPOSAL AND CERTIFICATE OF RECORDS

DISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FREILRICK, MD 20678

CALVERT

May 18, 2004

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Serles	Description of Records	Author	ization	Inclusive			Method of Destruction
No.	Include Title and/or Form Number	Retention Schod. No.	jtem No.	Dotes of Records Destroyed	Yolume (Cubic Feet)	Dote of Destruction	:Recycle, shred, !andfill, etc.}
	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	Lândfill
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7275 WATERLOO RD., P.O. BOX 275

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

FOR CALVERT COUNTY
200 DUKE STREET

PRINCE FRELLRICK, MD 20678

CALVERT COUNTY

May 18, 2004

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COUNTY

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orles	Description of Records	Author	izotion	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Dote of Destruction	Method of Destruction
No.	Include Title and/or Form Number	Retention School, No.	ļiem No.				:Recycle, shred, landfill, etc.)
	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

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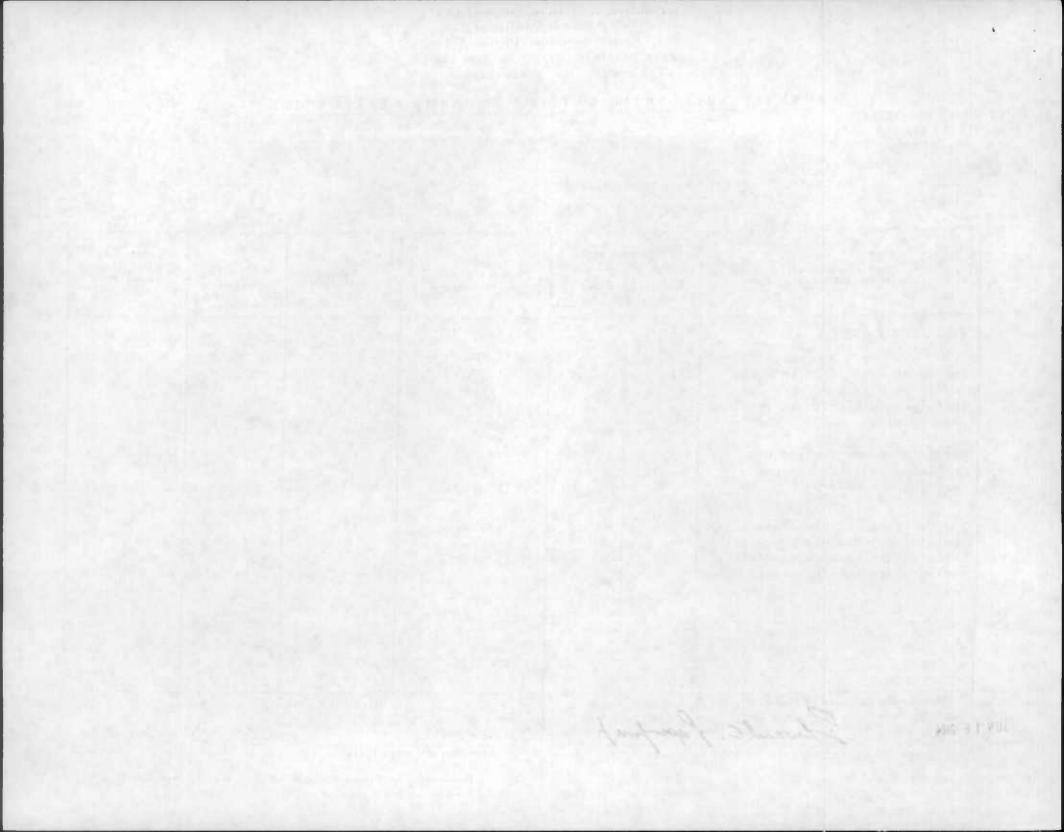
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Instructions for Preparation and Subsection on The serse Side



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

JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS

DISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FREILRICK, MD 20678

CALVERT COUNTY

May 18, 2004

COURT

COUNTY

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r]e e	Description of Records	Author	Izotion	Inclusive			Method of Destruction
ło.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	Volume (Cubic Feel)	Dote of Destruction	:Recycle, shred, landfill, etc.)
	CIVIL RECORDS		31				
	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
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Signature of Court Official

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

PISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FREILRICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

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DISTRICT COURT WATEHOUSE

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No.	Include Title and/or Form Number	Retention School No.	jtem No.	Dates of Records Destroyed	Volume (Cubic Feet)	Dote of Destruction	:Recycle, shred, landfill, etc.)
	COURT RECORDER SHEETS	2219 SEC IV	2	1/1/00 thru 12/31/00	1.0	8-19-04	Landfill
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Destruction Approved by Hall of Records Commission

JUN 1 6 2004 Date

State Archivist

Signature of Court Official

Destruction Certification

Rev. 10/83 DGS-550-9

Instructions for Preparation and Subsection on Contract Side

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Hall of Records Commission
Recards Management Division

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

JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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FOR CALVERT COUNTY
200 DUKE STREET

PRINCE FREILRICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

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Description of Records Include Title and/or Form Number	Autho	rization	inclusive	Volume (Cuble Foot)	Dote of	Method of Destruction
	Retention Sched. No.	ltem Na.	Dotes of Records Destrayed		Destruction	Recycle, shred, landfill, etc.)
COURT RECORDER SHEETS	2219 SEC IV	2	1/1/00 thru 12/31/00	1.0	8-19-04	Landfill
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						*
	Include Title and/or Form Number	Description of Records Include Title and/or Form Number Retention Sched. No. COURT RECORDER SHEETS 2219	COURT RECORDER SHEETS Retention Sched. No. No. 2219	Description of Records Include Title and/or Form Number Retention Schod. No. Retention No. COURT RECORDER SHEETS 2219 SEC. IV	Description of Records Include Title and/or Form Number Retention School No. Retention No. Retention School No. 1 tem	Description of Records Include Title and/or Form Number Retention Sched. No. Retention

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

PESTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FRELLRICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

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DISTRICT COURT WAREHOUSE

Series	Description of Record's Include Title and/or Form Number	Author	rization	Inclusive		Date of	Method of Destruction : Recycle, shred, Icodfill, etc.)
No.		Retention Schod, No.	ltem No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Destruction	
	CRIMINAL RECORDS Civil Citations and Municipal Infraction Cases	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/00 thru 12/31/00	1	8-19-04	Landfill
	Closed In:						
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						12.5	
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JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DESTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FRELLRICK, MD 206,78

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May 18, 2004

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ries	Description of Records	Autho	rization	Inclusive		Date of	Method of Destruction
lo.	Include Title and/or Form Number	Retention School, No.	îtem Na.	Dates of Records Destroyed	Volume (Cubic Foot)	Destruction	Recycle, shred, landfill, etc.)
	CRIMINAL RECORDS Civil Citations and Municipal Infraction Cases	2219 SEC IV	1 2 a,b,c, d,e,f	1/1/00 thru 12/31/00	1	8-19-04	Landfill
	Closed In:						
	2000			•			*
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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 CALVERT COUNTY 200 DUKE STREET

PRINCE FRELLRICK, MD 206,78

Calvert

May 18, 2004

COURT

COUNTY

DATE

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DISTRICT COURT WATERCUSE

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

Destruction Approved by Hall of Records Commission

JUN 1 6 2004

Date

Destruction Certification

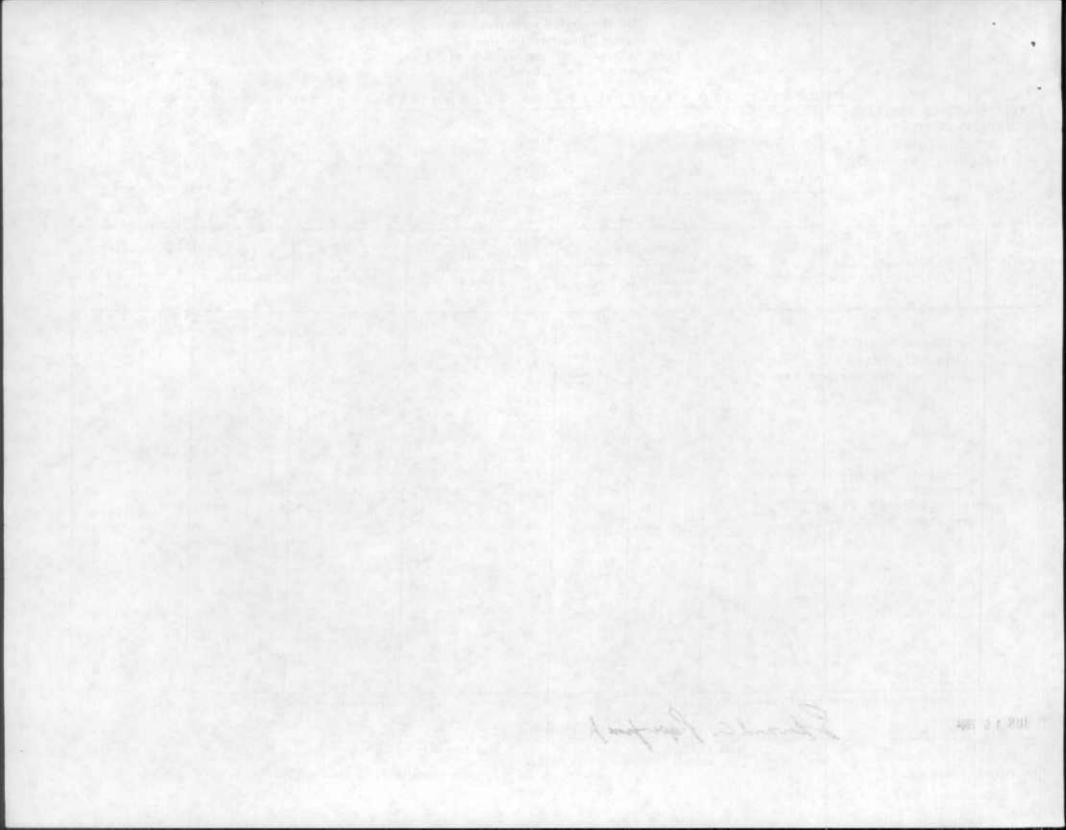
Signature of Court Official

Instructions for Preparation and Sub.

in on Therse Side

Rev. 10/83

DGS-550-9



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

JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PAINCE FREILRICK, MD 20678

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May 18, 2004

COURT

COUNTY

DATE

Volume Date o	Destruction
(Cubic Foot) Dostruc	Descript shred
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Destruction Approved by Hall of Records Commission

JUN 1 6 2004

Date

Destruction Certification

Signature of Court Official

Instructions for Preparation and Sub.

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DEL MATMENT 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

PISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FREILRICK, MD 20678

2004 HAY 20 P 2: 53

Calvert May 18, 2004

COURT

COUNTY

DATE

DISTRICT COURT WAREHOUSE

Series No.		Autho	rization	Inclusive			Method of Destruction
	Description of Records Include Title and/or Form Number .	Retention Sched, No.	Item No.	Dates of Records Destray ed	Valuma (Cubic Feet)	Dote of Destruction	Recycle, shred, landfill, etc.)
	CRIMINAL RECORDS Expunged Cases	2219 SEC IV	2 d,e	1/1/00 thru 12/31/00	3	8-18-04	Shred
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	2000						,
	HOLL TO BE THE REAL OF						

Destruction Approved by Hall of Records Commission

JUN 1 6 2004

Date

Destruction Certification

Signature of Court Official

Instructions for Preparation and Sub. In on Therese Side

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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

FOR CALVERT COUNTY
200 DUKE STREET

PRINCE FRELLRICK, MD 20678

Ca	1	v	e	r	t	

May 18, 2004

COURT

COUNTY

DATE

Series	Description of Records Include Title and/or Form Number	Autho	rization	Inclusive		Date of	Method of Destruction
No.		Retention School, No.	ltom No.	Dates of Records Destroyed	Valume (Cubic Feet)	Destruction	Recycle, shred, landfill, etc.)
	CRIMINAL RECORDS Expunged Cases Closed In:	2219 SEC IV	2 d,e	1/1/00 thru 12/31/00	3	8-18-04	Shred
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Destruction Approved by Hall of Records Commission

JUN 1 8 2004

Date

State Archivist

Destruction Certification

Signature of Court Official

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Date Date

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Holl of Records Commission Records Management Division

7275 WATERLOO RD., P.O. BOX 275

JESSUP, MD 20794-0275



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DESTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FREILRICK, MD 20678 Calvert

May 18, 2004

COURT

COUNTY

DATE

2004 HAY 20 P 2: 53

DISTRICT COURT WAREHOUSE

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

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JUN 1 6 2004

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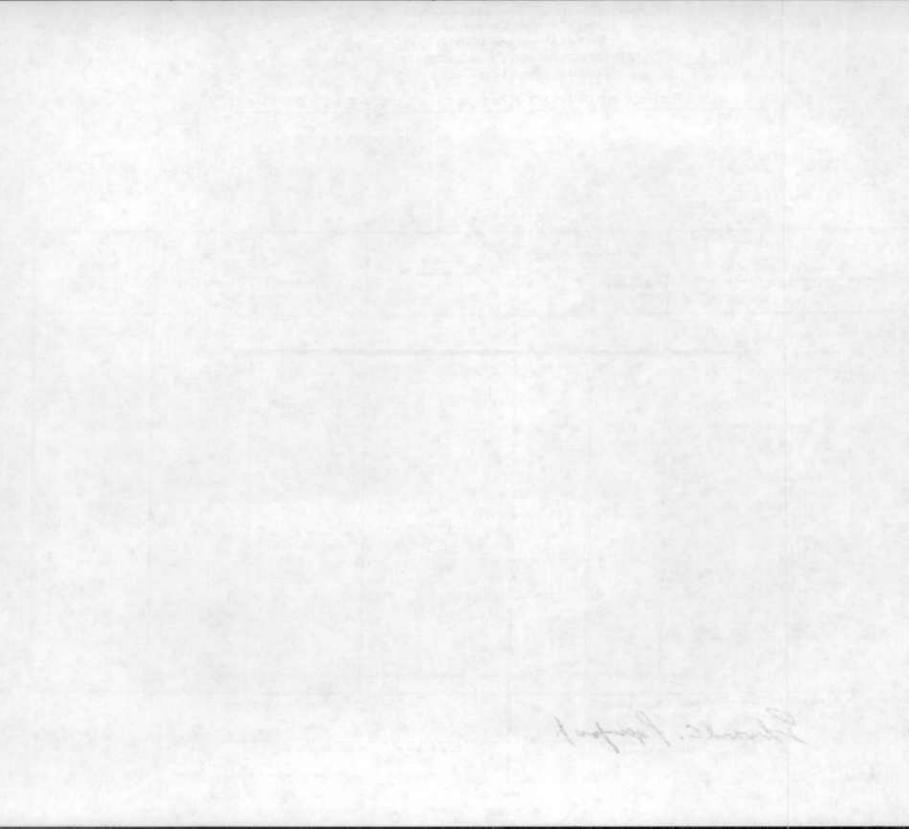
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Signature of Court Official

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Instructions for Preparation and Sub:

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Holl of Records Commission Records Monagement Division 7275 WATERLOO RD., P.O. BOX 275

JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Calvert

May 18, 2004

COURT

COUNTY

DATE

Sories No.	Description of Records Include Tille and/or Form Number	Authorization		Inclustve			Method of Destruction
		Retention Sched, No.	liem No.	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Recycle, shred, landfill, etc.)
	CRIMINAL RECORDS Natural Resources Cases Closed in: 2000	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 Holl of Records Commission

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Signature of Court Official

Rev. 10/83 DGS-550-9 Instructions for Preparation and Sub:

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DEL ARTMENT OF GENERAL SERVICES Holl of Records Commission Records Management Division 7275 WATERLOO RD., P.O. BOX 275

JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FREILRICK, MD 20678

CALVERT

May 18, 2004

COURT COUNTY

DATE

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DISTRICT COURT WAREHOUSE

Series	Description of Records Include Title and/or Form Number	Author	Ization	Inclusive			Method of Destruction
		Retention Schod, No.	Item No.	Dates of Records Destrayed	Volume (Cubic Feet)	Dote of Destruction	Recycle, shred, landfill, etc.)
	ELECTRONIC RECORDINGS Electronic Recordings Retained for three years	2219 SEC II	2	1/1/00 thru 12/31/00	3	9-17-04	Landfill
	CLOSED IN:			•			*
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Destruction Approved by Hall of Records Commission

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DEL ARTMENT 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 CALVERT COUNTY 200 DUKE STREET

PRINCE FREILRICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

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erios	Description of Records Include Title and/or Form Number	Authorization		Inclusive			Method of Destruction
No.		Retention Schod, No.	liem No.	Dates of Records Destroyed	Volume (Cubic Foot)	Date of Destruction	Recycle, shred, fandfill, etc.)
	ELECTRONIC RECORDINGS Electronic Recordings Retained for three years	2219 SEC II	2	1/1/00 thru 12/31/00	3	9-17-04	Landfill
	CLOSED IN:			•	17/27		,
	2000				7.3		
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JUN 1 6 2004

Date

State Archivist

Destruction Certification

Signature of Court Official

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Records Management Division

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

PROPOSAL AND CERTIFICATE OF RECORDS

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CALVERT

May 18, 2004

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

Description of Records	Authorizotion		Inclusive			Method of Destruction
Include Title and/or Form Number	Retention Sched. No.	liem No.	Dates of Records Destroyed	Volume (Cubic Feet)	Dote of Destruction	Recycle, shred, landfill, etc.)
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 1 3 2004

Date

Signature of Caurt Official

Instructions for Preparation and Subsection on Therese Side

Rev. 10/83 DGS-550-9

JUN 21 2004

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Holl of Records Commission Records Management Division

7275 WATERLOO RD., P.O. BOX 275

JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS

b ESTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET PRINCE FREILRICK, MD 20678

CALVERT

May 18, 2004

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COUNTY

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ries	Description of Records	Authorization		inclusive		Date of	Method of Destruction
lo,	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destrayed	Volume (Cubic Feet)	Date of Destruction	Recycle, shred, fond#11, etc.)
	FISCAL RECORDS						
	ACCOUNTING						
	Bank Books, statements and deposit receipts, cancelled checks and stubs. To be retained for three years and all audit	2219 SEC V	1 c	1/1/00 thru 12/31/00	3.0	10-22-04	Landfill
	requirements have been met.						
	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

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Instructions for Preparation and Sub. in on There Side

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JUN 21 2004

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FREILLRICK, MD 20678

CALVERT

May 18, 2004

COURT

COUNTY

DATE

Series	Description of Records	Autho	rization	Inclusive	Yelume (Cubic Feet)	Dote of	Method of Destruction
ło.	Include Title and/or Form Number	Retention School, No.	liem No.	Dotes of Records Destroyed		Destruction	:Recycle, shred, landfill, etc.)
	SHERIFF TRANSMITTAL SHEETS	2219 SEC II	2	1/1/00 thru 12/31/00	2.0	8-19-04	Landfill
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Signature of Court Official

Instructions for Preparation and Sub.

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FRELLRICK, MD 20678

CALVERT

May 18, 2004

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DISTRICT COURT WAREHOUSE

orles	Description of Records	Autho	rlzation	Inclusive			Method of Destruction
No.	Include Title and/or Form Number	Retention Schod. No.	Item No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	:Recycle, shred, landfill, etc.)
	SHERIFF TRANSMITTAL SHEETS	2219 SEC II	2	1/1/00 thru 12/31/00	2.0	8-19-04	Landfill
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Destruction Approved by Hall of Records Commission

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

PISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PAINCE FREILLRICK, MD 20678

CALVERT

May 18, 2004

COURT

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Series	Description of Records	Author	ization	Inclusive			Method of Destruction
No.	Include Title and/or Form Number	Retention Sched, No.	llem No.	Dates of Records Destroyed	Volume (Cubic Feei)	Destruction	Recycle, shred, landfill, etc.)
	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 Malla & Daylor						

Destruction Approved by Hall of Records Commission

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Destruction Certification

Signature of Court Official

Instructions for Preparation and Sub. in on " rerse Side

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CALVERT COUNTY 200 DUKE STREET

PRINCE FREILRICK, MD 20678

CALVERT

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erles	Description of Records Include Title and/or Form Number	Authorization		inclusive		Date of	Method of Destruction
ło,		Retention School No.	ltem No.	Dates of Records Destroyed	Volume (Cubic Feet)	Destruction	:Recycle, shred, landfill, etc.)
	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

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Signature of Caurt Official

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CHARLES COUNTY #4-2 200 CHARLES ST POR 3070 I.A. PLATA MD. 20646

Charles

6-20-2003

COURT

COUNTY

DATE

No.	Description of Records Include Title and/or Form Humber	Authorizotion		Inclusive			
		Relention Schod, No.	llem No.	Dotos: of Records Dostroyed	Volume (Cubic Foot)	Date of Destruction	Hothod of Destruction 1 Recyclo, shrod, I and All, olc.)
	1990 Landlord Tenant Summary Ejectments Money Judgment Expired				1-box	1-7-2004	Landfill
	Destruction Approved by Hall of Records		6				

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DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 28794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Charles

6-20-2003

COURT

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Hw.	Description of Records	Allthan	Itation	inclusive.			1
	Include Title and/se Form Hundres	Retention Sched, No.	liem No.	Destroyed	Velume (Cobic Feet)	Date of Destruction	Heliad at Destruction (Recycle, shred,
	1990 Landlord Tenant Summary	1 18 18					landfil, etc.)
	-Ejectments Money Judgment Expired				1-box	1-7-2004	Landfill
			6				,
	Destruction Approved by Hall of Records	Commission					3

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DEPARTMENT OF GENERAL SERVICES Holl of Records Commission Records Management Division 7275 WATERLOO RD., P.O. BOX 278 JESSUP, MD 20784-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CHARLES COUNTY #4-2 200 CHARLES ST POR 3070 I.A. PLATA MD 20646

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Charles

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COUNTY

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Series Ho.	Description of Records Include Title and/or Form Humber	Author	nellori	Inclusive	1		
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DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Charles

6-20-2003 COURT COUNTY DATE

Ho.	Description of Records	Author	Traffing	Inclusive			
	Include Title und/or Form Humber	Retention School, Na.	ltem No.	Dotes of Records Destroyed	Valuma (Cubic Fast)	Date of Destruction	Method of Destruction (Recycle, shred,
	1990 Civil Judgment (Expired)				9	3/8/04	Langfill

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DEPARTMENT OF GENERA' SERVICES
Hall of Records Commission
Records Management Division

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Records Management Division
7275 WATERLOO RD., P.O. BOX 275
JESSUP, MD 20794-9275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Charles

6-20-2003

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erles Ha.	Description of Records	Author	italian	Inclusive			
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	1990 Landlord Tenant Summary Ejectments Money Judgment Expired				1-box	1-7-2004	Landfill
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Ray, 10/03 | DGS-550-9

Sharle Archivist

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Civil Superisor

Instructions for Prenaration and Sul

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

PROPOSAL AND GERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CHARLES COUNTY #4-2 200 CHARLES ST POR 3070 I.A. PLATA MD 20646

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Charles

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Terinomon appropriate describe applications	Include Title and/or Form Humber	Retention Schod, No.	∏•m Na,	Dotes of Records Destroyed	Volume (Cubic Fool)	Dole of Destruction	Method of Destruction (Recycle, shred, Landfill, etc.)
	1991 Expired Summary Ejectme Money Judgments	ents		1'99'1	2 boxes	lefishor	Landfil
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Rev. 10/83 DGS-550-9 Stole Archivist

Signature of Court Officia

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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,		Relention Schod, No.	Ho,	Doles of Records Destroyed	Volume (Cubic Frei)	Dole of Destruction	Melliod of Destivellor 1 Recycle, shred, londfill, alc.)	
		nts		1'99'1.	2 boxes	Celiulou	landfill	
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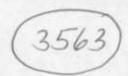
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DEPARTMENT OF GENERAL SERVICES Holl of Records Commission Records Management Division 7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-0275



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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4-5-2004

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COUNTY

DATE

No.	Description of Records Include Tisle and/or Form Humber	Authorizotion		Inclusive			Hethrad of
		Retention School, No.	Hem No.	Dates of Records Destroyed	Valume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shoed, In-dkil, etc.)
	1991 Civil Judgments (Expired)			1991	10 boxes	4/7/04	Landfil
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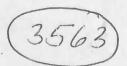
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DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P.O. BOX 275
JESSUP, MD 20784-0275



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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Charles

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Swiles Ho.	Include Title and/or Fern Humber 1991 Civil Judgments (Expired)	Authorization		Inclusive			
		Revention School, No.	ltem No.	Dates of Records Dastroyed	Volume (Cubic Foot)	Date of Destruction	Hatted of Destruction (Recycle, shied,
		1000		1991	10 boxes	4/7/04	Landall Landall
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	Destruction Approved Fill of Release 2004	0					

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State Archivist

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Civil Supervisor

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

04-02 Charles

1/22/98

COURT

COUNTY

DATE

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

Destruction Approved by Hall of Records Commission

FEB 2 3 1998

Date

State Archivist

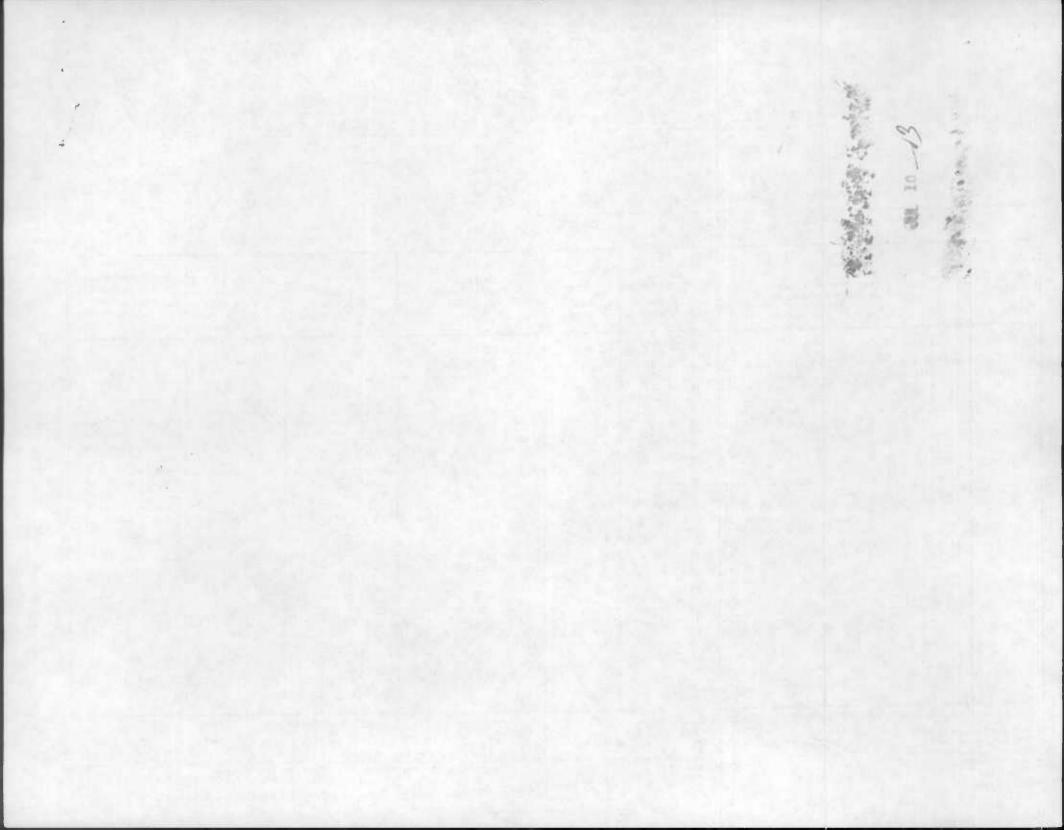
Signature of Court Official

Title

Instructions for Preparation and Submission on Reverse Side

Destruction Certification

Rev. 10/83 DGS-550-9



DEPARTMENT OF ENERAL SERVICES Holl of Rea 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

COUNTY

DATE

Authorizotion Series Methodof Inclusive Description of Records No. Destruction Dotos of Records Include Title and/or Form Humber Volume Dote of Retention Recycle, shred, Destroyed (Cubic Foot) |lem Destruction Schod, No. landfill, etc.) No. Natural Resource strip inside 975 SecIV 1995 material only Item 2

Destruction Approved by Hall of Records Commission

Date

Rev. 10/83 DGS - 550 - 9

Destruction Certification Signoture of Court

> Instructions for Preparation and Sub. in on . . erse Side

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DEPARTMENT OF GENERAL SERVICES

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Accession # 01A149-01A15

District Court of Maryland COURT

Charles COUNTY

DATE

July 24 2003

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

Destruction Approved by Hall of Records Commission

Destruction certification

AUG 0 5 2003

Date

State Archivist

Signature of Court Official

Title

Rev. 10/83 GS-55Q-9

Instructions for Preparation and Submission on Reverse Side

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND

COURT #4-2, COURT HOUSE LA PLATA, MD 20646

District Ct. Of Md. #4-2

4-28-00

COURT

COUNTY

DATE

		Authori	zation	Inclusive Dates of Records Destroyed	Volume	Date of	Method of Destruction Recycle, shred,
Series No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	Item No.		(Cubic F*+1)	Destruction	ladfil, etc.)
	Natural Resources strip inside material only	975	SecIV Item2	1996	4	?	Landfill
					Destruction Cert		

Destruction Approved by Hall of Records Commission

MAY 3 8 2000

Date

Stote Archivist

Signature of Court Official

Instructions for Preparation and Sub on on erse Side

Rev. 10/83 DGS-550-9

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DEPARTMENT OF FRAL SERVICES Holl of Recor 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

COURT #4-2, COURT HOUSE LA PLATA, MD 20646

District Ct. Of Md. #4-2

4-28-00

COURT

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DATE

Series No.	Description of Records Include Title and/or Form Humber	Authori	ization	Inclusive	Volume (Cubic Feet)	Date of	Hemad of Destruction Recycle, shred,
		Retention Sched. No.	Item No.	Dates of Records Destroyed		Destruction	tandfill, etc.)
	Natural Resources strip inside material only	975	SecIV Item2	1996	4	?	Lanefier

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Signature of Court Official

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7275 WATERLOO RD., P.O. BOX 275

JESSUP, MD 20794-0275



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

FOR CHARLES COUNTY
P.O. BOX 3070
RA PLATA ND 20646

Charles

6/25/01

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DATE

Series	SAFES OF THE SAFES	Autho	rizotion	Inclusive			Method of
No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	îtem No.	Dates of Records Destroyed	Valume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, Iandfill, etc.)
	Natural Resources strip inside material only	975	Sec IV	1997	2	¥ 25.01	landfill
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Destruction Approved by Hall of Recards Commission

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Instructions for Preparation and Submission on Reverse Side

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DEPARTMENT OF GENERAL SERVICES
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7275 WATERLOO RD., P.O. BOX 275
JESSUP, MD 20794-0275



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

PISTRICT COURT OF WARYLAND FOR CHARLES COUNTY P.O. BOX 3070

Charles

6/25/01

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LA PLATA ND 20646

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

State Archivist

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Signature of Court Official

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Instructions for Preparation and Submission on Reverse Side

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Rev. 10/83 DGS-550-9

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DEPARTMENT OF GENERAL SERVICES
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Records Monogement 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

3-21-01

COURT

COUNTY

DATE

		Authori	zotion	Inclusive	Volume	Dote of	Method of Destruction
Series No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	ltem No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	Recycle, shred, Iondfill, etc.)
	EXPUNGED CRIMINAL CASES MORE THAN 3 YEARS OLD	975		1997 EXPUNGED CRIMINAL CASES	5	5/01	Shreddul
				- Control			

Destruction Approved by Hall of Recards Commission

Date

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Signature of Court Official

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DEPARTMENT OF GENERAL SERVICES Hall of Records 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

3-21-01

COURT

COUNTY

DATE

		Author	ization	Inclusive	Volume	Date of	Method of Destruction	
Series No.	Description of Records Include Title and/or Form Number	Retention Sched, No.	Item No.	Dates of Records Destroyed	(Cubic Feet)	Destruction	Recycle, shred, Tordfill, etc.)	
	CLOSED CRIMINAL CASES 1997	975		1997 CLOSED CASES CRIMINAL	60	5/01	Lardfie	0
	REQUEST PERMISSION TO STRIP AND DESTROY MATERIAL							

Destruction Approved by Hall of Records Commission

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Rev. 10/83 DGS-550-9

Signature of Court Official

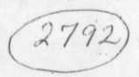
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DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-0278



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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irten Ho,	Description of Records Include Title and/or Form Number	Author	laation	Inclusive			. Method of
	include Title and/or Form Number	Retention School No.	Item No.	Dates of Records Destroyed	Volume (Cubic Faet)	Date of Destruction	Destruction : Recycle, shied, landfill, etc.)
	Closed Traffic case jackets 1997	975		1997 closed TR	12	10-16-03	landfille
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State Archivist

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Signature of Court Official

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

3-7-02

COURT

COUNTY

DATE

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

Destruction Approved by Hall of Records Campassion

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State Archivist

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT	COURT	OF	MARYLAND
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Series	December 4 December 4	Authori	zotion	Inclusive	Volum●	Dole of	Method of Destruction
No.	Description of Records Include Title and/or Form Number	Retention Sched, No.	ltem No.	Dates of Records Destroyed	(Cubic Foot)	Destruction	: Recycle, shred, londfill, atc.)
	Expunged Criminal Cases More Than 3 Years Old	975		1998 Expunged Criminal Cases	5	5/02	

Destruction Approved by Holl of Records Commission MAR 2 5 2002

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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Series		Autho	cization	Inclusive		Date of	Hethod of Destruction
Ho.	Description of Records Include Title and/or Form Number	Retention Sched, No.	Item No.	Dates of Records Destray ed	Volume (Cubic Feet)	Destruction	Recycle, shred, tordfil, etc.)
	Natural Resources strip inside material only	975	Sec IV Item 2	1998	4	5/02	Landfill

Destruction Approved by Hall of Records Commission

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DEPARTMENT OF GENERAL SERVICES

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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Series	Description of Records	Authori	zation	Inclusive Dates of Records Destrayed			Method of Destruction
No.	Include Tille and/or Form Number	Retention Sched, Na.	Item No.		Volume (Cubic Feet)	Date of Destruction	: Recycle, shred, landfill, etc.)
	Closed Traffic Case Jackets 1998	975		1998 closed Tr	12	Larefill	2/20/4

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CHARLES COUNTY P.O. BOX 3070

LA PLATA MD 20646

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Sories		Autho	rizotlon	Inclusive			Method of Destruction
No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	(Recycle, shred, landfill, etc.)
	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	364	Landfilles
			r				

Destruction Approved by Holl of Records Commission

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Signature of Court Official

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND FOR CHARLES COUNTY #4-2 200 CHARLES ST POR 3070 I.A PLATA MD 20646

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6-20-2003

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DATE

Ho.	Description of Records	Authori	rotion	Inclusive			
	include fille and/or Form Humber	Retention Sched, No.	ll•m No.	Dotes of Records Destroyed	Volume (Cubic Frei)	Dote of Destruction	Hethod of Destruction : Recycle, shred londfil, etc.
	1999 Landlord Tenant Summary Ejectments non-money judgment, satisfied & dismissed				4 boxes	3-8-04	Landfill

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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Series No.	Description of Records	Authori	111104	Inshulx•			
	Include Title and/or Frem Humber	Retention School, No.	liem Ha,	Dutes al Records Desirayed	Valume (Cubic Feet)	Date of Destruction	Hethodal Destarction (Recycle, shree
	1999 Landlord Tenant Summary Ejectments non-money judgment, satisfied & dismissed				4 boxes	3-8-04	Landfill

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DEPARTMENT OF GENERAL SERVICES
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Records Management Division
7275 WATERLOO RD., P.O. BOX 275
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

COURT COUNTY

6-20-2003

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He.	Description of Records	Authori	Emil on	Inclusive		Dole of Destruction	P 1900
	Include Title and/or Form Humber	Resention School Min.	liem He.	Dutes of Records Destroyed	Valume (Cubic F++1)		Matter of Destroyder (Recycle, shred (wedkli, *)c.)
	1999 Civil "D" boxes, satisfied dismissed, request permission to strip & destroy material only				9 boxes	3/8/04	Mildnal
	Destruction Approved by Hall of Records Co		A:				

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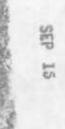
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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lin,	Description of Records Include Tills and/or Form Humber	Authoritation		Inclusive				
		Retention School, No.	H+m Hu,	Deternal Records Destroyed	Value (Cubic Feet)	Date of Das Dasnogney sheeps	Destroyed at Destroyed and integrals, should lead Ell, wic.)	
	1999 Civil "D" boxes, satisfied dismissed, request permission to strip & destroy material only				9 boxes	3/8/04	landfill	
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DEPARTMENT OF GENERAL FRVICES Hall of Records Comm 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

Charles

04-02 1/6/04

LA PLATA, MD 20646 COURT

COUNTY

DATE

Series		Autho	rization	Inclusive	6		Methodof
No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	item No.	Dates of Records Destroyed	Volume (Cubic Feel)	Date of Destruction	Destruction (Recycle, shred, . Londfill, etc.)
,	NATURAL RESOURCES CITATIONS closed 1999, held for audit and 3 years have passed.	. 2219	Sect IV 2 a.b	Jan 1, 1999 ThrueDec 31, 99	5 boxes	8/27/04	handfiel
	Request to strip and destroy misc. papers						
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			P	er.			

Destruction Approved by Hall of Records Commission

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Signature of Court Official

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Destruction Certification

Rev. 10/83 DGS-550-9



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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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DISTRICT COURT OF MARYLAND COURT #4-2, COURT HOUSE

Charles

04-02 1/6/04

LA PLATA, MD 20646

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

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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COUNTY

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Series	Description of Records	Autho	rizotion	Inclusive	ď		Methodof
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	Valume (Cubic Feet)	Dote of Destruction	Destruction (Recycle, shred, I and fill, etc.)
	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	Lanfiel
			TP.		-		

Destruction Approved by Hall of Records Commission

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State Archivist

Destruction Certification

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



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

1 2004 JAN -9 P 12: 01

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

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Series	Description of Records	Autho	rizotion	Inclusive	<u>e</u>		Method of
No.	Include Title and/or Form Number	Retention Sched, No.	item . No.	Dates of Records Destroyed	Volume (Cubic Feet)	Dole of Destruction	Destruction (Recycle, shred, . landfill, etc.)
ď.	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	Landfield
			87				3

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State Archivist

Signature of Court Official

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DEPARTMENT OF GENERAL ERVICES Hall of Records Comm 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

Charles County 04-02 1/6/04

LA PLATA, MD 20646 COURT

COUNTY

DATE

Series	Description of Records	Author	ization	inclusive			Method of
No.	Include Title and/or Form Number	Refention Sched, No.	Hem No.	Dutes of Records Destroyed	Valume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred,) and fill, etc.)
	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	Shriddul

Destruction Approved by Holl of Records Commission

FEB 1 2 2004

Date

State Archivist

Signature of Court Official

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Preparation

Destruction Certification



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DEPARTMENT OF GENERAL SERVICES

Hall of Record Commission Records Mano ent Division

7275 WATERLOO RD., P.O. BOX 275



JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

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COURT

COUNTY

DATE

eries No.	Description of Records	Authorization		Inclusive			Method of Destruction
No.	Include Title and/or Form Humber	Resention Sched. No.	ltem No.	Dates of Records Destroyed	Volume (Cubic Faet)	Dole of Destruction	:Recycle, shred, landfill, etc.)
	Closed Traffic Case Jackets 1999	975		1999 closed Tr	15	2/20/4	Landfi

Destruction Approved by Holl of Records Commission

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Date

State Archivist

Rev. 10/83 DGS-550-9

Signature of Court Official

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

DISTRICT COURT OF MARYLAND

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

FOR CHARLES COUNTY P.O. BOX 3070 LA PLATA MD 20646

Charles 04-02

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COURT

COUNTY

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Series		Autho	orization	Inclusive		1 1 1 1 1 1 1	Method of Destruction
No.	Description of Records Include Title end/or Form Number	Retention Sched. No.	ltem No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	(Recycle, shred, landfill, etc.)
	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	3/6/4	Larlful

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Rev. 10/83 DGS-550-9

Instructions for Preparation and Submission on Reverse Side



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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

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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	Description of Records	Autho	rizotion	Inclusive			Method of Destruction
No.	Include Title and/or Form Number	Retention School, No.	ltem No.	Dotes of Records Destroyed	Volume (Cubic F••t)	Date of Destruction	(Recycle, shred, . londfill, etc.)
	Accounting					1	
	Interpreter Invoices	2219	Sec V	1/1/96 to 12/31/96	2 boxes	2/2/1/4	Landful
	Held for 3 years, audit completed		1(c)	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		0/04/	aurajo.
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Destruction Approved by Hall of Records Commission

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Destruction Certification

Signature of Court Official

Court Clerk 2/27,

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

1 2004 JAN -9 P 12: 02

DISTRICT COURT OF MARYLAND COURT #4-2, COURT HOUSE

Charles 04-02

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ILA PLATA, MD 20646

COURT

COUNTY

DATE

Series	Description of Records	Autho	prization	Inclusive			Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	(Recycle, shred, I and fill, etc.)
	Closed Transcript Requests (DCA 27)	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	5 boxes	2/27/4	Langiu
	Retained for 3 years, audit completed			1/1/98 - 12/31/98 1/1/98 - 12/31/98 1/1/99 - 12/31/99 1/1/00 - 12/31/00			
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Destruction Approved by Hall of Records Commission

FEB 1 2 2004

Date

Signature of Court Official

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Instructions for Preparation and Submission on Provense Side

Rev. 10/83 DGS-550-9

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DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Monagement Division

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Charles 04-02

12/11/03

COURT

COUNTY

DATE

Description of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	(Cubic Feet)	Date of Destruction	(Recycle, shred,
					Destruction	(Recycle, shred, landfill, etc.)
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 Kaingstin
	RDAT tapes for year of 2000 minus those retained for State Archivist	RDAT tapes for year of 2000 minus those retained for	RDAT tapes for year of 2000 minus those retained for State Archivist	RDAT tapes for year of 2000 minus those retained for State Archivist	RDAT tapes for year of 2000 minus those retained for State Archivist	RDAT tapes for year of 2000 minus those retained for State Archivist

Destruction Approved by Holl of Records Commission

JAN 2 1 2004 Date

Storal C. Paperports
Stote Archivist

Dr. L. Sylminium C

Signature of Court Official

Title

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Instructions for Preparation and Submission on Reverse Side

Rev. 10/83 DGS-550-9

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

3472

1 2004 JAN -9 P 12: 02

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND COURT #4-2, COURT HOUSE

04-02

01/06/04 *

LA PLATA, MD 20646

COURT

COUNTY

DATE

Series	Description of Records	Autho	rization	Inclusive			Method of Destruction
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dates of Records Destroyed	Valume (Cubic Feet)	Date of Destruction	(Recycle, shred, landfill, etc.)
	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	abelot	Landful
					*		

Destruction Approved by Hall of Records Commission

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Date

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Storad C. Paperfort

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Signature of Court Official

Title

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Instructions for Preparation and Submission on Preparate Side

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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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

Charles 04-02

1/6/04

COURT

COUNTY

DATE

eries No.	Description of Reserve	Authori	sation	Inclusive			Hethod of
	Include Tisle and/or Form Number	Retention Sched, No.	ltem No.	Dutes of Records Destroyed	Valume (Cubic Feet)	Date of Destruction	Destroction Respets, shoot, I med \$11, etc.)
	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
				A. W.			

Destruction Approved by Hall of Records Commission.

FEB 1 2 2004

Date

Rev. 10/83 | DGS-550-9

Store Archivist

Bendu L Granner Ca Signature of Court Official

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Instructions for Preparation and Sub.

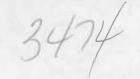
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DEPARTMENT OF GENERAL SERVICES Holl of Records Commission Records Monogement Division 7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-0275



PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

DISTRICT COURT OF MARYLAND COURT #4-2, COURT HOUSE

0402

1/6/04

LA PLATA. MD 20646 COURT

COUNTY

DATE

Series	Description of Records	Author	izotion	Inclusiv•	6		Method of Destruction
No.	Include Title and/or Form Number	Retention Sched, No.	Item No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	(Recycle, shred, . landfill, etc.)
	Local Copy of Bench Time Reports	2219	1	1/1/99 to 12/31/9 1/1/00 to 12/31/0	9 1 box	3-6-4	Larafiller
					# W		
			4.	4			

Destruction Approved by Hall of Records Commission

FEB 1 2 2004

Dote

State Archivist

Signature of Court Official

Destruction Certification

Instructions for Preparation and Submission on Provense Side

Rev. 10/83 DGS-550-9 WARYLAND STATE ARCHIVES

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

7 2004 JAN -9 P 12: 02

DISTRICT COURT OF MARYLAND COURT #4-2, COURT HOUSE

04-02

1/6/04

LA PLATA, MD 20646

COURT

COUNTY

DATE

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

Destruction Approved by Hall of Records Commission

FEB 1 2 2004

Date

Signature of Court Official

Rev. 10/83 DGS-550-9

Instructions for Preparation and Submits Con on Prevense Side

Destruction Certification

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DEPARTMENT OF GENERATION RVICES
Hall of Records Common on Records Monagement Division
7275 WATERLOO RD., P.O. BOX 275
JESSUP, MD 20794-0275

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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	Description of Records Include Title and/or Form Number	Authorization		Inclusive			Method of
Ho.		Retention Sched. No.	Item . No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Dote of Destruction	Destruction (Recycle, shred, . Iandfill, etc.)
	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
			ę.	Pr .	<u>-</u>		

Destruction Approved by Holl of Records Commission

FEB 1 2 2004

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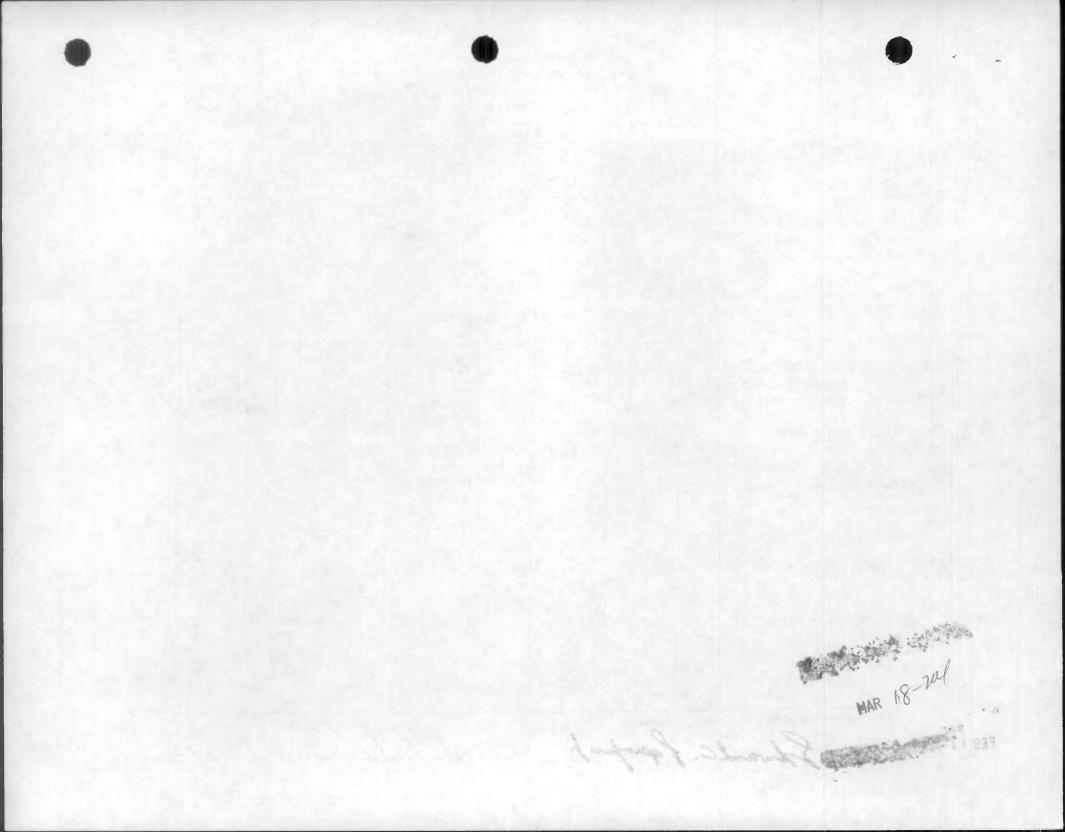
Restruction Certification

Signature of Court Official

Court Club D

Instructions for Preparation and Submission on Programme Side

Rev. 10/83 DGS-550-9



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

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

1 2004 JAN -9 P 12: 02

DISTRICT COURT OF MARYLAND

COURT #4-2, COURT HOUSE

Charles Co. 04-02

1/6/04

I.A PIATA, MD 20646

COURT

COUNTY

DATE

Series	Description of Records Include Title and/or Form Number	Authorization		Inclusive	6		Methodof
No.		Retention Sched, No.	ltem No.	Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, tondfill, etc.)
<i>'</i>	CRIMINAL RECORDS Expunged cases	2219 Sec IV	2 d	Jan 1, 2000 thru	2 Boxes	3/15/04	Shredded
	3 years have passed, audit complete			Dec 31, 2000			
			Ť.				

Destruction Approved by Hall of Records Cammissian

FEB 1 2 2004

Date

AvanlC. State Archivist

Signature of Court Official

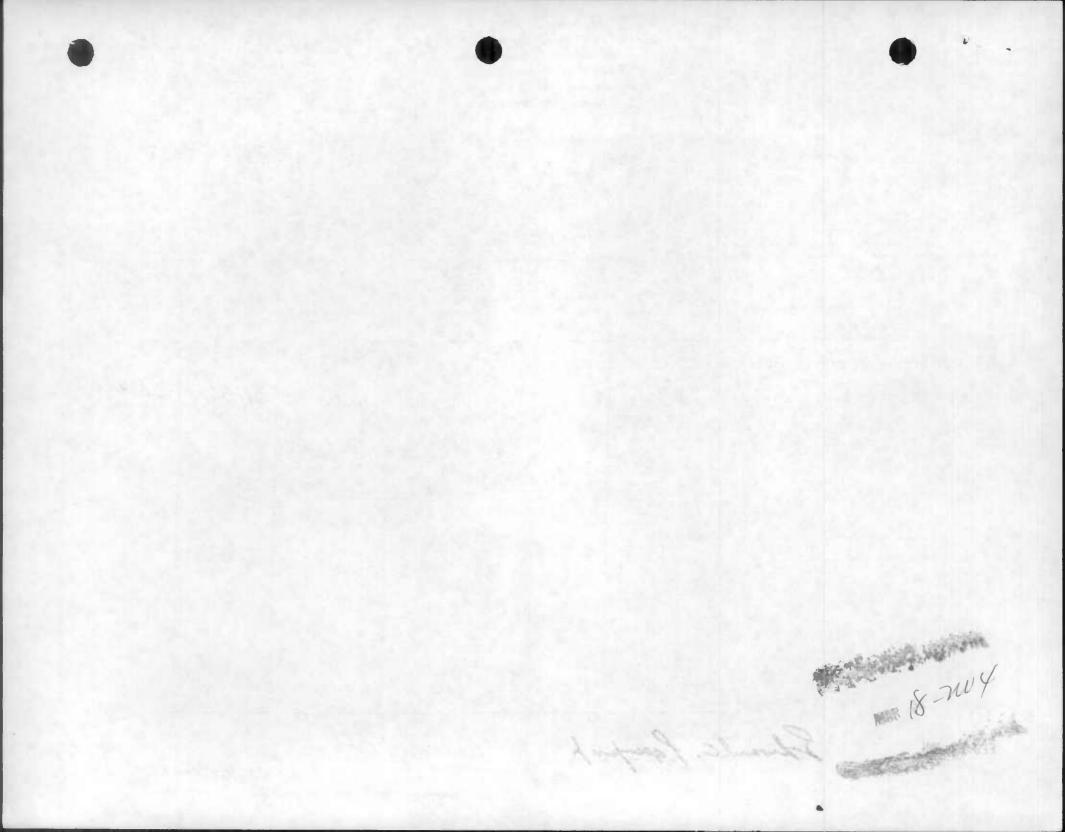
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3/15/4 Date

Instructions for Preparation and Submission on Prevense Side

Destruction Certification

Rev. 10/83 DGS-550-9



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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

04-02 Charles 2/23/04
COUNTY DATE

Series	Description of Records	Autho	rizotion	Inclusive	*		Methodof
No.	Include Title and/or Form Number	Retention Sched, No.	îtem No.	Dates of Records Destrayed	Valume (Cuble Feet)	Date of Destruction	Destruction (Recycle, shred, landfill, etc.)
	Courtroom Monies Reports & Dockets (More than 3 yrsold) (and audit complete)	2219	Sic	JAN 97-Dec97 JAN 98-Dec 98 JAN 99-Dec 99 JAN 90-Dec 00	15	5/25/4	Kareful
		*	*				*
	Destruction Approved by Hall of Records (Commission			Destruction Carti	to at	1

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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Sorles	Description of Records Include Title and/or Form Number	Author	rizotion	Inclusive		Date of Destruction	Method of Destruction (Recycle, shred, I and fill, olc.)
No.		Retention Sched. No.	}lem No.	Dates of Records Destrayed	Volume (Cubic Feet)		
	Courtroom Monies Reports & Dockets (More than 3 yrsold) (and audit complete)	2219	Sic	JAN 97-Dec97 JAN 98-Dec98 JAN 99-Dec99 JAN 00-Dec 00		5/25/4	Lalful
	and avait completes						
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DEPARTMENT OF GENERAL RVICES Holl of Records Comm Records Monogement Division 7275 WATERLOO RD., P.O. BOX 275 JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

1 2004 JAN -9 P 12: 02

DISTRICT COURT OF MARYLAND COURT #4-2, COURT HOUSE

04-02

1/6/04

ILA PLATA, MD 20646 COURT

COUNTY

DATE

Series	Description of Records Include Title and/or Form Number	Authorizotion		Inclusive			Method of
No.		Retention Sched. No.	Item . No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Dote of Destruction	Destruction (Recycle, shred, Landfill, etc.)
	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	Landfel
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Destruction Approved by Hall of Records Commission, Sprand C. 1

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Stote Archivist

Signature of Court Official

Instructions for Preparation and Submitted on an Aryanse Side

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DEPARTMENT OF GENERAL RVICES Holl of Records Comm 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

04-02

1/6/04

LA PLATA MD 20646

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COUNTY

DATE

Series No.	Description of Records	Authorization		Inclusive	s .		Method of
	Include Title and/or Form Number	Retention Sched. No.	ltem . No.	Dates of Records Destroyed	Valume (Cubic Feet)	Dole of Destruction	Destruction (Recycle, shred, . (and fill, etc.)
	DCCR 95 DNR/Civil citation transmittal from police agencies	.2219	Sec 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	Larefie
			*	÷			

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State Archivist

Signature of Court Official

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION JAN -9 P 12: 01

DISTRICT COURT OF MARYLAND COURT #4-2, COURT HOUSE

Charles

04-02

LA PLATA, MD 20646

COURT

COUNTY

DATE

Series No.	Description of 9	Author	izotion	Inclusive			Method of
	Description of Records Include Title and/or Form Number	Retention Sched. No.	Item No.	Dotes of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Destruction (Recycle, shred, I and fill, etc.)
	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	Celot -	landfie
		,					
						1	

FEB 1 2 2004 Date

Signature of Court Official

Instructions for Preparation and Submission on Provense Side

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